



D'Utama
Toastmasters Club
#5912-51 Petaling Jaya, Malaysia

Date :

Dear Toastmaster _____

Welcome to D'Utama Toastmasters Club

Congratulations on becoming part of this worldwide educational organization dedicated to self-improvement.

The Toastmasters program offers you the opportunity to develop your communication skills, thereby opening doors to your personal and professional life. You will learn not by rules alone but by doing, by actually speaking in your club. This will not occur in an academic setting, but in an atmosphere of understanding and helpful fellowship.

The rewards are tremendous and varied. Take full advantage of these opportunities so that you can learn, grow and achieve.

We wish you every success in your toastmasters' journey.

Warmest regards

President

Your mentor is : _____

Contact No. : _____

Please contact your mentor for any assistance.

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1.0 The Toastmasters Mentoring System

Each new member shall be assigned a mentor when his/her application has been approved by the Committee.

The mentor is to guide the mentee on the Communication and Leadership Track. Officially, the mentor shall advise and assist the mentee in the preparation of the speeches from the Communication and Leadership (C&L) manual, Assignments 1 to 3. However, assistance from the mentor can proceed as and when the mentee requires.

The mentee can choose to approach any other members from the club for speech preparation, advise, speech evaluation and/or feedback/comments.

The responsibilities of both the mentor and mentee are highlighted as follows :-

Responsibilities of Mentor towards Mentee :

- treats mentee like a friend
- be caring, supportive and considerate
- provides thorough guidance, only if the mentee desires to be guided
- initiates the first communication with mentee

Responsibilities of Mentee towards mentor:

- be proactive to approach mentor (optional)
- be open minded to receive feedback/comments

2.0 Toastmasters International

Established in 1924, Toastmasters International uses time-tested programs that are continually updated to meet participants' needs. Globally, nearly four (4) millions people of all ages and occupations have participated in the program.

There are more than 10,550 clubs, 211,000 members in approximately 91 countries.

3.0 Toastmasters in Malaysia

D'Utama Toastmasters Club ('DUTC') is one of over 226 clubs in Malaysia. Currently, there are about 68 clubs in the Klang Valley. Most of the clubs are registered with the Registrar of Societies. Others are in-house clubs, functioning under the umbrella of a parent body.

The Toastmasters Clubs in Malaysia, Indonesia and Brunei form District 51. District 51 is divided into Divisions, each Division covers a few geographical Areas. Every Area has different numbers of Clubs.

4.0 D'Utama Toastmasters Club

D'Utama Toastmasters Club is currently a Club in Area B4, Division B, and District 51. It began in July 1984 with 24 members from its sponsoring club, Petaling Jaya Toastmasters Club. Its pro-tem President was Catherine Lee.

The Club received its charter as Club Number 5912 on 1st June 1985 with 26 charter members. The membership increased over the years with highest record of 85.

The leadership of the club is invested in an annually elected Executive Committee led by a President. Since its inception, the Club Presidents have been:

1984	Catherine Lee	1994/95	Sharon Ng	2004/05	Gan Teong Hock
1985	Vincent Wong	1995/96	Michael Cheah	2005/06	Allen Kam
1986	M Manimohan	1996/97	Danny Soh	2006/07	Nancy Liew
1987	Steven Si	1997/98	Wu Tze Sing	2007/08	Jack Leong
1988	Koh Moh Tang	1998/99	Toh Cheng See	2008/09	Calvin Lim
1989	Peter Wong	1999/00	Vijay Kumar	2009/10	Teoh Chun Ming
1990	Quah Jin Chew	2000/01	Yip Wah Pung	2010/11	Marcus Loi
1991	Lim Eng Hwa	2001/02	G. Sivalingam	2011/12	Steven Lai
1992	G Subramaniam	2002/03	Michele Ng	2012/13	Johnson Yike
1993	Tammy Tham	2003/04	Lee Wei Seong		

In 1986, the Club moved to what is now its permanent venue, Kolej Damansara Utama. Since then, the Club has been involved in active educational programme including organizing five speech contests per year namely Annual Speech Contest, Humorous Speech Contest, Tall Tale Speech Contest, Evaluation Contest and Impromptu Speech Contest; Battle of Wits; workshops and joint meetings with other Toastmasters Clubs. The Club also publishes a monthly bulletin known as TARGET that gives the pulse of the Club.

In addition to club activities, D'Utama Toastmasters Clubs also conducts workshops and seminars for members of the public and students. These include Youth Leadership Programme and Speechcraft Programme.

In 1988, the Club sponsored three new clubs: Sunway Toastmasters Club, Kuantan Toastmasters Club and Telekom Toastmasters Club. In 1997 and 1998, the Club sponsored another two new clubs: IBBM Kuala Lumpur Toastmasters Club and D'Utama Advanced Toastmasters Club respectively, the latter being a club for advanced speakers who have achieved the Competent Toastmaster award. The CIMA Toastmasters Club was co-sponsored and mentored by DUTC and CPA TM Club of Kuala Lumpur. In 2005, the Club sponsored the 1st dual- language club in Malaysia, the Klang Bilingual Toastmasters Club.

The full history of this Club has yet to be written. You are part of history in the making. Make it well!

5.0 Your participation in D'Utama Toastmasters Club

There are many opportunities for you to participate in the Club's program. Every Toastmaster sets his or her own pace. The more you participate, the more you achieve. Here are some suggestions:

- Attend every meeting and actively participate in all learning opportunities.
- Seek the help of the club mentor assigned to you; share your goals regularly with your mentor.
- Volunteer for speaking assignment found in your Communication and Leadership Manual.
- Prepare your speeches well by following the step-by-step methods in your Communication and Leadership Manual; practice well in advance of the day of your speech.
- Volunteer to play the different roles explained in this manual.
- Share the gift of Toastmasters with others by inviting them to visit DUTC and to become a member.
- Pay your semi-annual subscription promptly on the first regular meeting date in March and September.
- Volunteer to serve on the Executive Committee or any of the other standing committees.

6.0 How the Program Works

The Toastmasters program exposes each participant to a wide range of communication experiences.

Each new Toastmaster receives a New Member Kit. The kit features a copy of the basic Communication and Leadership ('C&L') manual, general orientation materials and information regarding skill improvement in areas such as speech evaluation, the use of gestures and how to use your voice.

The initial prepared speeches, as outlined in the basic Communication and Leadership program manual, are designed with the new Toastmaster in mind. A variety of assigned speeches help the participant develop competency in areas such as organization, voice inflection and persuasiveness. During the meeting's Table Topics session, members learn to think on their feet by delivering short impromptu speeches, lasting one to two minutes.

After giving a prepared speech, each Toastmaster receives a constructive speech evaluation.

This process recognizes speakers for their strengths and provides valuable insight into areas for improvement. Upon completion of the basic Communication and Leadership program, Toastmasters may participate in the Advanced Communication and Leadership program. Participants may choose from specific business oriented topics such as Speeches by Management and Technical Presentations.

7.0 Roles at a Club Meeting

Each Toastmaster's meeting can be a unique experience, depending on the team of 12 or so members who participate in different roles. There are at least 11 roles in our club:

Toastmaster of the Evening	Ah Counter
Table Topics Master	Humour Master
Table Topics Evaluator	Assistant Sergeant-at-Arms (2)
General Evaluator	Assignment Speakers
Time Keeper	Speech Evaluators
Language Evaluator	Speech Invocator (Note: This role is known as "Teh Tarik for the Soul" speaker in DUTC)

At each meeting, each role player has a plaque on the table identifying his/her role. He/she also has a folder giving a brief outline to guide him/her in his/her role. The following pages give detailed notes on the above roles.

7.1 *Toastmaster of the Evening*

As Toastmaster of the Evening you face the task of introducing the other members of the program. If the Toastmaster does not perform his duties well, an entire meeting can end in failure. Therefore this task is not usually assigned to a member until he or she is quite familiar with the club and its procedures. The primary duty of the Toastmaster is to act as a genial host and conduct the entire program. Program participants should be introduced in such a manner as to prepare the audience to listen with excitement and attention. It is the Toastmaster who creates an atmosphere of interest, expectation and receptivity.

[Note: In Year 2005, a separate set of "Guidelines for Toastmaster of the Evening (GTME)" was developed to help members in practicing that role in more practical manner. It also served as refresher material to members who had not taken the role for long time.]

Before The Meeting

Call all role players beginning about a week before the meeting to remind them of their duties. Discuss these duties if necessary. Ask the General Evaluator to call the other members of the Evaluation Team (Speech Evaluators, TableTopics Evaluator, Time Keeper, Ah Counter, Language Evaluator).

Work with the Vice President Education to arrange substitute speakers if any assigned speaker cannot make it. Do this before the meeting.

Interview all speakers in advance to find out their speech title, manual project number, purpose to be achieved, time allowed, and something interesting about themselves, which you can use when introducing them.

Prepare introductions for each speaker. Refer to "How to introduce a Speaker" in the C & L manual.

Schedule the program so it does not run overtime. The meeting should start punctually at 7.30 pm and end punctually 10.00 pm. The business session follows after that.

Prepare remarks, which can be used to bridge the gaps between program segments. You may never use them but you should be prepared to avoid possibly awkward periods of silence.

At the Meeting

- Arrive early in order to finish any last-minute details.
- Check with the speakers for any last-minute changes.
- Sit near the head of the table and have your speakers do likewise for quick and easy access to the rostrum.

During the Meeting

- Thank the President and accept the gavel when you are presented as a Toastmaster.
- Introduce the evening. Briefly explain Toastmasters, its purpose and history.
- Call on the Table Topics Master to conduct the Table Topics session. At the end of the session, ask the audience to fill in their voting slips for the Best Table Topics Speaker.
- Invite the Table Topics Evaluator to give his evaluation of the Speakers.
- Call on the Humour Master to conduct the Humour session
- Call for a 15-minute refreshment break at 8.30 pm.
- Announce each speech title and speaker. Identify which C & L project the speaker is presenting and briefly describe the purpose of that project. Alternatively you may ask the General Evaluator to read the objectives of the speech, and the note to the Speech Evaluator.
- Introduce each speaker in turn.
- After all the speakers have spoken, call on members to fill in their voting slips for the Best Assignment Speaker. Speakers presenting assignments from the Advanced C&L manual should not be eligible for the Best Assignment Speaker award. If there are two or less speakers presenting their assignments from the basic C&L manual, there should be no vote for the Best Assignment Speaker.
- Introduce the General Evaluator. He/She will then introduce the other members of the Evaluation Team.
- After the General Evaluator finishes his/her session, return to the lectern, announce the Best Table Topics Speaker, the Best Assignment Speaker and the Best Speech Evaluator, then ask the Club president or any dignitary present to award the prizes.
- Return control of the meeting to the President.

7.2 Table Topics Master

The purpose of the Table Topics Session is to have members and guests "think on their feet" by speaking for 2 minutes on one topic, without preparation. Each speaker may be given an individual subject or a number of speakers (preferably not more than 2) may speak on one subject.

The Table Topics Master leads this session of the club meeting, usually for 30 minutes before the refreshment break. Handled rightly, this can be the liveliest and most enjoyable part of the evening. Refer to "How to lead as Topicmaster" in the C & L manual.

This session should attempt to involve all those unscheduled to participate in other parts of the program.

Before the meeting

- Check with the Toastmaster to find out if a theme meeting is scheduled. If so, prepare topics to carry out that theme. Otherwise, choose a wide selection of topics. Review "The Toastmaster" and other publications for ideas.
- Find out who the prepared speakers, evaluators, General Evaluator and Toastmaster are so you can call on the other members first. Only if time permits at the end of the Topics session, should you call on program participants (speakers last).
- When choosing your specific questions, select ones that will inspire the speakers to expound on them, or give their opinions. Don't make the questions too long or complicated - phrase them in such a way that the speaker will know clearly what you want them to talk about.
- Keep your comments short. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.

At the meeting

- When introduced, briefly state the purpose of the Table Topics session and set the stage for the session.
- Keep the program rolling; be certain everyone understands the maximum time they have for their response and how the timing lights/device works (if the Timekeeper hasn't already done so).
- State the topic or question briefly - then call on a speaker.
- Watch your total time! Check the printed agenda for the total time allotted to Topics and adjust the number of questions to end your segment on time (i.e. 8.20 pm). Even if your portion started late, try to end on time to avoid the total meeting running overtime.
- At the conclusion of the Table Topics session, ask members to vote for the Best Table Topics Speaker and to pass their votes to the Assistant Sergeant-at-Arms.

7.3 Table Topics Evaluator

When introduced, briefly describe your role, which is to evaluate the table topic speakers. Do not evaluate the Table Topic Master or the topics, nor summarise the content of the impromptu speech.

Give brief evaluations on the speaking abilities shown by the speakers; since you are given 4 minutes, you may not be able to evaluate all speakers. This evaluation should focus on club members rather than guests.

7.4 General Evaluator

The General Evaluator evaluates anything and everything that takes place throughout the meeting. The responsibility is large, but so are the rewards. The General Evaluator is responsible to the Toastmaster who will introduce you. At the conclusion of the evaluation segment of the meeting, you will return control to him or her. You are responsible for the Evaluation team. The usual procedure is to have one evaluator for each major speaker, but this is not necessary. You are free to set up any procedure you wish, but each evaluation should be brief, yet complete. Methods for conducting the evaluation sessions are limitless. Review the Effective Speech Evaluation manual for ideas.

Before the meeting

Check with the Toastmaster of the Evening to find out how the program will be conducted and if there are any planned deviations from the usual meeting format. Remember; always be ready when the meeting starts.

Call on all the evaluators to brief them on their job and to inform them whom they're evaluating and what evaluation format you will be using. Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech.

During the briefing, emphasize that evaluation is a positive, helping act. As conscientious Toastmasters, their goals must be to help fellow Toastmasters to develop their skills. Emphasize that in the act of evaluating, the self-esteem of the speaker should be enhanced or at least preserved.

Call on remaining members of the Evaluation Team (Timekeeper, Language Evaluator, Ah Counter, Table Topics Evaluator, as appropriate) to remind them of their assignments.

Prepare a brief but thorough talk on the purpose, techniques and benefits of evaluation for the benefit of the guests. Emphasize that as evaluators, you are not critics. Criticism is negative; evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

At the meeting

- Ensure the individual evaluators have the speaker's manual, and understand the project objectives and how to evaluate it.
- Greet all evaluators who are present. If an evaluator is not present, consult with the Vice-President Education and arrange for a substitute.
- Verify each speaker's time and notify the Time Keeper.
- Sit near the back of the room to allow yourself full view of the meeting and its participants.

During the meeting

Take notes on everything that happens (or doesn't but should). For example: Is the club's property (trophies, banner, educational material etc) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting and each segment of it begin and end on time?

Cover each participant on the program - from the opening comments to the last report by the Timer. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties. Remember, you are not to re-evaluate the speakers, though you may wish to add something that the Evaluator may have missed.

Prior to the Table Topics, you may be asked to stand and brief the audience on your team's means and methods of evaluation. Precisely describe what way, and how your team will handle the function.

Identify the Table Topics Evaluator, Language Evaluator, Ah Counter and Time Keeper. Have these Evaluation team members briefly state the purpose of their jobs.

When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each evaluation, thank the evaluator for his or her efforts.

Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive and helpful? Did they point the way to improvement?

7.5 Time Keeper

One of the skills practiced in Toastmasters is that of expressing a thought within a specific time limit. The Time Keeper is the member responsible for keeping track of time.

Before the meeting

- Obtain a copy of the timing sheet.
- Confirm the time required for each part of the meeting.
- Write out your explanation of the timing rules in the clearest possible language and rehearse it.

At the meeting

- Get timing equipment from the Assistant Sergeant-at-Arms (ASA). Be sure you understand how to operate the stopwatch and signal device.
- Sit where the signal can easily be seen by all (back left of the meeting room).
- During the meeting
- When introduced, explain the timing rules and demonstrate the signal device.
- Throughout the meeting, signal each program participant.
- Record each participant's name and time taken.
- When called to report by the General Evaluator, stand by your chair, announce the speaker's name and time used.

After the meeting

- Return the stopwatch and timing signal device to the Sergeant-at-Arms.

7.6 Language Evaluator

Language evaluation in Toastmasters is viewed by some as a necessary evil. It can be a boring run-of-the-mill presentation or an incisive spicy analysis.

The Language Evaluator is the language conscience of the meeting. He has 4 minutes for his report. His role is to point out good and bad use of language, especially word usage, grammar and pronunciation. This evaluation should focus on club members rather than guests.

At the meeting

Listen carefully and take notes on

- a. Misuse of words
- b. Incorrect pronunciation
- c. Clichés (overused phrases/words)
- d. Poor sentence construction
- e. Excellent use of language

Organise your language evaluation. Try new, imaginative approaches. If there is enough to say on one area of language, you could well focus on that area and develop in into a speech on pronunciation, word usage, or anything else.

Give illustrations. A few comments well developed and illustrated are better than many general comments that nobody remembers.

Consult a dictionary and a simple grammar book as final authority in doubtful cases of pronunciation or usage.

7.7 Ah Counter

The purpose of the Ah Counter is to note words and sounds used as "pause fillers" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and, well, but, so, you know". Sounds or vocalised pauses may be "ah, um, er".

During the meeting

- Listen to members (not guests) for such inappropriate words or sounds.
- Write down how many each member uses during the meeting.
- When called on by the General Evaluator, stand by your chair and give your report.

7.8 Humour Master

Meetings at times can become dull and over serious. The Humour Master is asked to share one or two jokes.

Before the meeting

- Prepare more jokes than you intend to use. Sometimes a speech or comment before your joke may indicate which joke you should tell.
- Practice each joke as you would a speech, and try to tell it without notes.
- Avoid "blue" jokes or jokes aimed at race, religion or politics. Someone is bound to be offended.

At the meeting

- Check with the Toastmaster of the Evening when you are to tell your jokes. He may decide to play it by ear, and call on you when the mood is appropriate.

7.9 Assistant Sergeant-at-Arms

The 2 Assistant Sergeant-at-Arms are jointly responsible for the physical arrangements at a Toastmasters meeting. Without him/her there would be chaos.

Before the meeting

- Check with the club's Sergeant-at-Arms how you are to get all the necessary equipment in good time for you to fulfil your responsibilities.
- Check with the Sergeant-at-Arms if the regular meeting fee of \$8.00 per head is to be collected.

At the meeting

- Arrive by 7.00 pm.
- Place the lectern at the head of the room. Place the gavel and speech prizes on the lectern and hang the club banner around the rostrum.
- Place the tape recorder near the lectern. Rewind the Negara-ku tape so that it is ready to be played. Put someone in charge of starting the tape at the right time.
- Place the plaques of the role players, papers, pencils and voting slips on the meeting tables.
- Arrange members' badges, pamphlets, guests' and members' books at the reception table outside the meeting room.
- ASA1 greet guests and members as they come. Get them to sign the attendance books and pay the meeting fee of \$8.00 per head. Some members may have prepaid their meeting dues. They are listed on a separate sheet.
- At 7.28 pm, ASA2 take the rostrum, ask everyone to be seated and announce that the meeting will commence in 2 minutes time.

During the meeting (ASA2)

- At 7.30 pm sharp, welcome everyone to the club, introduce yourself and your role, and invite everyone to rise for the national anthem.
- Have the national anthem played. After that ask everyone to be seated.
- Invite guests to stand up and introduce themselves by telling everyone:
 - a. their name
 - b. their host
 - c. their occupation
 - d. any other information they want to share.
- Lead the applause after each guest introduction.
- After all the introductions, thank the guests and hand control of the meeting to the Club President.
- Lead the applause and hand the gavel to the President.
- After the Table Topics and Prepared Speeches sessions, collect the voting slips, and tabulate them.
- Present the results to the Toastmaster of the Evening.

After the meeting (ASA1)

- Hand over the evening's collection to the Treasurer.
- Collect all club property and store in the appropriate place.

7.10 Speaker

A major portion of each meeting is centred on three or more speakers. Their speeches are prepared, based on manual project objectives, and should last from five to seven minutes for the basic C&L manual and eight or more minutes depending on the assignment, for the advanced C&L manuals. Preparation is essential to success when you are the speaker.

Before the meeting

- Check the meeting schedule to find out when you are scheduled to speak. In order to derive the most benefits from the program, plan to speak from your manual.
- Before your meeting ask the General Evaluator who will be your evaluator. Speak to your evaluator and share with him which manual speech you'll be giving. Discuss with the evaluator speech goals and personal concern. Emphasize where you feel your speech ability needs strengthening. Remember to bring your manual to the meeting.

At the meeting

- Arrive early. Check the microphone, lighting, etc. before everyone arrives. Protect yourself from all of the problems that can ruin your talk.
- Sit near the head of the table for quick and easy access to the lectern.
- Carefully plan your approach to the lectern and speech opening.
- Be sure that you give your manual to your evaluator before the meeting starts.
- If you do not write your own speech introduction, make certain that the Toastmaster of the Evening is prepared to do so.

During the meeting

- Give your full attention to the speakers at the lectern. Try to avoid studying your speech notes while someone else is talking.
- When introduced, smoothly leave your chair and move to the lectern as planned.
- As you begin your speech, always acknowledge the Toastmaster and the audience (Mr./Madam Toastmaster, fellow Toastmasters, and guests).
- Plan your speech closing as carefully as your opening. It is the finishing touch that will bring on the applause. Never thank your audience, but return control of the meeting to the Toastmaster of the Evening. Always wait for him or her at the lectern then return to your seat.
- During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members on improvement.

After the meeting

- Get your manual from your evaluator. At this time discuss any questions you may have concerning your evaluation to clarify any misinterpretations.
- Have the Vice-President Education initial the Record of Assignment in the back of your manual.

7.11 Evaluator

After every speech, an evaluation is made. After you have presented a few speeches you will be asked to serve as an evaluator and will evaluate one of the prepared speakers for the meeting. In addition to your oral evaluation, you will also give the speaker a written evaluation from the manual. The evaluation presented by you can make the difference between a worthwhile and a wasted meeting for your speaker. The purpose of the evaluation is to help the speaker become less self-conscious. This requires that you become fully aware of the speaker's skill level, habits and mannerisms as well as his or her progress to date. If there is a technique the speaker uses or some gesture made that receives a good response from the audience, tell the speaker so he will be encouraged to use it again.

Before the meeting

- Review carefully the Effective Speech Evaluation manual, which you will receive in your new member packet from World Headquarters.
- Communicate with the speaker to find out the manual project he will be presenting. Find out the goals of the speech and what the speaker hopes to achieve. Find out exactly which skills or techniques the speaker hopes to strengthen through the exercise.
- Evaluation requires exacting preparation if it is to be of value to the speaker. Study the objectives of the project as well as the evaluation guide in the manual. By actively listening and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you have opened the door to strengthening their ability.

At the meeting

- Look for the speaker and get his or her manual.
- Meet briefly with the General Evaluator to confirm the evaluation session format. Then confer with the speaker one last time to see if he or she has any specific things for you to watch for during the talk.

During the meeting

Record your impressions of the speech in the manual along with your answers to the evaluation questions. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten members who tried their best. Remember always leave the speaker with specific methods for improving his or her speaking.

When introduced, stand and give your oral evaluation report. Begin and end your evaluation with a note of encouragement or praise. Though you may have written lengthy responses to manual evaluation questions, don't read the questions or your responses. Your oral evaluation time is limited to 3 minutes. Don't try to cover too much in your talk - possibly one point on organization, one on delivery, and one on attainment of purpose with a statement about the greatest asset and a suggestion for future improvement.

Praise a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, a sense of humour, and a good voice. Don't allow the speaker to remain ignorant of a serious fault or mannerism; if it is personal, write it but don't mention it aloud. Give the speaker the deserved praise and thoughtful suggestions in the manner you would like to receive them when you are the speaker.

After the meeting

- Return the manual to the speaker. Add a word of encouragement to the speaker, something that wasn't mentioned in the oral evaluation.

7.12 The Tarik for the Soul Speaker

The speaker spices up the meeting on a subject to invoke the thoughts of the audiences within the 2 minute time-frame.

The speaker can bring up any self-improvement or self-realizations subjects.

8.0 Toastmaster of the Year Award

In DUTC, an award is given to a member of the club who has excelled and fulfil the achievements set for this award. The award is based on the following guidelines :-

8.1 Rules / Guidelines

1. All members are automatic contenders, except the President, who shall. However the President shall abstain from standing for the Toastmaster of the Year contest.
2. The contest starts on 1 July and ends on 30 June of the following year.
3. The award is based on a Point Scoring System. The Vice-President Education keeps tab of the scores of each member for his/her role in every meeting, role in meeting outside the club, participation at Speech Contests at Club, Area, Division & District Levels as well as sponsors and mentors of new clubs.
4. The interim results of the achievement or participation shall be regularly published in the club's bulletin.
5. The panel of judges shall comprise the President, the Vice President-Education and the Vice President-Membership. The decision of the judges shall be final.
6. The results shall be announced at the first meeting of each new term.
7. The award shall be presented at the Club Installation Dinner.

8.2 Award Scoring System

<u>ROLE-PLAY</u>		<u>POINTS</u>
Toastmaster of the evening		12
Table Topic Master		8
Table Topic Evaluator		5
General Evaluator		8
Invoker		6
Language Evaluator		7
Time-Keeper		5
Ah Counter		5
Humour Master		5
Assistant Sergeant-At-Arms (ASA)		5
Speech Evaluator		7
Assignment Speaker		10
Best Assignment Speaker		3
Best Table Topic speaker		5
Best Speech Evaluator		3
 <u>SPEECH CONTEST</u>		
Organising Chairperson		12
Contest/Debate Chairman		8
Judge		5
All Club Contests	- Champion	20
	- 1st runner-up	15
	- 2nd runner-up	10
	- Participant	5
Area Contest	- Champion	20
	- 1st runner-up	15
	- 2nd runner-up	10
Division Contest	- Champion	20
	- 1st runner-up	15
	- 2nd runner-up	10
District Contest	- Champion	20
	- 1st runner-up	15
	- 2nd runner-up	10
Battle of the Wits/Debates	- Representative	10

<u>SPEECH CONTEST</u>	<u>POINTS</u>
Tally Counter	5
Time-Keeper	5
Assistant Sergeant-At-Arms	5
 <u>CLUB SERVICES</u>	
Executive Committee Member	20
Sub-Committee Member	12
Club Auditor	10
Mentor/Coach (per mentee)	5
Master of Ceremony	12
 <u>EDUCATIONAL AWARD</u>	
CTM	15
ATM	30
Competent Leader Award	10
Advanced Leader Award	30
 <u>MEMBERSHIP</u>	
Convert guest to member / Sponsor	5
 <u>OUTSIDE ASSIGNMENT</u>	
YLP/Speechcraft Coordinator	30
Invited Speaker/Educational Session Speaker	10
YLP/Speechcraft mentors/ Timekeeper/ASA/ Ah Counter	5
YLP/Speechcraft Evaluators	7
Speech Presentation to Non-Toastmaster	15
Success Leadership programme	15
Clinics/Workshop Speaker	20
New Club Mentor	20
Area/Division officer, elected or appointed	20
Club Sponsor/Club Mentor	20

9.0 Club Constitution

ARTICLE I

Name, Postal Address and Place of Meeting

1. The name of this Club shall be D'UTAMA TOASTMASTERS CLUB.
2. Its place of business shall be at No. 64 Jalan SS24/13, Taman Megah, 47301 Petaling Jaya, Selangor, or at such other place or places as may from time to time be decided on by the executive committee; and its office for correspondence shall be No. 64 Jalan SS24/13, Taman Megah, 47301 Petaling Jaya, Selangor.

The place of business/correspondence address of the club shall not be changed without the prior approval of the Registrar of Societies.

ARTICLE II

Purpose

The purpose of this D'UTAMA TOASTMASTERS CLUB shall be:

- a. To help its members improve their abilities to communicate effectively;
- b. To provide for its members instructions, educational materials and opportunities which will give them skills and experience in the preparation and delivery of speeches;
- c. To encourage its members to read and to listen analytically;
- d. To provide for its members fair and constructive evaluation of their efforts toward self-improvement;
- e. To increase its members knowledge of the rules of parliamentary procedure and skills in conducting meetings and participating in group discussions;
- f. To provide opportunities and encouragement for its members to appear before audiences and to express their thoughts creditably.

ARTICLE III

Membership

All members shall be at least 18 years of age. The composition of the membership shall be as provided in the Bylaws of this Club. At no time shall the total enrolment exceed forty (40) active members. The Bylaws of this Club may provide for other classifications of members consistent with the purposes of this Club and of Toastmasters International.

ARTICLE IV

Meetings

This Club shall meet regularly twice a month or as otherwise provided by the Bylaws of this Club. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the President.

ARTICLE V

Initiation Fees and Dues

Every member of this Club shall pay fees and dues as prescribed in the Bylaws of this Club.

ARTICLE VI

Officers

1. The officers of this Club shall be a President, at least one Vice-President and such other officers as may be provided in the Bylaws of this Club. All officers, together with the immediate Past President, shall constitute the Executive Committee of the Club, having general administrative powers. The officers shall be selected as provided in the Bylaws of this Club.
2. The term of each officer shall commence on July 1, and shall continue for one year.

ARTICLE VII

Quorum

At least one-half of the active membership shall constitute a quorum for the transaction of all business of this Club.

ARTICLE VIII

Affiliation

This Club shall be a member of TOASTMASTERS INTERNATIONAL, U.S.A. and shall be entitled to representation therein as provided in the Articles of Incorporation and Bylaws thereof. This Club shall also be affiliated with such District of Toastmasters International as the Board of Directors of the corporation may designate and shall be represented on the Council of such District by two of its members as required by Toastmasters International; provided, however, there shall be no change affecting the financial obligation of this Club to Toastmasters International except after notice by publication in "The Toastmasters".

ARTICLE IX

Policy

The Articles of Incorporation and the Bylaws of Toastmasters International shall govern this Club, and it shall adopt no policy and shall take no action in conflict with any policy or any purpose of Toastmasters International. This Constitution shall be deemed automatically modified and amended so that it shall at no time be in conflict with the Articles of Incorporation, Bylaws or policies of Toastmasters International as they now exist or hereafter may be changed or amended.

ARTICLE X

Charter

No Charter shall be issued to this Club until a copy of this Constitution shall have first been filed with the World Headquarters of Toastmasters International, bearing a certificate of the date of its adoption.

ARTICLE XI

The Constitution may be amended to change the name or location of this Club by resolution adopted by a two-thirds vote at a regular Club meeting, but such amendment must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on and it shall not be effective until approved by the Board of Directors of the Toastmasters International and Charter. Other amendments may be made only at a Convention of Toastmasters International in the manner provided for amendments to the Bylaws of Toastmasters International and shall become effective only after notice of adoption published in the "The Toastmasters".

10.0 Club Bylaws

ARTICLE I

Membership

- Sec. 1 Membership in this Club shall be open to men and women of at least 18 years of age.
- Sec. 2 Applicants who have been elected to membership shall be classified by the Membership Committee. The membership of this Club may be divided into four classifications; ACTIVE, ASSOCIATE, HONORARY and INACTIVE.
- Sec. 3 ACTIVE MEMBERS shall be entitled to all rights and privileges of the Club, and shall share in its responsibilities. Associate and inactive members shall be given priority in filling vacancies in the active membership.
- Sec. 4 ASSOCIATE MEMBERS are members awaiting a vacancy in the active roster.
- Sec. 5 HONORARY CLUB MEMBERSHIP may be conferred upon any person by a two-thirds vote of the total active membership. Such memberships shall be restricted to persons whose activities and public utterances are consistent with the purpose of Toastmasters International; and shall be conferred for a period of one year only subject to renewal annually by vote of the Club.
- Sec. 6 INACTIVE MEMBERS are those members not otherwise classified. An inactive member may become an active or associate member upon his request and recommendation of the Membership Committee; except that he may become an active member only if there is a vacancy in the roster.
- Sec. 7 Associate, honorary and inactive members are not eligible to any office, or voting privileges. They are eligible to participate in table discussions and to serve as critics. They are not entitled as of right to place on the regulars' speakers' program but may serve as substitute speakers when requested by the President or the Toastmaster of the meeting.
- Sec. 8 Any member may sponsor an eligible prospective member. Application for membership shall be made on the form supplied by Toastmasters International. Such application accompanied by the initiation fees and dues, shall be returned to the Secretary, who shall read the application to the Club and present it to the Membership Committee. At the next regular meeting of the Club the Membership Committee shall report, and should no written objection have been filed with the Membership Committee by any member of the Club (which objection may be overruled by the Executive Committee), the applicant shall be declared elected to membership upon favourable vote of the majority of those present.
- Sec. 9 Any member absent from two consecutive meetings shall be notified by the Secretary that his membership is in jeopardy. Unexcused absence from the third consecutive meeting shall automatically place him on the inactive roster. Any member may be placed on the inactive roster at his own request, or by action of the Executive Committee if he shall fail to attend at least four in a series of eight meetings. Any inactive member may

be reinstated to active membership by unanimous vote of the Executive Committee, provided there is a vacancy in the roster. If a member shall attend any other Toastmasters Club in good standing within one week before or after any absence from this Club, such attendance shall excuse absence.

Sec. 10 The Executive Committee may extend to any active member, at his request, a leave of absence not to exceed four consecutive meetings. When leave of absence for a longer period is desired, the member shall be transferred to inactive members.

Sec. 11 **Resignation**

Any member may resign his membership by giving to the Hon. Secretary notice in writing to this effect and paying all monies due to the Club.

Sec. 12 **Discipline**

- i) The Executive Committee may suspend a member for such period as it shall determine or expel a member under the following circumstances;
 - a) if he is convicted of a criminal offence, which in the opinion of the Executive Committee is of a serious nature.
 - b) if he has conducted himself in such a manner which in the opinion of the Executive Committee as prejudicial to the interests of the Club and/or injurious to its reputation or to the profession.
- ii) No member shall be suspended or expelled unless he has been given an opportunity to present his case before the Executive Committee, including his right to call or cross-examine witnesses.
- iii) The Executive Committee shall, through the Hon. Secretary, notify in writing such member of its decision to suspend or expel him from membership.
- (iv) The name of any person who has been expelled from membership shall be struck off from the Roll of Members.

Sec. 13 **Reinstatement of Member**

- i) A member who has been removed from the Roll of Members may after one year from such removal apply to the Executive Committee for reinstatement and such person may be reinstated conditionally or unconditionally as the Executive Committee may in its discretion decide. The Executive Committee shall not be bound to assign any reason for its refusal to reinstate him.
- ii) A member whose name has been struck off from the Roll of Members only by reason of being in arrears of subscription may at any time apply to the Executive Committee for reinstatement to the Roll of Members and the Executive Committee may in its discretion reinstate him provided that he has paid his annual subscription for the year concerned together with an additional year's subscription as penalty.

ARTICLE II

Sec. 1 **Fees and Dues:**

The Initiation Fee shall be RM115/- payable when application is filed with the Secretary. This fee shall be returned if the application is not accepted. Each new member on payment of this fee and being received into the Club, shall be presented with a copy of the Club Handbook, a copy of this Club's Constitution and Bylaws, and such other materials as may be provided for that purpose by Toastmasters International.

Sec. 2 Reinstatement to membership shall call for payment of a Reinstatement Fee of RM50/-.

Sec. 3 The Secretary shall, on request, furnish any member in good standing a certificate showing the date to which Toastmasters International per capita payment is paid, and that said member has applied for and received permission to transfer to another Toastmasters Club. When an applicant for membership in this Club shall transfer from another Toastmasters Club, presenting a certificate from said Club showing that he is in good standing and that his per capita payment to Toastmasters International is paid for the current period, he may be elected to membership without payment of the Initiation Fee, upon approval of the Membership Committee and the Club as prescribed in Article I, Section 7 of these Bylaws, and upon payment of a Transfer Fee of RM50/-.

Sec. 4 The dues of this Club shall be RM170/- per member per six (6) months payable semi-annually in advance on the first regular meeting date in the months of March and September. All active, associate and inactive members shall pay dues. Membership dues may be changed from time to time in accordance to the requirement of Toastmasters International.

Sec. 5 Honorary Club members shall be exempt from all Club fees and dues and the Club shall be responsible for all obligations to Toastmasters International occasioned by their membership.

Sec. 6 **Meeting Expenses**

The fee for meetings shall be RM10/- per head or as agreed upon from time to time.

Sec. 7 **Arrears of Subscriptions**

a) A person who has not paid his subscription for a particular year by 31 March or 30 September of the year after two written reminders have been sent to him at his last known address registered with the Club, shall cease to be a member and his name shall be struck off from the Roll of members. The reminders shall be issued at intervals of not less than one month, the last reminder being by registered post.

b) No member who is in arrears of subscription shall be eligible to propose or second an application for membership, nominate or second a candidate for election, stand for elections, nor vote at any General Meetings of the Club.

Sec. 8

Finance

1. The Financial Year of the Club shall be 1st July to 30th June of the following year.
2. The funds of the Club shall be deposited in a bank as decided by the Executive Committee. The Bank account shall be in the name of the Club.
3. The President or the Treasurer shall have power to authorise and verify expenditure amounting to not more than RM300/-. Any expenditure exceeding RM300/- must be with the approval of the Executive Committee.
4. The Treasurer may hold a petty cash advance not exceeding RM150/- at any time.

ARTICLE III

Sec. 1

Regular twice monthly meetings of the Club shall be held at such hour, date and place as the Club from time to time shall designate.

Sec. 2

Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the President.

Sec. 3

The Executive Committee of this Club shall meet at least once a month. At least one half of the Executive Committee must be present for its proceedings to be valid and to constitute a quorum.

ARTICLE IV

Sec. 1

Meetings

a) **Annual General Meeting**

- i) The Annual Meeting of the Club shall be convened by the Honorary Secretary and shall be held not later than 30th June. At least one half of the total active membership shall constitute a quorum.
- ii) Notice of the Annual General Meeting and audited statement of accounts shall be issued to members not less than 14 days before the date of the meeting.
- iii) The Agenda for the Annual General Meeting shall be:
 - a. To receive an Annual Report of the Club.
 - b. To approve the audited statement of accounts for the proceeding financial year.
 - c. To elect members to the Executive Committee.
 - d. To elect the Honorary Auditors.

-
- e. To deal with any other matter which the Executive Committee deems necessary or which any writing of at least ten days before the meeting has been given to the Honorary Secretary.

Sec. 2 The officers of this Club shall be a President, three Vice-Presidents, a Secretary, a Treasurer, a Sergeant-at-Arms, a Bulletin Editor and 3 Committee Members. The office bearers of the Club and every officer performing executive functions in the Club shall be Malaysian Citizens or permanent residents. (This section is subject to approval by Registrar of Societies, June 1998.)

Sec. 3 Nominations for Club officers shall be made by a Nominating Committee appointed by the President at least two weeks prior to the election. This committee shall consist of three active members. This committee shall present its report at the regular meeting immediately preceding the meeting at which the election is to take place, and shall present only the names of active members who have consented to serve if elected. Any active member may make further nominations from the floor at the time of the election. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all active members present and voting necessary for a choice.

Sec. 4 Election of Officers shall be held at the first meeting.
New officers shall take office at the first meeting in July and shall serve for a term of one year, subject to removal, and until their successors are elected and qualified.

Sec. 5 Any vacancy in Office shall be filled by a special election held at the next meeting following announcement of vacancy.

Sec. 6 The President shall not be eligible to re-election for succeeding terms.

Sec. 7 This Club is entitled to representation at all Toastmasters International conventions as provided in Articles of Incorporation and Bylaws of Toastmasters International. The Club shall select its representatives in sufficient time for the Secretary of the Club to prepare proper credentials for them. In the event that Personal representatives selected from this Club do not represent the Club at the Convention, the Executive Committee of this Club shall appoint and authorize a proxy with authority to act. Such a proxy shall be an active member of a Toastmasters International Club.

Sec. 8 **Extra-Ordinary General Meeting**

- i An Extra-Ordinary General Meeting may be convened by the Honorary Secretary whenever the Executive Committee deems necessary or when requested by at least one forth of the total membership or 10 Active Members whichever is the lesser in writing giving reasons for such a request. Such a meeting shall be held within two weeks of receipt of request;
- ii Notice of an Extra-Ordinary General Meeting shall be sent to members no less than seven (7) days before the date of the meeting;
- iii Only the subjects for which the Extra-Ordinary General Meeting is called shall be on the Agenda;
- iv At least one half of the total membership or 10 Active Members whichever is the lesser shall form a quorum at any Annual or Extra-Ordinary General Meeting.
- v Any meeting postponed for reason of insufficient quorum shall be recalled within one month and such adjourned meetings shall have those present as it quorum.

However, such meeting shall not have power to alter the constitution of the Club or make decision affecting the whole membership.

ARTICLE V

Duties of Officers

- Sec. 1 The *President* is the Chief Executive Officer of the Club and is responsible for fulfilling the mission of the Club. The President presides at meetings of the Club and the Executive Committee; appoints all Committees; and has general supervision of the operation of the Club. The President shall be an ex officio member of all Committees of this Club except the Nominating Committee and shall serve as one of the Club's representatives on the Area and District Council. The President shall transmit to the Club for its approval or disapproval all ideas and plans proposed by the Area and District Council which may affect the Club or its members; and shall take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or Executive Committee.
- Sec. 2 The *Vice President Education* is the second ranking Club Officer and is Responsible for planning, organizing and directing a Club program which meets the educational needs of the members. The Vice President Education chairs the Education committee. The Vice President Education also serves as one of the Club's representatives on the Area and District Council and shall take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or Executive Committee.
- Sec. 3 The *Vice President Membership* is the third ranking Club Officer and is responsible for planning, organizing and directing a program that ensures membership retention and membership growth. The Vice President Membership chairs the Membership Committee. The Vice President Membership serves as one of the Club's representatives on the Area Council and shall take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or Executive Committee.
- Sec. 4 The *Vice President Public Relations* is the fourth ranking Club Officer and is responsible for developing and directing a publicity program that informs members and the general public about Toastmasters International. The Vice President Public Relations chairs the Public Relations Committee.
- Sec. 5 The *Secretary* is responsible for Club records and correspondence. The Secretary has custody of the Club's Constitution and Bylaws and all other records and documents of the Club; keeps an accurate record of the meetings and activities of the Club and of the Executive Committee; and transmits the same to the successor in Office.
- Sec. 6 The *Treasurer* is responsible for Club financial policies, procedures, and controls. The Treasurer receives and disburses, with approval of the Club funds; pays to Toastmasters International all financial obligations of this Club as they come due; and keeps an accurate account of all transactions. The Treasurer shall make financial reports to the Club or to the Executive Committee upon request, and shall transmit the accounts and all undistributed funds to the successor in Office.

ARTICLE VI

Election of Officers

- Sec. 1 The Officers of this Club shall be a President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a Secretary, a Treasurer, a Sergeant At Arms and the Immediate Past President.
- Sec. 2 The Officers of the Club shall be elected except that the President from the immediately preceding period of service shall fill the Office of Immediate Past President.
- Sec. 3 Nominations for Club Officers shall be made by a Nominating Committee appointed by the President at least two (2) weeks prior to the election. This Committee shall consist of three (3) active members. This Committee shall present its report at the regular meeting immediately preceding the meeting at which the election is to take place, shall present only the names of active members who have consented to serve if elected. Any active member may make further nominations from the floor at the time of the election. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with majority vote of all members present and voting necessary for a choice.
- (It is recommended that the Chairman of the Nominating Committee be the Immediate past President.)*
- Sec. 4 Election of Officers shall be held at the first meeting in May with Officers taking Office at the first meeting in July. In Clubs, which meets weekly throughout the year, the Club Officers may be elected for semi-annual terms. For these Clubs, an election shall also be held at the first meeting in November with Officers at the first meeting in January. The newly elected Officers shall serve their term, subject to removal, and until their successors are elected and installed.
- Sec. 5 Any vacancy in Office shall be filled by a special election held at the next meeting following the announcement of the vacancy.
- Sec. 6 Presidents elected for a term of one (1) year may not be re-elected for a successive term. Presidents elected for a term of six (6) months may be re-elected for one successive term of six (6) months.
- Sec. 7 This Club is entitled to representation at all Toastmasters International Annual Business Meetings and Conventions as provided in the Articles of Incorporation and Bylaws of Toastmasters International. The Club shall select its representatives in sufficient time for the President or Secretary to validate the proper credentials for them. In the event personal representatives selected from this Club do not represent the Club at the Convention, the Executive Committee of this Club shall appoint and authorize a proxy with authority to act. Such representative or proxy shall be an active member of a Toastmasters International Club.

ARTICLE VII

Sec. 1 Audit

Two persons, who shall not be office-bearers of the Club, shall be appointed at the Annual General Meeting as Honorary Auditors. They shall hold office for one year and shall not be re-appointed. They shall be required to audit the accounts of the Club for the year and prepare a report or certificate for the Annual General Meeting. They may also be required by the President to audit the accounts of the Club for any period within their tenure of office at any date, and to make report to the committee.

ARTICLE VIII

Sec. 1 Press and Public Statement

The President shall make all press and public statements for and on behalf of the Club or the Executive Committee may authorize the Vice-President Public Relations or such other member as.

Sec. 2 Trustees

- a) Three Trustees, who must be over 21 years of age, shall be appointed at a general meeting and shall hold office during the pleasure of the Club. They shall have vested in them all immovable property whatsoever belonging to the Club upon execution of Deed of Trust.
- b) The Trustees shall not sell, withdraw or transfer any of the property of the Club without the consent and authority of a general meeting of members.
- c) A Trustee may be removed from office at a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any reason, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of the Trustee, a new Trustee appointed at a general meeting as soon as possible shall fill the vacancy.

Sec. 3 Dissolution

- a) The Club may only be dissolved with the agreement of at least two-thirds of the total voting membership by resolution adopted at an Extra-Ordinary General Meeting held for the specific purpose.
- b) In the event of the Club being dissolved as provided above, all debts and liabilities lawfully incurred on behalf of the Club shall be fully discharged, and the remaining funds and other assets shall be disposed of, as decided by the General Meeting.
- c) Notice of Dissolution shall be given to the Registrar of Societies within seven days of the dissolution.

ARTICLE IX

Sec. 1 Amendments

These Bylaws may be amended at any regular meeting of this Club by a two-thirds vote of the members present. An active member at the meeting immediately preceding that at which the amendment is to be voted on must propose such amendments in writing. Upon its adoption a copy of the amendment shall be mailed to the Executive Director of Toastmasters International for attachment to the copy of the Bylaws of this Club filed at the World Headquarters of Toastmasters International. Such alterations or amendments shall take effect from the date of approval by the Registrar of Societies. All applications for amendments to these rules and Bylaws shall be forwarded to the Registrar of Societies within 28 days of its approval by a general meeting.

Sec. 2 Interpretation

Between Annual General Meetings the Committee shall interpret the rules of the Club and, when necessary determine any point on which the rules are silent. The decisions of the Committee shall be binding on all members of the Club unless and until countermanded by a resolution of a general meeting.

Sec. 3 Emblem

This Club emblem comes in a circular shape, which consists of the following as under mentioned to depict its purposes:

- a) Top sphere of the emblem denotes the word "TOASTMASTER",
- b) Bottom sphere of the emblem denotes the word "INTERNATIONAL",
- c) Left and Right side of the emblem denotes two crossed mallets,
- d) In the centre of the emblem denotes the alphabet letter "T",
- e) In the centre background of the emblem denotes the world's globe,
- f) The colour of the emblem is Blue background and white impression.

END