

September 7, 2004

**MOTION TO ESTABLISH A MOTIONS, POLICIES, AND PROCEDURES MANUAL
FOR THE AUSTIN TOASTMASTERS CLUB**

PURPOSE:

To establish a formal repository for important Club documents.

SYNOPSIS:

Certain practices germane to conducting Club business have been approved by quorum vote of the Club membership at past Business Meetings and captured only casually or not at all, resulting in misinterpretation and inconsistency at subsequent meetings. The issue is particularly problematic when Club leadership has passed through several different Executive Committees and the specifics of approved motions are unavailable. The hierarchy of governing documents for all Toastmasters Clubs, as established by the Club Constitution (Article X, Article VII Section 10, Article VIII Section 7), is:

DOCUMENT NAME	TYPE
1) Toastmasters International Articles of Incorporation, State of California	T.I. formal
2) Toastmasters International Bylaws	T.I. formal
3) District Administrative Bylaws	T.I. formal
4) Toastmasters Club Constitution	T.I. formal
5) Toastmasters Club Bylaws	T.I. approves Club specifics
6) Toastmasters International manuals, or other directives issued by T.I Board of Directors	T.I. administered, formal and informal
7) Other, as may be assigned by the Club	Club administered, formal and informal

PROPOSAL:

Formalize Line Item 7 in the table above by establishing *The Austin Toastmasters Club Motions, Policies, and Procedures Manual*, (Club MPP Manual) a binder containing hardcopy of:

- all Motions approved by quorum vote,
- all Policies, which are Motions approved by quorum vote that result in new or changed rules governing Club operation,
- all Procedures, which are informal and detail aspects of Club operation important to capture to pass on to new Club Executive Committees.

The Club Secretary shall have custody of the Club MPP Manual, which shall include official versions of the Club's Charter, Constitution, and current Bylaws. Unofficial electronic copies may be made available on the Club website.