



Constitution

v2.0 (September 2026)

Date Approved:	September 2026	Date for Review:	September 2027
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Clause 1: Guild Name

The name of the Guild shall be the "Guild of Professional Toastmasters" (the Guild). It should be noted the words Toastmaster and Fellow(s) applies to all genders.

For the purposes of the Guild Combined Liability Insurance the term 'Member' covers Graduates, Associates and Fellows only.

Clause 2: Guild Objective

The objective of the Guild shall be the attainment of the highest standards of professional conduct and competence among its Members by:

- encouraging the training and development of Toastmasters and Masters of Ceremonies
- setting high admission standards for all categories of Membership of the Guild, and
- assisting Members in the running of their Toastmaster businesses

Clause 3: Executive Committee

The Guild shall be administered by an Executive Committee of five Fellows, and by co-opted members holding a minimum of Graduate membership.

Where a member holds more than one Executive Committee post, a Fellow or Co-Opted member shall be elected to meet the Executive Committee's minimum criteria.

Executive Committee (Fellows) with voting rights shall comprise:

- Chair
- Secretary - Chair of Governance & Risk Committee
- Treasurer - Chair of Finance Committee
- Head of Training & Development - Chair of The Training & Development Committee
- Fellow Representative (Elected Fellow or Co-Opted Member)

Co-Opted Members (attending as required due to business or to deputise) with no voting rights:

- Assistant Secretary
- Assistant Treasurer
- Assistant Head of Training & Development
- Head of Communications
- Social Secretary

All Executive Committee Members (including those co-opted are to be elected annually at the Annual General Meeting (AGM) and will hold office for a period of twelve months or until the next AGM, with exception of the Chair who will hold office for a maximum of two years. Those elected may not serve on the Executive Committee for more than 6 years consecutively.

Should any Executive Committee member resign from their position or ceases membership, the Executive Committee will appoint an interim from those co-opted members until the next AGM.

Where the Chair is incapacitated, resigns their position or ceases membership the Executive Committee will appoint another member of the Executive Committee to act in this position until the next AGM.

Clause 4: Committees

The Executive Committee shall be supported by four Committees, with the following remit:

Training & Development Committee - Chaired by the Head of Training & Development

- Delivery of the Guild training course and other training Initiatives
- Development, mentorship and CPD for all categories of Membership
- Recruitment and retention
- Arranging attachments and observations

Finance Committee - Chaired by the Treasurer

- All Financial matters, including subscriptions and budget preparation
- Annual Accounts

Risk and Governance Committee - Chaired by The Secretary

- Constitution and Code of Conduct
- GDPR and Data Controller
- Equality, Diversity & Inclusion
- Risk Register

Communications Committee - Chaired by The Head of Communications

- Website
- Social media
- Internal communications
- External communications

In addition, the Executive Committee may establish working or task and finish groups as required to deliver the business of the Guild.

All outputs from Committees and Groups or resulting from the business of the Guild (such as, but not limited to; training materials, templates, designs or documents) remain under the ownership and intellectual property of the Guild. As such by undertaking the generation of any such materials the author/creator transfers all copyright to the Guild and forfeits any claim.

Clause 5: Grades of Membership

Toastmasters shall be eligible for the Categories of Guild Membership upon application, if they have satisfied the prevailing admission criteria of the Guild

Categories of Membership and admission criteria are as follows:

Category	Admission Criteria	Style and Post-Nominal	Other Benefits
SOCIAL	None	None	• No expectation or requirement to join the Guild other than as a Social member • No Access to Members Section of Guild Website • No cover provided by the Guilds Combined Liability Insurance
GRADUATE	Successful completion of the Guild Toastmaster training course	Graduate of the Guild of Professional Toastmasters GGPT	• No requirement to belong to the Guild other than as a Graduate member • Non-Voting Attendance at Guild meetings • Photograph and Contact Details on Guild Website • Benefits of Guild Combined

			Liability Insurance Access to Members Section of Guild Website
ASSOCIATE	Have qualified as GGPT To have undertaken a minimum of two attachments with Fellows of the Guild covering a range of events, with satisfactory report and feedback and passed the Guild examination.	Associate Member of the Guild of Professional Toastmasters AGPT	- No requirement to belong to the Guild other than as a Graduate member - Non-Voting Attendance at Guild meetings - Photograph and Contact Details on Guild Website - Awarded appropriate lapel badge - Benefits of Guild Combined Liability Insurance - Access to Members Section of Guild Website
FELLOW	Have qualified as AGPT Then to have successfully completed two formally assessed events being observed by Fellows of the Guild. Be proposed, seconded and accepted at a Guild meeting	Fellow of the Guild of Professional Toastmasters FGPT	- Full voting rights at Guild meetings - Photograph and Contact Details on Guild Website - Awarded neck collar and medallion, subject to payment of appropriate deposit - Benefits of Guild Combined Liability Insurance - Qualified to stand as Committee Chair or Executive Committee Member - Access to Members Section of Guild Website
RETIRED MEMBER	Must have been FGPT Election by at least a two-thirds majority of the Fellows at which a candidate's Membership is being considered.	None	- No attendance at Guild Meetings - Access to Members Section of Guild Website but no photograph and contact details on the Guild website - No cover provided by the Guilds Combined Liability Insurance
HONORARY MEMBER	Must have been FGPT Election by at least a two-thirds majority of the Fellows at which a candidate's Membership is being considered.	None	- No attendance at Guild Meetings - Access to Members Section of Guild Website but no photograph and contact details on the Guild website - No cover provided by the Guilds Combined Liability Insurance
AFFILIATE MEMBER	Open to Toastmasters from other Guilds and Associations as well as those Independent. To be proposed and voted at Guild Meeting	None	- No attendance at Guild Meetings - No Access to Members Section or photograph and contact details on the Guild Website - No cover provided by the Guilds Combined Liability Insurance

Alternative routes to membership (including for returning Members) shall be agreed by a two thirds majority of the Fellows following recommendation by the Training & Development Committee and supported by a majority vote of the Executive Committee.

By accepting any grade of membership of the Guild, and continuing to act with such title, Members agree to bind themselves in writing to the Constitution, pay any fees due and observe the Code of Conduct.

Members agree to abide by the laws of The United Kingdom at all times and are directed particularly to the requirements of the Equalities Act 2010 and the Data Protection Act 2017.

Members may join other Toastmaster Associations, Guilds, Groups, etc, however when undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmaster, and may not wear the insignia of any other organisation, association, guild or group.

When undertaking toastmaster duties under the name of another Association, Guild or Group, members must not wear the insignia of the Guild of Professional Toastmasters.

A member will not be covered by the Guilds Combined Liability Insurance unless they carry out the Function solely as a member of the Guild and all relevant documentation prior and following pertaining to the event showing this.

Clause 6: Membership Fees

Members shall pay on joining and annually such fees as set out below;

Joining and Annual fees are as follows (fees stated per annum due by 1st August):

Social Member:	£10
Graduate Member:	£25 for first three years of qualification, £100 thereafter
Associate Member:	£25 for first three years of qualification, £100 thereafter
Fellow Member:	£140
Retired Member:	£25
Honorary Member:	£0
Affiliate Member:	£TBC

Clause 7: Code of Conduct

The Guild shall keep in place a Code of Conduct at all times and shall be subject to regular review by the Training & Development and Risk & Governance Committees, at intervals determined by the Executive Committee, and at least every three years.

Any changes to the Code of Conduct shall be made by at least a two-thirds of the Fellows at a Guild meeting at which any changes to the Code of Conduct are being considered.

Clause 8: Expulsion or Resignation from the Guild

A member may be expelled by resolution passed by not less than seventy-five per cent of the Fellows of the Guild, if the member concerned shall be considered guilty of:

- a serious breach of the Code of Conduct
- persistent minor breaches of the Code of Conduct
- a serious breach of the terms of the Constitution
- any other conduct which in the opinion of any Members has or is likely to bring the Guild into disrepute or is likely to be contrary to the interests of the Guild.

The Executive Committee will investigate any potential concerns that a member has transgressed and should they feel that the member should be expelled arrange a Guild Meeting for such consideration and action by the Fellows.

A member shall automatically cease to enjoy membership in the event that any fees due shall not have been paid within three months of the same being due. Members so ceasing and not

otherwise expelled may resume Membership at the sole discretion of the Chairman and Treasurer, if all fees due have been brought up to date within 6 months of the due date.

A member may resign from the Guild by giving written notice to the Secretary for any reason. "Written notice" may be given by mail or email.

Clause 9: Regalia and Insignia

Upon reaching the grades of Associate and Fellow, Members shall be entitled to receive certain regalia and insignias. Members shall pay deposits to the Guild for such regalia as follows:

Category	Regalia/Insignia	Deposit
ASSOCIATE	Lapel Pin	Not Required
FELLOW	Medallion and Collarette	£300.00

All regalia and insignia & Training materials (such as the Guild Handbook) shall remain the property of the Guild and shall be returned forthwith upon cessation of Membership for whatever reason. The Guild may, as soon as reasonably practical, return to a former member deposit paid by them for any regalia and insignia where the same can be re-used, less the cost of refurbishment and restoration.

Clause 10: Meetings

Members shall meet periodically in Regular meetings, but at least once a year in an AGM.

A simple majority of the Executive Committee or one-third of the Fellows may require the Secretary to call an Extraordinary General Meeting (EGM) at any time. Twenty-one days notice shall be given of all such Extraordinary General Meetings including for any proposed changes to the Constitution.

A quorum at any meeting shall comprise at least one quarter of the Fellows or their proxies. In the event that a quorum is not present, then the meeting shall be adjourned to such date as those present shall resolve, at least seven days thereafter, and at such adjourned meeting those present, or their proxies, shall constitute a quorum. Proxies shall be in simple written form.

For the avoidance of doubt, virtual attendance at any meeting (that is, via video link) shall constitute attendance at the meeting under this Clause and does not require a proxy to be submitted.

Resolutions which may be circulated by postal or electronic mail, and signed by the required majority of the Fellows without a formal meeting, shall be binding.

The required thresholds for approval are as follows:

- Additional Expenditure over £2000 – two thirds of the fellows
- All other resolutions - simple majority
- Alternative routes to membership (including for returning Members) - two thirds of fellows (including a majority of the Executive Committee)
- Amendments to the Constitution and code of conduct - two-thirds of the Fellows
- Election of scrutineers - two thirds of the fellows
- Expulsion of a member 75% of fellows
- Request for EGM - Majority of the Executive Committee one third of the Fellows

Clause 11: Use of the Guild Name

A member shall not use the name of the Guild in any way save that whilst a member to describe himself as such in connection with his profession as a Toastmaster.

Clause 12: Bank Accounts

The Guild's bank accounts shall be held in the name of the Guild of Professional Toastmasters and shall have up to 3 nominated signatories from the Executive Committee.

Any such accounts are to be operated in line with the Annual Budget approved at the AGM or any emergency budget approved at an EGM. Additional expenditure outside of the proposed budget under £2000 can be enacted by any member of the Executive Committee with prior approval of one other Executive Committee Member. Additional expenditure of £2000 or more will be approved by two thirds or more of the Fellows.

The Treasurer shall close the books annually on 31st July. The accounts shall be properly prepared for presentation and adoption at the next AGM of the Guild. Two scrutineers, elected by no less than two-thirds of the fellows of the Guild at each AGM, will make their recommendations on the suitability of the accounts for approval by the Guild.

Clause 13: Service of Notices

All notices and other documents required to be given or sent shall be deemed received if sent by pre-paid mail or by email to the last address given to the Secretary as published in the Guild Contact Sheet.

Clause 14: Financial Reserves

The Guild will operate a financial reserves policy with a minimum allocation of;

- £5k for training
- £5k for operations
- Sufficient fund to cover repayment of Member Medallion Deposits

Clause 15: Guild Training Courses

The Guild will provide a Toastmaster Training Course overseen by the Head of Training and Development. It is the responsibility of the Executive Committee to ensure that courses do not incur a deficit, setting the course fee for both trainees and the training team.

A deposit of £500 is required to secure a place on the Guild Training Course with payment in full received a minimum of 30 days prior to the course start date. The Guild do not offer a credit facility or ability for trainees to pay via a payment plan or in instalments. Where a trainee is experiencing financial difficulty, they may postpone to the next scheduled course, however deposits and part and final payments are non-refundable.