

REVEILLIERS "CLUB CULTURE"

All definitions in this document are from "The American Heritage Dictionary, Second College Edition.")

REVEILLIERS MEETINGS & PRACTICES

Meeting Set-Up & Pack-Up

If club members show up early to a meeting, it is customary to be courteous and offer to assist the Sergeant-at-Arms to prepare (set up) the room for the day's meeting. If members are not in a rush to leave the meeting at the end, it is also highly appreciated if they pitch in and help clean up and pack the club's supplies.

Ballots/Comments

After each prepared speech/speaker, club members take approximately one minute to jot down comments to each speaker. Members are also encouraged to write comments, words of encouragement, and constructive feedback to the Toastmaster of the Day, Table Topics Master, or any other meeting attendee (member or guest) for doing their job in a given meeting. Although this is not required it is very much appreciated. It is Reveilliers etiquette to sign your comments, allowing the recipient to speak with you immediately after the meeting if so desired.

Meeting Fines

- Members are assessed a 5 cents fine (maximum of 25 cents per meeting) for every Ah/Um.
- Not wearing a name badge is also cause for a fine in the amount of 25 cents.
- New members are assessed these fines as well, but their assigned mentor actually pays the fine until the new member has completed his/her first three speeches.
- Fines are saved as part of the club treasury, and used for a once-each-year expenditure (such as a gift for the restaurant waitress, or towards a TM publication or item, or a District event).

Leadership Manual Projects

Members are encouraged to work towards their Competent Leader award by completing the CL manual. This means coordination with another member to provide a written evaluation of your contributory role performed at a meeting. If time permits at the end of the meeting, the President will call forth members who are using the Leadership manual to give very brief feedback (~ 30 seconds), stating what job was being evaluated and what suggestion(s) for improvement. The feedback is given standing from their chair

Club Resources

The Sergeant-at-Arms maintains a portable black file box that is a resource for all club members. Within it are extra blank agendas (to follow the flow of the meeting), general evaluation sheets, ballots, the timer's report form, and former "Words of the Day" that can be recycled if the Grammarian for the day forgets to bring one.

Lectern Etiquette

- When invited to the lectern, upon arrival you should shake the hand of the person who invited you, and step *in front of* the person who brought you to the lectern..
- When finished speaking, you should "return control" (of the lectern) to the person who invited you, naming them by their role (Toastmaster of the Day, General Evaluator, Table Topics Master, Presiding Officer, etc).
 - Imagine that the lectern is "a baby" – one which warrants appropriate care and attention at all times. NEVER leave the lectern unattended. If you find it necessary to momentarily leave the lectern (such as to retrieve a note from your seat), you should inform the attendees to "stand at ease"

Meeting Schedules

The club's Vice-President of Education is responsible for maintaining the schedule for future meetings, showing each member and their planned role for each week's meeting. The schedule for the following week's meeting is discussed during the business portion of every meeting, allowing for changes and replacements in the event of absences, requests or priorities. The schedule details meetings 4-6 weeks into the future, allowing members to plan accordingly for upcoming speeches, Toastmaster duties, etc. Intermittently, the schedule will reflect special events, such as club contests or special programs.

Website address:

www.reveilliers.com

Electronic Mail

All members who have electronic mail address have an easy way of communicating with other members of the club. A member of the club maintains a mail forwarding list, allowing members to have a "club email address" while not publishing their real email addresses. Since Reveilliers has its own domain name, all members have a first-name, last-name-initial naming convention – for example, Sam Jones would SamJ@reveilliers.com.

MEETING ROLES & CUSTOMS

Invocation/Pledge/Exhortation (I/P/E)

The preferred presentation of the I/P/E is from the lectern, and precedes all other club activities at the onset of each gathering. Recitation of the Pledge of Allegiance to the American flag is a part of every Reveilliers meeting. The I/P/E person chooses to also present either an invocation or an exhortation, or both, along with leading the club in the pledge.

- The I/P/E person directs all attendees to stand, salute the flag (e.g., right hand over the heart) and join in the recitation of the pledge. Toastmasters' protocol is "God before Country", so invocations precede the pledge, and exhortations follow the pledge. Non-American citizens should stand but do not need to recite the pledge nor honor the flag visually or audibly.
- An *Invocation* is defined as "the act or process of invoking, especially an appeal, to a higher power for assistance." Typically, this is a prayer; the I/P/E should be conscious of and sensitive to the multiple religions represented in a typical Toastmaster meeting. Some would choose to offer a prayer in alignment with their individual religion (Christian, Jewish, Buddhist, Muslim, etc.), while others are non-specific to a particular religion and simply appeal to a "higher power" or a generic "God". There is no right or wrong in this regard.
- To *Exhort* is defined as "to urge or incite by strong argument, advice or appeal." Typically, an exhortation is quoted material, and warrants identification of the author or source.

Educational Minute

The Educational Minute is presented from the lectern as a part of the business meeting, and is a one-minute segment in which to communicate a tip, technique, procedure or process. This could be something defined by Toastmasters International or something unique to Reveilliers. It could also be something you've learned on your own. Some ideas for educational minutes include; "Filling Out the Comments/Ballot Form;" "Preparing for Table Topics;" "Acting as the Timer;" "Lectern Etiquette", "When You're the Toastmaster;" or "How to Be a Better Listener."

Listener

The Listener role can be filled by anyone - new or long-time members, or even guests. Standing at his or her seat, the Listener explains the role to the rest of the attendees when introduced by the Toastmaster of the day, then pays attention and records things that occur or are said during the meeting, then develops a series of questions based on those events and occurrences. During the General Evaluation portion of the meeting, standing at his/her seat, the Listener quizzes attendees aloud, who then respond with the answer the questions openly as a group. No awards are given for getting all the questions right, but the exercise helps everyone hone their listening skills.

Wizard of Ah's

Standing at his or her seat, the Wizard of Ah's explains the role to the rest of the attendees when introduced by the Toastmaster of the day. Throughout the meeting, the Wizard of Ah's records each attendee's use of "Ah", "Um" as well as other crutch or filler words and "double clutches" (repeated words).

- "Clickers" are used by all members to draw attention to these verbal *faux pas* unless the speaker is a guest, or is delivering a prepared speech or evaluation. There are several clickers on the table so other people may help out with this particular task.
- The Wizard of Ah's reports the results while standing at his or her place when called during the general evaluation portion of the meeting.

REVEILLIERS AWARDS

The following are presented by the General Evaluator during the Evaluation portion of the meeting

Whitewash Award

This award is optional, and given to any evaluator who does not provide constructive suggestions to a speaker during their speech evaluation. Nominations are made by all attendees. After nominations are closed, a vote is taken to determine the winner. This vote may be by a voice vote or by a show of hands.

Bone Award

The Bone award is optional and awarded to the person who commits the biggest “bone-headed” error or mistake of the day. Nominations are accepted by all attendees. Examples of such errors might include a person making an error in parliamentary procedure or meeting etiquette. After nominations are made and closed, a vote is taken to determine the “winner” of this dubious honor.

Fig Leaf Award

The Fig Leaf is awarded to a person who makes an apology or gesture-oriented faux-pas. An These mistakes may be verbal (“I’m sorry” or “Pardon me or even “Thank You”) or non-verbal (raccoon-like hand-washing gestures or holding one’s hands clasped in front of body in the traditional “fig leaf” position, and other inappropriate use of hands and arms which distract from the quality of a presentation.

- A “Thank You” from an evaluator to a speaker is allowed, but otherwise, speakers should avoid thanking the audience – it’s the audience that should be thankful..

Nominations for the Fig Leaf are accepted by all attendees. After nominations are closed, a voice vote or a show of hands determines the “winner.”

Spark Plug Award

The Spark Plug is awarded at the discretion of the General Evaluator and is unique to Reveilliers. There may be meetings where it is not awarded. When presented, it recognizes the person whom the General Evaluator feels contributed special impetus or vitality to the meeting.

The following are presented by the Toastmaster after ballots are collected and counted following the evaluation portion of the meeting

Best Speaker Award

All speakers should deliver a prepared speech during the meeting, using a Toastmaster speech or project manual ("no free speeches"). To be eligible for the meeting's "Best Speaker" award, speakers must stay with the speech's timing guidelines; speakers are disqualified from the award consideration for not meeting the announced timing constraints. Speakers are allowed a 30-second cushion on either side of the time limit. Immediately after all speakers have made their speeches, the Toastmaster will call for a Timer's report, and attendees are asked to vote for the speaker who best met his or her speech objectives that day (for the time-qualified speakers). The Toastmaster of the day also casts a vote, but marks it as a "Tie-Breaker." A trophy is presented to the winner at the end of the meeting along with a "Best Speaker" blue ribbon. Although the trophy stays in the club's custody to be reused the following week, the ribbon is the winner's permanent memento.

Best Table Topics Award

Immediately after the Table Topics portion of the meeting is concluded, the Table Topics Master will call for a Timer's report, and attendees vote for the participant who best responded to their particular topic (for time-qualified participants).

- The best Table Topics presentations are structured as "mini" speeches, with an opening, body and conclusion.
- Table Topics participants must use the Word of the Day and meet the time constraint of 1-2 minutes to qualify.
- Table Topics participants, like speakers, have 30-seconds of leeway for their 1-2 minute presentation.

A trophy is presented to the winner at the end of the meeting along with a white "Best Table Topics" ribbon. The trophy is presented each week, so it stays in the club's possession at the close of the meeting. The ribbon is the winner's permanent memento.

Best Evaluator Award

Immediately after all evaluators have made their presentations, the General Evaluator will ask for a Timer's report, and attendees are asked to vote for the best evaluator of the day if the evaluation was delivered within the allowed timing. Evaluations must be 2-3 minutes in length, with a 30-second cushion. Evaluators are disqualified for not meeting this parameter. A trophy is presented to the winner at the end of the meeting along with a "Best Evaluator" red ribbon. The trophy stays in the club's custody but the ribbon is the winner's to keep.