



DISTRICT 77 TOASTMASTERS

PROCEDURES MANUAL

2011-2012

(Bylaws are specified by World Headquarters (WHQ) and are posted on the Toastmaster International website)

These are the District 77 Procedures, which guide us in governing the District for procedures that are not specific under Toastmasters International Procedures. Anything not referenced in this document refer back to Toastmasters International Procedures.

Procedure Bulletin No. 1 District Procedures Committee

A. The committee shall be chaired by the District Governor (DG) or in his/her absence an active Past District Governor (PDG) of District 77 appointed by the DG. The members of the committee will be at least one active PDG, the Lt Gov Education & Training, and Lt Gov Marketing.

B. The committee shall review and recommend modifications for the Procedures to the District Executive Council (DEC) for review and approval. (IAW District Leadership Handbook, pg 7)

C. The committee shall encourage all members of the District Council (DC) to present changes and information to their members for review and recommendation prior to attending the council meeting.

D. It shall be the responsibility of the chairman to provide timely notification to all committee members of meeting dates, times, and places.

E. Members of the committee shall observe current District Operations and develop new procedures to implement the spirit and intent of the District's Administrative Bylaws.

F. The committee shall make every effort to insure the publication of all recommendations of the District's Procedures are on the district website and by direct mailing to the DEC at least 30-days prior to the meeting at which they will be considered.

G. Members of the DEC will submit any suggested changes/objections to these procedures to the DG at least 2 weeks prior to the DEC meeting. During the conducting of the meeting, when the business of the District Procedures is opened, the suggested changes/objections will be discussed and voted on by the DEC. After the DEC has voted and approved the District Procedures, the DG shall make the adopted Procedures available on the District 77 website within 30-days of the DEC meeting.

H. District Procedures (Ref., District Administrative Bylaws, Article VII, Section C): District 77 Procedures and Standing Rules will be submitted annually after the Spring Conference to Toastmasters International (TI) for review. These Procedures and Standing Rules must not be in conflict with any provision of the Administrative Bylaws, the Articles of Incorporation or Bylaws of TI, policies adopted by the Board of Directors, or applicable law.

The board reserves the right to review, disapprove, or modify any such procedure or standing rule.

Procedure Bulletin No. 2 District 77 Organization

A. Designation of Divisions and Areas

1. IAW Article VI, Area and Division Organization, District 77 Administrative Bylaws, clubs of this district are organized into divisions and areas. (see attached spreadsheet of current alignment).

2. Newly chartered clubs shall be assigned to areas by the DG subject to the approval of the DEC and DC at the annual meeting. Reassignment of clubs to areas and areas to divisions shall be approved by the DEC and DC at the annual meeting upon recommendation of the DG. All members of the DC shall be notified by the DG of such recommendation at least four weeks prior to the annual meeting. The new alignment shall become effective the following first of July.

3. These procedures will automatically be updated to reflect all changes approved by the DC immediately following the annual meeting.

B. Areas (Ref., District Leadership Handbook). An area must be comprised of at least four and no more than seven clubs. An area may have three clubs if the district is working to charter a new club in that area. Advanced clubs are to be a part of their geographic area and not segregated into separate areas. New clubs may be assigned to an area where the number of clubs will exceed seven until the next realignment.

C. Divisions (Ref. District Leadership Handbook). A division shall be comprised of at least three Areas.

D. District Executive Committee (Ref TI Policy Section VI B7).

1. Shall be made up of the DG, Lt Gov of Education and Training, Lt Gov of Marketing, Immediate PDG, Secretary, Treasurer, Public Relations Officer, District Sergeant-at-Arms, DGs, and Area Governors. Non-voting members include any additional “staff” positions appointed by the DG. Others who have business before the DEC may attend District Executive Committee meetings only when invited by the DG.

2. Shall work toward ensuring the achievement of the District Mission.

3. Have all the powers and responsibilities of the DC except those reserved by the council itself.

4. Meet at least four times a year and at least two of those meetings must be in-person.

E. District Council (Ref., TI Policy Section VI B7).

1. Is made up of the DEC, Presidents and Vice Presidents of Education of district clubs with TI or their proxies. Toastmasters attending the District Conference and who are not voting members of the council, or their proxies may attend, but not participate in council deliberations.

2. Is the governing body of the district and shall meet at least twice annually (in the Fall and Spring) to conduct district business.

3. Will include at the Fall Council Business meeting (Ref., District Leadership Handbook, pg 12):

- a. Call to Order and Flag Salute.
- b. Reading of the District Mission.
- c. Welcome and Introductory remarks.
- d. Certification of a Quorum.
- e. Adoption of the meeting Agenda.
- f. Approval of the previous meeting minutes (they should have been sent out and read at least 1 week prior to the meeting).
- g. Confirmation of appointed officers.
- h. Approval of DG recommendations to fill vacancies.
- i. Review of Audit Committee Report (Year-End Audit).
- j. Approval of District Budget (District Executive Committee budget recommendations).
- k. Review of Treasurer's Report.
- l. Review of Reports by the District Executive Committee members and others on:
 - The District High Performance Plan
 - The District, Division, and Area Goals
 - Critical Success Factor Plans for Club growth, rescue, membership, and educational completions.
- m. Other Committee Reports.
- n. Unfinished Business.

- o. New Business.
 - p. Announcements.
 - q. Time and Place of next Meeting.
 - r. Adjournment
5. Will include at the Spring Council Business meeting (Ref., District Leadership Handbook, pg 12):
- a. Call to Order and Flag Salute.
 - b. Reading of the District Mission.
 - c. Welcome/Introductory Remarks.
 - d. Certification of a Quorum.
 - e. Adoption of Standing Rules for Meeting.
 - f. Adoption of the meeting Agenda.
 - g. Approval of previous meeting minutes, if not already approved by Minutes Committee.
 - h. Approval of DG recommendations to fill vacancies.
 - i. Confirmation of appointed officers for current year.
 - j. Adoption of Procedures Committee recommendations (optional).
 - k. Adoption of District Realignment Committee recommendations.
 - l. Review of Nominating Committee report.
 - m. Nominations from the floor and election of District Officers.
 - n. Speech by DG-elect. Ratification of their appointees for incoming District Officers (if any)
 - o. Review of Audit Committee Report (mid-year Audit).
 - p. Review of Treasurer's Report.
 - q. Review of Reports by the DEC members and others on:
 - The District High Performance Plan.
 - The District, Division and Area Goals.
 - Critical Success Factor Plans for Club growth, rescue, and membership.
 - Educational Completions.
 - r. Other Committee Reports.
 - s. Unfinished Business.

- t. New Business.
- u. Announcements.
- v. Time and place of next meeting.
- w. Adjournment.

F. Guidelines for appointment of district officers (Ref., District By Laws Article, VII (c)): The DG is the only individual who shall appoint or dismiss the following officers:

- 1. Public Relations Officer.
- 2. Secretary.
- 3. Treasurer.
- 4. Sergeant-at-Arms.
- 5. Area Governor.

G. Guidelines for Realignment. The DG shall present, or appoint a committee to present, recommendations to the DEC concerning the division of the district into divisions and divisions into areas. Such division shall be made in a manner to include all of the geographic area within the boundaries assigned to the district by TI into specific areas and divisions. The DEC shall consider the DG or committee's recommendations and prepare a plan for realignment as deemed appropriate. Such realignment shall be incorporated into the minutes of the Executive Council meeting at which it is considered and shall be presented to the DC at the annual meeting for approval. Such realignment will become effective 1 July following the annual meeting.

H. District 77 Publications and Electronic Distribution.

- 1. District Website (Ref., TI Policy VI H4):

- a. The district will maintain a website where important information may be displayed. This should include the date of district, division, and area events along with the current District Procedures.

- b. Advertising shall be authorized by the DEC IAW TI policy.

- 2. District Directory. The district shall publish a directory of clubs, at least, annually. The directory will be available to all members of the DC. The directory should, at a minimum, include club name/number, meeting date, time and place, and contact name/number.

- 3. District Mailing Lists (Ref., TI Policy VI A19). Mailing lists are the property of the district and are restricted to use for official Toastmaster business IAW District Leadership Handbook.

- 4. District Newsletter.

a. District 77 may publish an electronic or written "newsletter" on a schedule established by the DG with a suggested minimum of four issues during each administration.

b. The newsletter shall be distributed to all members of record of clubs within District 77, all DGs of the Region, International Directors of the Region, and any other officers and Directors of TI as deemed reasonable.

c. Toastmasters International Copyrights (Ref., TI Policy VI A18): The district will respect and adhere to the TI copyright guidelines.

I. Financial Guidelines.

1. A single expenditure in excess of \$250 must be authorized in advanced verbally or in writing by the DG and at least one Lt Governor in consultation with the District Treasurer. Failure to obtain proper authorization could be cause for non-reimbursement by the district to the district officer or individual Toastmaster. Any non-budgeted item over \$200 or budgeted item exceeding \$200 of the budgeted amount shall require prior approval by the DEC. Approval may be obtained by a majority of the DEC through email. (Ref., TI Policy VI D6)

2. The District shall comply with TI policies regarding conflicts of interest. (Ref., TI Policy VI B3)

J. District Educational Events (Ref., TI Policy VI B7). It is intended that all district educational events, such as the Fall and Spring Conferences, shall be self-sustaining and adhere to the following guidelines:

1. All aspects of the event shall be approved by the coordinating district officer.

2. Establish a budget to adequately estimate the revenue and expense of the event.

3. The district shall retain any profits and absorb any deficits on budgeted expenses of the event.

4. The event committee shall give a full accounting of revenue and expenses to the District Treasurer. The records shall become a part of the district's permanent records.

Procedure Bulletin No. 3 Reimbursement Of Travel Expenses

A. The district shall follow the TI Policy District Travel Reimbursement as outlined in TI Policy Section VI, D6.

B. Expenses incurred by members carrying out official activities including area, division, and district will be reimbursed according to moneys allocated by the current District Budget within

the TI District rules. Such members should submit their district reimbursement form within 30 days of the date expenses were incurred to the DG or the request will be denied.

C. Travel expenses incurred by members of the executive committee during the performance of district duties shall be reimbursed from funds allocated in the district budget and available in the District Treasury, at the rate of **thirty cents (\$0.30)** per mile by private vehicle only. Reimbursement will be made if the cumulative distance traveled is greater than 20 miles per day. Copies of maps showing distance from Google or a similar source must be submitted with each travel reimburse request.

1. Reimbursement for other modes of travel must receive prior approval from the DG. Mileage shall be measured from the individual's home to the place of activity and return.

2. The district will reimburse travel expenses purchased a minimum of 30 days in advance to mid-year training, and initial training and conference.

D. Instances can occur where requests for reimbursement for one fiscal year are submitted in the immediately following fiscal year. Under these circumstances, such requests will be honored at the discretion of the DG provided the funds would have been and are available in the applicable line item. A line item is overspent if the total is greater than 105% of what is provided. Line items that were overspent during the previous fiscal year will not be reimbursed except in the case of extenuating circumstances and with the approval of the DC.

Procedure Bulletin No. 4 Reimbursement of Travel Related Expenses Outside of the District

A. This procedure applies to District Governor (DG), Lt Governor Educations and Training (LGET), Lt Governor Marketing (LGM) District Treasurer and Immediate Past District Governor (IPDG) for travel outside the district. The intent of these procedures is to provide financial support to cover expenses other than transportation (i.e. conference registration and lodging) for required functions outside the district. (TI will pay for/reimburse transportation expenses for DG, LGET, LGM, District Treasurer and IPDG of distinguished district). In the event TI does not pay, transportation costs may be reimbursed if the budget allows. Functions outside of district qualifying for reimbursement are:

1. International Convention and training. Applies to the DG, LGET, and LGM 4 days for conference plus 3 days for training, registration fees plus up to \$125/day per day lodging .
2. Mid-Winter Planning/Training Conference: Applies to the DG, LGET, and LGM 3-day event, registration fees plus up to \$125/day per day lodging.

3. If training is offered from Toastmasters International (TI) for the district treasurer, the reimbursement for 2-day event, registration fees plus up to \$125/day per day lodging shall be reimbursed if funds allow.
4. If funds are available after funding all higher priority items listed in TI procedure on District Fiscal Management, the following travel items may be included in the district budget for the immediate past DG, if the district attained distinguished or better status, registration fee, plus up to \$125/day per day lodging for 4 days of the conference.

Procedure Bulletin *No. 5 Guidelines for Presentation of District 77 Annual Awards*

- A. All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered, which jeopardize TI educational “not-for-profit” organization status. The value of an award should not exceed \$50.00 for individuals and \$100.00 for clubs. Where applicable, such as club and membership extension awards, the award should be cost neutral (i.e. the financial benefit derived for the district matches the value of the award). An awards committee chair should be appointed by the DG and be responsible for the awards at the appointing Governor’s Fall and Spring Conferences. It is necessary for the district chairman to begin preparing for the Fall Conference awards (noted below) immediately following appointment.
- B. The Awards Committee (where noted below) will include the Awards Committee Chair, DG, Lt Governor Education and Training and Lt Governor Marketing.
 - a. Area Governor of the Year Award. The recipient of this award shall be selected by the awards committee. All area governors are eligible. The selection shall be made according to TI "Area Governor of the Year" guidelines form. The awards committee chair will distribute these forms to each area governor by 1 Jun and the completed form must be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected Area Governor to the DG by 27 Jul. The DG will in turn notify WHQ who the “Area Governor of the Year” award recipient is in ample time to be recognized (in time for inclusion of the name in the *Toastmasters Magazine*). The DG will see an award is properly prepared and ready for presentation at the Fall District Conference.
 - b. Division Governor of the Year Award. The recipient of this award shall be selected by the awards committee. All division governors are eligible for this award. The selection shall be made according to TI "Division Governor of the Year" guidelines form. The awards committee chair will distribute these forms to each elected DG by 1 Jun. The completed form will be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected DG to the DG by 27 Jul. The DG will in turn notify

WHQ who the “Division Governor of the Year Award” recipient is in ample time to be recognized (in time for inclusion of the name in the *Toastmasters Magazine*). The DG will see an award is properly prepared and ready for presentation at the Fall District Conference.

- c. Toastmaster of the Year. Each club member in good standing, excluding members of the District Executive Committee, is eligible for this award, regardless of length of membership. To be considered at the district level, the candidate shall have been named “Outstanding Toastmaster of the Year” at the club level. The recipient of this award shall be selected by the awards committee. The selection shall be made according to TI Form selection of “Toastmaster of the Year.” The awards committee chair will distribute the form to each club president by 15 May. Accordingly, each club will be encouraged to submit their “Toastmaster of the Year” recipient along with a complete TI form. This information is to be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected “District Toastmaster of the Year” to the DG by 27 Jul. The DG will in turn notify WHQ who the “Outstanding Toastmaster of the Year Award” recipient is in ample time to be recognized (in time for inclusion of the name in the *Toastmasters Magazine*). The DG will see an award is properly prepared and ready for presentation at the Fall District Conference.

C. Communication and Leadership (C&L) Award. This award may be presented to a non-Toastmaster citizen at the Spring District Conference. The recipient should reside within the district boundaries and shall have made a significant communication and leadership contribution to the communities within the district boundaries and shall have made a significant contribution to the communities within the district. The impact of this contribution must not be limited to one organization, but must be community/district wide. This award may not be presented to a recipient a second time. Nominees for this award shall be selected by the awards committee and may be submitted by any club or individual member of the District Executive Committee. It is typical for a Spring District Conference committee to submit candidates to the awards committee through the host club(s) that are from the geographic area where the conference is being held. Guidelines supplied by TI shall be followed in selecting a qualified candidate. The awards committee will make its recommendations for the C&L award at the preceding District Executive Committee meeting. The final selection of the C&L recipient shall be decided by a majority vote of the District Executive Committee at these respective meetings. The awards committee chair will see that C&L award(s) is/are properly prepared and ready for presentation at the Spring District Conference.

D. Other District Awards. Other special awards may be presented at the district level. These awards shall be budgeted and can be made by members of the District Executive Committee with previous approval by the committee. Examples of special awards are Outstanding Club President, Top Club Website or Newsletter Editor, District Website or Newsletter Editor or similar titles and/or awards. The purchase and presentation of a past

DG plaque to be presented to the IPDG at the Fall Conference will be the responsibility of the current DG.

- E. Toastmasters International Awards. Other awards, based upon activities within the district, will be supplied by TI and awarded to selected Toastmasters or clubs at the Fall Conference. Typical awards in this category include Distinguished Club Program banner ribbons, membership growth awards, etc.

Procedure Bulletin No. 6 Guidelines for a District Budget And Finance Committee

- A. A district budget and finance committee, chairman, and committee members shall be appointed by the DG.
- B. The committee shall be fully cognizant of all financial aspects of the district operation and use the following guidelines in the performance of their duties: review the on-going budget process and ensure the district conforms to budget limitations outlined by TI.

Procedure Bulletin No. 7 Distribution of District Operating Documents

- A. In order to provide a continuity of effort within District 77, various documents are produced to provide knowledge of the workings and goals of the district. Among these are:
 - a. District Procedure Bulletins (IPDG).
 - b. District Calendar (DG) (The incoming DG should distribute a calendar at the beginning of their TM term and provide updates, as necessary).
 - c. District Budget (DG).
 - d. District Executive Committee Directory (Secretary).
 - e. District Goals for the Year (DG).
- B. Therefore, to provide the governing body of the district with information needed to give the maximum assistance to the Toastmasters in the district, the above documents, and any other documents required to reach the goals of the district, will be provided to the members of the District Council by the district secretary not later than 31 Jul each year.

Procedure Bulletin No. 8 Selection Of Host Divisions for Fall and Spring District Conferences

In order to permit long term commitments to be made for hosting District 77 conferences, the following six year rotation schedule will be followed except as otherwise directed by the Executive Committee:

Year	Fall	Spring
2011 - 2012	B	D
2012 – 2013	E	A
2013 – 2014	D	B
2014 – 2015	E	A
2015 – 2016	D	B

Note: District TLI training sessions will be held in Division C, which is the central most location of the district, for both summer and winter sessions and therefore they are not included in the conference schedule. Because of fall football it is recommended not to hold the fall conference in Div B and because of spring break prices it is recommended not to hold the spring conference in Div E.

Procedure Bulletin No. 9 District Conference Expenses (Ref., TI Policy VI B7)

- A. It is recommended that the district conference chairman shall have served on a prior conference committee.
- B. The DG shall sign any contracts committing the district to arrangements for conference facilities, food, and/or lodging during the DGs term of office.
- C. The DG and Lt Governor of Education and Training shall sign contracts committing the district to arrangements for conference facilities, food, and/or lodging during the next district year.
- D. Cost associated with attending a district conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible.
- E. Conference funds must be maintained by the district treasurer and accounted for separately as an item in the district budget.
- F. Conference expenses involving all District Toastmasters are a district responsibility and are to be paid for by the district, such as:
 - Mailing and printing costs associated with district conference publicity will be in the District Newsletter.

- Trophy costs for contests, first place, second place, and third place.
- All District awards (C&L, Officer, Membership, Educational, etc.).
- District related non-donated gifts received at conferences.

Meal and registration expenses for a visitor solicited by the District.

Meal and registration expenses for C&L recipient (and guest).

G. Persons receiving direct benefit from attending the conference will pay for expenses related to their attendance.

H. Conference budget examples are:

1. Mailing and printing costs associated with a "stand alone" District Conference publicity flyer.
2. Direct meal/registration expense (a visitor solicited by the District, ID on Official District visit, or C&L recipient).
3. Indirect meal expenses like table decorations and printed programs.
4. Purchased supplies (like educational pamphlets, pins, etc.) received at conference.
5. Printing expenses for handouts.
6. Hospitality room expenses.
7. Expenses associated with coffee breaks.
8. Conference banquet room charges.
9. Audiovisual charges.
10. Phone calls and travel.

I. Attendees will contribute to the conference's financial obligations through registration fees, meal overrides, and event fees.

J. Registration costs should be kept to a minimum. Conference registration costs only for speech contestants are free, but other costs (meals, travel, etc) are not covered by the district unless the conference budget allows and this item is pre-approved.

- K. Late fees can be charged for registrations, but should not exceed a penalty of 50%. Late fees can be charged for meals, but should not exceed the amount charged for the additional meal.
- L. No refunds will be given if cancellation is not made before the conference deadline. Exceptions can be made at the discretion of the District Conference Committee.
- M. A detailed budget for the conference will be provided for DEC approval NLT the Executive Committee meeting preceding the District Conference.
- N. The conference budget will be based on the previous conference numbers. The budget should be for a minimum of \$100.00 surplus after expenses.
- O. The district will be ultimately responsible for any conference overruns for unexpected costs. These expenses will be minimal if the basic premises are followed. Any surpluses are district funds and will be returned to the district's general funds.
- P. Insofar as practical, refunds or bills for any conference-related expenses are to be submitted and paid within 10 days after the conference.

Procedure Bulletin No. 10 Supplemental Speech Contest Rules

Each year TI publishes a Speech Contest Manual that is the foundation for conducting all speech contests. Contest rules can be found on TI website. There are some areas that give the district latitude to set their own rules.

1. District Level Contests. The district will conduct two contests at each of the District Conferences. The Fall Conference will feature the Table Topics and Humorous Speech Contests and the Spring Conference will feature the Evaluation and International Speech Contests.
2. Number of Area/Division Contestants
 - i. Each club is authorized to send one representative from their club to the area contest. Although this representative may be first or runner-up at their club contest, they will not be so designated at the area level contest.
 - ii. Each area will send one winning representative from their area contest on to their division contest. Although this representative may be first or runner-up at their area contest, they will not be so designated at the division level contest. The district will pay for the 1st and 2d place trophies for areas with less than five clubs and divisions with less than five areas. Those divisions with 5 or more areas and the areas with 5 or more clubs will receive 1st, 2d, and 3d place trophies.
 - iii. Each division will send one winning representative from their division contest to the district contest. Although this representative may be first or runner-up at their division

contest, they will not be so designated at the district level contest. For the district contests, the district will pay for the 1st, 2d, and 3d place trophies.

1. Announcing Contest Helpers. The contest chairman, toastmaster, chief judge, timers, sergeant-at-arms and vote counters can be recognized by name for the performance of their duties at a speech contest. Judges are to remain anonymous before (Chief Judge should select a private area to brief the judges, Vote Counters and Timers), during and after the contest. It is appropriate to thank the judges in a general way without revealing their identities and protect the privacy of the judging process.

4. Contest Judges

- i. All judges shall be in compliance with the current TI Speech Contest Rulebook.
- ii. For district contests, judges shall be at least a CC or CTM with previous experience judging above the club level.
- iii. Time permitting; judge's workshops should be held each Fall and Spring to provide training for potential judges, as well as for those wishing to better understand the rules from a contestant's perspective.

Procedure Bulletin No. 11 Proxies

The DG will issue a blank proxy in the District Newsletter in time for the Presidents and Vice-Presidents of Education to cut out, sign, and give to another club member so the club can exercise their voting privileges in all matters before District Council meetings at the conferences. This is only to be used if the President and/or Vice-President of Education are unable to attend the District Council meetings themselves. This restates what TI has documented.