

## **PROCEDURES OF DISTRICT 55**

I. **STATURE, PURPOSE, and ADOPTION AND REVISION OF PROCEDURES:** Official procedures of District 55, as adopted from time to time by the District Council, are set forth in this document. These procedures supplement and cannot conflict with the Administrative Bylaws of the District and the Bylaws and Policies of Toastmasters International. They may be adopted and revised at any time by majority vote of the District Council upon recommendation of the District Executive Committee. It is the understanding that these procedures will remain in effect from year to year, unless modified or canceled in whole or in part, by the District Council.

### II. **BOUNDARIES OF DISTRICT AND SUBDIVISIONS.**

A. The District boundaries are set forth in Article V of the District Administrative Bylaws and may not be changed without approval of the Board of Directors of Toastmasters International.

B. Area and Division club assignment and reassignment will be the responsibility of the District Council (District Administrative Bylaws, Article VI) as approved at the Annual Meeting. An Area may consist of four or more clubs, preferably contiguous. An Area having seven or more clubs may be further divided if deemed advisable to improve administration. A Division may have three or more Areas. A Division of seven or more areas may be further divided, if deemed advisable, to improve administration.

### III. **DISTRICT, DIVISION, AND AREA ORGANIZATION**

A. **CABINET:** The District Governor, Lieutenant Governor Education & Training, Lieutenant Governor Marketing, Division Governors, Immediate Past District Governor, Secretary, Treasurer, Public Relations Officer, District Webmaster and others at the discretion of the District Governor, shall constitute the Governor's Cabinet.

#### B. **DIVISION OFFICERS AND COUNCIL**

1. Where feasible, the Divisions shall be organized on a mini-District basis, with the Division Governors in charge of all Division activities and with the Executive District officers, providing educational and administrative support.

2. Within 30 days after election, the Division Governor-Elect should appoint assistants: such as, Assistant Division Governor-Education and Training, Assistant Division Governor-Marketing, Speechcraft chair, Youth Leadership chair, Division Contest chair, etc. The Division assistants and chairs along with the Division's Area Governors shall constitute the Division Executive Committee. The Division Governor shall serve as chair of the Division Executive Committee.

3. The Division Executive Committee, together with the President, Vice Presidents Education, and Vice Presidents Membership of the Division's clubs shall constitute the Division Council. The Division Council should meet periodically at the call of the Division Governor to set Division goals and to plan and implement Division activities. The Division Governor shall serve as the chair of the Division Council.

4. The Division Governors-Elect shall plan and arrange training sessions for new club officers serving from July 1 through December 31 prior to August 31. The Division Governors shall plan and arrange training sessions for new club officers serving from January 2 through June 30 prior to February 28 or 29 in a leap year.

5. Training for Area and Division Governors shall be provided by the District. Follow-up training for Area Governors may also be conducted by Division Governors under the direction of the Lieutenant Governor Education and Training.

6. Division officers and Area Governors shall make monthly reports to the Division Governors for use in effecting corrective action where needed.

C. **AREA OFFICERS AND COUNCIL:** Area Governors shall be appointed by the District Governor. The Area Governor should appoint assistants, such as, Assistant Area Governor-Education and Training, Assistant Area Governor-Marketing, Speechcraft chair, Youth Leadership chair, Area Contest chair, etc. The Area's assistants and chairs along with the Presidents, Vice Presidents Education, and Vice Presidents Membership of Area clubs shall constitute the Area Council. The Area Council shall be chaired by the Area Governor. The Area Council should meet once a month or at the call of the Area Governor to plan and implement activities, to consider the condition of clubs, and to assist in corrective action where indicated.

IV. **CALENDARS OF EVENTS:** The District Governor, the Division Governors, and the Area Governors shall prepare in advance and distribute a calendar of events and important deadlines under their respective jurisdictions for the Toastmaster calendar year. The calendar should be distributed prior to July 1st.

## PROCEDURES OF DISTRICT 55

V. FINANCES – REIMBURSEMENTS FOR EXPENSES: All district funds, regardless of the source of these funds, are Toastmasters International funds. District funds may be only be used for:

1. District and club officer training.
2. Club extension.
3. Club rescue.
4. Supporting clubs in their membership growth efforts.
5. Promotion of Toastmasters International educational programs within clubs.
6. Communication within the district, including district bulletins, directories, newsletters, web sites, etc.
7. Administrative supplies and district management materials.
8. Awards and recognition.
9. Authorized district travel to officially recognized events: mid-year training and the International Convention. District funds cannot be used for any other meetings outside the district.
10. District conferences, other district meetings, and Speech Contests.

All District expenses must be supported by receipts or documentation and be submitted to their respective councils within 60 days of expense. Each check issued by the District must be assigned to a budget line item at the time the check is written. All reimbursements are subject to the availability of District Funds.

A. INCOME: All District income shall be that received from Toastmasters International in accordance with its rules and regulations. Neither the District nor any of its subdivisions or clubs shall assess or otherwise charge any Toastmaster any amount other than to cover costs of activities, with override necessary to make such activities self-supporting. This article specifically prohibits, in accordance with Article IX (b) District Administrative Bylaws, the assessing of any club or individual Toastmaster by this District or any of its subdivisions (Division, Area or Club) for any business meetings.

### B. ADMINISTRATIVE EXPENSES

1. DISTRICT, DIVISION AND AREA EXPENSES: Reimbursement for expenses incurred in District, Division and Area activities shall be made only in accordance with the District budget and subject to availability of District funds.

2. FINANCE CHAIR – DISTRICT EVENTS: For all meetings of the District 55 Council, Executive Committee or any other District 55 sponsored event which requires an overnight stay in the town where such is held and any part of the agenda for associated events takes place over any portion of two consecutive days, all funds which are advanced by District 55 and all funds derived from the event(s), as well as all expenses associated therewith shall be handled through the District Treasurer. Otherwise a separate bank account in the name of the event shall be established and a specific treasurer or finance chair, who shall not be the event chair, shall be appointed by appropriate authority and shall have control over the account so set up. In no case will such funds be handled through any one individual's personal account. The provision of District 55 policy relating to final accounting shall apply. To implement this procedure:

- a. Any advance funds or "seed money" from District 55 shall be deposited in such an account.
- b. Any donations, contributions of a monetary nature, proceeds from advertising, raffles, or other events held at such District function shall be handled through such account.
- c. All registration fees for attendance shall be handled through such account, and all remittances shall be made payable by the attendees to the designated event or to District 55 Toastmasters.
- d. All disbursements associated with the event shall be made through such account, but this will not prevent anyone necessary for the working of the event from making a cash out-of-pocket disbursement and then later being reimbursed upon presentation of proper receipts or documents from such account.
- e. The above does not apply to any meeting on the Area or Division level or any one-day District meeting other than a District Conference.

3. RELEASE OF FUNDS TO GOVERNOR-ELECT: The District Governor and District Treasurer shall release to the District Governor-elect, prior to the latter's assumption of office on July 1, funds sufficient for the latter to prepare for administration. Effective July 1, 1997, Toastmasters International has issued the following requirement: "In order to ensure initial operating funds for the new elected District Officers in each succeeding administration, no requisition on the account of any District shall be honored which would reduce the balance in the District reserve during the period from April 1 to June 30 to a sum less than 25% of the District's per capita income for the prior year."

## PROCEDURES OF DISTRICT 55

4. **BUDGET REVIEW:** The District Treasurer shall issue financial reports with recommendations as to revisions of the budget, where indicated as follows:

- a. Monthly reports to the District Governor, Lieutenant Governor Education & Training, and Lieutenant Governor Marketing
- b. Each District Executive Committee Meeting
- c. Each District Council Meeting
- d. Quarterly reports to World Headquarters for the quarters ending September and March.

All reports are due within 30 days of the end of the reporting period.

### C. TRAVEL EXPENSE REIMBURSEMENT (All District reimbursement is subject to availability of funds):

1. **INTERNATIONAL CONVENTION:** The Lieutenant Governor Education and Training, Lieutenant Governor Marketing will be reimbursed for 50% of the "Full Convention" registration fee. The District Governor shall be reimbursed for those "Full Convention registration fees" not covered by Toastmasters International. Toastmasters International shall reimburse the travel expenses of the District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing. The District Treasurer will be reimbursed for travel expenses not covered by Toastmasters International. Travel reimbursement will be based on a 21 day advanced purchase. The District Governor, Lieutenant Governor Education and Training and Lieutenant Governor Marketing will receive a 50% Hotel reimbursement not to exceed Seven (7) 6 nights per person. The District Treasurer will receive a 50% hotel reimbursement not to exceed three (3) nights. The Immediate Past District Governor will be reimbursed 50% of "Full Convention" registration fee and for that part of coach class airfare to the International Convention not paid by Toastmasters International, only if the District achieves distinguished status or above during the Immediate Past District Governor's term of office as District Governor. Travel reimbursement will be based on a 21 day advanced purchase. The Immediate Past District Governor will receive 50% Hotel reimbursement not to exceed 4 nights per person only if the District achieves distinguished status or above during the Immediate Past District Governor's term of office as District Governor. Advance funds may be provided with District Governor approval, if requested.

NOTE: Registration fees and hotel reimbursement not paid by Toastmasters International will be reimbursed only if the district officer attends all educational sessions related to his/her district officer position and all business convention functions, including interviewing candidates for international office.

2. **EXECUTIVE COMMITTEE AND CABINET:** The members of the District Executive Committee shall be reimbursed for their travel to all District functions (if the distance totals 170 miles or more round trip) at which their presence is required by the District Governor and if the function is outside their home county subject to availability of funds. In the event any district officer or member of Executive Committee is required to travel to an official venue entailing an overnight stay, the committee member is entitled to a hotel reimbursement of \$30 per night not to exceed \$60 total per member.

3. **TRAVEL REIMBURSEMENT RATE:** Reimbursement shall be calculated at \$0.32 per mile. When carpooling, reimbursement shall only be made for Executive Committee members driving. Request for reimbursement must document miles traveled and purpose. Reimbursement to one person may not exceed the current reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service.

4. **TRAVEL TO MID-YEAR PLANNING CONFERENCE:** Toastmasters International shall reimburse the travel expenses of the District Governor, Lieutenant Governor Education & Training, and the Lieutenant Governor Marketing as follows:

1. Air, Bus or Train – Full reimbursement, round-trip at the lowest rate (coach or discount if applicable) between airports or passenger terminals nearest the training site and the home of each officer.

2. Car – At the current mileage reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate (coach, or discount if applicable). The district governor shall certify the attendance of these officers to World Headquarters before any officer receives a travel allowance reimbursement.

The district may provide reimbursement for any registration and 50% hotel reimbursement.

5. **DISTRICT BUDGET STANDARDS:** The District Budget Success Guide published by Toastmasters International specifies the maximum expenses allowed for Marketing, Communications and Public Relations, Education and Training, Speech Contests, Administrative, Travel, and other expenses. District 55 shall set its budget so as not to exceed these guidelines.

## PROCEDURES OF DISTRICT 55

6. FINANCIAL CONTROLS: It is essential to have in place some basic fiscal controls that can help the District Officers manage and account for the expenditures of Toastmasters International funds. The District will adhere to the financial controls listed in Toastmasters International policy.

7. SUMMARY OF EXPENSE REIMBURSEMENTS: See attached chart.

D. CLUB OFFICER EXPENSES: NONE PAID. No travel funds may be paid by the District to the Club Presidents and Vice Presidents Education or their representatives to attend the District Council meetings.

E. DISTRICT CONFERENCE FINANCIAL REPORTS: The District Conference Chair at the Fall and Spring District Conferences shall, within 45 days following the conclusion of the meetings, submit a written report of the collections and disbursements of funds with receipts documenting all transactions. The report must be submitted to the District Governor. The net proceeds from the conferences shall be deposited in the District Treasury.

F. . The District 55 International Speech Contest winner will receive travel reimbursement from Toastmasters International based upon a 21 day advance purchase; if contestant drives, reimbursement will be at the current mileage reimbursement rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. The costs of accommodation and registration for the Toastmasters International Convention are the responsibility of the contestant and no reimbursement by Toastmasters International or District 55 is authorized.

G. Districts shall not reimburse any other individuals for travel outside the district for items related to travel outside the district.

### VI. HONORS AND AWARDS

District awards programs shall be the responsibility of the District Governor. The District Governor shall present these programs to the Executive Committee members at the first meeting of the new administration.

### VII. DISTRICT CONTESTS

#### A. CONTEST ADMINISTRATION

1. RULES: The contest rules shall be as given in the official Toastmasters International Contest Manual.

2. DISTRICT CONTEST OFFICIALS: The Lieutenant Governor Education & Training will be the responsible officer for the contests with responsibility to select the contest chair. The Division and Area Governors will be responsible for the selection of their respective contest officials.

B. DISTRICT CONTESTS: During the Fall and Spring, the District shall conduct contests at the Club, Area, Division and District levels. The District Governor shall submit for District Executive Committee approval, at the first Executive Committee meeting, which of the contests recognized by Toastmasters International, in addition to the International Speech Contest, will be held that year. The District level contests shall be held at the Fall or Spring Conference. The winner of the District International Speech Contest will compete at the Toastmasters International Convention.

### VIII. DISTRICT CONFERENCE SITES

The site of the District Conferences shall be rotated by Division ~~in the following sequence; and rotation shall follow the following sequence:~~ G, J, H, M, K, I, and L. Special circumstances may change the Division rotation with the approval of the District Council. Rotation shall revert to the approved sequence after any special circumstances have been addressed. City and meeting location for the conference will be determined by the District Governor, Lieutenant Governor Education & Training and Conference Chair.

Note: Rotation sequence to start after last previously approved site by the District Council.

IX. PRESERVATION OF RECORDS: Only the following District records shall be preserved permanently by the District secretaries. All other items accumulated by the District Governor, District Secretary, and District Treasurer may be disposed of after one year following the end of their administration.

A. Books of minutes of District Council and Executive Committee meetings, including Past District Governor's Advisory Committee (PDGAC), Long-range Planning Committee (LRPC) reports and all committee reports adopted.

B. File of District Bulletins.

## **PROCEDURES OF DISTRICT 55**

C. Annual reports of audit committee.

D. June 30 Financial Statements.

E. June 30 District Performance reports.

F. Official copy of District Administrative Bylaws, including amendments adopted and reprints, and copy of transmittal letter to Toastmasters International regarding changes for Board of Directors approval and correspondence from Toastmasters International.

This does not address those records required by Toastmasters International to be submitted to World Headquarters for their records. The District shall send all financial records for the previous year to World Headquarters by November 30.

### **X. DISTRICT COUNCIL BUSINESS**

A. **NEW BUSINESS:** New business must be received by the District Governor at least fourteen (14) days prior to the Executive Committee Meeting. New business that has not first been considered by the Executive Committee will not be considered by the District Council except by a two-third (2/3) vote of the Council to amend the agenda.

B. **NOTIFICATION OF DISTRICT COUNCIL AGENDA:** The District Governor shall include in the required four week notification the following information:

1. the date, time and location of the District Council Business Meeting
2. the closure time of the credentials desk
3. a copy of the proposed District Council Agenda
4. Copies of Committee Reports, including but not limited to, Nominating Committee Report, District

Procedure Review Committee Report, Redistricting Committee Report, Financial Reports to include audit Report if available, Budget and Treasurers Report\*

5. Notification of the process for proposing new business items
6. District Council Meeting Proxy Form

\*E-mail is sufficient, but if E-mail isn't available, then forms to be sent by regular mail.

### **XI. REFERENCE MATERIALS**

A. Toastmasters International Policy & Procedures updated Feb 11, 2010 – District Fiscal Management

B. Toastmasters International Policy & Procedures updated Feb 11, 2010 – Expense Payments Available for District Officers and Speech Content ants

C. Toastmasters International Policy Bulletin No. G – Political and Campaign Ethics

D. Toastmasters International Policy Bulletin No. 33 – Dues and Fees Established By the Board of Directors

E. District 55 Administrative Bylaws as amended by the District 55 Council at its annual meeting

XII. **DISTRICT 55 PROCEDURES:** The District 55 Procedures shall be updated immediately after the District Council Meeting at which amendments are approved by the District Council. The Minutes of the Council Meeting shall have attached a copy of such amendments and contain a proper quotation of the amendments as approved.

An updated copy of the District 55 Procedures shall be furnished to members of the Executive Committee at the first meeting of the new administration.

## **PROCEDURES OF DISTRICT 55**

### **SPECIAL RULES OF ORDER**

#### **DISTRICT 55**

1. Order of Precedence – All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and published Policies of Toastmasters International. Robert's Rules of Order, Newly Revised, shall be the final authority in parliamentary procedure, insofar as it does not conflict with the Articles of Incorporation, Bylaws, and published Policies of Toastmaster International.
2. Credentials Committee Report – The Credentials Committee shall report at the beginning of each Business Meeting the total number of delegates registered, in person and by proxies. During the Credentials Report, the Committee will confirm that the business meeting has a quorum as defined by the Bylaws of Toastmasters International.
3. Credentials Requirements – Each club in good standing with Toastmasters International at the time of each business meeting is entitled to two votes. These votes are carried by the Club's President and Vice President Education (Delegates). If only one of these two is present, that officer can carry both club votes without a proxy from the other officer. If neither of these club officers is present, a member in good standing of that club can carry the club votes by proxy (Alternative Delegates). In addition, Area Governors, Division Governors, District Lieutenant Governors Education & Training and Marketing, District Public Relations Officer, District Secretary, District Treasurer, District Governor, and the Immediate Past District Governor each carry one vote (Delegates-at-Large). No one else can carry these votes by proxy. Delegates at Large can carry up to three votes; all other voters are limited to two votes.
4. Participation Authority – Only Delegates, Alternative Delegates, and Delegates-at-Large may make motions or participate in discussions on motions. Before addressing the assembly, a delegate shall state his or her name, club name and number, and shall display a voting ballot.
5. Timer – The Chair shall appoint an official timer who shall stand and applaud when the time authorized has expired.
6. Resolutions – The Chair will call for discussion, pro and con, from interested delegates who will speak on an alternate basis.
7. Amendment to Toastmasters International Proposals – Toastmasters International proposals cannot be amended since the Bylaws of Toastmasters International set forth the requirements for presentation of proposals.
8. Time Limits for Agenda Items – Debate or discussion on any item on the agenda shall be limited to a maximum of ten minutes. Debate may be extended at the discretion of the Chair to allow additional discussion if fairness so requires.
9. Time Limits for Speakers – No delegate shall speak more than once on the same question or longer than two minutes. Debates may be extended at the discretion of the Chair to allow additional discussion if fairness so requires. This limitation does not apply to points of order and appeals.
10. Voting Method – Voting may be by ballot or by voice vote.
11. Enforcement of Rules and Appeals – The Chair will enforce the rules, but a member may appeal a ruling of the Chair. Following a brief statement by the challenging members and a response by the Chair, the Chair shall put the question, and a majority (or tie) vote shall uphold the ruling of the Chair. The Chair may vote on an appeal.
12. Motions – Any decision of the meeting is to be made by means of a motion offered by the Executive Committee or by a voting Delegate and seconded (if appropriate) by another voting Delegate, stated by the Chair, offered for debate, and then put to a vote by the Chair. Motions shall be stated in the positive, not the negative.

**PROCEDURES OF DISTRICT 55**  
REVISION HISTORY

Adopted July 1, 1997

Amended July 1, 2001

Amended May 17, 2003

Amended November 17, 2004

Amended April 16, 2005

Amended May 6, 2006

Amended April 28, 2007

Amended May 31, 2008

Amended November 15, 2008

Amended May 2, 2009

Amended May 1, 2010

Amended November 6, 2010

## PROCEDURES OF DISTRICT 55

### District Travel and Training Reimbursement Policy

	District Cabinet	District Executive Committee	District Council/ Conference	Mid-Year Training	International Convention	Club Officer Training
District Governor	*Yes	*Yes	*Yes	Yes	Yes***	None
Lieutenant Governor Education & Training	*Yes	*Yes	*Yes	Yes	Yes***	None
Lieutenant Governor Marketing	*Yes	*Yes	*Yes	Yes	Yes***	None
Immediate Past District Governor	*Yes	*Yes	*Yes	No	Yes***	None
District Secretary	*Yes	*Yes	*Yes	No	No	None
District Treasurer	*Yes	*Yes	*Yes	No	No	None
Public Relations Officer	*Yes	*Yes	*Yes	No	No	None
Division Governors	*Yes	*Yes	*Yes	No	No	\$100 for the year
Area Governors	*Yes	*Yes	*Yes	No	No	None****
<p>NOTES:</p> <p>* Only if at least 170 miles round trip (@32 cents per mile as recommended by the District Budget Success Guide published by Toastmasters International and subject to availability of funds.</p> <p>*** International pays travel for District Governor, Lieutenant Governor Education &amp; Training and Lieutenant Governor Marketing. District pays any travel for the IPDG not provided by Toastmasters International if district achieved distinguished status in previous district year.</p> <p>**** Division Governors may designate all or part of their \$100 for use by their Area Governor</p>						