

DISTRICT 55 TOASTMASTERS

Procedures

A Supplement to Toastmasters
International's Governing
Documents



Toastmasters District 55 Procedures

Updated December 10, 2018

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Commented [LW1]: Click on any item in the Table of Contents to go to the correct page.

Commented [LW2]: The order of the sections of the Procedures is aligned with the order used in [District Administrative Bylaws](#) (amended October 1, 2018)
Fixed formatting issues and added page numbers

References

District Administrative Bylaws, Adopted October 1, 2018 (District Bylaws)

Policy and Protocol, Adopted October 1, 2018 (Policy or Protocol)

Bylaws of Toastmasters International, Amended August 25, 2018 (Toastmasters Bylaws)

District Leadership Handbook, Revised February ,2018

Commented [LW3]: These are the 4 documents that are referenced in the Procedures and the abbreviations used to identify them.

When you click on a link in the Procedures to go to a governing document, you will first see the beginning of the document and then the screen will refresh to the correct section.

Commented [LW4]: Changed passive voice to active voice, where appropriate, to improve clarity of each procedure and to improve ease of reading

I. Purpose, Revision, and Adoption of Procedures

- A. The purpose of the District 55 Toastmasters Procedures is to supplement the Governing Documents of Toastmasters International to provide consistency and specific guidance for the district leaders in the execution of the District's duties from year to year.
- B. These procedures shall not conflict with governance from Toastmasters International.
- C. These procedures remain in effect until revised or cancelled, in whole or in part, by the District Council.
- D. The District Executive Council will propose revisions, as needed, to the District Council.
- E. The District Council may adopt proposed revisions at any time by majority vote.
- F. The Webmaster will make these procedures publicly available on the District 55 website within 14 days after the District Council approves the amendments or revisions.

II. Boundaries and Organization

- A. Per District Bylaws [Article V](#), the boundaries of District 55 are the following Texas counties: Aransas, Atascosa, Austin, Bandera, Bastrop, Bee, Bell, Bexar, Blanco, Brooks, Bureson, Burnet, Caldwell, Calhoun, Cameron, Colorado, Comal, Coryell, Crockett, DeWitt, Dimmit, Duval, Edwards, Fayette, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Hays, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kendall, Kennedy, Kerr, Kimble, Kinney, Kleberg, La Salle, Lavaca, Lee, Live Oak, Llano, Lampasas, Mason, Matagorda (portion), Maverick, McMullen, Medina, Menard, Milam, Nueces, Real, Refugio, San Patricio, Schleicher, Starr, Sutton, Terrell, Travis, Uvalde, Val Verde, Victoria, Washington, Webb, Wharton (portion), Willacy, Williamson, Wilson, Zapata, and Zavala.
The east boundary follows the Brazos River, South on the Brazos River to State Highway 1093 in the county of Fort Bend to State Highway 60 (excluding all of Bay City), South on State Highway 60 to the Gulf of Mexico through the county of Matagorda.
- B. [Article VI](#) of the District Bylaws grants the District the ability to organize areas into divisions. The District shall organize areas into divisions.
- C. The District shall organize areas and divisions according to [Protocol 7.0.1](#).

Commented [LW5]: Removed parts of the document which repeated TI governing documents and replaced them with links for easy reference. When the TI governing documents are amended, our Procedures will automatically update.

Provides a clear distinction between what is information in the TI governing documents and what is Procedures.

III. Officers

- A. District Officers: See District Bylaws, [Article VII, Offices, Section a.](#)
- B. Elective Officers: See District Bylaws, [Article VII, Offices, Section b.](#)
- C. Other Officers: See District Bylaws, [Article VII, Offices, Section c.](#)

1. The District Director shall appoint the following:
 - a. The Public Relations Manager
 - b. The District Administration Manager
 - c. The District Finance Manager
 - d. The Parliamentarian
 - e. Other officers as deemed necessary to carry out the work of the District
2. Area Directors: See Area Councils, Section IV.C.3 of these procedures.

IV. Councils

A. District Council (DC)

1. Composition: See Toastmasters Bylaws, [Article XII, Districts, Section 3\(c\)](#).
2. Council Meetings: See Toastmasters Bylaws, [Article XII, Districts, Section 4](#).
3. Meeting Procedures: See [Protocol 7.1.6](#)
4. In addition,
 - a. The District Director must receive any items for new business no later than 21 days before the District Executive Committee (DEC) meeting preceding the DC meeting.
 - b. The DC shall not consider new business if the DEC has not considered it unless the DC approves the new business by a two-thirds vote of authorized participants.
 - c. Only voting DEC members, Club Presidents, Club Vice Presidents of Education, or their club proxies may make motions or participate in discussions on motions. DEC members cannot have proxies.
 - d. Non-voting members may speak with the concurrence of the District Director and the District Council.
 - e. The Chair may extend the debate if needed.
 - f. No individual shall speak more than once on the same question and for no longer than two minutes unless granted an exception by the District Director with the concurrence of the District Council.
 - g. There is no time limit on points of order or appeals.
 - h. Committee reports shall take no longer than ten minutes.
 - i. The DC shall conduct its virtual meetings using technology capable of allowing all participants to see each other and otherwise conduct business as if in person.
 - j. Participants may not use proxies during virtual DC meetings.

Commented [R06]: Supplemented TI's Governing documents with these procedures.

B. Division Councils

1. Composition: See Toastmasters Bylaws, [Article XII, Districts, Section 3\(b\), Division and Area Officers](#).
2. Meeting Procedures: See [Protocol 7.1.7](#)

C. Area Councils

1. Composition: See Toastmasters Bylaws, [Article XII, Districts, Section 3\(b\), Division and Area Officers](#).
2. Meeting Procedures: See [Protocol 7.1.8](#).

3. Area Councils shall recommend Area Directors to the District Director-elect who makes all appointments based on guidance in:

- a. [Protocol 7.1.8D.IV.a.](#)
- b. [District Leadership Handbook>Elections>Area Director Elections, p. 94.](#)
- c. [There is a conflict between Protocol 7.1.8D.IV.a and the District Leader Handbook regarding the number of nominations an area council may submit to the District Director-Elect. Since the Protocol is a governing document, the District will follow guidance provided by Protocol 7.1.8D.IV.a, and area councils will provide one or more appointment recommendations.](#)

Commented [LW7]: Protocol 7.1.8.IVa and the District Leadership Handbook, beginning on p. 94, give a detailed explanation of the process for Area Councils to recommend Area Directors to the District Director.

Commented [R08]: Resolved the conflict in guidance between protocol and the District Leader Handbook regarding the number of appointment recommendations an area council may submit.

V. Committees

A. District Executive Committee (DEC)

- 1. Composition: See District Bylaws, [Article XI, Section a, District Executive Committee.](#)
- 2. Meetings: See [Protocol 7.1.5](#)
- 3. The DEC shall conduct its virtual meetings using technology capable of allowing all participants to see each other and otherwise conduct business as if in person.

B. District Leadership Committee

- 1. See District Bylaws, [Article XI, Section b, District Leadership Committee.](#)
- 2. See [Protocol 9.0](#) for election requirements.

C. Audit Committee

See District Bylaws, [Article XI, Section b, Audit Committee.](#)

D. Other Committees

- 1. Conference
 - a. Purpose: Plan the annual conference to provide communication and leadership training opportunities toward achieving the club and district mission and to hold the in-person district council meeting.
 - b. Composition: The District Director appoints the chair or co-chairs. The committee is composed of subcommittee chairs chosen by the chair(s) with the guidance of the Program Quality Chair and the approval of the District Director.
 - c. Activities: Plan registration, education sessions, publicity, logistics, programs and printing, banner parade, fundraising, speech contests, signage, decorations, entertainment.
- 2. Credentials
 - a. Purpose: Ensure a fair election at the annual business meeting.
 - b. Composition: The District Director appoints the chair.
 - c. Activities: Prepare and number the ballots; ensure that the correct number of ballots are issued to DEC and DC members and to the club's president and VPE or their club's proxies; determine the validity of proxies; ensure that ballots are signed for upon receipt; report to the DC during the annual business meeting whether or not a quorum has been attained.

Commented [LW9]: Added Purpose, Composition, and Activities for "Other" committees

3. District Store (Bookstore)
 - a. Purpose: Coordinate with the District Director, clubs, and individuals to obtain items to promote marketing, meeting materials, and membership incentives.
 - b. Composition: The District Director appoints the Bookstore Manager.
 - c. Activities: Work with the District Director and Promotions Chair to order supplies and arrange the items within the Bookstore room at the conferences, TLLs, or other events to support the redemption of District incentives. Train volunteers to staff the Bookstore during the conference, answer attendee questions about the products, and assist with purchasing available items. Monitor Bookstore for frequently ordered items and submit list to the District Director to order from Toastmasters International at least quarterly. This order may include special order items as requested by clubs and members through the Bookstore email. Submit reports to District Finance Manger as requested in support of TI reporting requirements. Keep track of inventory available to District Staff for use as incentives for conferences, TLLs, and other training events. Maintain the items in a secure location and be able to transport to events, as needed.
4. Marketing
 - a. Purpose: Develop, direct, and coordinate; club growth and retention, membership growth and retention, recruit and train marketing teams, and develop membership building recognition programs.
 - b. Composition: The Club Growth Director chairs the committee. The Club Growth Director recommends committee members to the District Director who then appoints the members.
 - c. Activities: Conduct corporate visits, cold calling, demonstration meetings, open houses, marketing workshops, club coach visits, club rescue, club sponsorship, club mentoring, club charter celebrations, Speechcraft, and other activities as approved by the District Director.
5. Past District Directors Committee
 - a. Purpose: Serve the Trio in fulfilling the District mission by providing guidance and insight from their experience.
 - b. Composition: The District Director appoints the chair. All Past District Governors and Past District Directors are automatically part of the committee.
 - c. Activities: Projects requested by the District Director.
6. Procedures Committee
 - a. Purpose: Ensure that the District Procedures provide consistency and specific guidance for the district leaders in the execution of the District's duties from year to year.
 - b. Composition: The District Director appoints the position of Procedures Committee Chair. The chair chooses other committee members.
 - c. Activities: Study the Toastmasters Board of Directors minutes to ensure that District 55 Procedures are in alignment with board policy and TI governing documents; consider all suggestions for changes in procedure, evaluating them according to the governing documents; present the changes in procedures to the DEC and then to the DC at its annual business meeting -.

7. Promotions
 - a. Purpose: Provide an opportunity for the District to encourage, recognize, and reward the accomplishments of individuals and clubs meeting the education goals and membership goals for growth.
 - b. Composition: The District Director appoints the chair. The chair chooses other committee members.
 - c. Activities: Coordinate with the District Director, Club Growth Director, and Program Quality Director, Public Relations Manager to identify individuals and clubs who have earned awards.
8. Realignment
 - a. Purpose: Create and submit a plan that aligns clubs in the most effective way possible and meets the requirements outlined in [Protocol 7.0.1](#).
 - b. Composition: The District Director appoints the chair. The chair chooses other committee members and must include a representative from each division.
 - c. Activities: Consider club growth as well as club loss when contemplating an alignment; present the alignment to the DEC and then to the DC at its annual business meeting.
9. Strategic Planning Committee
 - a. Purpose: Create a strategic plan to set multi-year priorities, focus energy and resources, and ensure the District works towards common goals over the long-term.
 - b. Composition: The District Director appoints the members of the Strategic Committee for a two-year term, with half the committee being replaced each year.
 - c. Activities: Present a Strategic Plan to District 55 for approval at the annual business meeting after prior confirmation at the DEC.
10. Venue Committee
 - a. Purpose: Identify the location of the next Annual Conference
 - b. Composition: The District Director appoints a Past District Director/Governor as the chair. The chair chooses other committee members.
 - c. Activities: Visit possible venues for Annual Conferences. Make recommendations to the current District Director.
11. Youth Leadership Committee
 - a. Purpose: Provide Toastmasters skills to the next generation of potential Toastmasters.
 - b. Composition: The District Director appoints the chair. The chair chooses other committee members.
 - c. Activities: Encourage Youth Leadership programs and the formation of Gavel Clubs.
12. Other Committees—appoint other special committees as deemed necessary to carry out the work of the District

Commented [LW10]: Change from “An adhoc committee of Past District Governors/Directors” to keep the initial purpose of having this committee--wisdom from past leaders—by having the District Director appoint a Past District Director/Governor to chair the committee while providing the opportunity for the chair to choose from a larger pool of committee members.

VI. Events

A. Training

1. District Leader Training

See [Protocol 7.1.10.](#)

2. Area and Division Director Training

See [Protocol 7.1.3.](#)

3. Club Leader Training

- a. See [Protocol 7.1.4.](#)

- b. In addition,

1. The District shall conduct District-led Toastmaster Leadership Institutes (TLIs) in the summer and winter training periods. The District will conduct one TLI in Austin and one in San Antonio during each training period.
2. Division Directors will host additional club leader training during each training period.
3. The District may provide club leader training to remote clubs via a traveling club leader training team.
4. Authorized expenses include the following: education/training materials, awards/recognition items, supplies and stationery, room rental, meals, printing, photocopying, bank/credit card fees, sales tax, gift and thank you items, equipment rental, outside contractor fees, incentives, and miscellaneous items as approved by the District Director.

B. Speech Contests

1. See [Policy 6.0.](#)

2. In addition,

- a. The District Director recommends the contest types for the year at the first DEC meeting of the program year.
- b. The DEC considers and approves the District Director's recommendation at the first DEC meeting of the program year.
- c. Authorized expenses include the following: contest expenses, educational materials, awards and recognition items, supplies and stationery, room rental, food, equipment rental, and miscellaneous items as approved by the District Director.
- d. Expenses for District winners of the International Speech contest. See [Policy 8.3.Section 3E](#)

C. Annual District Conferences

1. See [Protocol 7.1.4.](#)

2. In addition,

- a. The District authorizes the following expenses: hotel accommodations, meals and food, promotional materials, awards/recognition items, supplies and stationery, room rental, decorations, printing, audio visual fees, equipment purchases, photocopying, bank and credit card fees, sales tax, gifts and thank you items, equipment rental, outside contractor fees, and miscellaneous items as approved by the District Director.

- b. The District Council shall identify the conference city two years prior to the event.
- c. The conference shall not be held in the same city in two consecutive years.
- d. The Venue Committee shall identify the venue for the conference.
- e. The current District Director shall enter into a contract with the venue at least twelve months in advance to ensure competitive pricing and venue availability.

Commented [LW11]: Changed from “Contracts for District Conferences will be established 12-18 months in advance” to specify that the current District Director signs the contract..

VII. Credit Card Fees

The District shall not use membership dues to pay credit card processing fees. The District will add the card processing fee to the cost of each transaction.

Commented [LW12]:

VIII. Reimbursements

A. General

1. See [Protocol 8.4.4](#).
2. In addition,
 - a. Members submit requests for reimbursement through the Concur system.
 - b. The District Finance Manager and District Director review all submissions prior to approval.
 - c. The District Finance Manager or District Director will return all submissions with inadequate receipts or miscalculations. The member will then resubmit their amended request for approval.
 - d. Reimbursements are subject to prior approval by the District Director and availability of funds.

Commented [SB13R12]: The current third-party credit/debit card processing company charges a fee which is a percentage of the total purchase. To offset this cost, the District will add the cost of the processing fee when paying for events, meals, Bookstore items, etc. using a credit or debit card. This charge does not apply to payments made using District Bucks, cash transactions, or checks. The fee will NOT exceed the actual cost charged to the District.

B. Travel

1. Mileage
 - a. Only mileage in excess of 50 miles is eligible for reimbursement.
 - b. The member will use an online mapping service (e.g. Google Maps, Bing Maps, Yahoo) to calculate the shortest distance between their home and the event and submit a copy of the map with their reimbursement request.
 - c. The District will pay mileage at 75% of the current IRS automotive mileage rate to an individual. See: [IRS Standard Mileage Rates](#)
 - d. If a district leader attends an eligible district event greater than 200 miles round-trip from their home, they are entitled to 100% of the current IRS automotive mileage rate.
 - e. Carpooling
 1. When a vehicle transports more than one individual required to attend an event, only one member is eligible for reimbursement.
 2. Reimbursement for carpooling is calculated at the current IRS mileage rate.
 3. The reimbursement request must include the names and roles of the members in the vehicle and the purpose of the trip.
2. Hotels: If the total round-trip mileage exceeds 200 miles, the member may receive a reimbursement of \$150 per night for hotel stays (including taxes), not to exceed one night (unless otherwise indicated in these procedures). To reduce expenses at hotels, members shall use the [Texas Sales and Use Tax Exemption Certificate](#) provided with instructions on the D55 website.

Commented [LW14]: Increased from \$100

3. Meals: If the total round-trip mileage exceeds 200 miles, the member may receive a daily reimbursement of up to \$30 per day.
4. Local Transportation: If the trip includes air travel and requires local transportation to hotel accommodations, the member may receive a reimbursement up to \$80 round trip (including taxes and excluding tips). Mileage is based on the distance between the airport and hotel at the current IRS mileage rate.
5. Pre-Approved Events: The District will reimburse travel expenses associated with official district events as follows, subject to budget limitations:
 - a. Voting members of the District Executive Committee are eligible for reimbursement for travel to the following:
 1. District Executive Committee meetings
 2. District Council Meetings
 3. District 55 leader training events
 4. Club officer training events
 - b. The District Director, Program Quality Director, and Club Growth Director are eligible for reimbursement for travel (in addition to the above):
 1. Marketing Committee events
 2. International/Regional Dignitary Events not associated with another district event
 3. Other committee events
 4. International Convention and August Leader Training
 - a. The District will reimburse registration, lodging, and transportation expenses not paid by World Headquarters, including baggage fee for one bag. Meals may be reimbursed up to \$30 per day.
 - b. Reimbursement is contingent on attendance at the Candidates' Corner, Candidates Showcase and the Annual Business Meeting.
 - c. Hotel and local transportation costs may be paid in advance if requested in writing by the District Director.
 - d. Use of credit card or advanced cash payment. See: [Protocol 8.4.7](#)
 - e. Trio members are authorized to travel the day prior to the beginning of August Leader Training
 5. Mid-Year District Leader Training
 - a. The District will reimburse registration, lodging, and transportation expenses not paid by World Headquarters, including the baggage fee for one bag.
 - b. Trio members may receive up to \$30 per day in meal reimbursements.
 - c. Hotel and local transportation costs may be paid in advance if requested in writing by the District Director.
 - d. Use of credit card or advanced cash payment. See: [Protocol 8.4.7](#)

Commented [LW15]: Increased from \$50

Commented [LW16]: Attendance at division speech contests was recommended as a travel expense for Trio members. We did not include this recommendation because it is not directly related to the District Mission and is the lowest priority in spending District funds. See [Protocol 8.4.1.A](#).

Also, since the division speech contests are held in the spring, if there is a contested Trio position, the district would be financing campaign travel for a Trio member.

Commented [LW17]: Added "for one bag" and deleted travel insurance

- e. Trio members are authorized to travel the day prior to the beginning of Mid-Year District Leader Training
- c. Immediate Past District Director
 - 1. If the District attained Distinguished or better during the term of the Immediate Past District Director, the District will reimburse registration, lodging, and transportation expenses not paid by World Headquarters, including the baggage fee for one bag.
 - 2. The Immediate Past District Director may receive up to \$30 per day in meal reimbursements.
- d. Non-voting members of the DEC are eligible for reimbursement for travel to the following:
 - 1. DEC meetings
 - 2. District Council meetings
 - 3. Other district events as requested by the District Director
- e. If the District Director requires a member to attend an event, the District Director must approve the travel reimbursement in advance and in writing.
- f. Club Presidents and Vice Presidents Education (or their Proxies) are not eligible for travel reimbursement for District Council meetings.
- 6. The District Director approves the following travel in advance for:
 - a. Committee Chairs and Special Presenters/Trainers for
 - 1. District Leader Training
 - 2. District Council Meetings
 - b. Marketing Committee Events: Those requested by the Club Growth Director.
 - c. International/Region Advisor Dignitary Visits: Additional days of lodging and meal reimbursement for the District Leaders and event team who travel in support of official visit activities.
 - d. Other Committee Events

IX. Financial Transition

- A. See [Protocol 8.4.2.](#)
- B. In addition:
 - 1. The District Director and District Finance Manager shall release sufficient funds for establishing new District bank accounts, if needed, to the District Director-elect on or before June 15.
 - 2. The District Director will make budgeted funds available to the District Director-Elect to properly prepare for administration. These expenses may include, but are not limited to the following expenses: club leadership training, Division and Area Director Training, administration expenses such as website fees, membership fees, and district leader badges, and any other expenses deemed reasonable by the District Director.

X. Recordkeeping

- A. Financial Records: See [Protocol 8.4.](#)
- B. Administrative Records: See District Bylaws [Article XII.](#)

Revision History

Originally adopted November 14, 2015

Amended May 14, 2016

Amended May 6, 2107

Amended November 18, 2017

Amended May 12, 2018