

# District 55 Toastmasters Procedures

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## Table of Contents

I. PURPOSE, ADOPTION AND REVISION OF PROCEDURES .....	2
II. DISTRICT BOUNDARIES .....	2
III. DISTRICT EXECUTIVE COMMITTEE (DEC) .....	2
IV. DISTRICT COUNCIL (DC) .....	4
V. DIVISION COUNCILS.....	4
VI. AREA COUNCILS.....	5
VII. INTERNATIONAL CONVENTION .....	5
VIII. AUGUST and MID-YEAR DISTRICT LEADER TRAINING .....	6
IX. DISTRICT TRAINING EVENTS .....	7
X. DISTRICT CONFERENCES .....	8
XI. SPEECH CONTESTS .....	8
XII. MARKETING COMMITTEE .....	8
XIII. INTERNATIONAL/REGIONAL DIGNITARY VISITS .....	9
XIV. OTHER COMMITTEES.....	9
XV. REIMBURSEMENTS .....	9
XVI. FINANCIAL TRANSITION .....	13
XVII. RECORDKEEPING .....	13

# District 55 Toastmasters Procedures

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- I. PURPOSE, ADOPTION AND REVISION OF PROCEDURES
  - A. 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 must not conflict with the Governing Documents 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 until modified or canceled, in whole or in part, by the District Council.
  - B. The updated District 55 Procedures shall be made publicly available on the District 55 website within 14 days of the District Council Meeting at which amendments are approved.
  
- II. DISTRICT BOUNDARIES
  - 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. The geographic boundaries of District 55 will be published on the District 55 website.
  
- III. DISTRICT EXECUTIVE COMMITTEE (DEC)
  - A. Members of the District Executive Committee (DEC)
    - 1. Voting Members of the DEC per Article XI(a) of the District Administrative Bylaws are: The District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Division Directors, Area Directors, Administration Manager, Finance Manager, and Public Relations Manager.
    - 2. Non-Voting Members may serve at the discretion of the District Director. These officers may include, but are not limited to: Logistics Manager, Club Extension Chair, Webmaster, and Parliamentarian.
  - B. Meeting Procedures
    - 1. District Executive Committee (DEC) Meeting procedures are described in Protocol 7.1, District Events, Section 4, District Executive Committee Meetings of the Governing Documents of Toastmasters International.
    - 2. The following requirements have been added that are not part of Section 4:
      - a) New Business: Any proposed items for new business must
        - 1. be received by the District Director at least fourteen (14) days prior to the District Executive Committee Meeting.
      - b) Participation Authority: Only Voting Members may make motions or participate in discussions on motions. Before addressing the assembly, the Voting Member must be recognized by the Chair.

## District 55 Toastmasters Procedures

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- c) Time Limits for Speakers During Motions and Discussion: Voting Members shall not speak more than once on the same question and no longer than two minutes, unless recognized by the Chair for the benefit of the assembly. This limitation does not apply to points of order and appeals.
  - d) Any situation not covered by Bylaws, policy, or protocol of Toastmasters International or these Procedures follows the latest edition of Robert's Rules of Order, Newly Revised.
  - 3. District Executive Committee (DEC) meetings must be conducted by a technology that allows all participating members to see each other as well as to hear each other at the same time. Simultaneous oral and video communications is essential. Additional identify:
    - a) the type of equipment/computer software required for participation;
    - b) the method for determining the presence of a quorum;
    - c) the conditions under which a member may raise a point of order when doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no point of order is raised;
    - d) the methods for seeking recognition and obtaining the floor;
    - e) the means by which motions may be submitted in writing during a meeting;
    - f) the methods for taking and verifying votes.
  - 4. DEC members must attend the number of DEC meetings as indicated by TI.
  - 5. No fewer than two DEC meetings must be in person.
- IV. DISTRICT COUNCIL (DC)
- A. Members of the District Council (DC): Voting Members of the DC per Article IX(a) of the District Administrative Bylaws are: Voting members of the District Executive Committee (DEC) and Club Presidents and Vice Presidents Education.
  - B. Meeting Procedures:
    - 1. District Council (DC) Meeting procedures are described in Protocol 7.1, District Events, Section 5, District Council Meetings of the Governing Documents of Toastmasters International.
    - 2. The following requirements have been added that are not part of Section 5:
      - a) New Business: Any items for new business must be received by the District Director at least fourteen (14) days prior to the District Executive Committee Meeting

## District 55 Toastmasters Procedures

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- preceding the District Council Meeting. New business that has not been considered previously by the District Executive Committee will not be addressed by the District Council, except by a two-third (2/3) vote of the Council to amend the agenda.
- b) Participation Authority: Only Voting DEC Members (no Proxies allowed), and Club Presidents or Vice Presidents Education (or their Proxies) may make motions or participate in discussions on motions. Before addressing the assembly, the individual shall state his or her name, club name and number, and shall display a voting ballot to then be recognized by the Chair.
  - c) 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.
  - d) Time Limits for Speakers during Motions and Discussion: No individual shall speak more than once on the same question and no 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.
  - e) Time Limits for Committee Reports: Reports shall be limited to a maximum of ten minutes.
3. District Council (DC) meetings must be conducted by a technology that allows all participating members to see each other as well as to hear each other at the same time. Simultaneous oral and video communications are essential. Additional identify:
- a) the type of equipment/computer software required for participation;
  - b) the method for determining the presence of a quorum;
  - c) the conditions under which a member may raise a point of order when doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no point of order is raised;
  - d) the methods for seeking recognition and obtaining the floor;
  - e) the means by which motions may be submitted in writing during a meeting;
  - f) the methods for taking and verifying votes.

### V. DIVISION COUNCILS

Adopted November 2017

## District 55 Toastmasters Procedures

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- A. Members of the Division Council
    1. Division Director, Assistant Division Director Program Quality, Assistant Division Director Club Growth, Assistant Division Director Contests, Division Administration Manager, Division Logistics Manager, and Area Directors of the Division.
    2. The Division Director is the chairman of the Division Council.
    3. Members of the Division Council are nominated by the Division Director and appointed by the District Director.
  - B. Meeting Procedures: Division Council Meeting procedures are described in Protocol 7.1, District Events, Section 6, Division Council Meetings of the Governing Documents of Toastmasters International.
- VI. AREA COUNCILS
- A. Members of the Area Council
    1. Area Director, Assistant Area Director Program Quality, Assistant Area Director Club Growth, Assistant Area Director Contests, Area Administration Manager, Area Logistics Manager, and Club Presidents, Club Vice Presidents Education, and Club Vice Presidents Membership of Clubs within the Area.
    2. The Area Director is the chairman of the Area Council.
    3. With the exception of the Club Presidents, Club Vice Presidents Education, and Club Vice Presidents Membership who represent the Area Clubs, members of the Area Council are nominated by the Area Director and appointed by the District Director.
  - B. Meeting Procedures: Area Council Meeting procedures are described in Protocol 7.1, District Events, Section 7, Area Council Meetings of the Governing Documents of Toastmasters International.
- VII. INTERNATIONAL CONVENTION
- A. District Leader Convention Attendance
    1. The attendance of District Leaders at the International Convention is outlined in Policy 8.3, District Leader Expenses, of the Governing Documents of Toastmasters International.
    2. Attendance Requirements: District 55 will reimburse expenses not covered by Toastmasters International if the leader (District Director, Program Quality Director, Club Growth Director) attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting.
  - B. Expenses
    1. Covered by Toastmasters International
      - a) District Director, Program Quality Director and Club Growth Director: Outlined in Policy 8.3, District Leader Expenses, of the Governing Documents of Toastmasters International.
      - b) Immediate Past District Director: Outlined in the District Leader Handbook, District Recognition, Awards.
      - c) District International Speech Contestant: Districts do not

## District 55 Toastmasters Procedures

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provide any expense payments to speech contestants attending the International Convention per Policy 8.3, District Leader Expenses, Section 3.E. General District Leader Expense Provisions, of the Governing Documents of Toastmasters International.

2. Covered by the District
  - a) District Director, Program Quality Director and Club Growth Director: Registration, lodging, and transportation expenses not paid by World Headquarters, including baggage fees and travel insurance. Meals may be reimbursed up to \$30 per day.
  - b) Immediate Past District Director: 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 baggage fees and travel insurance. Meals may be reimbursed up to \$30 per day.
3. Advance Payment of Expenses: The hotel and local transportation costs may be booked and paid in advance if requested in writing by the District Director, Program Quality Director, Club Growth Director and/or Immediate Past District Director. These expenses may be paid for with the District debit card carried by the District Director to prevent significant out of pocket expenses being incurred. Advanced approvals and routing through the District Finance Manager are required per Protocol 8.4: District Fiscal Management, 7. Electronic Payments, Cash Advances, and Debit Cards. Any single cash advance shall not exceed \$100.

### VIII. AUGUST and MID-YEAR DISTRICT LEADER TRAINING

- A. District Leader Attendance at August and Mid-Year Training
  1. The attendance of District Leaders at the August and Mid-Year District Leader Training is outlined in Policy 8.3, District Leader Expenses, of the Governing Documents of Toastmasters International.
  2. Attendance Requirements: These are described in Policy 8.3, District Leader Expenses, Section 3, General District Leader Expense Provisions of the Governing Documents of Toastmasters International.
- B. Expenses
  1. Covered by Toastmasters International
    - a) District Director, Program Quality Director and Club Growth Director: Outlined in Policy 8.3, District Leader Expenses, of the Governing Documents of Toastmasters International.
  2. Covered by the District
    - a) District Director, Program Quality Director and Club Growth

## District 55 Toastmasters Procedures

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Director: Lodging and transportation expenses not paid by World Headquarters are reimbursed. Meals may be reimbursed up to \$30 per day.

3. Advance Payment of Expenses: The hotel and local transportation costs may be booked in advance if requested in writing by the District Director, Program Quality Director, and/or Club Growth Director. These expenses may be paid for with the District debit card carried by the District Director to prevent significant out of pocket expenses being incurred. Advanced approvals and routing through the District Finance Manager are required per Protocol 8.4: District Fiscal Management, 7. Electronic Payments, Cash Advances, and Debit Cards.

### IX. DISTRICT TRAINING EVENTS

- A. Area and Division Director Training (District 55 Leader Training)
  1. The requirements for Area and Division Director Training are described in Protocol 7.1, District Events, 1. Training and 2. Area and Division Director Training, of the Governing Documents of Toastmasters International.
  2. Authorized Expenses: Food, Education/Training Materials, Hotel Accommodations, Supplies and Stationery, Room Rental, and Awards/Recognition Items, according to the policy of Toastmasters International.
- B. District Leader
  1. Purpose: District training and teambuilding event, to produce a more cohesive and effective district leadership team, as outlined in the District Leadership Handbook, Leadership Training, Training Division and Area Directors.
- C. Toastmasters Leadership Institutes (TLI) and Club Officer Training (COT)
  1. Toastmasters Leadership Institute and/or Club Officer Training requirements are described in Protocol 7.1, District Events, Section 1. Training and Section 3. Club Leader Training, of the Governing Documents of Toastmasters International.
  2. Authorized Expenses: Education/Training Materials, Awards/Recognition Items, Supplies and Stationery, Room Rental, Meals, Printing, Photocopying, Bank/Credit Card fees, Sales Tax, Gifts and Thank You Items, Equipment Rental, Outside Contractor Fees, Incentives, and miscellaneous items (as approved by the District Director).
- D. Traveling Club Officer Training Team
  1. Purpose: To provide quality Club Officer Training to remote clubs located within the District by sending qualified District Leaders to present the required training. Toastmasters Leadership Institute and/or Club Officer Training requirements are described in Protocol 7.1, District Events, 1. Training and 3. Club Leader Training, of the Governing Documents of Toastmasters International.

Adopted November 2017



## District 55 Toastmasters Procedures

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2. Authorized Expenses: Hotel Accommodations, Meal Reimbursement, Education/Training Materials, Awards/Recognition Items, Supplies and Stationery, Room Rental, Printing, Photocopying, Bank/Credit Card Charges, Sales Tax, Gifts and Thank You Items, Equipment Rental, Outside Contractor Fees, Incentives, and miscellaneous items (as approved by the District Director).

### X. DISTRICT CONFERENCES

- A. District Conference requirements are described in Protocol 7.1, District Events, 8. District Conferences, of the Governing Documents of Toastmasters International.
- B. Conference Accounts and Financial Controls for Conferences are outlined in Policy 8.4: District Fiscal Management.
- C. Fundraising requirements are outlined in Protocol 8.2: Fundraising.
- D. Authorized 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/Credit Card fees, Sales Tax, Gifts and Thank You Items, Equipment Rental, Outside Contractor Fees, and miscellaneous items (as approved by the District Director).
- E. Location – The annual conference location will be decided by an adhoc committee of past District Governors/Directors two years (twenty-four months) prior to the event with the approval of the District Council. The annual conference shall not be held in the same city in two consecutive years.
- F. Venue Selection: Contracts for District Conferences will be established 12-18 months in advance of selected dates to ensure competitive pricing and venue availability
- G. There will be only one District conference each year to be held in the months of April or May.

### XI. SPEECH CONTESTS

- A. Speech contest requirements are outlined in Policy 6.0: Speech Contests, of the Governing Documents of Toastmasters International.
- B. Selection of Contest Types: The types of contests and their timing will be selected by the District Director-Elect and approved by the District Executive Committee at the June DEC meeting (or the first such meeting at which a quorum is present) and communicated to the District 55 clubs as soon as practicable after the first day of the Toastmaster year.
- C. Authorized Expenses: Educational Materials, Awards/Recognition Items, Supplies and Stationery, Room Rental, Food, Equipment Rental, and miscellaneous items (as approved by the District Director).

### XII. MARKETING COMMITTEE

- A. Purpose: The Marketing Committee is responsible for the development,

Adopted November 2017



## District 55 Toastmasters Procedures

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direction, and coordination of an overall marketing plan necessary for building new member clubs; the increase in individual membership and retaining members in the district; the recruitment and training of district marketing teams; and the formulation of specific membership building recognition programs. The Club Growth Director chairs this committee. Members are recommended by the Club Growth Director and appointed by the District Director.

- B. Authorized Activities: Corporate Visits, Cold Calling, Demonstration Meetings, Open Houses, Marketing Workshops, Club Coach Visits, Club Rescue, Club Sponsorship, Club Mentoring, Club Charter Celebrations, Speech Craft and others activities as approved by the District Director.

### XIII. INTERNATIONAL/REGIONAL DIGNITARY VISITS

- A. International Officer/Director visit requirements are outlined in Protocol 11.5: Board of Directors Visits, of the Governing Documents of Toastmasters International. Expenses covered by Toastmasters International and the District in conjunction with these visits are outlined in Protocol 11.2: Board of Directors Expenses. Region Advisor visits are outlined in Protocol 10.0: Region Advisors.
- B. Authorized Activities: Marketing activities (see above) and corporate recognition visits.

### XIV. OTHER COMMITTEES

- A. Purpose: The District Director may establish other committees for the benefit of the District. Such committees may include, but are not limited to: Education and Training, Conference, Public Relations, Logistics, Nominating, Procedures, Realignment, Audit, Finance, Credentials and the Adhoc PDG/PDD Venue Committee.
- B. Authorized Activities: Are determined by the District Director to support the mission of the District.

### XV. REIMBURSEMENTS

- A. District expense reimbursement policies are outlined in Policy 8.4: District Fiscal Management, of the Governing Documents of Toastmasters International.  
**1. Officers submit for reimbursements through Concur instead of using the paper voucher process. All expenses must be included in the District Budget and require the District Director and Finance Manager's approval before being reimbursed. Information on using Concur can be found at: <http://www.tmd55.org/expense-reimbursement.html>**
- B. District 55 Approval Process: To file for reimbursement, the member must submit the Toastmasters International Voucher for Reimbursement form along with required documentation and/or itemized receipts. The completed request for reimbursement should be sent to the District Finance Manager or District Director for routing and approval. Approval by the District Director must be in writing before reimbursement is made. Credit card statements and bank statements are not receipts.
- C. Deadline for Reimbursement Requests: In accordance with

Adopted November 2017

## District 55 Toastmasters Procedures

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Toastmasters International Policy 8.4. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.

- D. Travel Reimbursements: Travel reimbursement is allowed only if the expense is budgeted and complies with any prior approval requirements, and if sufficient District funds are available.
- E. Rates: District 55 reimburses actual costs incurred for any mode of transportation, not exceeding the lowest airfare rate.
  - 1. Mileage Reimbursement Rates: Only the mileage in excess of 50 miles round-trip will be reimbursed, and calculation of mileage will be based upon the shortest distance provided by an online mapping service (e.g. Google, Bing, Yahoo). District 55 encourages carpooling when more than one authorized individual is traveling to a district event from the same area or geographic region. Individual mileage will be calculated at 75% of the current IRS automotive mileage rate. For carpooling, reimbursement will be calculated at the current IRS automotive mileage rate. Only when the carpool is transporting more than one individual whose attendance is required by the District Director. Only one member of the carpool is eligible for reimbursement. Request for reimbursement must document miles traveled, the names and roles of members transported, and purpose of the trip. If a district leader is attending an eligible district event greater than 200 round trip miles from the leader's home and there are no other leaders to carpool with, the eligible district leader may be reimbursed at the carpool rate.
  - 2. Hotel Reimbursements Rate: If the total round-trip mileage exceeds 200 miles, the member is entitled to a hotel reimbursement of \$100 per night (including taxes), not to exceed one night (unless otherwise indicated in these procedures). Members shall be provided the Texas tax exemption form for hotels and be encouraged to use it to reduce expenses.
  - 3. Meal Reimbursement Rate: If the total round-trip mileage exceeds 200 miles, the member is entitled to a daily meal reimbursement of up to \$30 per day. Itemized receipts are required for reimbursement.
  - 4. Local Transportation Reimbursement: If the trip includes air travel and local transportation to hotel accommodations is necessary, the member is entitled to reimbursement of up to \$50 round trip (including taxes). Itemized receipts are required for reimbursement. Tips are not reimbursable. TI policies restrict the maximum reimbursement for local transportation is based on mileage to/from airport and hotel at current IRS mileage rate.
- F. Travel Reimbursement Authorization: Subject to budget limitations and compliance with the above procedures, District 55 will reimburse travel expenses associated with official district events as follows:
  - 1. Voting members of the District Executive Committee are eligible

## District 55 Toastmasters Procedures

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- for reimbursement for travel to:
  - a) District Executive Committee meetings
  - b) District Council meetings
  - c) District 55 leader training events
  - d) Club officer training events
- 2. District Director, Program Quality Director and Club Growth Director are eligible for reimbursement for travel to (in addition to the above):
  - a) Marketing Committee events
  - b) International/Regional Dignitary Events (not associated with another district event)
  - c) Other Committee events
  - d) International Convention and August Leader Training
  - e) Mid-Year District Leader Training
- 3. Non-voting members of the District Executive Committee are eligible for reimbursement for travel to:
  - a) District Executive Committee meetings
  - b) District Council meetings
  - c) Other district events where the member's attendance is requested in advance by the District Director for the benefit of the district; Approval must be in writing before reimbursement is made.
- 4. Travel reimbursement for all other members for district meetings where their attendance is required or requested by the District Director is only allowed with approval by the District Director. Approval must be in writing before reimbursement is made.
- 5. Club Presidents and Vice Presidents Education (or their Proxies) are not eligible for travel reimbursement for District Council Meetings.
- G. Particular Activity Travel Reimbursement Eligibility:
  - 1. District Leader Training: The District Director may authorize an additional day of lodging and meal reimbursement for attendees who must travel in excess of 200 miles round-trip to the training.
  - 2. District Council Meetings: District Executive Committee members are eligible for travel reimbursement and hotel reimbursement for one night at District Council meetings. Those invited by the District Director for the benefit of the District are not eligible for travel or hotel reimbursement unless approved in writing in advance by the District Director. This category includes Committee Chairs and Special Presenters/Trainers. Approval by the District Director must be in writing before disbursement is made.
  - 3. Marketing Committee Events: Those requested by the Club Growth Director and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in advance by the District Director in writing. Approval

## District 55 Toastmasters Procedures

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by the District Director must be in writing before disbursement is made.

4. International/Regional Dignitary Visits: Those requested and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in advance by the District Director in writing. The District Director may authorize additional days of lodging and meal reimbursement for the District Leaders and event team who travel in support of official visit activities.
5. Other Committees Events: Those requested and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in advance by the District Director in writing. Approval by the District Director must be in writing before reimbursement is made.
6. International Convention and District Leader Training: District Director, Program Quality Director, Club Growth Director, and Immediate Past District Director are eligible for reimbursement according to Toastmasters International Policy and as outlined under (Section VII International Convention and Section XV Reimbursements of District 55 Procedures).
7. Mid-Year District Leader Training: The District Director, Program Quality Director and Club Growth Director are authorized to travel the day prior to the beginning of Mid-Year Training as scheduled by World Headquarters.

### XVI. FINANCIAL TRANSITION

- A. The policy describing the transition of District Finances is outlined in Protocol 8.4: District Fiscal Management, 2. District Financial Records, of the Governing Documents of Toastmasters International.
- B. Use of funds by the District Director-Elect: The District Director and District Finance Manager will release to the District Director-elect, on or before June 15th, funds sufficient to establish new District bank accounts (if deemed necessary). The District Director will make budgeted funds available for use by the District Director-Elect to properly prepare for administration. These expenses may include, but are not limited to, expenses for Club Officer Training, Division and Area Director Training, Administration Expenses (i.e. website fees, membership fees, district leader badges,) and any other expenses deemed reasonable by the District Director.

### XVII. RECORDKEEPING

- A. Financial Records: The policy describing the necessary financial records are outlined in Protocol 8.4: District Fiscal Management, 2. District Financial Records, of the Governing Documents of Toastmasters International.

Adopted November 2017

## District 55 Toastmasters Procedures

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- B. Administrative Records
  - 1. Reports presented to the District Executive Committee and District Council: Copies of these reports will be archived digitally on the District 55 website or an equivalent. These records shall be preserved and passed on to incoming District Officers by July 1st in compliance with Article XII: Finances and Records, B. Records, of the District Administrative Bylaws.
  - 2. Other District Records: Copies of historical district records will be archived digitally and made available to the incoming District Officers by July 1st. Examples of these records include, but are not limited to, district budget templates, the District Success Plan, planning and organizing templates, committee documentation.

### REVISION HISTORY

Originally adopted November 14, 2015

Amended May 14, 2016

Amended May 6, 2017

Amended November 18, 2017

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