

## District 55 Policies & Procedures

### Table of Contents

<u>PURPOSE, ADOPTION AND REVISION PROCEDURES</u>	<u>2</u>
<u>DISTRICT BOUNDARIES</u>	<u>2</u>
<u>DISTRICT EXECUTIVE COMMITTEE (DEC)</u>	<u>2</u>
<u>DISTRICT COUNCIL (DC)</u>	<u>3</u>
<u>DIVISION COUNCILS</u>	<u>4</u>
<u>AREA COUNCILS</u>	<u>5</u>
<u>INTERNATIONAL CONVENTION</u>	<u>5</u>
<u>AUGUST &amp; MID-YEAR DISTRICT LEADER TRAINING</u>	<u>7</u>
<u>DISTRICT TRAINING EVENTS</u>	<u>8</u>
<u>DISTRICT CONFERENCES</u>	<u>9</u>
<u>SPEECH CONTESTS</u>	<u>10</u>
<u>MARKETING COMMITTEE</u>	<u>11</u>
<u>INTERNATIONAL/REGIONAL DIGNITARY VISITS</u>	<u>11</u>
<u>OTHER COMMITTEES</u>	<u>12</u>
<u>REIMBURSEMENTS</u>	<u>12</u>
<u>FINANCIAL TRANSITION</u>	<u>13</u>
<u>RECORDKEEPING</u>	<u>13</u>
<u>REVISION HISTORY</u>	<u>14</u>

## District 55 Policies & Procedures

### I. PURPOSE, ADOPTION AND REVISION OF PROCEDURES

- A) Official policies and 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 [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 Governor/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. Order of Precedence~~
    - ~~a. According to Article XIII of the District Administrative Bylaws, Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure insofar as Robert's Rules do not conflict with any provision of these administrative bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies and procedures set by the Board of Directors of Toastmasters International.~~

## District 55 Policies & Procedures

### ~~b. Special Rules of Order~~

1. New Business: Any proposed items for new business must be received by the District Director at least fourteen (14) days prior to the District Executive Committee Meeting.
2. 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.
3. Time Limits for Speakers during Motions and Discussion: Voting Members shall not speak more than once on the same question or 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.
4. Voting Method: Voting may be conducted by ballot or by voice vote.

### C) Travel Reimbursement Authorization

1. Voting Members of the DEC: Eligible for travel reimbursement for DEC Meetings.
2. Non-Voting Members of the DEC: Not eligible for travel reimbursement for DEC Meetings unless approved in writing in advance by the District Director.
3. Non-DEC Members: Those invited by the District Director for the benefit of the District are not eligible for travel reimbursement for DEC Meetings unless approved in writing in advance by the District Director. This category may include: Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.

## IV. DISTRICT COUNCIL (DC)

### A) Members of the District Council (DC)

1. 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. Order of Precedence~~

~~a. According to Article XIII of the District Administrative Bylaws, Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure insofar as Robert's Rules do not conflict with any provision of these administrative bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, and policies and procedures set by the Board of Directors of Toastmasters International.~~

### ~~b. Special Rules of Order~~

1. 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 preceding the District Council Meeting. New business that has not been considered

## District 55 Policies & Procedures

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.

2. 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.
3. 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.
4. Time Limits for Speakers during Motions and Discussion: No individual 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.
5. Voting Method: Voting may be conducted by ballot or by voice vote.

### C) Travel Authorization & Reimbursement

1. Voting Members of the DEC: Eligible for travel reimbursement for DC Meetings.
2. Non-Voting Members of the DEC: Not eligible for travel reimbursement for DC Meetings unless approved in writing in advance by the District Director.
3. Non-DEC Members: Those invited by the District Director for the benefit of the District are not eligible for travel reimbursement for DC Meetings unless approved in writing in advance by the District Director. This category may include: Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.
4. Club Presidents & Vice Presidents Education (or their Proxies): Not eligible for travel reimbursement for DC Meetings.
5. Voting Delegates who attend the conference and vote in the business meeting representing a club and report back to the club membership may be eligible for an income tax deduction for many of the out-of-pocket expenses as charitable contributions if the club does not provide reimbursement.

## V. DIVISION COUNCILS

### 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.

## District 55 Policies & Procedures

### B) Meeting Procedures

1. Division Council Meeting procedures are described in Protocol 7.1, District Events, Section 6, Division Council Meetings of the Governing Documents of Toastmasters International.

### C) Travel Authorization & Reimbursement

1. Members of the Division Council are eligible for travel reimbursement for Division Council Meetings held within the geographic area of the Division, not to exceed 12 meetings per year.

## 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

1. Area Council Meeting procedures are described in Protocol 7.1, District Events, Section 7, Area Council Meetings of the Governing Documents of Toastmasters International.

### C) Travel Authorization & Reimbursement

1. Members of the Area Council are not eligible for travel reimbursement for Area Council Meetings.

## 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 only reimburse expenses not covered by Toastmasters International if the District Director, Program Quality Director and Club Growth Director attend the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting.

### B) Expenses

1. Covered by Toastmasters International
  - a. District Director, Program Quality Director & Club Growth Director: Outlined in Policy 8.3, District Leader Expenses, of the Governing Documents of Toastmasters International.

## District 55 Policies & Procedures

- b. Immediate Past District Director: Outlined in the District Leader Handbook, District Recognition, Awards.
  - c. District International Speech Contestant: Districts do not 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 & Club Growth Director: Registration, lodging, and transportation expenses not paid by World Headquarters. 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. Meals may be reimbursed up to \$30 per day.
- C) Travel Authorization & Reimbursement
1. Days of travel authorized
- a. District Director, Program Quality Director and Club Growth Director
    - 1. For International Conventions held within ~~the United States~~North America: Travel to the convention is authorized two days prior to the beginning of District Leader Training. Lodging and Meals will be reimbursed from the day of initial travel through the travel day following the end of the International Convention.
    - 2. For International Conventions held outside ~~the United States~~North America: Travel to the convention is authorized three days prior to the beginning of District Leader Training. Lodging and Meals will be reimbursed from the day of initial travel through the travel day following the end of the International Convention.
  - b. Immediate Past District Director
    - 1. For International Conventions held within ~~the United States~~North America: Travel to the convention is authorized one day prior to the beginning of International Convention. Lodging and Meals will be reimbursed from the day of initial travel through the travel day following the end of the International Convention.
    - 2. For International Conventions held outside ~~the United States~~North America: Travel to the convention is authorized two days prior to the beginning of International Convention. Lodging and Meals will be reimbursed from the day of initial travel through the travel day following the end of the International Convention.
    - ~~3. The District Director may authorize the Immediate Past District Director up to three additional days of lodging and meal reimbursement if asked to travel to the International Convention with the District Leadership Team to serve as a mentor.~~
2. Hotel Reimbursement Rate Allowed: All District Leaders eligible for lodging reimbursement at the International Convention will be reimbursed at an amount not to exceed the advertised Toastmasters International Convention rate.
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

## District 55 Policies & Procedures

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.

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

#### A) District Leader Attendance at August & 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 & 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 & Club Growth Director: Lodging and transportation expenses not paid by World Headquarters are reimbursed. Meals may be reimbursed up to \$30 per day.
3. Travel Authorization & Reimbursement
  - a. Days of travel authorized
    1. August Training: See travel authorization above for the International Convention.
    2. Mid-Year Training: The District Leadership Team is authorized to travel the day prior to the beginning of Mid-Year Training as scheduled by World Headquarters.
  - b. Hotel Rate Reimbursement Allowed: District Leaders eligible for lodging reimbursement at an amount not to exceed the advertised Toastmasters International group rate.
4. 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

## District 55 Policies & Procedures

### A) Area & Division Director Training (District 55 Leader Training)

1. Purpose: As outlined in the District Leadership Handbook, Leadership Training, Training Division and Area Directors, District 55 will provide the required training modules from Toastmasters International that serve as a qualifying requirement for the Distinguished District Program. 85% of all Division and Area Directors must be trained and the report filed with Toastmasters International by September 30<sup>th</sup> each year.
2. Authorized Expenses: Food, Education/Training Materials, Supplies & Stationary, Room Rental, and Awards/Recognition Items.
3. Travel Authorization & Reimbursement
  - a. Incoming Voting Members of the DEC are eligible for travel reimbursement to District 55 Leader Training events.
  - b. Incoming Non-Voting Members of the DEC: Not eligible for travel reimbursement to District 55 Leader Training events unless approved in writing in advance by the District Director.
  - c. Non-DEC Members: Those invited by the District Director (or District Director-Elect) for the benefit of the District are not eligible for travel reimbursement to District 55 Leader Training events unless approved in writing in advance by the District Director. This category may include: Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.

### B) District Leader Retreat

1. Purpose: Conduct a weekend, 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.
2. Authorized Expenses: Hotel Accommodation, Food, Education/Training Materials, Supplies & Stationary, Room Rental, and Awards/Recognition Items.
3. Travel and Authorization
  - a. Voting members of the District Executive Committee (or Incoming Voting DEC Members) are eligible for travel reimbursement.
  - b. Non-Voting Members of the DEC: Not eligible for travel reimbursement unless approved in writing in advance by the District Director.
  - c. Non-DEC Members: Those invited by the District Director for the benefit of the District are not eligible for travel reimbursement for unless approved in writing in advance by the District Director. This category may include: Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.
  - d. The District Director may authorize an additional day of lodging and meal reimbursement for the District Leaders and event planning team at the retreat site to allow for set-up and preparation.
  - e. The District Director may authorize an additional day of lodging and meal reimbursement for attendees that must travel in excess of 200 miles round-trip to the retreat.

### C) Toastmasters Leadership Institutes (TLI) & Club Officer Training (COT)

1. Toastmasters Leadership Institute and/or Club Officer Training requirements are described in



## District 55 Policies & Procedures

- Protocol 7.1, District Events, 1. Training and 3. Club Leader Training, of the Governing Documents of Toastmasters International.
2. Authorized Expenses: Education/Training Materials, Awards/Recognition Items, Supplies & Stationary, Room Rental, Meals, Printing, Photocopying, Bank/Credit Card Charges, Sales Tax, Gifts & Thank You Items, Equipment Rental, Outside Contractor Fees, Incentives, and miscellaneous items (as approved by the District Director).
  3. Travel Authorization and Reimbursement
    - a. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement.
    - b. Those requested by the Program Quality Director and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in writing in advance by the District Director. This category may include: Division & Area Directors, Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.
- 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.
  2. Authorized Expenses: Hotel Accommodations, Meal Reimbursement, Education/Training Materials, Awards/Recognition Items, Supplies & Stationary, Room Rental, Printing, Photocopying, Bank/Credit Card Charges, Sales Tax, Gifts & Thank You Items, Equipment Rental, Outside Contractor Fees, Incentives, and miscellaneous items (as approved by the District Director).
  3. Travel Authorization and Reimbursement
    - a. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement.
    - b. Those requested by the Program Quality Director and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in writing in advance by the District Director. This category may include: Division & Area Directors, Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.

## 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.

## District 55 Policies & Procedures

- D) Authorized Expenses: Hotel Accommodations, Meals and Food, Promotional Materials, Awards/Recognition Items, Supplies & Stationary, Room Rental, Decorations, Printing, Audio Visual Fees, Equipment Purchases, Photocopying, Bank/Credit Card Charges, Sales Tax, Gifts & Thank You Items, Equipment Rental, Outside Contractor Fees, and miscellaneous items (as approved by the District Director).
- E) Location Rotation: District Conferences will be rotated between the north and south regions of the District at the discretion of the District Director.
- 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) Travel Authorization and Reimbursement
  1. Elected District Leaders (TRIO & Division Directors) are eligible for travel reimbursement and hotel reimbursement for two nights at District Conferences.
  2. 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 may include: Assistant Division/Area Directors, Committee Chairs, Special Presenters/Trainers, etc.

## 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 meeting.
- C) Authorized Expenses: Educational Materials, Awards/Recognition Items, Supplies & Stationary, Room Rental, Food, Equipment Rental, and miscellaneous items (as approved by the District Director).
- D) Travel Authorization and Reimbursement
  1. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement to attend Area & Division speech contests.
  2. Division Directors are eligible for travel reimbursement to attend area contests held within their divisions.
  3. Those requested by the Program Quality Director and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in writing in advance by the District Director. This category may include: Division & Area Directors, Assistant Division/Area Directors, Committee Chairs, Contest Evaluators, etc.

## District 55 Policies & Procedures

### XII. MARKETING COMMITTEE

- A) Purpose: The Marketing Committee is responsible for the development, 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, and others activities as approved by the District Director.
- C) Travel Authorization and Reimbursement
  1. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement to attend marketing committee events.
  2. 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 writing in advance by the District Director. This category may include: Club Extension Chairs, Division & Area Directors, Assistant Division/Area Directors, Committee Chairs, Club Sponsors/Mentors, Club Coaches, etc.

### 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.
- C) Travel Authorization and Reimbursement
  1. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement to attend events held in conjunction with official officer/director/region advisor visits.
  2. Those requested and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in writing in advance by the District Director. This category may include: Club Extension Chairs, Division & Area Directors, Assistant Division/Area Directors, Committee Chairs, Club Sponsors/Mentors, Club Coaches, etc.
  3. 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.

## District 55 Policies & Procedures

### 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 & Training, Conference, Public Relations, Logistics, Nominating, Procedures, Realignment, Audit, Finance, and Credentials.
- B) Authorized Activities: Are determined by the District Director to support the mission of the District.
- C) Travel Authorization & Reimbursement
  - 1. The District Director, Program Quality Director and Club Growth Director are eligible for travel reimbursement to attend committee events.
  - 2. Those requested and approved by the District Director for the benefit of the District are eligible for travel reimbursement when approved in writing in advance by the District Director. This category may include: Division & Area Directors, Assistant Division/Area Directors, Committee Chairs & Members, etc.

### XV. REIMBURSEMENTS

- A) District expense reimbursement policies are outlined in Policy 8.4: District Fiscal Management, of the Governing Documents of Toastmasters International.
- B) Travel Reimbursement 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 (Google, Bing, Yahoo, etc.). Mileage will be calculated at \$0.36 per mile. When carpooling, reimbursement will be calculated at \$0.46 per mile 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.
  - 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).
  - 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. 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 one-way (including taxes). Receipts are required for reimbursement.

## District 55 Policies & Procedures

- C) 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 receipts. For all reimbursements requiring advanced approval from the District Director, a copy of the written approval must also be attached. The completed request for reimbursement should be sent to the District Finance Manager or District Director for routing and approval.
1. Deadline for Reimbursement Requests: In accordance with 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.

### 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 15<sup>th</sup>, 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, etc.), 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.
- 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 1<sup>st</sup> 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 1<sup>st</sup>. Examples of these records include, but are not limited to, district budget templates, the District Success Plan, planning and organizing templates, committee documentation, etc.

### XVIII. REVISION HISTORY

## District 55 Policies & Procedures

A) Originally Adopted: July 1, 1997

B) Amended:

1. July 1, 2001
2. Amended May 17, 2003
3. Amended November 17, 2004
4. Amended April 16, 2005
5. Amended May 6, 2006
6. Amended April 28, 2007
7. Amended May 31, 2008
8. Amended November 15, 2008
9. Amended May 2, 2009
10. Amended May 1, 2010
11. Amended November 6, 2010
12. Amended May 21, 2011
13. Amended November 19, 2011
14. Amended April 28, 2012
15. Amended November 10, 2012
16. Amended May 4, 2013
17. Amended May 17, 2014
18. Amended November 15, 2014
19. Amended March 19, 2015