



Procedures Committee Brief

- Credentials Committee Chair – Stan See, DTM, PDG, PRA



Members

- Doug Kelley, DTM, PDG
- Debi Christensen, DTM

Fixes



- Changes to procedures to put us in compliance with TI Guidelines
 - Change meal allowance from \$45/day to \$30/day
 - Add maximum cash advance allowed is \$100
 - Clarify receipts must be itemized receipts; credit card and bank statements are not receipts

Changes are coming!



- Procedures for conducting online District Council meeting.
- Procedures on video taping of international speech contest
- Alternatives to fall conferences (more district officer training)



Challenges

- Technology!
 - Technology to support DC meeting which will support a large group of participants across the district (DEC members, and club presidents/vice presidents of education)
 - Video taping of district level international speech contests



Fall Procedure Proposal (as approved by the DEC, Sept 2017)

- 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.
 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 communication 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



- B Meeting Procedures

- Changes to 3,4,5

3. District Executive Committee (DEC) members may participate in a meeting through use of conference telephone or electronic video screen communication so long as all members participating in such meeting can hear one another.

- Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting.

4. DEC members must attend the number of DEC meetings as indicated by TI.

5. No less than two DEC meetings must be in person.

(Note: after the Sept DEC meeting, the board minutes were released and TI now only requires one (not two) in person meeting.



- 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.

Old Language:

2. Attendance Requirements: District 55 will **only** reimburse expenses not covered by Toastmasters International if the **leader** (District Director, Program Quality Director, **and** Club Growth Director) attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting.



VII International Convention

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.

Note: Changes from \$45/day to \$30/day to be in compliance with TI



VII International Convention

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.**

- **Note: Change made to add language keeping us compliant with TI protocol.**



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.**

Note: The board has recommended the district fall conferences be replaced with additional training for district officers.



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).

Changes: Removes language treating this as an optional District Leadership Retreat and the authorized expenses for the retreat. Revised to allow for the additional training opportunity that will replace the fall conference. Changed wording from credit card charges to credit card fees in Section 2.



X. District Conferences

E. Location- Each conference location will be decided by the District Director two years (twenty-four months) prior to the event with the approval of the District Council. The spring conference shall not be held in the same city in two consecutive years.

F: Venue Selection: The venue selection will be decided by an adhoc committee of Past District Governors/Directors and contracts will be established 24-30 months in advance of selected dates and designated location (city) 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.

Note: Changes reflect the removal of the fall conference, and added language how the conference venue will be selected.



XVI Marketing Committee

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.

Changes: Added Speech Craft to Authorized Activities for the Marketing Committee



XVIII 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. Pathways will be Education and Training

- **Note changes include: Removed the word Pathways since Pathways is part of Education, added the Adhoc venue committee.**



XIX Reimbursements

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 .**

- **Changes include adding the word itemized for receipt requirement and language regarding credit card statements and bank statements to put in line with TI protocol.**



E. Rates: District 55 reimburses actual costs incurred for any mode of transportation, not exceeding the lowest airfae rate.

1. Mileage Reirbursement 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 \$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. 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.

- **Changes include making reimbursement rate so it is flexible based on changing IRS rate. Current IRS rate is 53.5 so reimbursement rate would be .40/mile.**



XIX Reimbursements

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.**

- **Changes include adding language to encourage use of tax exemption form, changing reimbursement rate for meals to \$30, setting maximum local transportation to \$50 round trip instead of one way, requiring itemized receipts and line that tips are not reimbursable.**



F. Travel Reimbursement Authorization

2. **District** Director, Program Quality Director and Club Growth Director are eligible for reimbursement for travel to (in addition to the above):

– **Speech Contests**

- 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

- **Changes include removing speech contests as an authorized activity for district leadership reimbursements.**



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. Speech Contests

- Changes include removing references to district retreat from district training activity, changed those eligible for reimbursement for attendance to DC meetings to include DEC members from just elected positions, and removed Speech Contests as an activity eligible for reimbursements to district leaders and changed # of hotel nights for reimbursement for attending DC meeting to one night from two.



7. International Convention and District Leader Training:

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- Changes include removing duplicate wording regarding reimbursement to district trio for attending training at the international conference and midyear. This is already covered under Section VIII AUGUST and MID-YEAR DISTRICT LEADER TRAINING