

District 84 Procedures

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PURPOSE

These are the District 84 Procedures, which guide us in governing the District for the procedures that are not specific under Toastmasters International Policies and Procedures. For anything not referenced in this document refer to Toastmasters International Policies and Protocol.

Revision History

Version	Modified By	Description of Changes	Revision Date	Approval Date and Group
1.1a	Beth McCullough, ATMG	Original draft modeled after minimum suggested procedures from District Leadership Handbook, 2005, p.7	3/2/2008	4/28/2008 - District Council
1.2	Beth McCullough, DTM	Added section 2.4 for contest trophy heights per 7/19/08 DEC meeting minutes;	8/19/2008	7/19/2008 – DEC 9/20/2008 - DEC
1.3	Jim Miller, DTM	2.2 Division Contests and 2.3 Area Contests, changed wording to “District will allow”.	11/1/2011	9/17/2011 - DEC
1.4	Becky McGilton, DTM	Complete Rewrite for clarification, addition of district awards, removed information covered in Toastmasters International Policies and Protocol.	1/15/2017	1/28/2017 – DEC
1.5	Becky McGilton, DTM	Update Procedure 7 to include handling of residual funds at Area and Division events	7/7/2017	7/17/2017 - DEC
1.6	Becky McGilton, DTM	Update Section 5 to add paragraph H that covers waiving of conference registration and hotel fees	4/6/2018	5/19/2018 District Council

Version	Modified By	Description of Changes	Revision Date	Approval Date and Group
1.7	Mike McLean, DTM	Clarified Procedure 5(H) Added Procedures 8 and 9	3/14/2019	
1.7a	Mike McLean, DTM	Cleanup and standardize formatting. Audit Change Log: https://1drv.ms/b/s!AqXujX3otpHLqxbirNYCIhIA093I?e=l2N11o	7/16/2019	N/A
1.8	Mike McLean, DTM	Procedure 1(C) – Cover IPDD travel Procedure 3(E) – Remove JC Williams and Karl Righter Awards Procedure 5(H) – Clarify Finance Manager; Add Public Relations Manager Procedure 9(A) – Update to reflect only one(1) contestant moving forward	7/16/2019	TBD
1.8a	Mike McLean, DTM	Procedure 3(E) – Restore Karl Righter Award as adopted by District Executive Committee	7/11/2020	DEC 7/11/2020

Procedure 1: Reimbursement of Travel Expenses

- A) Travel expenses incurred by members of the District Executive Committee (hereinafter, DEC) and in attending DEC meetings as part of the performance of their duties shall be reimbursed from funds allocated in the District Budget for travel by private vehicle when:
- 1) The distance traveled is greater than 30 miles one way.
 - a) Reimbursement rate is \$0.25 per mile, when traveling alone
 - b) Reimbursement rate is \$0.35 per mile, when two DEC members travel together
 - c) Reimbursement rate is \$0.45 per mile, when three or more DEC members travel together
 - 2) Committee Chairs/presenters traveling on official, approved business will be reimbursed at the same rates listed above.
 - 3) If two or more individuals car-pool, only one person will receive mileage reimbursement for the trip.
 - 4) Maximum reimbursement for any one trip is \$270.
 - 5) Related expenses, such as tolls and parking, will not be reimbursed.
 - 6) Reimbursement must be submitted as soon as possible, but no later than 60 days after expense, or it may not be approved for payment.
- B) Travel, registration and lodging expenses for the entire duration of District Leadership training and the International Convention shall be reimbursed to the District Director, Program Quality Director and Club Growth Director, if not provided by Toastmasters International.
- C) Travel, registration and lodging expenses for the International Convention shall be reimbursed to the Immediate Past District Director, if not provided by Toastmasters International.
- D) Travel, registration and lodging expenses for official Midyear District Leadership training shall be reimbursed to the District Director, Program Quality Director and Club Growth Director, if not provided by Toastmasters International.
- E) Mileage expenses for Area Directors who have to travel more than 30 miles one way to conduct official Area Visits will be reimbursed at the rate of \$0.25 per mile. Reimbursement can be claimed for a maximum of 8 visits (per club) per year to those clubs.
- F) Mileage expenses for Division Directors who have to travel more than 30 miles one way to conduct club visits (within the division) will be reimbursed at the rate of \$0.25 per mile. Reimbursement can be claimed for two visits per club during the year.

Procedure 2: Submission of Expenses for Reimbursement

- A) Requests for reimbursements authorized by Toastmasters International rules and approved by these procedures must be presented to the District Finance Manager, through Concur, as soon as possible, but no later than 60 days following the date that the expense was incurred. All claims for reimbursement must be approved by the District Director.

Procedure 3: District 84 Annual Awards

All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered, which jeopardizes Toastmasters International's educational, non-profit organization status.

A) Area Director of the Year Award

- 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director and Club Growth Director based on input received from the Division Directors.
- 2) All Area Directors are eligible for this award. One recipient shall be selected based on performance, the Toastmasters International "Area Director of the Year" guidelines form, meeting the success criteria for Area Directors as set forth by Toastmasters International and the District Director, and the work performed for the good of Toastmasters in District 84.
- 3) The District Director will see that an award is properly prepared and ready for presentation at the first district wide awards event of the year.

B) Division Director of the Year Award

- 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director and Club Growth Director.
- 2) All Division Directors are eligible for this award. One recipient shall be selected based on performance, meeting the success criteria for Division Directors as set forth by Toastmasters International and the District Director and the work performed for the good of Toastmasters in District 84.
- 3) The District Director will see that an award is properly prepared and ready for presentation at the first district wide awards event of the year.

C) District Toastmaster of the Year (if awarded)

- 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director and Club Growth Director.
- 2) Any club member in good standing, excluding members of the District Executive Committee, is eligible for this award, regardless of length of membership. One recipient shall be selected based on performance, the Toastmasters International "Toastmaster of the Year" guidelines form, and the work performed for the good of Toastmasters in District 84.

- 3) The District Director will notify World Headquarters who the District Toastmaster of the Year Award recipient is in ample time for recognition and inclusion of the name in the Toastmasters Magazine.
- 4) The District Director will see that an award is properly prepared and ready for presentation at the first district wide awards event of the year.

D) Communication and Leadership (C&L) Award (if awarded)

- 1) This award may be presented to a non-Toastmaster citizen at the Spring District Conference. The recipient should reside within the District boundaries and shall have made a significant communication and leadership contribution to the communities within the District boundaries. The impact of this contribution must not be limited to one organization, but must be community/district wide. This award may not be presented to a recipient a second time.
- 2) Nominees for this award shall be proposed by members of the District Executive Committee. Candidates for this award may also be submitted to any member of the District Executive Committee for nomination by any club or any individual member in good standing.
- 3) Guidelines supplied by Toastmasters International shall be followed in selecting a qualified candidate. The members of the District Executive Committee will make their recommendations for the C&L Award and the C&L recipient shall be decided by a majority vote of the District Executive Committee at their regular meeting.
- 4) The District Director will see that C&L award is properly prepared and ready for presentation at the Spring District Conference.

E) Other District Awards

- 1) Other special awards may be presented at the District level. These awards shall be included in the budget. Examples of special awards are:
 - a) Karl Richter Award, which is presented to the Toastmaster who serves as the Roast Master in the annual roast of the Immediate Past District Director.
 - b) Club Ambassador of the Year Award, which is presented to the Toastmaster who has earned the most points for ambassador visits during the program year.
 - c) Other similar titles and/or awards may be given as appropriate.
- 2) The purchase and presentation of a past District Director plaque/award, to be presented to the IPDD at the first district wide awards event of the year, will be the responsibility of the current District Director.

F) Toastmasters International Awards

- 1) Other awards, based upon activities within the district, will be supplied by Toastmasters International and may be awarded to selected Toastmasters or Clubs at a District-wide event, if not otherwise presented to the member or club by Toastmasters International. Typical awards in this category include Distinguished Club Program banner ribbons, membership growth awards, etc.

Procedure 4: Designation of Divisions and Areas

- A) In accordance with Article VI, Area and Division Organization, District 84 Administrative Bylaws, Clubs of this District are organized into Divisions and Areas, the number and composition of which shall be approved by the District Council at the Spring District Council Business Meeting, to become effective the following July 1.
- B) Newly chartered clubs shall be assigned to areas by the District Director and Club Growth Director for the remainder of the current fiscal year and are subject to reassignment by the realignment committee upon approval by the District Executive Committee and the District Council at the Spring District Council Business Meeting.
- C) Reassignment of clubs to areas and areas to divisions shall be approved by the District Executive Committee and the District Council at the Spring District Council Business Meeting upon recommendation of the District Director.

Procedure 5: District Conference Expenses

- A) Cost associated with attending a District conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible.
- B) Conference funds must be maintained by the District Finance Manager and accounted for separately as an item in the District Budget.
- C) Conference expenses involving all District Toastmasters are a District responsibility and are to be paid for by the District. Examples are:
 - 1) Printing costs associated with district conference.
 - 2) Trophy costs for contests, first place, second place, and third place.
 - 3) All District awards (C&L, Officer, Membership, Educational, etc.).
 - 4) District related non-donated gifts received at conferences.
 - 5) Meal and registration, including hotel, expenses for a visitor solicited by the District.
 - 6) Meal and registration expenses for Communication & Leadership award recipient (and guest).
 - 7) Persons receiving direct benefit from attending the conference will pay for expenses related to their attendance.
- D) Conference budget examples are:
 - 1) Mailing and printing costs associated with a "stand alone" District Conference publicity flyer.
 - 2) Direct meal/registration expense (a visitor solicited by the District, ID on Official District Visit, the RA with an invitation from the District or C&L recipient).
 - 3) Indirect meal expenses like table decorations and printed programs.
 - 4) Purchased supplies (like educational pamphlets, pins, etc.) received at conference.
 - 5) Printing expenses for handouts.

- 6) Conference meeting room charges.
 - 7) Audiovisual charges.
- E) Attendees will contribute to the conference's financial obligations through registration fees, meal, and event fees. Registration costs should be kept to a minimum. Conference registrations for speech contestants who only participate in their respective contest or club officers who only attend the District Council Meeting are free.
- F) No refunds will be given if cancellation is not made before the conference deadline. Exceptions can be made at the discretion of the District Director.
- G) The District will be ultimately responsible for any Conference overruns for unexpected costs. Any surpluses are District funds and will be returned to the District's general funds. Insofar as practical, refunds or bills for any conference-related expenses are to be submitted and paid within 60 days after the conference.
- H) Conference Registrations Covered by District
- 1) The following list of individuals will have their conference registration fee waived receive a complimentary hotel room to attend the District Conference:
 - a) Keynote Speaker
 - b) Designated Conference Chair
 - c) District Director
 - d) Program Quality Director
 - e) Club Growth Director
 - f) Immediate Past District Director
 - g) A/V Manager
 - h) Logistics Manager
 - i) Education Committee Chair
 - j) Finance Manager
 - k) Public Relations Manager
 - l) Other attendees providing a free service which would otherwise incur a cost to the district and if budgeted. Examples:
 - (1) DJ for Hospitality Suite
 - (2) Conference Ad Book Chair
 - (3) Photo Booth
 - 2) Other individuals may have their conference registration fee waived, without a complimentary hotel room based on budgeted and approved District incentives. Examples:
 - a) Costume Contest Winner
 - b) First Timers Winner

- c) Returning Timers Winner

Procedure 6: District Recognition Program Celebration

- A) District 84 will include in the annual budget for the following year, the cost necessary to support a celebration of the Districts successful participation in the District Recognition Program, provided the District achieved a level of Distinguished or better the previous fiscal year.
 - 1) This celebration should include, at a minimum, the members of the District Executive Committee and Chairs who served the district during the period that recognition was awarded under the District Recognition Program.
 - 2) Additional invitations will be at the discretion of the Immediate Past District Director so long as the budget is not exceeded.
 - 3) he Immediate Past District Director will be responsible for planning and coordinating the celebration.

The celebration should be held as close as possible to the official announcement of the District Recognition Program results for the previous fiscal year.

Procedure 7: Area and Division Operating Expenses

- A) In keeping with Toastmasters International Protocol 8.2, all funds collected at Division and/or Area events should be handled in the following manner:
 - 1) Every expense is an approved district expense and budgeted for with receipts being turned in as proof.
 - a) Area Directors = \$75 per year
 - b) Division Directors = \$150 per year
 - 2) Receipts for events are submitted to the district to provide support for the mid-year and year-end audits.
 - 3) Revenues are tracked and reported to the district.
 - a) A spreadsheet detailing funds collected and expenses paid will be used.
 - 4) Net proceeds are handed over to the district, or excess expenses are covered by the district.
- B) Division Directors Expenses: Each Division Director is reimbursed with actual expenses incurred for the administration of the Division, such as postage, photocopying, trophies, etc.
- C) Area Directors Expenses: Each Area Director is reimbursed with actual expenses incurred for the administration of the Area, such as postage, photocopying, trophies etc.

Procedure 8: Contest Trophies

A) Contest trophy recommended sizes for all contests are as follows:

- 1) Club Trophies - maximum of 10"
- 2) Area Trophies - maximum of 12"
- 3) Division Trophies - maximum of 15"
- 4) District Trophies - maximum of 17"

Procedure 9: Contest Policy

The Toastmasters International Speech Contest Rule Book (2019-2020), Section "General Rules for All Toastmasters Speech Contests", Paragraph 3 (B) states "Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest" and subparagraph 2 states "In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete.'

- A) District 84 Procedure is to allow only one(1) contestant to move forward in both defined situations and this Procedure satisfies the requirements of subparagraph 4 regarding communication and consistency.
- B) Should the Speech Contest Rule Book change, District 84 will need to adopt updated procedures.

Procedure 10: District Incentives

Periodically the District leadership (District Director, Program Quality Director, or Club Growth Director) will implement new incentive programs designed to encourage clubs or members to achieve goals related to the District Mission and addressing specific challenges or issues at the time of introduction. Examples include "30-something," "Notable 9," "Perfect 10," and more.

- A) Recognizing that situations change, and incentives valuable today may not remain meaningful; District 84 Procedure will require a review of all new incentives two-years after inception.
- B) This review will measure the incentive's effectiveness over the past two year as well as evaluate if it is still necessary and meaningful.
- C) A majority vote of the District Executive Committee will be required for an incentive to remain in place past the initial two-years.
- D) It will be the responsibility of the District Director to initiate the Incentive Review each year and bring to the District Executive Committee for a vote to persist.
- E) Absent a vote to persist, all Incentives will automatically discontinue at the completion of the 2nd Program Year for which it was in force.
- F) This Procedure will take effect July 1, 2020.