

**PROCEDURES OF
DISTRICT 68 - 1992-1993**

Revision Spring - 2005

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(TCM(68)-TI WHQ (N.L.)

(November 9th, 2007*)

District Governor: _____

Frances Morrison, DTM 2008 - 2009 *

Date: _____

Special thanks to Past District Governors: Pauline Harvey, DTM (1990-1991); John Paul Haley, DTM (1991-1992); and Bud Harvey, DTM (1992-1993); and Caroline Sanders, DTM (1993-1994) for making major contributions to this District 68 Document. This document was revised and otherwise improved upon under the administration of District Governor Randy Conley (2004-2005) through the review and recommendations of the 2005 Revisions Committee PDG's; Jim Chandler, DTM (2002-2003); Caroline Sanders, DTM (1993-1994); John Paul Haley, DTM (1991-1992); and review and input from ALL PDG's of District 68 *

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PREAMBLE

The following Procedures Manual is designed to provide a structure for the continuing efficient operation of District 68. These Procedures should be reviewed annually by the Chairman of the District Governor's Advisory Committee (IPDG & Team) to ensure District 68 continues to meet the needs of the most important person in our organization - The Individual Toastmaster. If Toastmasters International changes bylaws, policies, and/or procedures that cause the procedures in this document to be in conflict, the item(s) contained within this document will become null and void, as Toastmasters International bylaws, policies, and procedures will always be the defining voice for District 68.

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PROCEDURES OF DISTRICT 68

I. STATURE, PURPOSE, ADOPTION AND REVISION OF POLICIES:

Official Procedures of District 68, as adopted from time to time by the District Council, are set forth in this document. These procedures supplement and cannot conflict with the District Administrative Bylaws of the District and the Bylaws and policies 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 they will remain in effect from year to year unless modified in whole or in part, by action of the District Council.

II. BOUNDARIES OF DISTRICT AND SUBDIVISIONS:

- A. The District boundaries are set forth in Article V of the District Administrative By-Laws (Rev. 2-21-03) and District Leadership Handbook (Pg 10) and may not be changed without approval of the Board of Directors of Toastmasters International.
- B. The Divisions' and Areas' boundaries (District Leadership Handbook (Pgs 10-11)) are approved by the District Council each year at the Spring conference to become effective July 1st. A division must have three or more areas. A Division of six or more areas may be further divided, if deemed advisable, to improve administration.
- C. Area club assignment and reassignment will be the responsibility of the District Executive Committee (District Administrative By-Laws (Rev. 2-21-03 - Article VI)) and (DLH Pg 10-11) as approved by the District Council (District Leadership Handbook (Pgs 10-11)). An area must consist of four to six clubs, preferably contiguous. ** An Area may have three clubs if an on-going effort to build the fourth club is evident. An Area will never have only two (2) clubs.

III. DISTRICT, DIVISION, AND AREA ORGANIZATION:

As outlined in the District Leadership Handbook, the Senior District Officers will be District Governor, Lt. Governor of Education and Training, and Lt. Governor of Marketing. The District Governor shall appoint the Area Governors, District Secretary, District Treasurer, District Public Relations Officer, and District Committee Chairs.

- A. **DISTRICT COUNCIL:** The District Governor, Lt. Governor of Education and Training, Lt. Governor of Marketing, District Public Relations Officer, all Division Governors, all Area Governors, Immediate Past District Governor, District Secretary, District Treasurer, all Club Presidents and all Vice Presidents Education shall constitute the District Council.
- B. **DISTRICT CABINET:** The District Governor, Lt. Governor of Education and Training, Lt. Governor of Marketing, District Public Relations Officer, Immediate Past District Governor, District Secretary, and District Treasurer

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shall constitute the District Cabinet.

C. DIVISION OFFICERS AND COUNCIL:

1. Where feasible the divisions shall be organized on a mini-district basis, with the Division Governors in charge of all division activities and the executive district officers providing educational and administrative support.
2. Within 30 days after election, the Division Governor-Elect may appoint assistant Division Governors that shall constitute the Division Executive Committee.
3. The Division Executive Committee, together with the division Area Governors, shall constitute the Division Council, which shall meet periodically at the call of the Division Governor to set division goals and to plan and implement division activities.
4. The Division Governors shall encourage attendance at Toastmasters Leadership Training (TLI) sessions for all club officers prior to September 1st and January 1st. Division Governors may also conduct follow-up training for Area Governors and club officers who are not able to attend District sponsored training.

D. AREA OFFICERS AND COUNCIL:

The Area Governors may appoint Assistant Area Governors to assist in area administration. The Area Governor shall serve as Chair of the Area Council, consisting of the area officers and committee chairs, and the presidents and Vice Presidents Education of area clubs. The council shall meet once a month or at the call of the Area Governor to plan an implementation of activities, to consider the condition of clubs, and assist in corrective action where indicated.

E. SERVING MORE THAN ONE TERM IN A DISTRICT LEVEL OFFICE:

The District Governor, Lt Governor of Education & Training, and the Lt Governor of Marketing, may NOT serve consecutive terms. Division Governors may be re-elected to succeed themselves for one term and any other elected or appointed member of the District Council - Area Governor, Public Relations Officer, Secretary, Treasurer - may be re-elected or appointed to same position for one succeeding term only by the District Governor. (V11 (b) District Administrative By-Laws).

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IV. CALENDARS OF EVENTS:

The District Governor, the Division Governors, and the Area Governors shall prepare in advance and distribute calendar of events and important deadlines under their respective jurisdictions.

V. FINANCES - REIMBURSEMENTS FOR EXPENSES:

A. INCOME

All district income shall be received from Toastmasters International in accordance with its rules and regulations. Neither the District nor any of its divisions, areas, or clubs shall assess or otherwise charge any Toastmaster any amount other than to cover costs of activities, with override necessary to make such activities self-supporting.

B. ADMINISTRATIVE EXPENSES:

1. DISTRICT AND DIVISION EXPENSES:

Reimbursement for expenses incurred in district and division activities shall be made only in accordance with the district budget and as funds are deemed available by the District Governor and District Treasurer.

2. RELEASE OF FUNDS TO GOVERNOR-ELECT:

The District Governor and District Treasurer shall release to the District Governor-Elect, prior to the latter's assumption of office on July 1, funds sufficient for the latter to prepare for their administration. The amount released shall depend on availability of funds. Such initial expenditures, if approved by the Executive Committee at its summer meeting, shall be included in the new budget.

3. BUDGET REVIEW:

The District Treasurer shall issue to the District Governor quarterly financial reports with recommendations as to revisions of the budget, where indicated.

C. TRAVEL EXPENSE REIMBURSEMENT:

1. EXECUTIVE COMMITTEE AND CABINET:

The members of the District Executive Committee may be reimbursed **for the most economical method of** travel to all DISTRICT functions at which their presence is required and approved by the District Governor. This shall include all District Executive Committee

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meetings and Cabinet meetings. Reimbursement for travel to speech contests shall only be made to the Division and Area Governors, and the top four district officers, as funds are available and approved by the District Governor. Wherever practical - duplication of attendance of Cabinet should be avoided, and presence by assignment by District Governor. At no time, are expenses incurred for District Conference attendance (Fall & Spring) reimbursed to ANYONE.

2. TRAVEL REIMBURSEMENT RATE:

Reimbursement shall be made at a rate of \$0.22/mile and shall only be made for the Executive Committee member driving. Car pooling is encouraged when possible.

3. TRAVEL TO REGIONAL PLANNING CONFERENCE:

The District Governor, Lt Governor Education and Training, and the Lt Governor Marketing will be reimbursed for the most economical travel fare to the Regional Planning Conference, provided funds are available and approved by the District Governor.

4. TRAVEL TO INTERNATIONAL CONVENTION:

The Lt. Governor Education and Training and Lt. Governor Marketing will be reimbursed for basic registration to International Convention. Any luncheons, contests, or banquets will be paid for by the attendee.

D. CLUB OFFICER EXPENSES:

NONE PAID. No travel funds may be paid by the district to the club presidents and Vice Presidents Education or their representatives to attend the District Council meetings.

E. DISTRICT CONFERENCE FINANCIAL REPORTS:

The District Conference Chair at the Fall and Spring District Conferences shall, within 45 days following the conclusion of the meetings, submit a written report of the collections and disbursements of funds at such a meeting. The report must be submitted to the District Governor and copies distributed at the next District Council meeting. The report shall give the use of any net proceeds collected over the disbursements. The net proceeds from the conferences shall be deposited in the District Treasury.

HONORS AND AWARDS

I. AWARD RULES:

The rules for all the district awards and honors shall be as set forth in the District 68 Awards and Recognition Guidelines. The administration of the district awards programs shall be the responsibility of the District Lt

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Governor Marketing with all District Awards being decided by the District Cabinet - District Governor's final decision breaks any and all ties where applicable.

II. INDIVIDUAL PERFORMANCE AWARDS:

The district shall honor individual Toastmasters on the basis of outstanding performance at various levels of the district organization. The following individual District awards are instituted:

A. *DISTRICT 68 TOASTMASTER OF THE YEAR AWARD.*

This award is based upon the achievements as outlined in the District Leadership Handbook guidelines.

B. *DISTRICT 68 DIVISION GOVERNOR OF THE YEAR AWARD.* This award is based upon the achievements of the Division Governor as outlined in the District Leadership Handbook (pages 87-92) guidelines.

C. *DISTRICT 68 AREA GOVERNOR OF THE YEAR AWARD.*

This award is based upon the achievements of the Area Governor as outlined in the District Leadership Handbook guidelines.

The Awards may be announced at the first Executive Committee Meeting after July 1st. A congratulatory phone call and/or letter should be made to the winner at the end of the term. These awards shall be given at the District 68 Fall Conference and are based upon achievement for the preceding year, July 1 through June 30th.

D. *DISTRICT 68 CLUB BULLETIN EDITOR AWARDS*

The Public Relations Officer will be the Chairperson for the Club Bulletin Award. The district will honor Club Bulletin Editors with first and second place awards presented at the D68 Spring Conference as judged from three different issues of club bulletins published between July 1st and April 30th of a district year. The judging will be on a basis comparable to the Toastmaster International Club Bulletin recognition.

E. *OTHER AWARDS:*

The district, division, area and club officers may initiate special non-recurring awards at their level of the district organization as deemed advisable, in order to develop higher standards of excellence. The responsibility and expense to administer the award shall reside with the district, division, area or club establishing the award.

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RECOMMENDATIONS FOR DISTRICT, DIVISION AND AREA OFFICERS.

Prior to the Spring Conference, in each Area, the out-going Area Governor/Area Council should recommend to the District Nominating Committee someone qualified for appointment as Area Governor. The area council, or members thereof, may also make suggestions to the District Nominating Committee for various district and division elective officers.

DISTRICT CONTESTS:

- I. CONTEST ADMINISTRATION:
- II. RULES: The contest rules, organization, and award policies will be as outlined in the Toastmasters International Speech-Contest Manual and District Leadership Handbook. The District Conference Contests are limited to members that are selected at the club, area, and division levels of competition. The names of those contestants should be submitted to the appropriate Contest Chair at least one week prior to the contest date.
 1. As suggested in the Speech Contest Rules, District 68 may where practical, allow two contestants in each contest to advance from Club to Area in areas with 4 or fewer clubs. District 68 may where practical, allow two contestants to advance from Area to Division in divisions with 4 or fewer areas. District 68 may where practical, allow two contestants to advance from Division to District in divisions with 4 or fewer Divisions. This must be announced throughout the district prior to the contest cycle, i.e., before club contests commence.
 2. CONTEST CHAIR: The Lt Governor of Education will be the responsible officer for the contests. The Division Governor shall be the responsible officer for semi-final or division level contests. The Division Governors will be responsible for the selection of contest officials of their division contests.
- III. TROPHIES AND CERTIFICATES: District level final competition shall include semi-final or division contest winners. The District shall provide certificates of participation at the area, division and district levels to all contestants. Finalist trophies or plaques shall be provided by the District and awarded to the contest winners of the area, division, and district. First place and runner-up trophies or plaques shall be provided by the District and awarded to the contest winners of the area, division, and district.
- IV. FALL CONTEST:
During the Fall, the district shall conduct Humorous Speech and

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Table Topics Contests at the club, area, division and district levels. The district level contests shall be held at the Fall Conference.

V. SPRING CONTEST:

During the Spring, the district shall conduct the International Speech Contest and an Evaluation Contest at the club, area, division and district levels. The district level contests shall be held at the Spring Conference.

DISTRICT CONFERENCE SITES:

- I. FALL: The site of the Fall Conference shall be rotated among the divisions and shall be chosen and approved by the District Council two years in advance at its Spring meeting.
- II. SPRING: The site of the Spring Conference shall be rotated among the divisions and shall be chosen and approved by the District Council two years in advance at its Spring meeting.

PRESERVATION OF RECORDS

Only the following district records shall be preserved permanently by the district secretaries. All other items accumulated by the District Governor, District Secretary and District Treasurer may be disposed of after one year.

- I. Books of minutes of district council and executive committee meetings, including Past District Governor Audit Committee reports and all committee reports adopted.
- II. File of district bulletins (Pelican Patter).
- III. Annual reports of audit committee.
- IV. June 30 Financial Statements.
- V. June 30 District Performance Reports.
- VI. Official copy of District Constitution and Bylaws, including amendments adopted and reprints, and copy of transmittal letter to Toastmasters International regarding any changes for Board of Directors approval and correspondence from Toastmasters International.

NEW BUSINESS - DISTRICT COUNCIL:

New business must be submitted to the District Governor at least forty five (45) days prior to the Executive Committee Meeting. New business that has not first been considered by the Executive Committee, will not be considered by the District Council except by a two-third (2/3) vote of the Council members present to amend the agenda.

AWARDS AND RECOGNITION

The purpose of this District Awards and Recognition Program is to encourage the development of the Highest Standard of Excellence at all levels in District

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68 by providing recognition to those individuals and clubs who strive to achieve the highest possible standards. Only one winner in each category will be awarded.

RULES AND PROCEDURES

I. TOASTMASTER OF THE YEAR AWARD (TMOY)

Any member in good standing is eligible to compete for the “Toastmaster of the Year” award. The more a Toastmaster participates in Toastmasters activities, the more that member will improve in communication and leadership skills. The record for the year will indicate the personal commitment to the Toastmasters International goal of self improvement of its members in the skills of communication and leadership.

- A. The selection of the District Toastmaster of the year will be made by the District 68 Cabinet with the District Governor serving as the Chairman. Up to Ten Finalists may be selected on the basis of the total documented credits as derived from the Toastmaster of the Year Checklist (DLH Pages 87-88) which is part of this manual. From this pool of finalists one winner will be selected.
- B. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference.
- C. Each member entering competition shall be responsible for proper documentation for credits submitted.
- D. No District Officer or Area Governor shall be eligible for this award, during tenure in office.
- E. No individual Toastmaster may receive this award more than once.

II. DIVISION GOVERNOR OF THE YEAR (DVGoy)

- A. The selection of the outstanding Division Governor of the Year (DVGoy) shall be made by the District 68 Cabinet with the District Governor serving as the Chairman. Five Finalists may be selected on the basis of the total documented credits as derived from the Division Governor of the Year Checklist which is part of this manual. From this pool of finalists one winner will be selected.

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- B. “Other Activities” should include: Status of division at the beginning of term; Problem areas; Efforts to improve problem areas and results obtained. Special programs initiated during your term of office; and status of division at end of term.
- C. This information should be explained in detail on a separate sheet and attached to the completed form.
- D. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference.
- E. Each Division Leader shall be responsible for proper documentation for credits submitted.
- F. All selection forms must reach the Lt Governor of Marketing before July 31.
- G. The outstanding Division Governor of the Year award shall be presented at the Fall Conference following the term of office.

III AREA GOVERNOR OF THE YEAR (AGOY)

- A. The selection of the outstanding Area Governor of the Year (AGOY) shall be made by the District 68 Cabinet with the District Governor serving as the Chairman. Five Finalists may be selected on the basis of the total documented credits as derived from the Area Governor of the Year Checklist which is part of this manual. From this pool of finalists one winner will be selected.
- B. “Other Activities” should include: Status of area at beginning of term; Problem areas; Efforts to improve problem areas and results obtained; Special programs initiated during term of office; and Status of area at end of term. This information should be explained in detail on a separate sheet and attached to the completed form.
- C. The time during which credits can be accrued shall be during the district year (July 1 through June 30) prior to the Fall Conference.
- D. Each Area Governor shall be responsible for proper documentation for credits submitted.

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- E. All selection forms must reach the Lt Governor of Marketing before July 31.
- F. The outstanding Area Governor of the Year award shall be presented at the Fall Conference following the term of office.