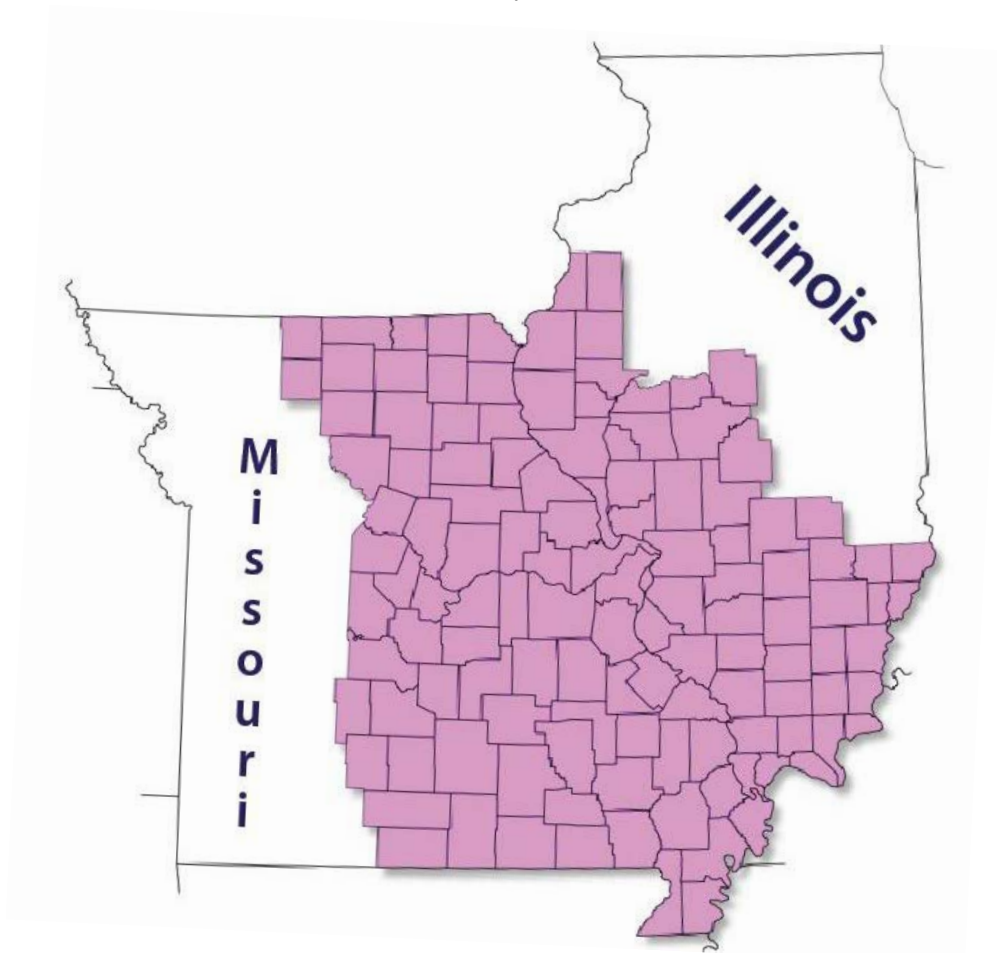




Toastmasters International – District 8

PROCEDURES MANUAL

Revised May 2018



District 8

St. Louis, Missouri • www.Dist8tm.org

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Procedures Manual

District 8 procedures are established by the District 8 Council and will remain in effect until amended. The District 8 Council may amend procedures at any District Council meeting unless otherwise noted in the procedures description. If notice of the amendment is given to the Council by mail postmarked or email dated at least 14 days prior to the Council meeting, adoption of the amendment requires a simple majority vote. If no such prior notice has been given, adoption requires a three-fourths majority. "He" and variations in this document shall mean "he and she" and variations.

Reference to Toastmasters International (TI) Bylaws, Policies and Protocols in this document is to the governing documents published on the Toastmaster's International website at www.toastmasters.org/leadership-central/governing-documents and any modifications approved by the TI Board of Directors. If there is a conflict between any District procedures and Toastmaster International Governing Documents, the Toastmasters International Governing Documents shall be followed.

The District 8 Director may perform editorial changes to the Procedures Manual that are purely grammatical in nature including spelling, grammar, capitalization, and other typographic errors. An official control log documenting all such changes will be created and attached as an Appendix to the Procedures Manual.

If you need further information or explanation regarding the District 8 procedures, please contact the current District 8 Director.

Purpose of the District

The purpose of this district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of this district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- *Focusing on the critical success factors as specified by the district educational and membership goals*
- *Ensuring that each club effectively fulfills its responsibilities to its individual members*
- *Providing effective training and leadership-development opportunities for club and district officers*

Mission of the District

We build new clubs and support all clubs in achieving excellence.

District Service Area

The service area of this District shall be as follows:

Illinois: The part south of the northern boundary formed by the counties (from the Iowa state line): Henderson, Warren, McDonough, Schuyler, Cass, Menard, Logan, Sangamon, Christian, Montgomery, Fayette, Effingham, Clay, Richland, and Lawrence (to the Indiana state line); and

Missouri: The part east of the western boundary formed by the counties (from the Iowa state line): Mercer, Grundy, Linn, Chariton, Howard, Cooper, Morgan, Camden, Dallas, Webster, Douglas, and Ozark (to the Arkansas state line).

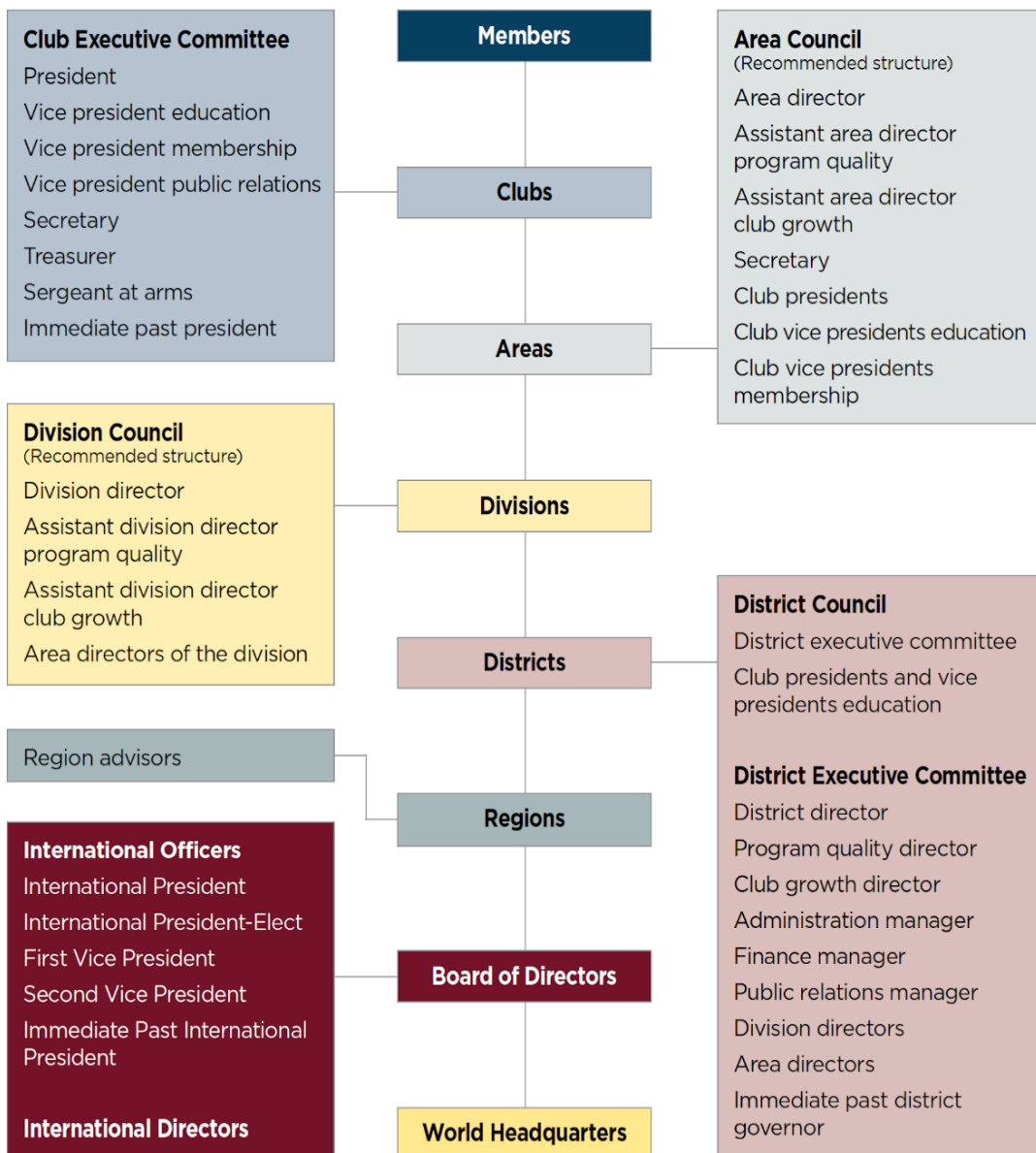
Toastmasters International Organizational Service Chart

This chart traces the flow of services, material and programs upward from the Board of Directors through various echelons of Toastmasters International to the ultimate beneficiary, the individual member.

MAP OF SERVICE TO MEMBERS



Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.



Procedure A - Financial

Section 1 - District Budget *(Protocol 8.4 District Fiscal Management)*

Each administration shall operate within its budgetary limitations. The District administration shall make certain that 25% of its total income be available to the succeeding administration. This is necessary in that no income accrues to the District until after per capita payments are made by the Clubs to the World Headquarters by October 10.

Section 2 - Travel and Administrative Expenses

- a) The District 8 Executive Committee members shall be reimbursed for mileage at the approved Toastmasters International rate and parking expenses on all travel connected with semiannual Area Director Club visits, staff meetings, Area and Division Director Training, Executive Committee meetings, District Council meetings and Area and Division contests for the respective Area or Division Director and the Senior District Officers. The Club Growth Director and Club Extension Chair shall receive a mileage reimbursement for a maximum of two trips per prospective Club for the purpose of starting new Clubs. The Site Chair shall receive a mileage reimbursement for a maximum of two trips over 30 miles distance one way for the purpose of finding a site for future conferences. A budget item must be submitted at the beginning of the Toastmaster year for this reimbursement. This reimbursement is dependent on available budgetary funds.
- b) Assistant Area Directors officially representing an Area Director shall be reimbursed as listed in Section 2a.
- c) All District 8 personnel who function with an official budget category shall receive reimbursement for expenses incurred, including postage and telephone, when properly submitted with receipts or evidence of the incurred District expense.
- d) Each District officer and Committee Chair, during his first 45 days of office, shall submit a budget of expenses anticipated for the coming term to support development of the District budget. Such budget shall be submitted to the District Director and shall be a prerequisite for reimbursement. Late submission of a budget shall not be grounds for non-payment during the year, providing a budget has been approved and funds are available. Assistance to Area Directors in the preparation of this budget shall be a part of the Area Director training program and shall include a list of last year's expenses for the Area, list of typical Area Director expenses, and a list of anticipated expenses for the upcoming year. After receiving an individual's budget, the District Director or Finance Manager shall provide a detailed description to the individual of specified items that will not be paid.
- e) Exceptions to this must be approved in advance by the District Director, Program Quality Director, or Club Growth Director.
- f) The District Executive Committee shall be reimbursed up to \$7.00 per meeting for meal expenses or attendance charges incurred while performing official business of District 8. This shall be limited to meetings where a meal or attendance charge is required for attendance. Meals during speech contests, Club charter events and District conferences are excluded.
- g) The District shall purchase Club banners for newly chartered Clubs and present them, if possible, at the Club's charter meeting.

Section 3 - District Events *(Protocol 7.1 District Events)*

- a) All Area events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit.
- b) All Division and District events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit. The budget for each District event shall be approved by the Senior District officers and the budget for each Division event shall be approved by the Division Director. Any profit shall be paid into the District treasury. Any loss will be absorbed by the District treasury upon concurrence of the District Director.
- c) All Division and District events involving advance commitments for meals or meeting rooms will require written confirmation and the signature of the Division Director for Division events and District Director for District events.
- d) If complimentary meal tickets are to be furnished at District expense, they must be approved by the District Senior Officers before issuance. The District Senior Officers must also approve any compensation to an individual or group for services rendered at these functions.
- e) Fees received at District 8 Annual Conference will be used to cover conference expenses. It is the intent of the District that every person attending any conference activity will pay the applicable fee. Exceptions may be approved in advance by the District Senior Officers.

- f) District 8 shall reimburse the meal expense for each contestant and up to one guest per contestant at the District sponsored contest. This reimbursement shall be included in the District Conference budget.
- g) Sale of any item at any District event shall be prohibited unless expressly authorized by the District Senior Officers. Prior to granting any such authorization the Senior District officers should explore the possibility of the seller paying the District a percentage of all sales.
- h) The Program Quality Director, in consultation with and subject to the approval of the District Director will appoint a Conference Chair. A complete financial report, subject to audit, shall be rendered to the District Director not more than ninety days after each conference for presentation at the next Executive Committee meeting.

Section 4 - International Convention Expenses

- a) Toastmasters International reimburses travel expenses of the District Senior Officers at rates defined in Toastmasters International policies.
- b) If said officers' non-reimbursed (Toastmasters International) expenses are less than the District 8 reimbursement allowance, the amount paid by District 8 to stated officer should not exceed the actual expenses.
- c) To merit reimbursement, all recipients must attend the International Business meeting and at least two of the educational sessions. This attendance is subject to verification by the District Director.
- d) This reimbursement is dependent on available budgetary funds.

Section 5 - District Leader Training Expenses

- a) If remaining reimbursements after Toastmaster International reimbursements are less than the District 8 reimbursement allowance, the amount paid by District 8 shall not exceed actual expenses.
- b) The reimbursement is dependent on available budgetary funds.

Section 6 - District 8 Trust Fund (*aka Omer Roberts/Dori Drummond Inmate Scholarship Fund*)

The purpose of the fund is to support inmates in allowing them to participate in Toastmasters by:

- Partial dues coverage
 - The official printing of Paths from new education program
- a) The liaison at the prison will handle the mailing to Toastmasters directly. Documents and partial payment requesting balance to be paid are to be sent to Toastmasters International using the physical address. The envelope will have written at the bottom left corner 'District Finance: Attention District Trust Fund'. A specific dollar amount must be referenced in the documents. For new members, a completed new membership application needs to be submitted. For renewals, member number, name and Club number need to be submitted. The prison liaison will email/mail the district director all documents being sent to Toastmasters. If the liaison does not complete this step, Toastmasters will email the district director requesting approval. The district director will email Toastmasters approval of money to be used from the fund for the balance of the dues.
 - b) The Toastmaster's International (TI) finance department will join the money submitted by the prison for each member with the money from the trust fund. Once that is complete, the TI finance department will forward to the membership department to process payment.
 - c) When a member selects an educational path, the liaison will email Alyssa Pan at apan@toastmasters.org with a copy to the district director. The district director will 'reply all' that the transaction is approved to use the district trust fund to cover the cost. Once funds are released, Alyssa will transfer to the education department for processing request.
 - d) Balance of the trust fund managed by Toastmasters is confidential as it is used for member's purposes. Per TI finance department, disclosure of the balance of the fund can only be shared with the District Senior Officers.

Section 7 - Expense Reimbursement Procedure

- a) The preferred method of expense reimbursement is through the Concur electronic application as approved and directed by Toastmasters International Finance Department.
- b) The alternate paper method is the District 8 expense form, provided on the District 8 website. It is to be used for submitting hard copy (paper) expenses for reimbursement in accordance with the District 8 Financial Procedure.

- c) Expense vouchers are to be submitted to the Finance Manager. Reimbursement claims should be submitted to the Finance Manager within 60 days of incurring the expense or by July 31 for expenses incurred in June. Any payments not made prior to the closing of the books for the annual audit shall be submitted to the Audit Committee for inclusion in the Audit Report as Past Administration Obligations. The Finance Manager will pay submitted vouchers monthly.
- d) Missouri Tax Exemption Letter: The District has a Missouri Tax-Exemption letter which allows all purchases made in Missouri to be tax-exempt. Members who purchase items for Toastmaster functions in Missouri and expect District reimbursement are required to use the Missouri Tax-Exemption letter. The District will not reimburse members for the tax portion on Missouri purchases except in extenuating circumstances, i.e. purchases made at a Sam's Club where the District is required to be a member to purchase items tax-free. Copies of the tax-exemption letter may be obtained from the District 8 website.
- e) When checks are used for payment, two of four signatures shall appear on checks drawn from the District 8 bank accounts. The signatures shall be 1) the District Director, and 2) the Finance Manager. If the check is to the District Director, either 3) the Program Quality Director or 4) the Club Growth Director shall sign in the place of the District Director. If the check is to the Finance Manager, either the Program Quality Director or the Club Growth Director shall sign in the place of the Finance Manager.
- f) The Finance Manager shall provide a written detailed report of all District expenditures to the District Executive Committee members at an Executive Committee meeting during August and February. These reports shall be distributed through email if such Executive Committee meetings are not conducted.
- g) Audits shall be performed in accordance with Toastmasters International Policy Bulletin No. 17, which states in part the following requirements: The District Director shall appoint a District Audit Committee by November 1. The Audit Committee shall submit, by February 15, an audit report for the period July 1 to December 31, and a final audit report for the entire year by August 31. A complete District Audit for the prior year ending June 30 shall be presented at the first District Council Meeting following the International Convention. A Midyear Audit shall be presented to the District Council at the District's Annual Meeting in May.

Procedure B - District 8 Officer Election Procedures

Section 1 –District Leadership Committee *(Refer to District Administrative Bylaws Article XI.)*

The District Director shall appoint no more than two members from each Division to the Nominating Committee for a one-year term running from January through December. The Immediate Past District Director shall serve as Chair. If the Immediate Past District Director is unable to serve, the District Director shall appoint any past District 8 Director to serve as Chair. Division representation shall be recommended by the respective Division Directors. If possible, the appointees shall have attended, by the time of their appointment three (3) District and three (3) Area and/or Division meetings within the last three years. The District Director may fill vacancies at any time. Members serve one year on the DLC and may be reappointed after a one-year absence from the committee.

Section 2 - Qualifications for District Offices

Refer to Toastmasters International Website: Call for Nominations

Section 3 - Selection of Nominees

Candidate names may be submitted by the membership directly to the District Leadership Committee no later than four weeks prior to the Annual Conference.

The District Leadership Committee members shall search throughout the District for persons interested in and qualified for the District Offices. The District Leadership Committee shall meet within 14 days after the published close of nominations. A quorum shall be 50% of the committee. For the voting items requiring a percentage of the entire committee, the absent members shall be allowed to submit votes by email one week after the meeting. Each candidate shall be interviewed in person or through a letter of candidacy by a member of the District Leadership Committee.

Excerpted from Article VII Toastmasters International bylaws:

- (d) Qualifications. At the time of taking office, the District Director shall have served at least six consecutive months as a Club President and at least 12 consecutive months as a

Program Quality Director, Club Growth Director or Division Director or a combination thereof.

Section 4 - Pre-Election Activities

Campaign Materials

At area and division speech contests, all candidates may distribute campaign materials. They may also display campaign materials in a candidates' corner at these events if space is available for the candidates' corner and if all candidates have equal access to it. Campaign materials may not be placed on walls, chairs or tables outside of the candidates' corner. At the district conference, all candidates may distribute campaign materials, and they are allowed to display campaign materials in the candidates' corner at a district conference. Campaign materials may not be placed on walls, chairs or tables, or handed out at educational sessions, meal functions or the district hospitality suite.

Speeches and Speaking Guidelines

- a) Campaign speeches are not permitted at any area speech contest, division speech contest or other district non-election meeting except the district conference. At the discretion of the area or division director responsible for the speech contest, candidates present at the contest may be introduced to the audience if all candidates present are introduced.
- b) All candidates in contested races for district office, including floor candidates, may be allowed to speak at the district annual conference at a time other than during the district's annual business meeting. These campaign speeches must be given at an appropriate time and place, and be of an appropriate length, as identified by the district director, provided that all candidates are given an equal opportunity and are properly notified.
- c) All candidates are allowed to give educational presentations at district conferences, provided the presentations conform to the needs of the district, and provided that all candidates for the same office are given an equal opportunity.

Hospitality Suites

The only hospitality suite permitted at a district conference is the one provided and operated by the district, with no contribution from any candidate. The provision of a hospitality suite is, however, at the discretion of the district director.

Advertising

Advertisements by or on behalf of candidates for district office are not permitted in district publications.

Balloting

The Credentials Chair shall be the Immediate Past District Director (or any Past District Director if the Immediate Past District Director is unavailable). The Credentials Chair shall issue all election ballots to the District Council members. A list of ballots issued including office and proxy shall be appended to the minutes. Any candidate may have an observer at the Credentials Desk. No member of the District Executive Committee may endorse a candidate for District office.

Section 5 - Nomination and Election Procedures

- a) The District Director, Program Quality Director, Club Growth Director, and Division Directors shall be elected at the Annual Conference. The District Director shall serve as Election Chair or may appoint a Past District 8 Director to serve as Election Chair. The Election Chair shall appoint a parliamentarian, familiar with Robert's Rules of Order and with this document. The Election Chair shall use an agenda containing the names of slated candidates and add the names of additional candidates as they are nominated. The Election Chair shall read the entire nomination slate. The sequence of elections shall be the office of District Director, Program Quality Director, Club Growth Director and Division Directors. No member of the District Executive Committee may endorse a candidate for District office.
- b) The names submitted by the District Leadership Committee shall be announced for each office. The chair shall then call, three (3) times, for nominations from the floor. Motions to close nominations shall be out-of-order before the third call or if it is apparent that additional nominations are intended for that office. Evidence of willingness to serve must be submitted by each additional candidate before voting takes place.
- c) Candidates shall present their own **two-minute** nominating speech. Only if the candidate is not present may a representative speak on a candidate's behalf.
- d) Ballot Counters shall collect ballots after each vote and commence counting immediately.

Write-ins shall be tallied as legitimate ballots. Tallying shall be on a Ballot Counter's tally sheet and results forwarded, via the tally sheet, to the Election Chair immediately upon completion. The completed tally sheet should be attached to the Election Agenda for eventual inclusion in the minutes of the election. Each candidate may delegate an observer to witness the ballot count.

- e) In the event a candidate runs unopposed, a motion may be made from the floor and seconded, to instruct the Administration Manager to cast one vote for the candidate. This vote must be a counted vote.
- f) Any candidate who receives a majority of the votes cast shall be declared elected. In the event no candidate receives a majority of votes cast for a contested office, voting shall continue with the use of special ballots and without the name of the candidate receiving the fewest votes. Such procedure shall continue until one of the candidates receives a majority of the votes.
- g) The Chair shall announce that all candidates are qualified for lower ranked offices, except as excluded by the District Bylaws to wit: "No District Officer may be re-elected to the same office for succeeding terms in which a full term has been served except that the Division Directors may be re-elected to succeed themselves for one term." Ballots will be held by the Credentials Chair until June 30 of the election year.
- h) Upon adjournment of the District's Annual Meeting, all election results are final. Results of the election shall be posted on the District website as soon as possible following the adjournment of the meeting.

Procedure C - District Officers

Section 1 – District Executive Committee

- a) **Senior District officers:** District Director, Program Quality Director, Club Growth Director, and Immediate Past District Director.
- b) Division Directors.
- c) Administration Manager, Finance Manager and Public Relations Manager,; District Director shall appoint these officers.
- d) Area Directors: The District Director shall appoint all the Area Directors.

Section 2 - District 8 Staff

- a) District 8 Staff: Shall consist of the Senior District officers, all Division Directors, Administration Manager, Finance Manager and Public Relations Manager. The Logistics Manager shall be a non-voting member.
- b) Meetings of the Staff may be convened as required. The Staff should meet in any month when neither an Executive Committee nor a District Council meeting takes place.

Section 3 - District 8 Executive Committee Responsibilities

- a) District Executive Committee: Shall consist of the District Staff and the Area Directors per the District Bylaws. The District Director may invite a District Committee Chair to present relevant business.
- b) The District Executive Committee shall hold regular meetings no less than once in each calendar quarter. One meetings shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- c) Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
- d) The District Director is responsible for emailing notice of the time and place for each meeting and if possible, an agenda, for the meeting to each member of the Executive Committee and to the Chairmen of all District Committees. A reminder notice shall be emailed at least 7 days prior to the meeting.
- e) Special meetings may be called by the District Director or by a majority of the Executive Committee.
- f) A quorum is deemed to be a majority of voting members. Proxies shall not be valid at any Executive Committee meeting.
- g) All meetings shall be conducted according to Toastmasters International governing documents and policies and procedures adopted by the Board of Directors. Robert's

Rules of Order, Newly Revised, shall be used as a guide for the conduct of a meeting in the absence of Toastmasters International policies and procedures.

Section 4 - District Council Meetings (*District Administrative Bylaws Article VII, X,X/Protocol 7.1*)

- a) District Council: Shall consist of the members of the District Executive Committee and Club Presidents and Vice Presidents of Education of all District 8 Clubs.
- b) *Number of Meetings*: The district council shall hold **two meetings** during each year.
- c) *Annual Meeting*: **One of the required meetings shall be called the “annual meeting,” and shall be held in person between March 15 and June 1.** The annual meeting shall include in its schedule educational programs or sessions for all district council members attending. Proxies of the Club Presidents and Educational Vice Presidents may be carried by an active member of their Club. No other proxies are valid (per the District Bylaws.)
- d) *Virtual Meeting*: **The second meeting shall be conducted virtually prior to September 30.** Notice shall be sent in writing to all district council members at least four weeks prior to the date of such meeting. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. District posts the proposed budget at least 14 days in advance of the vote.
 - IV. District posts information about proposed appointees at least 14 days in advance of the vote.
 - V. No proxies will be permitted.
 - VI. Each district council member must cast their own vote.
 - VII. District executive committee members are entitled to one vote and may cast up to one additional vote as a club president or vice president of education of their club.
- e) *Special Meetings*: Special meetings may be called in accordance with District Administrative Bylaws, Article X, Subsection b.
- f) Each voting member must cast their own vote(s). Therefore, the voting results are to be counted and recorded. Voice vote decisions by the Chair are not permitted.

Section 5 - District Annual Conference (*Bylaws Article XII, District Administrative Bylaws X and Protocol 7.1 District Events*)

- a) The purpose of the annual District conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meetings.
- b) District conference information is included in the district calendar and in other district communications.
- c) Unless noted, The following events occur at the annual district conference:
 - I. The in-person district council meeting.
 - II. The International Speech Contest and any other district-level speech contests. These district-level contests may only take place at this event takes place at the conference in conjunction with the district council annual meeting. **District 8 will hold two contests at the annual district conference. The required International Speech Contest and on a rotating basis the following contests: Evaluation, Humorous and Table Topics.**
 - III. Educational sessions that, which focus on achieving the club and district missions.

Section 6 - District Procedure to Discipline a Member (*Protocol 3.0, Ethics and Conduct*)

- a) Resignation or removal of a district officer is addressed in Article VII, Section (g) of the District Administrative Bylaws, which requires no advance notice, hearing, or cause for removal. The district executive committee may choose to remove a district officer summarily or follow the disciplinary process set forth here.
- b) An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the district executive committee, other appointed district official, or an individual Toastmasters member participating in district activities, may submit a written complaint containing reasonably credible information to the District Director. If the District Director is the member charged, the next highest-level district officer replaces the District Director throughout the remainder of the proceedings.
- c) If the District Director believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The District Director

- discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- d) If a resolution is not reached, the District Director refers the matter to the district executive committee and informs World Headquarters. The district executive committee determines, by a majority vote, whether:
 - a. A disciplinary hearing takes place.
 - b. The disciplinary hearing is conducted by the district executive committee or the district council.
 - e) The District Director serves as chair for the disciplinary hearing.
 - f) This disciplinary procedure is followed for all district-level disciplinary hearings.
 - a. A hearing is conducted during a regular or special meeting, in person or by teleconference. All discussion and materials are subject to confidentiality restrictions determined by the committee/council.
 - b. The complaining member, the charged member, and the committee/council members are notified of the date, time, location, and format of the hearing a minimum of 15 days before the hearing. The written notice shall include the proposed disciplinary action and the reason(s).
 - c. The complaining member and the charged member have the opportunity to participate in the hearing. The committee/council determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
 - d. The committee/council receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation in advance of the hearing.
 - e. The charged member provides any written, physical, or other evidence (other than his or her oral testimony) to the District Director no later than 48 hours prior to the hearing.
 - f. At the hearing, the District Director:
 - i. Confirms that a quorum is present.
 - ii. Indicates the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - iii. Advises that recording of the hearing is prohibited.
 - iv. States that all discussion is limited to the charges and evidence presented.
 - v. Presents findings from the confidential investigation. The findings may contain sensitive information received from the complaining member and from other witnesses confidentially, and the council/committee may choose not to permit the charged member to know their identity or to cross-examine them.
 - vi. Provides the charged member with a predetermined amount of time to speak and respond to the charges.
 - vii. Provides any witnesses speaking a predetermined amount of time to speak.
 - viii. Excuses all parties present except the district executive committee or district council to discuss appropriate disciplinary action. The charged member shall be excused, even if a member of the committee or council. Any member of the committee or council having a family, business, or personal relationship to the charged member, if the relationship may cast doubt on the member's ability to render an impartial judgment, shall also be excused.
 1. Disciplinary actions may include one or more of the following:
 - a. Private written censure of the member by the committee/council
 - b. Public written censure of the member by the committee/council
 - c. Suspension from participation in district events – not to exceed 18 months
 - d. Suspension or removal from district office
 - e. Suspension from eligibility to be elected or appointed to district office – not to exceed 18 months
 2. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by two-thirds of those present and voting.
 - g. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action. Depending on the circumstances, the disciplinary process and the result may be kept completely confidential or partially confidential in the discretion of the committee/council. If the charged member or the complaining

member has made the matter public, if certain club or district officers should be notified in order to minimize potential harm to other members, or in other appropriate situations, the best interests of Toastmasters International may require discreet communications to others. If made public by the charged member, the Public Relations Manager should be notified in case some clarifying message needs to be sent to the media.

- g) The district executive committee's decision may be appealed to the district council. There is no appeal of the district council's decision. However, the Board of Directors may, on its own initiative, review the district's decision and reach a different conclusion in the best interests of Toastmasters International, its member clubs and individual members.

Section 7 - Club Procedure to Discipline a Member *(Protocol 3.0, Ethics and Conduct)*

- a) Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 7 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters policy and protocol.
- b) One of the following processes applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member, and situations in which a club considers not renewing, suspending, or taking other disciplinary action regarding an individual's membership. The club executive committee determines, by a majority vote, at which level the disciplinary procedure takes place: at the club executive committee level or at the club membership level.
- c) The club president serves as chair for the disciplinary procedure. If the club president is the member charged, the next highest-level club officer serves as chair.
- d) The following describes the disciplinary procedure at the club executive committee level.
 - a. The club executive committee recommends, by majority vote, membership termination or other disciplinary action.
 - b. The club executive committee then provides written notice of the proposed action and reason to the charged member.
 - c. After receiving notice, the member has 15 calendar days to respond to the charges in writing.
 - d. If requested by the member within the 15 days, the club executive committee gives the member an opportunity to appear before the committee to discuss the issue. The committee notifies the member of the date, time, and location of the meeting.
 - e. The club executive committee distributes copies of the charges and any response from the charged member to all members of the club executive committee.
 - f. After the 15-day response time, the club executive committee votes on the proposed termination or other disciplinary action.
 - i. The club executive committee provides reasonable notice of the agenda item to the club executive committee.
 - ii. The club executive committee must have a quorum present (majority).
 - iii. In order to terminate membership, two-thirds of the club executive committee present and voting must vote in favor of termination.
 - g. The charged member and club members are notified of the action taken.
 - h. The charged member may appeal the club executive committee's decision to the club within 15 calendar days of the date of notice. If this occurs, the process for disciplinary action at the club membership level applies.
- e) The following describes the disciplinary procedure at the club membership level.
 - a. The club executive committee recommends, by majority vote, membership termination or other disciplinary action to club members.
 - b. The club executive committee provides written notice of the proposed action and reason to the charged member and to club members.
 - c. After receiving notice, the member has 15 calendar days to respond to the charges in writing. If the member requests, the club gives the member an opportunity to appear before the club to discuss the issue. The club notifies the member of the date, time, and location of the meeting.
 - d. The club distributes copies of the charges and any response from the charged member to all club members.
 - e. After the 15 calendar-day response time, the club votes on the proposed termination or other disciplinary action.
 - i. The club must provide reasonable notice of the agenda item to the club members.
 - ii. The club must have a quorum present (majority of active members).

- iii. In order to terminate membership, two-thirds of those present and voting must vote in favor of termination.
- f. The charged member and club members are notified of the action taken as soon as possible.
- g. There is no appeal of the club decision.

Procedure D - District Newsletter and Website

- a) The District Newsletter and Website shall serve as a principal source of information to the members. The Newsletter and Website should include noteworthy events and notices and reports of meetings, elections and amendments.
- b) Additional notices may need to be sent to District Officers, Club Presidents and Vice Presidents Education and Training concerning special meetings, candidates and amendments per the preamble of the Procedures Manual.

Procedure E - District Bulk Mailing Procedures

- a) The Public Relations Manager shall be responsible for all mailings made under the District non-profit bulk mail permit.

Procedure F – Contests *(Policy 6.0 Speech Contests)*

Section 1 - Responsibility

The Program Quality Director is responsible for the conduct of the District sponsored contests. The Program Quality Director is the general advisor for the conduct of Club, Area, Division and District contests.

Section 2 - Awards and Recognition

- a) Contestant and judges eligibility will be based on the latest International Speech Contests Rules as published by Toastmasters International.
- b) At each Area, Division and District contest, the Chief Judge is encouraged to present certificates of participation to the Contest Judges.
- c) The District provides award certificates, judging forms and other contest forms for use in Area, Division and District contests. The Program Quality Director will ensure that these forms are available online.
- d) The District will provide trophies for the Division and District Speech Contests and other District level awards. The Program Quality Director will ensure that these trophies and/or other awards are available.
- e) The District will reimburse Area Directors for trophies at Area Contests for a maximum of \$10 per trophy. Area Directors should only order the number of trophies required based on the number of contestants. The requested amount should be included in the Area Directors' budget request.

Section 3 - Judging

District 8 shall sponsor a training program for judges to encourage Toastmasters to improve and maintain their judging abilities. The Program Quality Director will be responsible for operating the program, developing seminars, training instructors, and providing training opportunities at least twice a year for Toastmasters in the District. For videos of previous contests, DVDs are provided to the District Director (Procedure L).

Section 4 - Contest Scheduling

- a) The dates for Area contests shall be selected by each Area Director and announced to the Clubs at least one month prior to the contest.
- b) The dates for Division contests shall be selected by each Division Director and announced to the Areas at least two months prior to the contest.

Procedure G - PDD Committee

If formed, the Past District Directors Committee shall meet and work in support of the District and District 8 Procedures 13 of 19 Last Revised: May 2018

its officers, and may not engage in District political activity. The Past District Directors Committee shall meet and work under the direction of the District Director and may only work on tasks assigned by the District Director. The Past District Directors Committee shall consist of all Past District Directors who are currently members in good standing of a District 8 Toastmasters Club.

The PDD Committee Shall:

- a) Provide advice and counsel to the District officers.
- b) Review and offer recommendations in all District procedure matters.
- c) Be the review committee for any Division realignment.
- d) Coordinate and provide leadership in the development of the District's long range planning.
- e) Assist in the documenting of credentials at all District Council meetings.
- f) Undertake any such studies or activities as may be requested by the District Director or the Executive Committee.

Procedure H - Long Range Planning Committee

A Past District Director shall be the chair of the Long Range Planning committee. The committee's primary function will be to develop and maintain a long-range plan for District growth, as well as inform and assist the Executive Committee and Senior staff of procedures necessary to accomplish these goals. The committee will present a report annually that will be published in the District Bulletin for all Toastmasters of the District. The committee shall consist of any Past District Director wishing to serve, and three past or current members of the Executive Committee. The Senior District officers shall be non-voting, advisory members.

Procedure I - TI Ballots

On or about April 1st all Toastmaster Club Presidents will receive an email from Toastmasters International with instructions for casting ballots at the International Business Meeting held at the International Convention in August of that year. Included will be the slate of candidates running for International President-Elect, First Vice President, Second Vice President and any issues that have come before the Board of Directors for a vote. The Club President shall present this information to the Club for a vote and discussion. The Club President shall then cast the ballot or delegate the District Director as proxy via the Toastmasters International Website. If that Club President or Club representative does not cast the vote before Club elections in July, then they will relinquish the vote to the next elected Club President or the newly elected Club President's representative. This ballot should be cast or proxy given before the annual International Business Meeting held in August. Should the Club President or a representative of the Club attend the International Convention they may request a ballot from the District Director and vote at the International Business Meeting.

Procedure J District Awards–

All recipients are to be listed in the District Hall of Fame on the District 8 website.

Section 1 Area Director of the Year Award

The Area Director of the Year is awarded a plaque or trophy provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Director and Division Director at or before the first Executive Meeting of the Toastmasters year.

Section 2 Division Director of the Year Award

The Division Director of the Year is awarded a plaque or trophy provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Directors and Division Directors at or before the first Executive Meeting of the Toastmasters.

Section 3 District Toastmaster of the Year Award

The Toastmaster of the Year is awarded a plaque provided by the District. This award is presented annually to a District 8 Toastmaster for outstanding service to District 8 in the current administrative year or for outstanding service to District 8 in past years. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The recipient shall be recognized at the Annual Conference.

Section 4 Retired Toastmaster of the Year Award

The Retired Toastmaster of the Year is awarded at the discretion of the District Director to a Toastmaster who is retired from a job/career but still active in District 8.

Procedure K - District Physical Property

District 8 physical property will be the responsibility of the Director, Program Quality Director, and/or Club Growth Director and will be used exclusively for Division and District 8 functions.

Procedure L – Social Media and Internet Committee

The District 8 Director shall appoint members to serve on the Social Media and Internet Committee. It is recommended the committee include a Webmaster, a Social Media Master, a Photographer and a Videographer. It is also recommended that additional members be added to support other media outlets. The Chair of the Social Media Committee will be appointed by the District Director in consultation with the Public Relations Manager. The purpose of this committee is to make recommendations and administer social media outlets effectively, to enhance the digital footprint of District 8. These outlets include, but are not limited to, the Internet (District 8 website), email accounts, Facebook, LinkedIn, blogs, Twitter and videos.

Special note on videos – District will establish and maintain an account and channel on YouTube for the purpose of posting videos of district speech contests and other activities at the Annual Conference, Toastmaster Leadership Institutes and other promotional videos. The Videographer will give contestants two weeks notice before the videos are made public. The Videographer will post the videos within 30 days of the event and create a DVD copy of each contest. This DVD will be delivered to the District Director for use as training materials.

Procedure M - District Record Keeping

All requests for District records should be submitted to the District Director. The Immediate Past District Director is responsible for collecting records from his or her administration as outlined below. The records should be submitted to the District Historian by 12/31 of the following fiscal year. In addition to these records, District Directors are encouraged to submit other information covering their years in office to the District Historian for possible inclusion in the District Archives.

Records to be kept:	Source
Informative correspondence with TI concerning District operations	District Director
Informative correspondence between Director and staff (not sensitive)	District Director
District Contest Winners	Program Quality Director
Procedures Manual	Procedures Chair
Minutes of Council, Executive, Staff & Standing Committee Meetings	Administration Manager
Finance Manager's Report	Finance Manager
District Audit Report	District Audit Chair
Copies of Communic-8s published	Communic-8 Editor
Conference Flyers/Registration Forms/Programs/Staff Rosters	Conference Chairs

District 8 Hall of Fame

The Hall of Fame will be maintained on the District 8 website, and will include the following:

Yearly Awards

Toastmaster of the Year
 Division Director of the Year
 Area Director of the Year
 Retired Toastmaster of the Year

Contest Awards

International Speech
 Humorous Speech
 Table Topic
 Evaluation

Past District 8 Directors

Change Record

Changes recorded prior to 2007:

Nov 1984, May 1986, May 1987, Sep 1987, May 1988, June 1989, May 1990, Oct 1990, May 1991, Nov 1991, July 1992, May 1993, Sep 1993, May 1994, Nov 1995, May 1996, May 1997, May 2000, May 2001, May 2002, May 2003, June 2004, June 2006

Revision Date	Written/Revised by	Description of Change
05/2007	Dan Darnall, Ron Norgard and approved by the District Council 05/12/2007	
10/2007	Dan Darnall	Updated Hall of Fame and ID contact information
4/2008	Dan Darnall	Updated Hall of Fame and corrected typos throughout the document. Typo changes were approved by the DEC.
5/14/2008	Dan Darnall	Updated Policy M – Removed the sentence requiring the District to maintain a list of trained Judges. Also added speech winner from Eval and International contests.
8/31/2009	David Mallory	Updated Hall of Fame, ID contact information, and 2008/2009 District Contest winners
5/8/10	Mary Kerwin	All references to Regional Conference and the words “Policy” have been changed to the word standard or standards per Toastmasters International. Page 6 has been changed to explicitly cite that Area and Division Governor training shall be reimbursed. Page 8 Section 5 The Omer Roberts Inmate Scholarship Fund has been added. Section 6 wording has been changed to explain time frames for reimbursement; clarification of signature card authorization; and audit time frame. Page 8 Information about the Missouri State Tax Exempt Letter has been added. Page 9 Nomination of District Officers has been changed to agree with TI’s bylaws. Page 10 the date has been changed for ballot retention from District Election at the annual meeting in May. Page 13 District reimbursement for Area Contest trophies has been added. Contest scheduling has been clarified. Page 14 ...of the year awards will no longer be provided by TI and will be recognized by the District only. All changes have been made by the District Procedures Committee and approved by the District Council as of May 2010.
4/30/11	Debra Morrissey	All references to the words Standard(s) and Resource(s) have been changed to Procedure(s) and Directory. Pages 3 & 4, District 8 Information Line removed. Page 6, Section 2, Changes referring to LGET, Club Extension Chair and Site Chair were added. Page 8, Section 5, District Leader Training Expenses, has been added. Omer Roberts Inmate & Scholarship Fund and Expense Reimbursement Procedure have been moved to Sections 6 and 7. Updated Region and District Contacts. All changes have been made by the District Procedures Committee and approved by the District Council as of April 2011.

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5/2012	Debra Morrissey	Email has been added to all references of mail. Updated Region and District Contacts. Page 8, Section 2 added reimbursement for Treasurer training. Page 13, Section 5 changed Area Governor trophy reimbursement to \$10. All changes have been made by the District Procedures Committee and approved by the District Council as of May 2012.
4/2013	Carole Breckner	Added TI branding to title page. Updated District 8 map. Updated District mission and added District purpose. Updated Organizational Service Chart. Updated Procedure A: Sec 2.a - Removed 30 mile restriction for LGM & Club Extension Chair travel reimbursement for new clubs, and Sec 3.f - Clarified reimbursement for speech contestants. Updated Procedure B: Added Sec 2 - Qualification reference for District officers, and updated Sec 3 - Clarified deadline for submission of District officer nominees. Updated Procedure C: Sec 1.c – Removed restriction from holding 2 offices concurrently, Sec 1.d – Removed reference to Area Council recommendation of Area Governor candidates, and added Sec 6 & 7 – District and Club disciplinary procedures. Updated Procedure G: Sec 4 & 5 – Removed references to councils. Updated Procedure H: Clarified publishing and distribution of District directory. Updated Procedures L – O: Added website publishing of District Hall of Fame Award records. Updated Procedure Q: Added listing of District Hall of Fame awards to be maintained on District website. Removed District Hall of Fame listing from Procedure manual. Made minor changes to grammar and formatting
4/2014	Carole Breckner	Updated District 8 map. Updated contact information for District Governor, Region V International Director, and Region Advisor Marketing. Updated Procedure A: Sec 3.h – Reduced the number of authorized signatures for conference checking account to only District Governor and District Treasurer. Sec 4.b – Increased travel expense allowance to \$600. Added Sec 4.c – Increased travel expense allowance for International Conventions outside of North America to \$900. Sec 5.b – District leader training: Removed reference to District Treasurer. Added allowance of up to \$600 for International conventions outside of North America. Sec 5.c – Modified reimbursements to include meals up to \$30 per day plus travel days. Sec 6 – Added Dori Drummond's name to inmate scholarship fund. Updated Procedure C: Sec 1.c – Clarified offices appointed by District Governor. Sec 5.c – Changed conference dates from Mid-November and Mid-May to November and May. Specified St. Louis metro area as Spring conference location. Procedure G: Sec 2.a – Changed contest eligibility to contestant and judges eligibility. Procedure K – Removed reference to International President. Procedure O – Clarified eligibility for the Retired Toastmaster of the Year award. Made minor changes to grammar and formatting.
5/2015	Frank Yates	Updated District Leadership titles throughout document; changed fonts to Toastmasters International branding throughout document; updated District map (moved from page 2 to cover); added District Service Area description (page 4); removed reference to Conference Treasurer having signatory privileges to Conference account (page 7–Sec 3h); added limit of \$120 per trip for meals on top 3 training and immunizations and travel insurance to list of eligible reimbursements for top three international travel (page 8–Sec 5c); deleted reference to space for election statement in District Bulletin, clarified that the Immediate Past District Director is the Credentials Chairman, unless unavailable (page 9–Sec 4); when candidates are unopposed, the Administrative Manager will cast rather than place one vote for the candidate (page 10, pgh 5); deleted list of months recommended for scheduling of DEC meetings (page 10–Sec 3b); changed responsibility for district bulk mailings from Lt. Governor Marketing to Public Relations Manager (page 14–Procedure Eb); allows \$15 per day reimbursement for contests and requires approval of Program Quality Director for scheduling of area contests after September and March (page 15–Sec 4) and for scheduling of division contests after October and April (page 15–Sec 5); added section on Social Media and Internet Committee (page 17–Procedure Q); removed Summary of Judges Trained from list of records to be kept (page 18–Procedure R).

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5/2016	Frank Yates	<p>Replaced “Chairman” with “Chair” throughout document. Replaced “policy” with “governing documents” (pg. 3); updated contact information for District Director, Region V International Director, and Region Advisor Marketing (pg. 3); updated Map of Service to Members (pg. 5); clarified rules for signatures on checks drawn from District 8 bank accounts (pg. 8); updated Pre-Election Activities to conform with governing documents (pg. 8–9); revised Procedure E – District Directory Mailing/Email Procedures to eliminate provision to email District Directory email link, rename to District Bulk Mailing Procedures (pg. 14); revised Procedure F – Director’s Membership Ribbons to District Incentive Ribbons, changed membership retention to recognize the annual incentive awards (pg. 14); revised Procedure R – District Record Keeping to delete District Performance Records Submitted to TI, changed responsibility for Procedures Manual from Club Growth Director to Procedures Chair (pg. 18).</p>
5/19/2018	Lora Mather	<p>At the May 2017 Annual Council Meeting, there was no committee report or any suggested amendments. The District Director decided to postpone this committee work until after the August TI Convention.</p> <p>At the August 2017 TI Board Meeting, the Board Directors discussed and approved major modifications that affected District activities, such as Council Meetings, Annual Conference, Virtual Meetings and Election Processes.</p> <p>In addition, during the 2017-2018 year, District 8 converted to the on-line Pathways Educational Program. Thus, the need for providing paper materials to the Prison Club members was paramount. In addition, TI provided instructions on the process for the Prison Club membership dues and payments for Pathways paper materials.</p> <p>See the page 19 for the complete list of changes.</p>

Detailed Description of Changes Proposed for May 19, 2018 District Council Meeting

With reformatting and renaming, these changes reduced the Procedure Lettering from A- Q to A- L and the pages from 23 to 18.

District Directory deleted. Reference to TI Governing Documents updated and included hyperlink.

Procedure A- Financial (*Protocol 8.4 District Fiscal Management*)

Section 1 – Changed 20% to 25% to match TI District Protocol 8.3 District Reserve Funds

Section 3- District Events (*Protocol 7.1 District Events*)

- b) Budget, compensation to individuals or groups, complimentary meals and exceptions to fees approved by District Senior Officers instead of DEC (33 members v. 4 members)

Section 4- International Convention Expenses

- a) Identifies who – District Senior Officers
- b) Instead of a dollar limit states that expenses not covered by TI may be reimbursed by District
- c) Only actual expenses and is subject to budgetary availability

Section 4 District Leader Training

- a) Identifies who – DD, PQD and CGD
- b) States that expenses not covered by TI may be reimbursed by District
- c) Only actual expenses and is subject to budgetary availability

Section 6 District 8 Trust Fund (TI name added)

- a) Renames section to match TI
- b) Identifies purpose of fund and adds printed materials
- c) Lists the steps for the process of transferring these funds to TI for D8 prison clubs
- d) States that the balance disclosure is to be shared only with District Senior Officers per TI

Section 7- Expense Reimbursement

- a) States preferred method as electronic through Concur or other application as approved by TI
- b) Provides alternate paper method
- d) States the Mo Tax Exempt is available on D8 Website
- g) States that the Prior year ending June 30 should be published between August 31 and September 30

Procedure B- District 8 Officer Elections

Section 1 – District Leadership Committee (*District Administrative Bylaws Article XI.*)

- a) Changes named to District Leadership Committee (DLC) per TI
- b) Restates that members serve one year with a one year absence before reappointment

Section 5 –Nomination and Election Procedures

Adds that the motion to cast one vote in uncontested races after the call for nomination must be a counted and recorded vote.

Procedure C- District Officers

Section 1 – District Executive Committee

- b) Restates that Logistics Manager is a non-voting member of the DEC

Section 4 – District Executive Committee Responsibilities (

- Throughout removes references to Fall and Spring replaces with Annual
- b) Restates TI protocol 7.1 and references Protocol 7.1 E on Virtual Meetings

Section 4 – District Council Meeting

- a) Identifies the District Council members
- b) States the number of meeting each year and replaces Fall and Spring with Annual
- c) Describes the Annual Meeting, time and summarizes proxy votes
- d) Describes the Virtual Meeting, time, process and no proxy votes
- e) Describes special meetings and references District Bylaws
- f) States that each vote must be counted and recorded. Voice vote decision by Chair are not permitted.

Section 5 – District Annual Conference (Renamed Section)

c) Identifies the event per TI and recommends that District will hold two contests one International as required and the other on a rotate Eval, Hum and TT

Procedure F – Contests

Section 1 - Responsibility

- a) Removes Fall and Spring and replaces with District sponsored Contests

Section 4 Contest Scheduling

Condenses the language to keep the requirement for the Area and Division to announce contest to the Clubs at least one month prior to the respective contests

Procedure J – District Awards

Reformatted Procedures to Sections under one title District Awards

Note Removed Procedure on District Ribbon Incentives

Procedure L – Social Media and Internet Committee

Removes reference to Fall and Spring replaces with Annual