



## Toastmasters International – District 8

# PROCEDURES MANUAL

Revised May 2019



District 8

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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 procedure's 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](http://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 this 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

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).

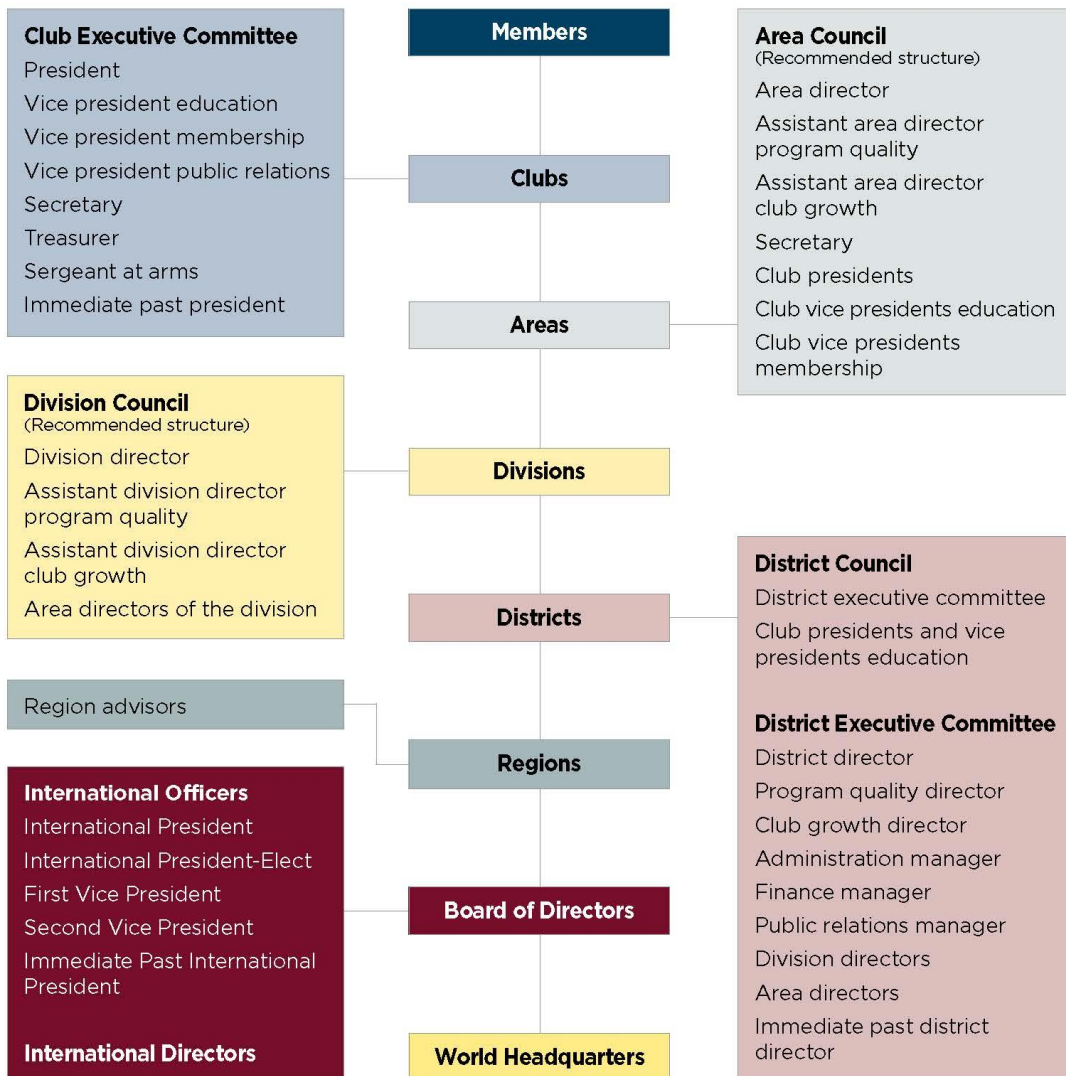
**Toastmasters International Organizational Service Chart**

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

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.

All district leaders who function with an official budget category shall receive reimbursement for expenses incurred. Budgets are to be submitted to the finance manager and the district director no later than 21 days of the beginning of the Toastmasters year. 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. All reimbursements are dependent on available budgetary funds.

### Section 2 - Travel Expenses

- a) The District 8 Executive Committee members shall be reimbursed for mileage at the approved Toastmasters International rate. The district director, in conjunction with the district finance manager, will review and change the rate only if necessary.
- b) Mileage will be reimbursed for all district leaders and area and division assistants
  1. for semiannual area director club visits
  2. staff meetings
  3. Area and division director training
  4. Executive committee meetings
  5. District council meetings
  6. Area and division contests for the respective area or division director and the senior district officers
  7. 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
- c) The conference site chair shall receive a mileage reimbursement for a maximum of two trips for each on-site visit.

### Section 3 - Administrative Expenses

- a) Postage and telephone, when properly submitted with receipts or evidence of the incurred district expense.
- b) The district executive committee (DEC) 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.
- c) 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.
- 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 shall purchase club banners for newly chartered clubs and present them, if possible, at the club's charter meeting.
- f) The expense of a storage locker will be maintained by the district to house District 8's historical documents.
- g) The expense of a district website will be maintained by the district to communicate news and events to district members.
- h) The expense of an electronic pay system will be maintained by the district to expedite payments for all district transactions.

### Section 4 – Senior Leader Travel Expenses

International Convention

- a) District 8 will reimburse the district trio for lodging, convention registration cost, and food using TI guidelines. Food/drink items purchased in the District 8 geographic area will not be reimbursed.
- b) To merit reimbursement for the district trio, all recipients must attend the international

- business meeting and at least half of the interviews for second vice president and/or international directors.
- c) District 8 will reimburse the immediate past district director for lodging and convention registration cost.
  - d) To merit reimbursement for the immediate past district director, attendance at the international business meeting and at least two of the educational sessions is required.
  - e) This attendance is subject to verification by the district director.

#### Mid-Year Training

- a) District 8 will reimburse the district trio for lodging and food as allowed by TI guidelines. Food/drink items purchased in the District 8 geographic area will not be reimbursed.

### **Section 5 - Expense Reimbursement Procedure**

**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.

**Note:** Reimbursement claims should be submitted per Toastmasters International protocol.

The preferred method of expense reimbursement is through the Concur electronic application as approved and directed by Toastmasters International finance department.

- a) 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. This method will only be used for members requiring reimbursement who are not loaded in the Concur system or have extenuating circumstances.
- b) Expense vouchers are to be submitted to the finance manager. 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.
- c) 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.

### **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 club 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 prison club liaison will email the TI financial caretaker of the trust fund at [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org) with a copy to the

district director. The email subject line: District 8 Trust. 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, the TI financial trust caretaker 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.

### **Procedure B – District Events**

All area, division, and district events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit. Any profit received shall be paid into the district's treasury.

All division and district events involving advance commitments for meals or meeting rooms will require written confirmation of the division director and the district director for division events and the district director for district events.

If complimentary meal tickets are to be furnished at the districts expense, they must be approved by the district director, and confirmed available funding by the finance manager, before issuance. The district director with confirmation by the finance manager of available funds must be approved prior to any compensation to an individual or group for services rendered at those functions.

### **Section 1– Judges Training**

District 8 shall sponsor an annual training program for judges to encourage members to improve and maintain their judging abilities. This can be held at the district's Toastmasters leadership institute or a stand-alone venue.

### **Section 2–Contest Training**

District 8 shall sponsor an annual contest training program for members who are interested in chairing, serving, or competing in a contest. This training is to encourage toastmaster members to volunteer to compete and to improve their abilities in competition.

### **Section 3 - Contest Scheduling**

- a) It is the districts leader's stance that all clubs conduct contests at the club level. Clubs should strive to schedule their contest in the month of January.
- b) The dates for area contests shall be selected by each area director and announced to the clubs by 1<sup>st</sup> of November. Area contests should strive to schedule their contest in month of February.
- c) The dates for division contests shall be selected by each division director and announced to the areas by 1<sup>st</sup> of December. Division contests should strive to schedule their contest in month of March.
- d) The district should strive to schedule the spring conference in April. The spring conference geographical location will be selected on a rotation basis for all divisions. It shall be the responsibility of the district director to publish the conference location information in an appropriate format to the District.
- e) Conference dates should be scheduled well in advance, several years if feasible.
- f) The district provides online access to 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 on the district website.

### **Section 4 - District Annual Conference**

**District 8 will hold two contests at the annual district conference. The required International Speech Contest and the following elective contests: Evaluation, Humorous and Table Topics. The elective contests will be held in alphabetical order.**

- a) Fees received at the 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 director, subject to available funds by the finance manager.
- b) District 8 shall reimburse the meal expense for each contestant and one guest at the district sponsored contest they are competing in. Payment for the meal is required to be paid prior to the event to ensure meals are secured with the hotel. In order to receive reimbursement,

the contestant is required to compete first then submit an expense form to the finance manager within 30 days of the contest. A copy of their registration form will be submitted with the expense form as a receipt. Once confirmed, reimbursement will be made in the form of payment submitted by the contestant whenever possible. This information will be provided to contestants during the contestant briefing.

- c) Sale of any item(s) at any district event shall be prohibited unless expressly authorized by the district director. Prior to the granting of any such authorization the district director should explore the possibility of the seller paying the district a percentage of all sales.

#### District Annual Business Meeting

- a) Prior to the annual business meeting, the district will host a candidate showcase following the guidelines established by TI in the governing documents.
- b) Calling for nominations from the floor: the district director will call three times for nominations from the floor. Motions to close nominations shall be out-of-order before the third call or 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) Voting: District 8 will use a visual method to ensure all individual votes are counted.

### **Section 5– Toastmasters Leadership Institute (TLI) Training**

The program quality director will be responsible for providing a train-the-trainer session for club officers who will train club leaders at the TLI. This training will be conducted twice per year well in advance of the TLI to allow trainers time to prepare their lessons.

The district encourages all club officers to attend the TLI that is offered twice per year. Makeup training will be offered by divisions and areas for club officers who were not able to attend the district sponsored training.

### **Procedure C – District Newsletter and Website**

#### **Section 1 – Newsletter and Website**

- a) The District 8 newsletter will be called Communic~8.
- b) 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, and elections.
- c) Additional notices via email may need to be sent to district officers, club presidents and vice president's education concerning special meetings, and candidates.

#### **Section 2 – Printed newsletter**

It is the responsibility of the public relations manager to edit and proof the newsletter that will be mailed to all members in District 8. Instructions for the mailing can be found in the district leaders' section under the tab resources on the district website. The club growth director or other trio member will be backup in the event the public relations manager is unavailable.

### **Procedure D - District Bulk Mailing Procedures**

The newsletter editor shall be responsible for all mailings made under the district non-profit bulk mail permit. The newsletter editor will work directly with the district finance manager to ensure funds are available to deposit into the Post Office account. The newsletter editor will also ensure the correct district leader's name and address is shown in the Post Offices records.

### **Procedure E – Past District Director Advisory Committee**

The past district directors advisory committee shall meet and work in conjunction with the district trio in creating the district success plan and the district budget. The committee will provide experience, direction, hard data, and/or support to the trio to position the district for success early in the Toastmaster's year. The committee will only provide counsel. The district trio will be responsible for the final product. Serving on this committee each year is voluntary and not a



requirement of past district directors. The incoming district director will contact each PDD on or before May 31<sup>st</sup> of each year to ask if they are willing to serve. The committee timeline will be from June 1 – August 31 of each year. The immediate past district director will be offered to serve as the Chair as first choice.

Each Toastmaster's year, the district director may request a past district director to serve as a mentor to current district leaders. If accepted, the PDD shall work under the direction of the district director.

The PDD may:

- a) Provide advice and counsel to the current district officers
- b) Review and offer recommendations in all district procedure matters
- c) Serve on the review committee for any division realignment
- d) Serve on the review committee for the district's procedures manual
- e) Assist in the documenting of credentials at the district's annual council meeting
- f) Undertake any such studies or activities as may be requested by the district director

## **Procedure F - 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 G - District Physical Property**

District 8 physical property will be the responsibility of the district director, program quality director, and/or club growth director and will be used exclusively for division and district functions.

## **Procedure H – Social Media Committee**

The district director shall appoint members to serve on the social media committee. It is recommended the committee include a webmaster, a social media chair, and a photographer. It is also recommended that additional members be added to support other media outlets. The purpose of this committee is to make recommendations and administer social media outlets effectively, to enhance the digital footprint of the district. These outlets include, but are not limited to, the District 8 website, email accounts, Facebook, LinkedIn, Twitter, and You Tube.

**Procedure I - 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.

<b>Records to be kept:</b>	<b>Source</b>
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**

**Historical Record of Changes**

The historical record of changes to this procedure's manual will be maintained on the District 8 website.