



## Procedures Manual Changes Archive

All changes to the procedure's manual will be recorded in this document for historical reference.

### **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.
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).

5/2016	Frank Yates	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).
5/19/2018	Lora Mather	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. 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. 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. See the page 19 for the complete list of changes.

### 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

## **Detailed Description of Changes Proposed for May 4, 2019 District Council Meeting**

Per Toastmasters International, all information found in the Toastmasters Governing Documents cannot also be written into the district's procedures manual. As a result, removed the following:

International Convention

Toastmasters International reimburses travel expenses of the district senior officers at rates defined in Toastmasters International policies.

District 8 officer election procedures

District leadership committee information

Qualifications for district offices

Selection of nominees

Pre-election activities

Speeches and speaking guidelines

Hospitality suite for candidates

Advertising and balloting

Nomination and election procedures

District executive committee and district 8 staff

District 8 executive committee responsibilities

District council meetings

District procedure to discipline a member

Club procedure to discipline a member

Removed or changed the following:

Procedure A:

Section 1: budgets changed from 45 days to 21 days submitted for district leaders

Section 2: separated travel and administrative expenses into two. Administrative is now section 3.

Section 2: Added storage locker, district website, and electronic pay system

Section 4: Added Senior Leader Travel Expenses

Section 4: for Trio – at International Convention, changed from requirement to attend two educational sessions to at least half of the international director and/or second vice president interviews for reimbursement qualification. Immediate Past District Director remains with the two educational sessions

Section 4: removed limit of \$300 for reimbursement to the district will reimburse. Added food/drink items purchased in District 8 geographic area will not be reimbursed

Section 6: District Trust Fund: removed international finance staff Alyssa Pan's name and contact information and added a generic email address and financial caretaker

Procedure B: District Events (new name): approvals for complimentary tickets was change from the senior leadership to the district director, with confirmation by the finance manager of available funds

Section 1: changed judges training from semi-annually to annually  
 Section 2: added contest training (new)  
 Section 3: Contest Scheduling: added district leaders encourage clubs to conduct club level contests instead of just appointing members for area contest level.  
 Added area directors should have contest scheduled and posted by November 1<sup>st</sup> and conduct contest in the month of February  
 Added division directors should have contest scheduled and posted by December 1<sup>st</sup> and conduct contest in the month of March  
 Added district conference will be held in the month of April. This was changed to avoid graduations, weddings, Mother’s Day, and vacations. The goal is to increase attendance to conferences. Removed district conference is required to be in the St Louis geographic location for spring conferences. Added district will rotate through all divisions.  
 Section 4: added additional detail on how contestants are to be reimbursed and the procedure they must follow  
 District Annual Business Meeting: added candidates showcase and how it is to be done in district. Added district will call for nominations from the floor three times. This is not required by Roberts Rules of Order or TI; however, it is recommended to ensure sufficient time is given for floor candidates to declare intent. Added district will use a visual method for council meetings when not required to use written method for voting  
 Section 5: added Toastmasters Leadership Institute. This was not a change in the district, just documenting of the district’s practice. Added section on Train the Trainer  
 Procedure C:  
 Section 1: Newsletter and Website: added the name of district newsletter is titled Communic~8. Just informational addition  
 Section 2: Printed newsletter: added it is the responsibility of the Public Relations Manager to edit and proof printed newsletter.  
 Procedure D: Bulk Mailing: changed the responsibility from Public Relations Manager to newsletter editor  
 Procedure E: Removed Past District Director Committee and Long Range Committed. Changed to Past District Director Advisory Committee. Changed entire process  
 Procedure H: updated social media outlets  
 Procedure I: removed historical changes section and created separate tracking page. This will be located on the district website under resources

Revision Date	Written/Revised by	Description of Change
4/10/21	Dan Darnall, DTM, PDG (Procedure Chair)	<p><b>3rd Paragraph</b> – Made to include “change control” as part of the document instead of a separate document.</p> <p><b>Procedure A -Sec 3, item b</b>–Changed amount to \$10.00.</p> <p><b>Procedure A – Sec 3, item f</b>-Added assets and gave responsibility for keys and codes to the DD and custodian.</p> <p><b>Procedure A – District 8 Trust Fund, item d</b>- Added Prison Club Liaisons.</p> <p><b>Procedure A – District 8 Trust Fund, item e</b> – NEW</p> <p><b>Procedure B – District Events</b> – Added the need for a discussion if an event should be virtual well in advance and the need to include a “Force Majeure” clause in District Contracts.</p> <p><b>Procedure B – District Events – item e</b> – Changed “two years” to “far enough in advance to secure location.”</p> <p><b>Procedure B –Sec 4, District Annual Conference, item c</b>-Added that the sale of items should be outside of conference/meeting room.</p> <p><b>Procedure B –Sec 4, District Annual Conference/Business Meeting, item a</b>-Added that the DD will decide if the showcase will be virtually “Live” or recorded interviews.</p> <p><b>Procedure B –Sec 4, District Annual Conference/Business Meeting, item b</b>-Changed procedure in accordance too TI policy of floor candidates to announce 7 days before election.</p> <p><b>Procedure B –Sec 4, District Annual Conference/Business Meeting, item c</b>- Added virtual to the voting methods.</p>

		<p><b>Procedure B –Sec 5, Toastmasters Leadership Institute (TLI) Training, 1<sup>st</sup> paragraph-</b> Changed Club Officers to trainers.</p> <p><b>Procedure C – District Newsletter and Website, Sec 2, Printed Newsletter –</b> Made change to transition to a full digital format for the newsletter with that ability to do “one offs” to print the 3<sup>rd</sup> quarter newsletter.</p> <p><b>Procedure E – Past District Director Advisory Committee –</b> Changed wording to position committee to be advisors/consultants to be used as needed as opposed to having required duties.</p>
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Revision Date	Written/Revised by	Description of Change
9/23/2024	RJ Stratton, DTM, PDD	<p><b>Procedure A – Financial -Sec 2, item b7 – <u>Added the words:</u></b> or their designee</p> <p><b>Procedure A – Financial – Sec 3, item e – <u>Added the words:</u></b> and provide a cake.</p> <p><b>Procedure F – District Awards – Sec 3, Toastmaster of the Year Award – <u>Added the words:</u></b> or at the Hall of Fame Event. The name of the recipient will be added to the District 8 Toastmaster of the Year Wallboard and shall be displayed at all district events.</p>