

DISTRICT 66 PROCEDURES

Revised 5/23/2009

District 66 Procedures

District 66 is guided and directed by Toastmasters International Bylaws and Policies. These Procedures provide additional direction in the operations and traditions of District 66.

Notes on District Procedures:

Per the TI District Leadership Handbook, District Procedures may be established and changed by either the District Executive Committee or the District Council.

District's Procedures cannot duplicate or contradict Toastmasters International governing documents and policies, nor can they be more restrictive than Toastmasters International governing documents and Policies

District must provide a copy of its procedures manual to World Headquarters for review and consult World Headquarters before adopting new District Procedures or before making any significant changes to existing procedures.

Each year, the District should make copies of district procedures available to District Executive Committee members and place a current copy of District Procedures on the District Website

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Procedure Bulletin No. 1 Reimbursement Of Travel Expenses

I-Transportation

A. Within the District

Transportation expenses for mileage incurred only by members of the District Executive Committee, District Committee Chairs, Club coaches and mentors, DT editor, webmaster **and** contestants who participate in district level contests shall be reimbursed from available district funds at the rate of twenty-four cents per mile for travel by private vehicle only. Reimbursement occurs if the round trip distance traveled is greater than 20 miles. There is no reimbursement for a person who rides with someone else.

B. Outside the District

The district shall pay the lowest cost fare available, when purchased a minimum of 21 days in advance, to Mid year training for the DG, LGET and LGM less any TI travel reimbursements. The district shall pay the lowest cost fare available, purchased a minimum of 21 days in advance, for the DG, DG elect, LGET, LGET elect, LGM and LGM elect to the Regional Conference less any TI travel reimbursements. The district shall pay the lowest cost fare available, purchased a minimum of 21 days in advance to the International Convention less and TI travel Reimbursements for the DG, LGET, LGM. If the IPDG produced a distinguished or better district the prior TM year the district will pay the lowest cost fare available, purchased a minimum of 21 days in advance, less any TI travel reimbursements to the International Convention.

The District Treasurer and PRO's travel will be reimbursed for attendance at Regional training. All travel is subject to the same conditions of other officers, lowest fare purchased a minimum of 21 days in advance. The district treasurer and PRO will receive a per diem of \$100 for one day's attendance at training at Regional.

The district trio will receive a per diem of \$100/ day up to 2 days for Mid year, and up to 3 days for Regional attendance. The IPDG will receive a per diem of \$100/ day for up to 3 days for attendance at the Regional Conference.

The district will pay the mid year and regional conference registration fees only (no meal fees) for the DG, LGET, LGM attending mid year training. The district will pay registration fees only (no meal fees) for the DG, DG Elect, LGET elect, & LGM elect to attend Regional. The DG, LGET, LGM and the IPDG (if distinguished the prior TM year) will receive a per diem of \$125/ day up to 4 days for attendance at the International Convention.

All per diems are paid only for the days in attendance at each event. If travel is via vehicle and several district officers ride together travel reimbursement is given only to the owner of the vehicle driven to the event.

Speech contestants will be reimbursed for travel to the Regional Conference and to the International Convention less any TI reimbursements. Travel must be at the lowest available cost. Travel to International must be purchased a minimum of 21 days prior to the convention. No other reimbursement is available for Speech contestants.

Procedure Bulletin No. 2 Submission of Expenses For Reimbursement

Expenses incurred by members carrying out official activities shall be reimbursed according to the district budget *if* funds are available. Reimbursement should be made within 60 days of receipt of an authorized request. Approval must be given by the District Governor prior to payment. Any expenses not submitted within 30 days after the incurred expense may be honored at the discretion of the DG. All requests for reimbursement must be submitted by June 30th of the district year.

Bulletin No. 3 Guidelines For Presentation Of District 66 Annual Awards

All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered which jeopardize Toastmasters International's educational, not-for-profit organization status. The value of an award should not exceed **\$60.00** for individuals and \$100.00 for clubs. Where applicable, like for club and membership extension awards, the award should be cost neutral (i.e. the financial benefit derived for the District matches the value of the award). An Awards Committee Chair shall be appointed by the District Governor. Award nominations will be presented to the DEC for selection of the C&L award winners a minimum of 30 days before the conference. The C&L Award is given to a non Toastmaster who exhibits the qualities of effective communication and excellent leadership. Nominations may come from any member in good standing of a club in good standing. Typically the award is presented to a person in the area of the conference.

Outstanding AG, Division and TM of the Year Award

Recipients will be nominated by the awards committee for selection by current year's District Governor, LGET & LGM. The criteria as established by Toastmasters International will be used to select the award winner. The TM of the year must be nominated by a club of which they are a member in good standing to be considered.

Other District Awards

Other special awards may be presented at the District level. These awards shall be budgeted.

Procedure Bulletin No. 4 Designation of Divisions And Areas

The District Governor shall appoint a Realignment Chair to report to the District Executive Committee and the District Council on the reassignment of Clubs to Areas and Areas to Divisions. The Realignment Chair shall form a committee of equal representation from each division to review reassignment.

Procedure Bulletin No. 5 Guidelines for District Audit Committee

Audit committee is to refer to TI policy for direction.

Procedure Bulletin No. 6 District Operations and Document Distribution

I. District Operations

A. Elected District Office Positions

In addition to the Top Three District offices (DG, LGET and LGM), the following District Offices are elected Positions: **District Treasurer and Division Governors.**

B. Appointed District Office Positions

The following District Offices are appointed positions by the District Governor: **District Secretary, District Public Relations Officer and Area Governors.**

Note: Sergeant At Arms (SAA) position, which is not an officially recognized position by TI, is an appointed position by the District Governor.

II. Document Distribution

In order to provide a continuity of effort and communication within District 66 and to provide the governing body of the District with information needed to give the maximum assistance to the Toastmasters in the District, the following documents, and any other documents required to provide knowledge to reach the goals of the District, are to be produced and distributed as approved and directed by the District Governor as soon as practical after July 1 and within the timeframe set by TI.

District Procedure Bulletins
District Calendar
District Budget
District Directory

The District Governor shall assure that all committee and officer reports be submitted to all members of the district Executive Committee at least seven calendar days in advance of any meetings where District Executive Committee members shall be called upon to consider and/or vote on the contents of said reports. The method of distribution shall be at the discretion of the District Governor but assuring effective distribution maximally.

If notice is not given to the District Executive Committee the report may be read into the record but may not be debated nor voted upon until the next appropriate meeting so as to assure proper deliberation of the District Executive Committee and the best possible service.

Procedure Bulletin No. 7 Selection Of Host Divisions For Fall And Spring District Conferences

D66 conferences rotate consecutively from division to division. Currently there are 3 divisions in the rotation. Any new divisions added will be added to the rotation for the following district year.

Procedure Bulletin No. 8 District Conference Expenses

Costs associated with attending a District Conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible.

Conference funds must be maintained by the District Treasurer and accounted for separately as an item in the District Budget. The district conference is a district event.

Typical conference expenses are:

Mailing and printing costs associated with a "stand alone" District Conference publicity flyers, District conference agenda and programs.

- Direct meal expenses.
- Indirect meal expenses like table decorations and printed programs.
Purchased supplies like educational pamphlets, pins, ribbons, registration labels, signs, flip charts etc. which are given and distributed at conferences.
- Printing expenses for handouts.
- Hospitality room expenses (can charge nominal sum for alcoholic beverages).
- Expenses associated with coffee breaks.
- Meeting Room charges.
Audiovisual charges.
Meals and registration expenses for visitors invited by the District including official visits by the International Director.
- Meal and registration expenses for C&L recipient and one guest.

When possible the District Governor shall negotiate for as many complementary rooms as possible as part of the hotel package. Complimentary rooms are to be used for the visiting International Director, Guest speakers and/or Hospitality Suite. Other monetary benefits from free rooms should be returned to the district through compensation from hotel to the district.

Registration costs are to be kept to a minimum. Attendees shall contribute to the conference's financial obligations through registration fees, meal overrides, and event fees. An "all events" registration fee, which excludes meal charges, shall be charged to all Toastmaster attendees. The fee shall cover the use of the hospitality room, coffee breaks, educational session and meeting room charges. For non-Toastmaster guest, the registration fee, which covers all events as well, shall be 50% of the Toastmaster's fee.

Meal charges including taxes and gratuities shall be charged at cost to all attendees if provided.

Procedure Bulletin No. 9 Supplemental Speech Contest Rules

Each year Toastmasters International publishes a Speech Contest Manual that is the foundation for conducting all speech contests. Additionally, contest rules can be found on Toastmasters International web site.

Procedure Bulletin No. 10 Guidelines for the District Nominating Committee

According to TI guidelines, the District Governor is to appoint a Nomination Committee at least six weeks prior to the District's annual business meeting

If possible, the chairman should be a past district governor. Members of the Nominating Committee should be active members representing each Division in the District equally.