

# *Founder's District*

## *Administrative Policies & Procedures*

**Approved at the Spring Conference 2008**

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**Revision History**

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04/28/2007	1.0	Multiple changes	L. Kelly
04/26/2008	1.1	Numerous grammatical/ typographical/ formatting changes; updated history; reinstated district communication chart 3.1; revised paragraph 4.8.2; clarified paragraph 5.6.2.b; clarified paragraph 7.1.5	N. Cook

## **SECTION I - DESCRIPTION OF MANUAL**

### **1.1 PURPOSE**

This Manual is intended as a reference source on the Administrative Policies and Procedures of Founder's District.

### **1.2 AUTHORIZATION**

The procedures outlined herein are based on the authorizations and requirements of the District Administrative Bylaws. They incorporate the administrative practices that have evolved into recognized standard procedures.

### **1.3 REVISIONS**

The District Administrative Policies & Procedures Committee is charged with the responsibility to review this manual periodically and make recommendations for updating it. Portions may be rewritten by the Committee as mandated by the District Governor, the District Executive Committee, or the District Council.

### **1.4 REFERENCES**

This Manual was updated using the following sources:

- “Articles of Incorporation and Bylaws of Toastmasters International” as Amended August 22, 1997, Catalog No. 210
- “District Administrative Bylaws” as Amended February 13, 1998, Catalog No. 210-D
- Policies of Toastmasters International presented to District Governors, Lt. Governors Education and Training, Lt. Governors Marketing, dated 2001
  - ◆ “Campaigns for District Office and the Elections of District Officers” Policy I14 dated 2001
  - ◆ “Nominating Committee [District], Procedural Rules” Policy I13 dated 2001
  - ◆ “Expense Payments Available for District Officers and Speech Contestants” Policy G12 dated 2001
  - ◆ “Fiscal Management, District” Policy G17 dated 2001

## **SECTION II - HISTORY OF FOUNDER'S DISTRICT**

### **2.1 DISTRICT HISTORY**

#### ***Founding***

Founder's District began operations on July 1, 1944. Prior to that, it was the Eastern Division of District 1. At an Eastern Division Council meeting, February 18, 1944, Graham J. Albright, then Governor of the Eastern Division, appointed a committee to study the advisability of dividing District 1.

At a Toastmasters International Board of Directors meeting on July 28, 1944, James Barnet, Governor of District 1, moved the approval of a request for final division; the motion carried. Governor Barnet then presented Graham J. Albright as the first Governor of Founder's District.

Governor Albright is credited with suggesting the name "Founder's" for the new district. The title is said to have come to him in a dream. The name was submitted to the Eastern Division Council which received it enthusiastically. It was approved later by Toastmasters International Board of Directors as the official name for the newly formed district.

Founder's District began operations with three areas, simply "1", "2" and "3". There were 18 clubs in the district, six in each area. Six new clubs were chartered and area "4" was formed during the first year, 1944-1945.

#### ***1947-1960: Organization***

The office of "Lieutenant Governor for Districts" was officially approved by Toastmasters International Board of Directors at its 1947 convention. During the remainder of 1947-1948, the District could fill the office by appointment; thereafter it was to become an elective office of the District. Governor R. E. Lee Aldrich did not make an appointment during his term. At the Spring Conference in 1948, L. A. White was elected as the first Lieutenant Governor of Founder's District for the year 1948-1949.

All District Governors have been elected at annual Spring Council meetings except Harvey L. McPherson. He was elected at the Fall Council meeting in 1952 to fill the vacancy when Wayland A. Dunham resigned to become Associate Educational Director of Toastmasters International.

At the same Fall Council meeting in 1952, the Council passed a resolution asking all clubs of the District to contribute 50 cents per member for allocation to travel expenses of district officers. This practice continued until 1963 when the Board of Directors of Toastmasters International provided

additional funds for district operations. The 1952 Fall Council also voted to separate the District into an Eastern and Western Divisions for the purpose of selecting district speech contest participants.

The first District Humorous Speech Contest was held during the year 1954-1955. The District winner was determined immediately after the noon luncheon at the Spring Conference. In 1954, the first District Bulletin, called the *All Points Bulletin* began publication. The editor was Richard Michter. That bulletin was discontinued after several years.

At the Spring Conference in 1956, the Club Extension Committee recommended that Founder's District be divided into three Divisions, which was approved by the District Council. The office of "Lieutenant Governor for the District" was changed to "Lieutenant Governor Marketing" at the same conference.

The officers elected to fill the newly established offices were: Paris S. Jackson, Administrative Lt. Governor; John Zimmerman, Lieutenant Governor for Division A; Maurice A. Shebaum, Lieutenant Governor for Division B; and Horton Swicher, Lieutenant Governor for Division C.

### ***1961-1971: Development***

The District Council voted to add Division D to the District at its 1963 Spring Conference. William W. Irwin was elected as the first Lieutenant Governor for Division D, serving during the term 1963-1964. This same year, under District Governor Donald D. Foss, DTM; the District Bulletin was named *The Founder*.

The District reached a total of 117 clubs in 1965, under Governor H. Al Richardson. That was the largest number of clubs attained during the District's first 35 years of operation, 1944-1979.

During this period, three past Governors of Founder's District were elected Directors of Toastmasters International; Glen E. Welch in 1953, Paris S. Jackson in 1960 and Amos W. Randall in 1964. Two of these men were also elected to senior offices in Toastmasters International during that period; Paris S. Jackson was elected Vice President for Education in 1962, Senior Vice President in 1963 and President of Toastmasters International in 1964. Amos W. Randall was elected Third Vice President in 1968.

The title "Administrative Lt. Governor" was changed to "Senior Lieutenant" at the 1968 Spring Council meeting. Vance J. Mingus was elected at the same conference as the first Senior Lieutenant Governor. Toastmasters International later requested that all districts use the same title for the top three district officers. The titles uniformly adopted were: District Governor, Lieutenant Governor Administration and Lieutenant Governor Education. These changes were approved by the District Council at the Spring Conference on May 15, 1971 and became effective July 1, 1971.

The Silver Anniversary of Founder's District was celebrated March 22, 1969 with a dinner-dance at the Grand Hotel in Anaheim. Past Governors Paris S. Jackson and Maurice A. Shenbaum were co-

chairs, and Governor C. A. (Bud) Welch, ATM presided. During the program, the new District insignia, designed by Max R. McVay, PDG, DTM was displayed for the first time.

### ***1972-1979: Growth and Recognition***

The Constitution and Bylaws of Toastmasters International were amended at the International Convention in 1972 to permit the induction of women members, a change which had profound and beneficial effects on the membership growth and officer makeup of Founder's District in subsequent years.

The 1974 Toastmasters International Convention was hosted by Founder's District, under District Governor A. W. (Art) Hofner, from August 13 through 17 at the Disneyland Hotel in Anaheim. Past District Governor C. A. (Bud) Welch, ATM and Vance Mingus, DTM, served as Chair and Co-Chair, respectively, for the event. More than 200 Toastmasters from Founder's District volunteered their services for the five-day event.

Under the leadership of Governor John S. Latin, DTM, Founder's District received recognition as a Distinguished District in 1975-1976. Past District Governor Latin was elected International Director in 1977 and served with distinction for his two-year term.

Founder's District reached the top in 1976-1977 as President's Distinguished District under District Governor Walt Hamilton, DTM.

Recognition as a Distinguished District came again in 1977-1978 under Governor Howard Clark, DTM. During the same year, *The Founder* was awarded the distinction of Top Ten District Bulletin, under the editorship of Mary Lee, CTM. Only one year after chartering, the Rockwell Bicentennial Club #3798 became the first club in Founder's District to be designated as one of the Top Ten Clubs in Toastmasters International.

The Western boundaries of the District were changed and a fifth division was created at the Spring Conference in 1978, under District Governor Howard Clark, DTM. Rich Weis, DTM was the first Division Governor for Division E. The first Administrative Committee was proposed and formed that year by Christos Gratsinopoulos, DTM, Administrative Lt. Governor. The Committee was approved and formed at the August 1978 District Executive Committee meeting.

In 1978-1979, under Governor Don Robinson, DTM, Founder's District was again recognized as a President's Distinguished District. *The Founder*, under the editorship of Diane Gratsinopoulos, became a Top Ten District Bulletin. Club bulletins published by Smedley Chapter #1 and by Westwinds Club #2436 were among the Top Ten Club Bulletins in Toastmasters International. Blue Flame Club #2717 was designated as one of the Top Ten Clubs in Toastmasters International. A new record for the entire international organization was set when 21 new clubs were chartered in Founder's District with Vance J. Mingus, DTM, PDG as Club Extension Chair.

Its own record for new clubs formed in one year was broken by Founder's District in 1979-1980 with Chris Gratsinopoulos, DTM as District Governor and John S. Latin, DTM, PDG as Club Extension

Chair. Twenty-nine clubs were chartered and active clubs at year-end totaled 164. Rockwell-Anaheim Bicentennial Club #3798's bulletin, *Rab's Rappings*, was listed among the Top Ten Club Bulletins. Founder's District again received recognition in 1979 when Past District Governor, H. Al Richardson, DTM became the fifth person from Founder's District to be elected International Director.

During the same year, Division C was realigned with the resulting new division being called Division F. This action was taken at the Spring Conference of 1980. Jerry Weitzman, ATM was elected first Lieutenant Governor for Division F.

### ***1980-1989: The Tradition Continues***

Kermit Ekegren, DTM was Founder's District Governor for 1980-1981, and Founder's was once again recognized as a Distinguished District. An outstanding achievement of the year 1980-1981 was the registration of 74 Speechcraft programs by Founder's District. This was a new record for Toastmasters International. Major credit for this achievement was given to Roy D. Graham, DTM, PID, District Speechcraft Chair.

That year again, *The Founder* received the recognition of a Top Ten District Bulletin with Alice Hollman, DTM as Editor. Three club bulletins were listed among the Top Ten Club Bulletins of Toastmasters International. They were *Westwinds Report*, Club #2436, *Speaking Easy*, Club #2495 and *Rab's Rappings*, Club #3798. Blue Flame Club #2717 was recognized as a Top Ten Club by Toastmaster International.

The first woman to be elected District Governor for Founder's District was D. Adele Stagner, DTM who received this honor at the 1981 Spring Conference. At this same conference, Division A was realigned and a new Division was formed for the Southern part of Orange County with John Hall elected as the first Lieutenant Governor for Division G. For her expert leadership that year, Adele Stagner, DTM received the honor of Distinguished District, and Editor, Frank Ortega, DTM published *The Founder*, a Top Ten District Bulletin.

At the 1981 International Convention in Phoenix, John S. Latin, DTM, PID was elected Third Vice President of Toastmasters International.

At the Fall 1981 Conference, the Gene Beckwith Memorial Trophy, through the generosity of Dr. Tom Kuramata and the members of Westwinds Club #2436, was established. It is for the District Governor selection of the Toastmaster in Founder's District who best exemplifies the humor, wisdom and leadership qualities of Gene Beckwith, DTM, PDG. The first recipient of this award was Roy D. Graham, DTM, PID.

At the 1982 International Convention in Philadelphia, John S. Latin was elected Second Vice President; then in 1983 in San Diego, he became Senior Vice President. The winner of the 1983 International Speech Contest in San Diego was Founder's own Roy Fenstermaker, DTM. Willard E. Tolles received a Presidential Citation at the International Convention in August 1983.

The 42<sup>nd</sup> District Governor, Myra L.Obert, DTM led the District to Distinguished status for 1983-1984, and Brenda Keeling, DTM, Editor for *The Founder*, was honored with a Top Ten District Bulletin.

At the 1984 International Convention in Orlando, Founder's District proudly witnessed John S. Latin elected as International President.

Founder's was once again a Distinguished District for the year 1984-1985 under District Governor Herbert J. Stockinger, DTM. In addition, Club #841 published *Passwords*, a Top Ten Club Bulletin.

The District had two publications recognized in 1985-1986; *The Founder* with Rita Chastain as Editor produced a Top Ten District Bulletin and Smedley Club #1 produced *Tattles*, a Top Ten Club Bulletin.

The next three years found the District recognized as Distinguished under 1986-1987 Governor John A. Garcia, DTM, 1987-1988 Governor Colette Gardner, DTM and 1988-1989 Governor Brenda L. Keeling, DTM. Preparation for the new District 12 began during the 1988-1989 year with Co-Lieutenant Governors serving. July 1, 1989, District 12 was formed out of Founder's Divisions C and F. August 1989, Governors Marian Bell (District-12) and William Doane (Founder's) jointly hosted the International Convention in Palm Desert. Toastmasters from both Districts worked together serving nearly 2000 guests from around the world. In 1987-1988 *The Founder* was a Top Ten District Bulletin thanks to Editor, Charlotte Simmons, ATM. *The\_Founder's* 1989-1990 Editor, Steve Woods, changed the format of the bulletin and its quality was again recognized as a Top Ten District Bulletin.

### ***1990-1999: Preparing for the New Millennium***

The 1991-1992 term introduced new titles for the top officers. The Educational Lieutenant Governor became the Lt. Governor Education and Training. The tasks of the Lt. Governor Administration were divided between two newly titled officers, the Lieutenant Governor Marketing and the Public Relations Officer. At the same time the Division Lieutenant Governors became Division Governors. The 50<sup>th</sup> District Governor, Betty Colston, DTM, achieved Distinguished District for the year 1991-1992.

Four members of Founder's were honored with a Presidential Citation at the International Conventions: Juanita Skillman, DTM in 1991 in Dallas; John S. Latin, DTM, PIP in 1994 in Louisville; Gladys Flint, DTM, PDG in 1997 in New Orleans; and Joan Laing, DTM, PDG of District 1 in 1999 in Chicago.

In 1994-1995, *The Founder* was a Top Ten District Bulletin thanks to Editor Michelle Wedemeyer. Club bulletin, *Kaiser Permanente TOASTMASTERS*, was one of the Top Ten Club Bulletins with Keri Tahara as Editor. Hank Kunkel, DTM, Lieutenant Governor Education and Training was recognized for Excellence In Education and Training.

In 1995-1996 Jeffrey L. Chess, DTM, Lieutenant Governor Education and Training was recognized for Excellence in Education and Training.

In 1996-1997 Ron Maroko, DTM, Lieutenant Governor Education and Training was recognized for Excellence in Education and Training.

In July 1997, Toastmasters International changed the educational system originally implemented in 1984. It established a clearly defined communication track and a clearly defined leadership track that are not mutually exclusive. CTM remains the first award members may achieve. DTM remains the highest award, although its requirements changed. The new program adds the awards of CL and AL while changing the Able recognition awards to Advanced. TI ran both the old and new programs until July 1999, at which time the old program was suspended.

In 1997-1998 Founder’s District achieved Distinguished status under District Governor Ron Maroko, DTM. Club 5174, Wolden Multimedia Presenters earned President’s Top Five Distinguished Club and was ranked number one in the world for Clubs with fewer than 20 members. Club 615, Zingers, received recognition in the Top 10 Newsletter contest for its club bulletin *The Serrated Edge* published by Regina Roland. The District launched its presence in cyberspace by establishing its own web site.

At the 1998 International Convention in Palm Desert, Alfred Herzing, DTM, PID was elected Third Vice President of Toastmasters International.

Founder’s hosted International President Terry Daily, DTM, at its Fall Conference in November 1998. President Daily visited many potential club locations while in Founder’s and at the mid-year Board meeting, recounted how hard Founder’s had worked him. Founder’s Mike Lattimore won the Region II International Speech Contest, earning the honor of competing at the International Convention in August 1999 in Chicago. For the District’s educational successes in 1998-1999 John Angiolillo, DTM, Lieutenant Governor Education and Training was recognized for Excellence in Education and Training.

The last Toastmaster year of the century ends with Founder’s having seven Divisions and 36 Areas serving 179 Clubs.

During the 2000 International Convention in Miami Beach, Florida two Founder’s Leaders received recognition: Linda Northrop, DTM for Excellence in Education and Training; and Ron Maroko, DTM, PDG as Editor of *The Founder* as a Top 10 District Newsletter.

### *The New Millennium*

During the term 2000-01, District Governor Linda Northrop, DTM, led Founder’s District to Distinguished status. For outstanding leadership performance during this term, Toastmasters International recognized Wilma Springer, DTM, Lieutenant Governor of Education and Training for Excellence in Education and Training; and Lauren Kelly, DTM, Lieutenant Governor of Marketing for Excellence in Marketing.

Founder’s District served as Host District for the Toastmasters International 70th Annual Convention held in the Hilton-Anaheim Hotel August 22-25, 2001. During the Hall of Fame awards ceremonies, *The Founder*, edited by Kelly Teenor, DTM, PDG, was named a Top Ten District Bulletin. Also, Alfred Herzing, DTM, Toastmasters International First Vice President was elected International President for the term 2001-02

In 2001-02 District Governor Wilma Springer, DTM led Founder’s District to Distinguished status. During the 71st International Convention in San Antonio, Texas Lt. Governor R. Kent Jones, DTM and Lt. Governor Lauren Kelly, DTM were recognized respectively for Excellence in Marketing and for Excellence in Education and Training. *The Founder*, edited by Lyle Wiedeman, ATM-G was named a Top 10 District Newsletter again. Also, Past District Governor John Angiolillo, DTM was presented with a Presidential Citation for his contributions and dedicated service in Founder’s District.

During the 72nd Annual Convention in Atlanta, Georgia, Hall of Fame awards ceremony, August 22nd, 2003. Lt. Governor, R. Kent Jones, DTM was recognized for Excellence in Education and Training.

During the Hall of Fame Awards ceremony at the 73rd Annual Convention in Reno, Nevada, August 20, 2004, Norman L. Cook, DTM, Lieutenant Governor Education and Training was recognized for Excellence in Education and Training. In addition, Past International President Alfred R. Herzing, DTM received a Presidential Citation for his dedication to the success of Toastmasters International and Dan Rex, ATM-B received a Presidential Citation for his tireless efforts implementing a modern information system at Toastmasters International Headquarters.

District Governor Norm Cook’s theme for 2004-2005 was Succeed with a B.A.N.G., which is an acronym for Basic manuals, Advanced manuals, New Clubs, and Growth in membership. Founder’s hosted International President Jon Greiner, DTM, at its Fall Conference in November 2004, celebrating the 80<sup>th</sup> anniversary of Toastmasters International at the Santa Ana Performing Arts Center, just a few blocks from the original Santa Ana YMCA meeting location used by Dr. Ralph C. Smedley. At the Spring Conference, all of the Divisions were redrawn and an 8<sup>th</sup> Division was formed to prepare for future Area expansion without major realignment. Ed J. Mihalka, DTM, was elected as the first Division Governor for Division H. During the Hall of Fame Awards at the 74th Convention in Toronto, Canada, on August 26, 2005, Ken Sisco, DTM was recognized for Excellence in Education and Training. In addition, Terry McCann, ATM-S, was given a Presidential

Citation for his work in the growth and evolution of the world’s greatest communication and leadership training organization.

In July 2006, Toastmasters International changed the educational system. It strengthened the leadership track by introducing a Competent Leadership manual, and renamed the communications track award designations. CC (Competent Communicator) replaced the CTM designation and AC (Advanced Communicator) replaced the ATM designations; the requirements for the awards did not change. The requirement for CL (Competent Leader) changed to completion of the new CL manual. New AL (Advanced Leader) Bronze and Silver designations were added. The AL-B award replaced the old CL award, while the AL-S award replaced the old AL award. DTM remained the highest award, achieved by completing AC-G and AL-S. Members had the option of using either the old or new programs until June 30, 2008 when the new program went into full effect.

At the 75th Annual Convention in Washington, D.C., August 23 to 26, 2006, Past District Governor Lauren Kelly, DTM, became the sixth person from Founder's District to be elected International Director. In addition, Celly Adamo, DTM, was recognized for Excellence in Education and Training.

In 2006-2007 Founder’s District achieved Distinguished status under District Governor Celly Adamo, DTM. For outstanding leadership performance during this term, at the Hall of Fame Awards ceremony at the 76th Annual Convention in Phoenix, Arizona, August 17, 2007, Toastmasters International recognized Alanda Dyer, DTM, Lieutenant Governor of Education and Training for Excellence in Education and Training; and H. D. Boesch, DTM, Lieutenant Governor of Marketing for Excellence in Marketing.

## **2.2 DISTRICT GOVERNORS AND THEIR TERMS OF OFFICE**

1 <sup>st</sup>	Graham J. Albright	1944-1945 *
2 <sup>nd</sup>	John H. Pratt	1945-1946 *
3 <sup>rd</sup>	Herman R. Stromer	1946-1947 *
4 <sup>th</sup>	R. E. Lee Aldrich	1947-1948 *
5 <sup>th</sup>	Dr. James F. Bean	1948-1949
6 <sup>th</sup>	L. A. White	1949-1950 *
7 <sup>th</sup>	Glen E. Welsh	1950-1951 *
8 <sup>th</sup>	Fred T. Shelton	1951-1952 *
9 <sup>th</sup>	Wayland A. Dunham	1952 * **
10 <sup>th</sup>	Harvey L. McPherson	1952-1953 *
11 <sup>th</sup>	Russell V. Searing	1953-1954 *
12 <sup>th</sup>	Everett T. Wood	1954-1955 *
13 <sup>th</sup>	Lewis B. Sutherland	1955-1956 *
14 <sup>th</sup>	Melvin M. Sikes	1956-1957 *
15 <sup>th</sup>	Paris S. Jackson	1957-1958 *
16 <sup>th</sup>	John B. Zimmerman	1958-1959 *
17 <sup>th</sup>	Maurice A. Shenbaum	1959-1960 *
18 <sup>th</sup>	Amos W. Randall, ATM	1960-1961
19 <sup>th</sup>	Richard S. Titera, ATM	1961-1962
20 <sup>th</sup>	John Leo Martin	1962-1963 *
21 <sup>st</sup>	Donald F. Foss, DTM	1963-1964
22 <sup>nd</sup>	H. Al. Richardson, DTM	1964-1965
23 <sup>rd</sup>	John J. (Pat)Patterson, ATM	1965-1966 *
24 <sup>th</sup>	William W. Irwin, ATM	1966-1967
25 <sup>th</sup>	George T. Price III	1967-1968
26 <sup>th</sup>	C. A. (Bud) Welch, ATM	1968-1969
27 <sup>th</sup>	Vance J. Mingus, DTM	1969-1970
28 <sup>th</sup>	Max R. McVay, ATM	1970-1971 *
29 <sup>th</sup>	Eugene R. Beckwith, DTM	1971-1972 *
30 <sup>th</sup>	Stephen A. Douglas, DTM	1972-1973 *
31 <sup>st</sup>	John B. Whittle, DTM	1973-1974 *
32 <sup>nd</sup>	A. W. (Art) Hofner, DTM	1974-1975 *
33 <sup>rd</sup>	Ronald S. H. Toms	1975 ***
34 <sup>th</sup>	John S. Latin, DTM	1975-1976
35 <sup>th</sup>	Walt C. Hamilton, DTM	1976-1977
36 <sup>th</sup>	Howard R. Clark, DTM	1977-1978

37 <sup>th</sup>	Don E. Robinson, DTM	1978-1979	“Founder’s - First and Forward”
38 <sup>th</sup>	Christos L.T.Gratsinopoulos, DTM	1979-1980	“Enthusiasm - Let it Shine”
39 <sup>th</sup>	Kermit R. Ekegren, DTM	1980-1981*	“Spirit of the 80’s”
40 <sup>th</sup>	D. Adele Stagner, DTM	1981-1982	“Together We Make It Happen”
41 <sup>st</sup>	Edward C. Cargile, DTM	1982-1983	“Toastmasters-Learning & Growing through Participation”
42 <sup>nd</sup>	Myra L. Obert, DTM	1983-1984	“Exploring New Horizons”
43 <sup>rd</sup>	Herbert J. Stockinger, DTM	1984-1985	“Toastmasters Building Bridges for Communication”
44 <sup>th</sup>	Donald E. Goddard Jr., DTM	1985-1986	“Toastmasters Creating Excellence”
45 <sup>th</sup>	John A. Garcia, DTM	1986-1987	“Meeting the Challenge”
46 <sup>th</sup>	Colette E. Gardner, DTM	1987-1988	“Rising Above Our Best”
47 <sup>th</sup>	Brenda L. Keeling, DTM	1988-1989	“Success Through Participation”
48 <sup>th</sup>	William J. Doane, DTM	1989-1990	“Friends Helping Friends to Succeed”
49 <sup>th</sup>	Tom H. McKerlie, DTM	1990-1991	“Successful Communication Opportunities thru Toastmasters”
50 <sup>th</sup>	Betty A. Colston, DTM	1991-1992	“Communications is the Key”
51 <sup>st</sup>	David J. Gardner, DTM	1992-1993	“Reaching Out to Learn and Achieve”
52 <sup>nd</sup>	Gladys M. Flint, DTM	1993-1994 *	“Founder’s Pride and Forward Vision”
53 <sup>rd</sup>	Lou Ann Frederick, DTM	1994-1995	“50 Years of Speaking Out”
54 <sup>th</sup>	Henry (Hank) Kunkel, DTM	1995-1996 *	“Aim Higher”
55 <sup>th</sup>	Jeffrey L. Chess, DTM	1996-1997	“Caring, by Sharing Encouragement”
56 <sup>th</sup>	Ron Maroko, DTM	1997-1998	“Discover the Benefits of Toastmasters”
57 <sup>th</sup>	Kelly L. Teenor, DTM	1998-1999	“Toastmasters Lead the Way”
58 <sup>th</sup>	John C. Angiolillo, DTM	1999-2000	“Experience the Journey”
59 <sup>th</sup>	Linda Northrop, DTM	2000-2001	“Toastmasters Creating Success Together”
60 <sup>th</sup>	Wilma M. Springer, DTM	2001-2002	“Committed to Excellence”
61 <sup>st</sup>	Lauren L. Kelly, DTM	2002-2003	“Courage To Succeed”
62 <sup>nd</sup>	R. Kent Jones, DTM	2003-2004	“Possibilities Unlimited”
63 <sup>rd</sup>	Norman L. Cook, DTM	2004-2005	“Succeed With a BANG”
64 <sup>th</sup>	Kenneth Sisco, DTM	2005-2006	“Focused Enthusiasm”
65 <sup>th</sup>	Celly Adamo, DTM	2006-2007	“Reaching Your Potential, Lighting Your World”
66 <sup>th</sup>	Alanda K. Dyer, DTM	2007-2008	“Speak, Lead, Achieve!”

\* Deceased

\*\* Incomplete Term

\*\*\* Elected, did not serve due to work transfer

### 2.3 PRESIDENTIAL CITATION RECIPIENTS

<u>Date</u>	<u>Recipient</u>	<u>International President Presenting</u>
8 / 1977	H. Al Richardson, DTM, PID	Robert W. Blakeley, DTM, IP
8 / 1977	Roy D. Graham, DTM, PID	
8 / 1978	Vance J. Mindus, DTM, PDG	Durwood E. English, DTM, IP
8 / 1979	E. Jac Susa, ATM	Hubert E. Dobson, DTM, IP
8 / 1979	J. Gustiv White	
8 / 1981	William A. Dunlap, PIP	Partick A. Panfile, DTM, IP
	Willis Scott, ATM	
8 / 1982	Hoyt R. Curtis	William D. Hamilton, DTM, IP
8 / 1982	Leroy F. Fenstermaker, DTM	
8 / 1983	Willard E. Tolles, DTM	William O. Miller, DTM, IP
8 / 1985	Kermit R. Ekegren, DTM, PDG	John S. Latin, DTM, IP
8 / 1989	Raymond E. Brooks, DTM, PID	Tommy B. Richardson, DTM, IP
8 / 1990	Juanita M. Skillman, DTM	John F. Noonan, DTM, IP
8 / 1993	D. Adele Stagner, DTM, PID	Bennie E. Bough, DTM, IP
8 / 1994	John S. Latin, DTM, PIP	Neil R. Wilkinson, DTM, IP
8 / 1997	Gladys M Flint, DTM, PDG	Robert E. Barnhill, DTM, IP
8 / 1999	Joan P. Laing, DTM, PDG-1 *	Terry R. Daily, DTM, IP
8 / 2002	John C. Angiolillo, DTM, PDG	Alfred R. Herzing, DTM, IP
8 / 2004	Alfred R. Herzing, DTM, PIP	Ted Corcoran, DTM, IP
8 / 2004	Daniel Rex, ATMB	
8 / 2005	Terry McCann, ATMS	Jon Greiner, DTM, IP

\* Past District Governor District 1

## **2.4 "GENE" BECKWITH MEMORIAL AWARDS**

At the Founder's Fall 1981 Conference, the Gene Beckwith Memorial Trophy, through the generosity of Dr. Tom Kuramata and the members of Westwinds Club #2436, was established. It was also established at that time that annually or semi-annually the current District Governor is to select the Toastmaster in Founder's District who best exemplifies the humor, wisdom and leadership qualities of Gene Beckwith, DTM, PDG. The first recipient of this award was Roy D. Graham, DTM, PID.

<b>TERM</b>	<b>FALL AWARD</b>	<b>SPRING AWARD</b>
1981-82	Roy D. Graham, DTM, PID *	Leroy F. Fenstermaker, DTM
1982-83	Kermit R. Ekegren, DTM, PDG *	Peggy H. McMahon, DTM *
1983-84	Vance J. Mingus, DTM, PDG	Jacqueline deRiver-Daniel, DTM
1984-85	Colette E. Gardner, DTM	Samuel N. Donaldson, DTM
1985-86	Willard E. Tolles, DTM	H. Al Richardson, DTM, PID
1986-87	John S. Latin, DTM, PIP	Juanita M. Skillman, DTM
1987-88	David J. Gardner, DTM	Kenneth H. Kirk, ATM
1988-89	D. Adele Stagner, DTM, PDG	Edward J. Mihalka, DTM
1989-90	Gladys M. Flint, DTM *	B. Stephen Woods, DTM
1990-91	Samuel E. Eiferman, DTM	James W. Ritter, DTM *
1991-92	Marion E. Hundley, DTM	Herbert J. Stockinger, DTM, PDG
1992-93	James E. Dinsmore, DTM	Edna M. Lumley, DTM
1993-94	Betty A. Colston, DTM, PDG	Mildred "Millie" C. Stockinger, CTM
1994-95	Not Awarded	Benedicto T. "Ben" Bilog, ATM
1995-96	Not Awarded	Leon A. Navarro, DTM *
1996-97	Not Awarded	John S. Latin, DTM, PIP
1997-98	Lou Ann Frederick, DTM, PDG	Lynne E. Velling, ATMS
1998-99	Not Awarded	Jeffrey L. Chess, DTM, PDG
1999-2000	Not Awarded	Kelly L. Teenor, DTM, PDG
2000-01	Not Awarded	John C. Angiolillo, DTM, PDG
2001-02	Not Awarded	Henry L. "Hank" Kunkel, DTM, PDG *
2002-03	Not Awarded	Mary E. Berg, DTM
2003-04	Not Awarded	Linda Northrop, DTM, PDG
2004-05	Not Awarded	Will Tolles, DTM
2005-06	Not Awarded	Betty Colston, DTM, PDG
2006-07	Edward J. Mihalka, DTM	Fred Springer, DTM & Wilma Springer, DTM, PDG

\* = Deceased

**2.5 COMMUNICATION & LEADERSHIP AWARDS**

The Founder's District **Communication and Leadership Award** began in 1973. It is given to people within the community who have distinguished themselves as communicators or leaders.

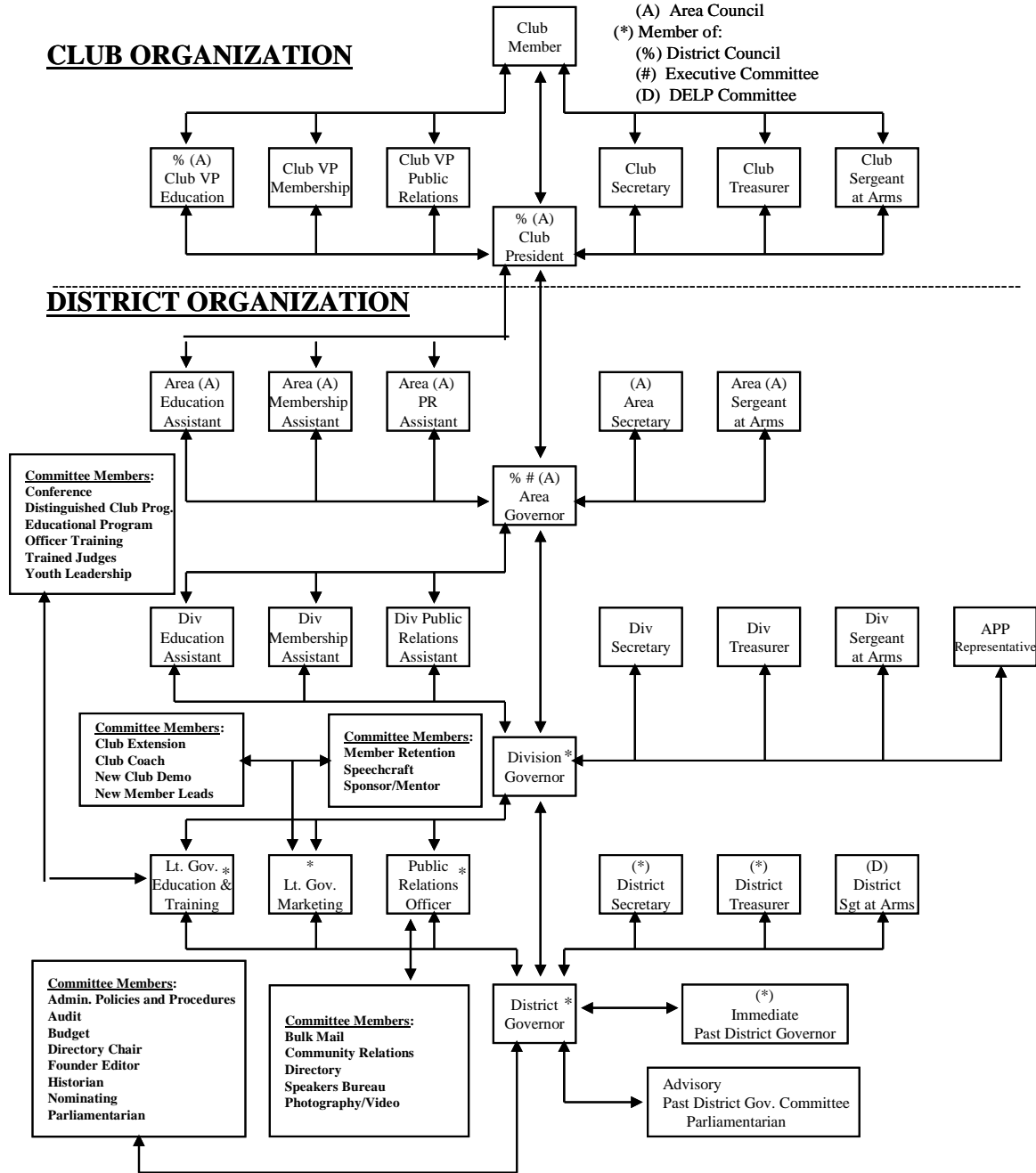
TERM	FALL AWARD	SPRING AWARD
1973-74		
1974-75	Robert T. (Buck) Engle, Executive Director – Toastmasters International	• • • None Presented • • •
1975-76	• • • None Presented • • •	• • • None Presented • • •
1976-77	Dr. William H. Pickering, Director Jet Propulsion Laboratory (Retired)	• • • None Presented • • •
1977-78	Marion Knott, Knott’s Berry Farm Management	• • • None Presented • • •
1978-79	Dorothy M. (Dotty) Walters, Businesswoman, Publisher, and Speaker	• • • None Presented • • •
1979-80	Dr. Jim F. Tunney, Educator, NFL Referee, and Speaker	• • • None Presented • • •
1980-81	Carl N. Karcher, Founder and CEO Carl’s Jr. Restaurants	• • • None Presented • • •
1981-82	Dr. Eden Ryl, Educator, Writer	• • • None Presented • • •
1982-83	Dr. Mark Victor Hanson, Motivational Speaker	• • • None Presented • • •
1983-84	Dr. Leo F. Buscaglia, Author, Lecturer	• • • None Presented • • •
1984-85	Gene Perret, Comedy Writer, Humorist	• • • None Presented • • •
1985-86	Ed Arnold, KABC Television News and Sports Reporter, Channel 2	• • • None Presented • • •
1986-87	Dr. Robert Lorber, Author and Performance Management Expert	• • • None Presented • • •
1987-88	Dick Hilleary, Singer, Humorist, and Lecturer	• • • None Presented • • •
1988-89	Thurl Ravenscroft, Entertainer, Singer, and Narrator	• • • None Presented • • •
1989-90	Tim Baley, Communication thru Arts (Music and Painting)	Dave Lopez, KCBS Television News and Features Reporter, Channel 2
1990-91	Bill Arnopp, Director of COPES (Child or Parental Emergency Services)	Rich Buhler, Radio Talk Host and Author

Section II– History of Founder’s District

1991-92	Gaddi H. Vasquez, Supervisor-3rd District	• • • None Presented • • •
1992-93	Sir Eldon Griffiths, Editor, Broadcaster, Lecturer, and Business Consultant	Les G. McGraw, Chairman and CEO - Fluor Corporation
1993-94	Dr. J. J. Turner, Minister, Teacher, Author, Editor, Lyricist	Helen M. Young, Ph.D. Author, Editor, Lecturer, Teacher
1994-95	• • • None Presented • • •	Tommy Lasorda, Manager Los Angeles Dodgers Baseball Team
1995-96	• • • None Presented • • •	Johnny Mountain KABC-TV "Eyewitness News" Channel 7
1996-97	Kathy L. Buckley, Hearing- impaired Comedienne and Actress	Colleen Williams, Co-Anchor KNBC-TV Channel 4 News
1997-98	Richard Reisman, Publisher & CEO Orange County Business Journal	• • • None Presented • • •
1998-99	• • • None Presented • • •	Judy Rossener Ph.D., Business Economics, Author, KCET Commentator
1999-2000	• • • None Presented • • •	Roger Dawson, Author / Speaker Owner - Power Negotiating Institute
2000-01	• • • None Presented • • •	Dr. Rev. Roberta Hestenes, International Minister-at-Large, World Vision
2001-02	• • • None Presented • • •	Dr. Robert A. Schuller, Crystal Cathedral
2002-03	Peter Vidmar, Olympic Gold Medalist 1984	Gaddi H. Vasquez, Director - United States Peace Corps
2003-04	Curt Visca, Children’s TV Personality	Rabbi Lawrence J. Goldmark, Temple Beth Ohr – La Mirada
2004-05	• • • None Presented • • •	Craig Shoemaker, Founder of LaughterHeals.org
2005-2006	Justice Eileen Moore, Associate Justice Appellate Court of California	• • • None Presented • • •
2006-2007	Rick Reiff, Pulitzer Prize-winning journalist, Orange County Business Journal	Erin Runnion, Founding Director of the Joyful Child Foundation

# SECTION III - DISTRICT ORGANIZATION

## 3.1 District Communication Chart



Updated by the APP Committee 3/11/2001

## **3.2 DISTRICT OFFICERS**

### **3.2.1 District Governor, Lieutenant Governor Education And Training, Lieutenant Governor Marketing, Public Relations Officer, Division Governors, District Secretary, District Treasurer**

- a. Authority through District Administrative Bylaws, Article VIII.
- b. Reference Guide Toastmasters International, District Leadership Handbook, Catalog No. 222, current year.

### **3.2.2 Area Governors**

- a. Authority through District Administrative Bylaws Article VIII.
- b. Toastmasters International Reference Guides:
  1. District Leadership Handbook, Catalog No. 222, current year.
  2. Area Leadership Handbook, Catalog No. 221, current year.
- c. Responsible to District Governor.

### **3.2.3 District Sergeant-At-Arms**

- a. Responsible to the District Governor and assists the Lieutenant Governors.
- b. Member of the DELP Committee.
- c. Assist with all District Meetings and Conference arrangements.
- d. Responsible for all District property.
- e. Performs duties prescribed by the District Governor or District Council.

### **3.2.4 District Historian**

- a. Responsible to District Governor for collecting, compiling and maintaining historical records.
- b. Provide the annual Historical entry for the "Administrative Policies and Procedures Manual".
- c. Perform duties prescribed by the District Governor or District Council.

## SECTION IV - COMMITTEES

### **4.1 DISTRICT EXECUTIVE COMMITTEE (DEC)**

- 4.1.1 Authorization** - District Administrative Bylaws, Article XI, (a).  
District Leadership Handbook, Catalog No. 222.
- 4.1.2 Purpose** - Implement District Administrative Bylaws.
- 4.1.3 Membership** - All Elected District Officers (District Governor, Lt. Governor of Education and Training, Lt. Governor of Marketing and Division Governors), Immediate Past District Governor, District Secretary, District Treasurer, Public Relations Officer, and Area Governors.
- 4.1.4 Responsibility** - Perform administrative functions for the District Council and recommend actions required for District administration to the District Council for their consideration and disposition.
- 4.1.5 Attendance** - Guests may attend the meetings by approval of the committee.
- 4.1.6 Procedure:**
- a. Meets a minimum of 4 times a year; typically, in August, October, January, and April.
  - b. Gives interim approval of appointed officers.
  - c. Receives and evaluates reports submitted by all standing committees.
  - d. Fills any vacancies in any elective office, based upon the recommendation of the District Governor and subject to the approval of the District Council.
- 4.1.7 Quorum** - A majority of the committee constitutes a quorum.

### **4.2 DISTRICT NOMINATING COMMITTEE**

- 4.2.1 Authorization** - District Administrative Bylaws, Article XI (b), District Leadership Handbook, Catalog No. 222, and Toastmasters International Procedural Rules (I-13).
- 4.2.2 Purpose** - To prepare a slate of eligible candidates for elective office to be placed in nomination at the Annual District Council meeting.
- 4.2.3 Procedural Rules:** (Reprinted verbatim from **Toastmasters International Procedural Rules for the District Nominating Committee, Section VI E 8**

**BE IT RESOLVED**, that pursuant to the provisions of Article XI (b) of the District Administrative Bylaws, the Board of Directors adopts the following rules of procedure to be followed by the Nominating Committee until such time as these rules may be changed by further action of the Board:

**Comment [c1]:** This section should be indented to indicate it is quoted material.

1. The District Governor shall appoint the Nominating Committee at least six (6) weeks prior to the District's Annual Business Meeting. The District Governor shall not be a member of the Nominating Committee.
2. The Committee shall consist of no fewer than five (5) members, one of whom shall be appointed Presiding Officer (Chairman). If practicable, the Chairman should be a Past District Governor. No member of this Committee shall be nominated for a District Office at the election at which the Committee's report is presented. Each Committee member must be a member in good standing of a Club in good standing. Insofar as practicable, each Committee member should be selected from different Divisions (or Areas in Districts without Divisions) and, insofar as practicable, each Division (or Area in Districts without Divisions) should be represented on the Committee. A Committee member (s) may participate by telephone conference, E-mail, or other means of communication when distance is an obstacle to participation. No member shall have served on the Nominating Committee the previous year. International Director/Officer Candidates and current members of the Toastmasters International Board of Directors shall not serve on the District Nominating Committee.
3. To avoid the appearance of bias or impropriety, it is recommended that Committee members having a personal or professional relationship with a particular candidate should consider abstaining from the discussion and voting, as a matter of good judgment.
4. Members of the Nominating Committee shall neither participate in any campaign for District Office nor endorse any candidate for District Office.
5. The Nominating Committee may ask candidates to personally meet with the committee. Nominating Committee deliberations, including vote tallies, are confidential and shall not be divulged to anyone except the District Governor, World Headquarters, and the Board of Directors. If the Committee invites candidates for a particular office to appear before the Committee, it shall invite all candidates for that office.
6. No prospective candidate shall be nominated until:
  - (a) His/Her eligibility has been verified:
    - (1) At the time of taking office, the District Governor shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as a Lt. Governor, Division Governor, or a combination thereof:

- (2) At the time of taking office, the Lt. Governors shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as a Lt. Governor, a Division Governor, or an Area Governor or a combination thereof.
  - (3) At the time of taking office, the Division Governors shall have served at least six (6) consecutive months as members of a District Council.
  - (4) Insofar as practicable, the Area Governors shall have served as members of a District Council.
- (b) The Committee has ascertained that the candidate understands the duties and responsibilities of office, is committed to fulfilling those duties and responsibilities, and has the skills and abilities necessary to perform successfully as an officer. It is highly recommended that the Committee follow the guidelines and timelines provided by World Headquarters.
  - (c) The Committee has ascertained that the candidate will accept such nomination, subject to the individual's rights to withdraw his/her name from such nomination at the District's Annual Business Meeting, and to be nominated from the floor as a candidate for any other Office.
  - (d) The Committee has received a copy of the Officer Agreement and Release Statement signed by the candidate. To be nominated or elected, all candidates for District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, and Division Governor must sign the Officer Agreement and Releases Statement published by Toastmasters International. The District should make all reasonable effort to have all other District officers sign the statement. All signed forms shall be sent to World Headquarters and kept as part of the District's permanent records at World Headquarters.
7. All members of the Nominating Committee should have an equal opportunity to express their concerns and opinions in the selection of candidates. The Chairman of the Committee shall cast his/her vote along with the other members of the Committee for each nomination, but shall not attempt, as Chairman, to influence the other members of the Committee.

The Committee members shall exercise their independent judgments with respect to all prospective candidates, having in mind the best interests of Toastmasters International and the District, as well as the experience, abilities, and qualifications of the prospective candidates.

8. The Nominating Committee shall nominate one or two (1 or 2) candidates for each of the Offices of District Governor and Lt. Governor Education and Training. The Nominating Committee shall nominate one or more

candidates for the Office of Lt. Governor of Marketing and all other elective District Offices.

9. Each member of the Nominating Committee shall vote for one or two (1 or 2) candidates each for the Offices of District Governor and Lt. Governor Education and Training, and shall vote for one or more candidates for the Office of Lt. Governor Marketing and all other elective District Offices. All announced candidates for a District Office must be considered by the Nominating committee. To be nominated, a candidate must receive a majority vote of the Nominating Committee. Votes of the Committee members shall be cast in written form.
10. The Chairman of the Nominating Committee shall report the Committee's results in writing to the District Governor, as soon as possible. The District Governor shall submit the report of the Nominating Committee in writing to all members of the District Council as soon as possible and at least two (2) weeks before the Annual Business Meeting. This may be done in the District newsletter or a separate mailing. At the discretion of the District Governor, a statement from each nominee outlining their qualifications and abilities to perform the duties of the office may be included with the report. Only candidates nominated by the Nominating Committee may be included in the report. A District shall not publish the names of floor candidates with the Nominating Committee Report or in any other District publication.
11. The Chairman of the Nominating Committee or the District Governor shall notify candidates nominated for office and reconfirm their willingness to be nominated and their commitment to fulfill the duties of office if elected. The Chairman of the Nominating Committee or District Governor shall also notify any candidates who were not nominated and advise them of their eligibility to seek office as floor candidates.
12. Additional qualified candidates may be nominated from the floor at the District's Annual Business Meeting.

**4.2.4 Quorum** - The quorum for the Committee shall be five (5) members.

**4.2.5 Committee Procedural Rules**

- a. The District Governor shall appoint the District Nominating Committee at least six (6) weeks prior to the District's Annual Meeting. The Nominating Committee shall follow the Procedural Rules established by toastmasters International for the District Nominating Committee.
- b. The Chairman of the Nominating Committee shall report the Committee's results in writing to the District Governor as soon as possible. The District Governor shall submit the report of the Nominating Committee in writing to all members of the District Council as soon as possible and at least two (2) weeks before the Annual Business Meeting. This may be done in the District newsletter or a separate mailing.

At the discretion of the District Governor, a statement from each nominee outlining their qualifications and abilities to perform the duties of the office may be included with the report. Only candidates nominated by the Nominating Committee may be included in the report. A District shall not publish the names of floor candidates with the Nominating Committee Report or in any other District publication.

### **4.3      AUDIT COMMITTEE**

- 4.3.1 Authorization** - District Administrative Bylaws Article XI, (c). District Leadership Handbook, Catalog No. 222.
- 4.3.2 Purpose** - Audit the financial transactions of the District as mandated by Toastmasters International.
- 4.3.3 Membership** - At least three Toastmasters who are not members of the District Executive Council. Chairman as appointed by District Governor.
- 4.3.4 Responsibility** - Prepare two audit reports on the forms and within the time frame required by Toastmasters International. For each Division prepare an annual audit report to the District Executive Committee.
- 4.3.5 Attendance** - Guests may attend meetings by approval of the Committee.
- 4.3.6 Procedure for District Audit:**
  - a. An internal auditing procedure shall be established by the Committee to ensure appropriate accounting practices.
  - b. The Audit Committee shall meet as soon as possible after the District Governor has received the June 30th and December 31st District Reserve Statement from Toastmasters International.
  - c. The Committee will need the following records:
    - 1. District ledgers.
    - 2. District checkbook, deposit slips, canceled checks, and monthly bank statements.
    - 3. Monthly District Reserve Statements from Toastmasters International.
    - 4. Previous Audit Report.
    - 5. Paid Invoices.
    - 6. Toastmasters International Audit Report forms.
    - 7. Documentation for all other expenditures and receipts.
  - d. Summary of Auditing Procedure:

1. Compare opening balances in bank account and reserve statement with closing balance of prior audit.
2. Reconcile final checkbook balance with bank statement.
3. Verify income and categorize per audit forms.
  - (a) Credit from World Headquarters for Club semi-annual payments, new members in existing Clubs and new members in new Clubs.
  - (b) Confirm district conference registrations.
  - (c) Identify any other income sources to ensure customary accounting practices.
4. Verify expenditures by surveying paid invoices and other documentation, canceled checks and District books to confirm recipient and account charged.
5. Total each income and expense account in District books. Enter figures on the audit form and verify balance.
6. Completed audit form shall be signed by the Committee members.
7. Forward completed audit to World Headquarters with copy to District Governor.

#### **4.3.7 Procedure for Division Audit**

- a. An annual internal auditing procedure shall be established by the Committee to ensure appropriate accounting practices.
- b. The Committee will need the following records:
  1. Division checkbook, deposit slips, canceled checks and monthly bank statements.
  2. Documentation for all other expenditures and receipts.

#### **4.4 EDUCATION AND TRAINING COMMITTEE**

- 4.4.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.
- 4.4.2 Purpose** - Implement an Educational Program for the District.
- 4.4.3 Membership** - Lieutenant Governor Education and Training as Chair, and shall include Educational Assistant for each Division and Committee Chairs as appointed by the District Governor at the recommendation of the Lt. Governor of Education and Training.
- 4.4.4 Responsibility** - Promote manual completions in all clubs of Founder's District; assist members in the achievement of Competent Communicator, Advanced Communicator Bronze, Silver, and Gold, Competent Leader, Advanced Leader Bronze and Silver, and Distinguished Toastmaster and other educational achievements; assist Clubs, Areas and Divisions with educational programming and training; prepare educational programs for the District Conference, Division Council and Executive Committee meetings.
- 4.4.5 Attendance** - Guests may attend the meetings by approval of the committee.
- 4.4.6 Procedure** - Hold meetings to accomplish the following:
- a. Promote the Educational goals of the District.
  - b. Plan and implement programs to encourage the accomplishment of CC, ACB, ACS, ACG, CL, ALB, ALS, and DTM recognition.
  - c. Implement training programs to ensure speech contests are conducted according to Toastmasters International contest rules.
  - d. Plan leadership training for Club Officers, Area Governors and Division Governors.
  - e. Provide resources for club educational programs.
- 4.4.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Governor, or the District Council. Such committee chairmen may include L.A.C.E. Training, District Conference, Trained Judges, District Contest, Educational Program, CC/AC/DTM, Goal Book, Distinguished Club Program, and Youth Leadership reporting to this committee.

## **4.5      MARKETING COMMITTEE**

- 4.5.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.
- 4.5.2 Purpose** - Promote membership and new club growth.
- 4.5.3 Membership** - Lieutenant Governor Marketing as Chairman, the Marketing Assistant for each Division. Other Committee Chairmen as appointed by the District Governor.
- 4.5.4 Responsibility** - Assist Clubs, Areas and Divisions in developing new clubs and increasing membership.
- 4.5.5 Attendance** - Guests may attend the meetings by approval of the committee.
- 4.5.6 Procedure** - Hold meetings to accomplish the following:
  - a. Establish membership campaigns to promote growth throughout the District and provide member leads to Clubs.
  - b. Assist Clubs, Areas and Divisions in their effort to strengthen their membership through participation, attendance and retention.
  - c. Implement methods to monitor the accomplishments of the District marketing goals.
  - d. Monitor the timely submittal of semiannual dues.
- 4.5.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Governor, or the District Council. Such committee chairmen may include Club Extension, Demo Meeting, Club Sponsor/Mentor, Club Specialists, Member Leads, Member Retention, Speechcraft, and Special Projects reporting to this committee.

## **4.6 PUBLIC RELATIONS COMMITTEE**

- 4.6.1 Authorization** - District Administrative Bylaws, Article XI, (d).
- 4.6.2 Purpose** - Provide external/internal publicity to enhance the image of Toastmasters International and Founder's District.
- 4.6.3 Membership** - The Public Relations Officer as Chairman and one representative from each Division.
- 4.6.4 Responsibility** - Recommend methods to achieve favorable communications within the community and reports to the District Governor.
- 4.6.5 Attendance** - Guests may attend the meetings by approval of the committee.
- 4.6.6 Procedure** - Hold meetings to accomplish the following:
- a. Recommend a Public Relations program to the DELP Committee.
  - b. Evaluate current projects used by Clubs, Areas, Divisions and the District for achieving favorable public relations.
  - c. Promote the Club "Communication and Leadership Award" program for community and company leaders.
  - d. Promote members' participation through Speakers' Bureau.
  - e. Promote Club newsletter contest participation.
- 4.6.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Governor, or the District Council. Such committee chairmen may include Community Relations, Bulk Mail, Speakers Bureau, Press Release, Tall Tales Showcase, Photographer and /or Video Photographer, and Special Projects reporting to this committee.

## **4.7 ADMINISTRATIVE POLICIES & PROCEDURES COMMITTEE**

- 4.7.1 Authorization** - Founder's District Administrative Bylaws, Article XI (d).
- 4.7.2 Purpose** - Review all Club, Area, Division and District operations and make recommendations for improvements.
- 4.7.3 Membership** - Two Past District Governors, one appointed as Chairman, District Parliamentarian, and two representatives from each Division. The Division Governors may represent the Divisions.
- 4.7.4 Vacancies & Absences** – Division Governors shall notify the District Governor of their appointments by December 31<sup>st</sup>, after which the District Governor shall fill unappointed positions. Division Governors may designate alternates for any Division representative expected to be absent.
- 4.7.5 Responsibility** - Review District Administrative Policies & Procedures Manual and Club, Area, and Division alignment within Founder's District as required or directed by the District Governor. Recommend changes to the District Executive Committee.
- 4.7.6 Attendance** - Guests may attend the meetings by approval of the Committee. Elected District Officers may attend.
- 4.7.7 Procedure**
- a. Perform specific tasks assigned by the District Governor.
  - b. Perform other tasks as required under section 4.7.5.
  - c. Submit a report describing recommended changes to the DELP Committee for review. This report shall include the date on which the recommended changes are to take effect. Approval of DELP Committee is required for submission to the District Executive Committee.
  - d. Submit report, as approved by the DELP Committee, to the District Executive Committee.
  - e. Submit report, as approved by the District Executive Committee, to the District Council.
  - f. At any point in the approval process the recommended changes may be amended.
  - g. Incorporate changes as amended and approved by the District Council into the District Administrative Policies & Procedures Manual.
- 4.7.8 Voting** - Divisions must be equally represented in all voting issues.

**4.7.9 Notice** - Proposed changes approved by the District Executive Committee shall be published by the District Executive Committee at least 21 days prior to the District Council Meeting.

**4.7.10 Proposed Changes** - from non committee members must be submitted to the Chairman of the committee by December 31<sup>st</sup> for consideration in the current Toastmaster Administration July-June year. Changes mandated by Toastmasters International are automatic.

## **4.8 DISTRICT COMMUNICATIONS — NEWSLETTER, E-MAIL AND WEB SERVICES**

### **4.8.1 Newsletter – *The Founder***

**4.8.1.1 Authorization** – Founder's District Administrative Bylaws, Article XI (d). District Leadership Handbook, Catalog No. 222.

**4.8.1.2 Purpose** – Provide communication between the District and the members.

**4.8.1.3 Membership** – The Editor

**4.8.1.4 Responsibility** – Create and cause *The Founder* to be distributed to the members of the District.

### **4.8.1.5 Procedure**

- a. Establish deadlines for receiving articles and news information, and editing copy to accommodate effective layout and content.
- b. Maintain *The Founder* historical file.
- c. Perform duties prescribed by the Public Relations Officer or District Council.
- d. Promote paid advertisement to supplement production costs.

### **4.8.2 Internet Communications Committee**

**4.8.2.1 Authorization** - Founder's District Administrative Bylaws, Article XI (d). District Leadership Handbook, Catalog No. 222.

**4.8.2.2 Purpose** – Provide and enhance Internet-mediated communication among District leaders, the District and Clubs, and the community at large.

**4.8.2.3 Membership** – An assistant as a general advisor who is a Founder’s past District officer (as much as is practical); and other members assigned by the District Governor.

**4.8.2.4 Responsibility** – Manage Internet-mediated District communications.

#### 4.8.2.5 Procedure

- a. Maintain the District's rights to the use of the Internet domain name “**foundersdistrict.org**” and any other domain names or Internet-related subscriptions owned by the District. Monitor this annually, or more frequently as needed.
- b. Maintain the web site <http://www.foundersdistrict.org> under the District Governor with advisement from the DELP committee.
- c. Perform duties as prescribed by the District Council.
- d. Produce an online version of *The Founder* newsletter in cooperation with *The Founder* editor.
- e. Maintain e-mail aliases and mailing lists to promote communications between the District Council and District officers.
- f. Ensure compliance with Toastmasters International policies as well as State and Federal privacy laws.
- g. Conduct an annual review to determine the District's needs in regard to e-mail accounts, lists, and forwarding addresses required. Make a recommendation to the District Governor, Lt. Governor Education & Training, and the Lt. Governor Marketing for approval. Document changes to promote an orderly transition each year.
- h. As the Internet is a rapidly evolving medium of communication, as much as practical, the Internet Communications Committee should make an annual report regarding possible future uses and issues regarding Internet-mediated communications to the District Council.

#### **4.9 PAST DISTRICT GOVERNORS ADVISORY COMMITTEE**

- 4.9.1 Authorization** - District Administrative Bylaws Article XI, (d).
- 4.9.2 Purpose** - Advise and assist the District Governor in District matters.
- 4.9.3 Membership** - All active Past District Governors, one of whom shall be Chairman, the District Governor, Lt. Governor Education and Training and Lt. Governor Marketing.
- 4.9.4 Responsibility** - Be available to the District Leaders for consultation.
- 4.9.5 Attendance** - Guests may attend the meetings by approval of the Committee.
- 4.9.6 Procedure** – Hold meetings when directed by the District Governor.
- 4.9.7 Activities** - Include, but are not limited to:
  - a. Liaison with the International Board of Directors.
  - b. Communication with other Districts.
  - c. Recommendation of candidates for International office.

#### **4.10 OTHER COMMITTEES**

- 4.10.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.
- 4.10.2 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Governor, or the District Council. Such committee chairmen may include Parliamentarian, Historian, Directory, Calendar, Proxy & Officer List, Web Site Coordinator, Data, Protocol, Area & Division Governor Advisor, and Project Manager reporting to the Governor.

**4.11 DISTRICT ELECTED LEADERS + PUBLIC RELATIONS OFFICER (DELP)**

- 4.11.1 Authorization** - District Administrative Bylaws, Article XI, (d).
- 4.11.2 Purpose** - Develop planning necessary for District management and administration.
- 4.11.3 Membership** - Elected District Officers (District Governor, Lt. Governor of Education and Training, Lt. Governor of Marketing, and Division Governors), Immediate Past District Governor, District Secretary, District Treasurer, Sergeant-at-Arms, Parliamentarian, Public Relations Officer, but may include any Toastmaster at the discretion of the District Governor.
- 4.11.4 Responsibility** - Recommend to the District Executive Committee (DEC) ideas, solutions and policies as directed by the District Governor.
- 4.11.5 Attendance** - Guests may attend the meetings by approval of the committee.
- 4.11.6 Procedure** - Provide planning and approval for:
  - a. District Budget.
  - b. Liaison between District, Divisions, Areas and Clubs.
  - c. Assist the District Governor in evaluating the performance of the various committees.
  - d. Realignment, appointed officers, District Administrative Policies and Procedures Manual changes.
- 4.11.7 Quorum** - A majority of the elected District Officers constitutes a quorum, which must include the District Governor or a Lieutenant Governor.

**4.12 CANDIDATE SEARCH COMMITTEE**

- 4.12.1 Authorization** - District Administrative Bylaws Article XI, (d).
- 4.12.2 Purpose** - Search out eligible candidates to fill vacated elective District offices.
- 4.12.3 Membership** -Three members of the DELP plus three past District Governors. The Chairman shall be the most recent available Past District Governor. Members expressing interest in the vacant office may not serve on the committee.
- 4.12.4 Responsibility** – Verify qualifications and recommend to the DELP Committee candidates available to fill any District elective office that becomes vacant for any reason.
- 4.12.5 Attendance** - Guests may attend the meetings by approval of the Committee.
- 4.12.6 Procedure** - The Candidate Search Committee will:
  - a. Collect and record the names of eligible candidates willing to serve in the vacant office.
  - b. Verify the qualifications of eligible candidates.
  - c. Submit the list of eligible candidates to the DELP Committee within one week after the formation of the Search Committee.
  - d. DELP Committee shall select and recommend to the District Executive Committee a single candidate from the list submitted by the Search Committee.
  - e. The District Executive Committee shall then approve or disapprove the appointment of the candidate recommended by the DELP Committee. Disapproval requires the DELP Committee to submit an alternate candidate from the list supplied by the Candidate Search Committee.
  - f. The District Council shall then approve or disapprove the appointment of the candidate submitted by the DELP Committee and approved by the District Executive Committee.

## **SECTION V - DISTRICT FINANCES**

### **5.1 GENERAL**

- 5.1.1 Authorization:** District Administrative Bylaws, Articles IV & XII.
- 5.1.2** All District/Division funds are Toastmasters International funds. Funds are to be used only to carry out the Toastmasters International Mission.
- 5.1.3** All District bank statements, canceled checks, and any other financial records are the District's property.
- 5.1.4** Each District/Division administration shall develop a budget for its year. Expenditures will be maintained within the limits of the adopted budget.
- 5.1.5** Financial records are to be maintained in accordance with generally accepted accounting practices.
- 5.1.6** Any District contract is considered an obligation for future fund dispersal and requires the District Governor's signature. A single expenditure (or contract) in excess of \$500 must be authorized verbally or in writing in advance by the District Governor and at least one Lt. Governor, in consultation with the District Treasurer.

### **5.2 DISTRICT BUDGETS**

- 5.2.1** Each new District administration prepares the District yearly budget using forms supplied by World Headquarters.
- 5.2.2** The proposed budget shall be approved at the first meeting of the District Executive Committee (DEC) and then by the Fall District Council (DC).
- 5.2.3** DEC approved budget must be signed by top three District Officers and District Treasurer and submitted to Toastmasters International by September 30 of the current year.
- 5.2.4** The Division budgets are to be prepared by each new division team using Appendix A. The budgets are to be submitted to the District Treasurer by August 31 of the current year.

### **5.3 DISTRICT RESERVE ACCOUNT**

- 5.3.1** District revenue is derived from shares of District per capita fees collected by Toastmasters International and is held in the District Reserve Account at World Headquarters. A minimum of 25% of the funds will be held in the District Reserve Account for the incoming District Administration. The District does not receive new funds until October semi-annual club dues are paid.
- 5.3.2** District Reserve Account funds are available to the current District administration when criteria set by the Toastmasters International Board of Directors has been met.
- 5.3.3** District Reserve Account funds may be withdrawn in two (2) ways:
  - a. By a request signed by both the District Governor and the District Treasurer.
  - b. To pay for materials and supplies ordered on the District Order Form and authorized by the District Governor.
- 5.3.4** On December 31 & June 30 materials and supplies ordered from World Headquarters are deducted from the reserve.

## **5.4 DISTRICT BANK ACCOUNTS**

Toastmasters International Policies and Procedures Section VI D 6 govern District and Division Bank accounts and Area financial transactions. (Viewable at TI web site.)

All District and Division bank accounts shall, at the discretion of the District Governor, reside with the same bank for ease of signature card updates, monthly reporting, for improved customer service and increased fraud prevention. The district Treasurer shall be able to view all Division account information via online banking.

### **5.4.1 District Checking Account**

- a. The District Governor, District Treasurer, and both Lt. Governors must be signatories on the bank account.
- b. Every disbursement requires two signatures--normally, the District Governor and the District Treasurer.
- c. District Governor approves all fund disbursements.
- d. A new signature card shall be prepared, signed, and filed with the bank on July 1 of the current year or as soon as practicable thereafter. The new signature card is the responsibility of the incoming administration.

### **5.4.2 Division Checking Accounts**

- a. Each Division is authorized to establish a bank account, provided the Division remains in good standing with the District and files monthly financial reports within the required timeframe as published in the District Calendar. In order to protect Toastmasters International and Founder's District should the need arise, the DELP Committee of Founder's District is authorized to direct the District Treasurer to withhold funds available to a Division and/or assume financial control of the Division
- a. Areas are not authorized to establish checking accounts. All Area income and expenses must be handled via the Division bank account or District account if no Division account is available.
- c. Minimum of four signatures must be on the signature card: Division Governor, Division Treasurer, District Governor, and District Treasurer.
- d. Every check requires two signatures--normally, the Division Governor and the Division Treasurer.
- e. The Division Governor must authorize all expenditure of funds. Any Division contract is considered an obligation for future fund dispersal and requires the

Division Governor's signature. A single expenditure (or contract) in excess of \$500 must be authorized verbally or in writing in advance by the District Governor and at least one Lt. Governor, in consultation with the District Treasurer.

- f. A new signature card shall be prepared, signed, and filed with the bank on July 1 of the current year or as soon as practicable thereafter. The new signature card is the responsibility of the incoming administration.
- g. No Division bank account shall have a balance greater than \$1500 as of June 30 each year. Excess funds shall revert to the District bank account, except that the District Governor-elect may authorize a portion of any excess funds to remain in a Division bank account for the purpose of a long-term purchase objective for the Division, provided a written budget request is submitted by June 15. A June 30 Division bank account balance at or under \$1500 shall be rolled over to the next year's Division bank account.

## **5.5 REIMBURSABLE EXPENSES**

- 5.5.1** Expenses must be authorized in advance by the District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, or the Division Governor, as applicable to their areas of responsibilities.
- 5.5.2** Materials, copy work, awards, and postage must fit the following categories:
- a. Membership building.
  - b. Educational sessions.
  - c. Materials and awards for speech contests.
  - d. Merit awards for performance.
- 5.5.3** Travel, registration, and lodging expenses are not authorized except for certain District Officers and for the International Speech contestant expected to attend Regional Conference and International Convention. Refer to sections 5.6 & 5.7 of this manual for specific authorized expenses.

## **5.6 MEALS AND LODGING**

### **5.6.1 Meals.**

- a. Budget permitting, the District Executive Committee meals will be provided to attendees. Attendees may include specially invited guests and certain Division/Area staff approved by the District Governor.
- b. Budget permitting, District Governor staff meeting meals may be provided. The District Governor sets attendance. Type of staff meetings include District elected officers' staff meeting and planning for the year, conferences, and educational sessions.

### **5.6.2 Lodging**

- a. Budget permitting, to facilitate presenting and coordinating the Fall and Spring Conferences, the District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, and Treasurer may be authorized up to two nights lodging at the conference site. Lodging for the International Director on official visit is included to the extent that Toastmasters International does not reimburse his/her expenses.
- b. Budget permitting, to aid conference operation, the Secretary, Conference Co-Chairmen and Sergeant-at-Arms may be authorized one night's lodging at the conference location. Out-of-town presenters may be authorized one night's lodging at the conference location if travel is more than 100 miles one way from the presenter's residence to the conference location, at the discretion of the District Governor.

**5.7. TRAVEL ALLOWANCES**

- 5.7.1 Authorization:** Toastmasters International Policy G12.
- 5.7.2** Certain District Officers and the International Speech Contest winner are expected to attend the annual Regional Conference and Annual International Convention.
- 5.7.3** Budget permitting, reimbursement of travel, registration, and lodging expenses for authorized District Officers and Contestant is computed using Table 5.7. Failure to attend any part of any session, seminar or special meeting at which particular Officers are scheduled to be present, can be reason for non-payment of a part or all of an expense payment.
- 5.7.4** Budget permitting, reimbursement for lodging will be a maximum of three (3) nights for the Regional Conference, two (2) nights for the Mid-year Regional Meeting, and five (5) nights for the International Convention.
- 5.7.5** Budget permitting, Founder's shall reimburse LGET and LGM convention costs including two luncheons and minus the two dinners. This has the understanding that the district officers attend all required events. If the officer wishes the 'FULL' registration, the District officer would pay the difference
- 5.7.6** Budget permitting, Founder's shall reimburse the District Governor for two International Convention luncheons, the Region II Breakfast, and the International Speech Contest minus the total per diem allowance provided by Toastmasters International to the District Governor.

**TABLE 5.7 TRAVEL ALLOWANCES, LEVEL RESPONSIBLE, AND AMOUNT**

**Legend**

**Level** Identifies entity that provides reimbursement; “TI” is Toastmasters International while “F” is Founder’s District.

**Amount** Indicates the amount of reimbursement the entity will provide. “Full” indicates that 100% will be reimbursed while “1/2” indicates that 50% will be reimbursed.

**Regional Conference Travel Allowances**

<b>Personnel</b>	<b>District Governor</b>	<b>District Governor - Elect</b>	<b>LGET - elect</b>	<b>LGM - elect</b>	<b>International Speech Contestant</b>
Level	F	TI	TI	TI	TI
Amount	Full	Full	Full	Full	Full

**International Convention Travel Allowances**

<b>Personnel</b>	<b>District Governor</b>	<b>LGET</b>	<b>LGM</b>	<b>IPDG (only if District is Distinguished)</b>	<b>International Speech Contestant</b>
Level	TI	TI & F	F	F	TI
Amount	Full (F to pay 1/2 for Spouse to attend)	1/2 from TI 1/2 from F	Full	Full	Full

**TOASTMASTERS INTERNATIONAL TRAVEL ALLOWANCE CRITERIA**

Air, Bus, or Train

Round-trip fare from Founder's District to Conference/Convention site. (Rate is coach air fare or discount fare, if applicable).

Car - \$.32 per mile via the most direct route. (Not to exceed coach air fare or discount fare, if applicable).

Any transportation mode - Actual costs incurred not exceeding the coach air or discount fare, if applicable.

## **SECTION VI - GENERAL PROCEDURES**

### **6.1 PROXY HANDLING, REGIONAL AND INTERNATIONAL**

**6.1.1 Authority** - Toastmaster International Administrative Bylaws, Article X, (Sec. 2)

**6.1.2 General** - Interests of individual Clubs may best be represented by assuring that all Club proxies are registered at the Regional Conferences and at the International Annual Business Meeting.

**6.1.3 Procedure:**

- a. Clubs are encouraged to forward their official proxies to the District Governor for coordinated registration at the Regional Conference and International Annual Business Meeting.

After proxies are registered at the Regional Conference or the International Annual Business Meeting, any Club delegate may retrieve the Club ballot from the District Governor.

- b. Club voting instructions, if any, shall be in writing at the time of assignment of the proxies to the District Governor.
- c. Any Club, if unrepresented at the Annual Business Meeting by a delegate, may designate as its proxy holder, in writing, any active individual member of any Club. Upon presentation of proper credentials, such proxyholder shall have the right to vote for the Club represented in addition to any other right to vote which such proxy holder may have.
- d. The District Governor shall cast all ballots not returned to Club Delegates. Instructed ballots shall be cast in accordance with the Club's written instructions. Uninstructed ballots shall be cast at the District Governor's discretion.

**6.2 AREA GOVERNOR SELECTION**

- 6.2.1 Authorization** - District Administrative Bylaws, Article VIII, (g). District Leadership Handbook, Catalog No. 222.
- 6.2.2 Purpose** - Identify members seeking leadership experience.
- 6.2.3 Recommendation and Appointment Procedures** - By March 31, each Area Governor shall submit to the District Governor written recommendations for a successor. These recommendations shall be forwarded to the District Governor-elect for making Area Governor appointments.

## **SECTION VII - SPECIAL ACTIVITIES & PROCEDURES**

### **7.1 INSTALLATION, RECOGNITION & AWARD PROGRAM(S)**

**7.1.1 General** - The type of program to be held is at the discretion of the District Governor-elect.

**7.1.2 Purpose** - To provide a forum for installing the incoming District Officers and recognizing the outgoing District Officers.

#### **7.1.3 Installation Program**

- a. Attendance shall be open to everyone.
- b. Program shall be held in June.
- c. The top three incoming elected District Officers may each choose his/her installing officials.
- d. The incoming District Governor shall choose installing officials for all other incoming officers.
- e. The new District Governor may present an acceptance speech.
- f. It is the responsibility of the incoming District Governor and staff to plan and carry out the program for installation.

#### **7.1.4 Recognition Program**

- a. Attendance shall be open to everyone.
- b. Program may be held in conjunction with the installation or held separately.
- c. It is the responsibility of the outgoing District Governor to plan and carry out the program for recognition of Toastmaster accomplishments.
- d. Special Recognition should be presented for:
  1. Toastmaster of the Year
  2. Area Governor of the Year
  3. Division Governor of the Year

### **7.1.5 Roy D. Graham Award**

The Roy D. Graham Award is given in memory of Past International Director, Roy D. Graham DTM. Roy was a life-long Toastmaster member, having been a member for over 50 years and is credited as having created and implemented the Speechcraft Leadership Program for Toastmasters International. This award has been given out since 1987 and was originally designed to help promote attendance at the conferences.

The award is given out twice a year; once at the Founder's District Fall Conference and at the Founder's District Spring Conference. The recipient of this award is the Area Governor who has the most members in their Area registered and in attendance at the conference. To be eligible to receive the award, the Area Governor must be present at the District Council business meeting during the conference.

## **7.2 TOASTMASTER OF THE YEAR**

- a. Checklist - District Leadership Handbook, Catalog No. 222, completed by Division Governor and presented to District Governor by the mid-June.
- b. Eligibility - Generally every Toastmaster, except District Governor, Lt. Governors, Division and Area Governors.
- c. Selection - by District Governor based on recommendations of Area, Division, District Lt. Governors, and Immediate Past District Governor.

## **7.3 AREA GOVERNOR OF THE YEAR**

- a. Checklist - District Leadership Handbook, Catalog No. 222, submitted to District Governor prior to recognition program.
- b. Eligibility - Current Area Governors.
- c. Division Governor may choose to recognize Area Governor of the Year within each Division.
- d. District Selection
  - 1. May be selected from group of Division candidates.
  - 2. By District Governor, based on recommendations of Division Governor, District Lt. Governors and Immediate Past District Governor.

## **7.4 DIVISION GOVERNOR OF THE YEAR**

- a. Checklist - District Leadership Handbook, Catalog No. 222, submitted to District Governor prior to recognition program.
- b. Eligibility - Current Division Governors.
- c. Selection - by District Governor, based on recommendations of District Lt. Governors and Immediate Past District Governor.

**APPENDIX A DIVISION BUDGET FORM**

(July 1, \_\_\_\_ (yr.) - June 30, \_\_\_\_ (yr.) )

**Division**

**I. FUNDS AVAILABLE:**

A. Beginning Division Bank Account, July 1, ____ (yr)		\$ _____
B. Estimated New Funds - Income:		
Division Fall Speech Contest	\$ _____	
Areas' Fall Speech Contests (Note 1)	\$ _____	
Division Spring Speech Contest	\$ _____	
Areas' Spring Speech Contests (Note 1)	\$ _____	
Officer Training (No. of Sessions ____)	\$ _____	
Educational Sessions (No. of Sessions ____)	\$ _____	
District Augmenting Funds	\$ _____	
Other _____	\$ _____	
Other _____	\$ _____	
Total Income		\$ _____
<b>TOTAL ESTIMATED FUNDS AVAILABLE (A plus B)</b>		<b>\$ _____</b>

**II. EXPENSES: (DETAIL OF EXPENSES Summary, pages 2 & 3)**

A. Public Relations and Membership	\$ _____	
B. Division Speech Contests	\$ _____	
C. Areas Speech Contests (No. of Areas ____)	\$ _____	
D. Officer Training	\$ _____	
E. Educational Sessions	\$ _____	
F. Communication and Administrative	\$ _____	
<b>TOTAL EXPENSES</b>		<b>\$ _____</b>

**III. TOTAL EST. FUNDS MINUS TOTAL EXPENSES (Note 2)**      \$ \_\_\_\_\_

**Note 1** - Sum of each Area's estimated income.

**Note 2** - Must be a positive amount equal to or greater than beginning bank balance.

**Submitted by:** \_\_\_\_\_ **Division** \_\_\_\_\_

**IV. DETAIL OF EXPENSES:**

**A. Public Relations and Membership**

- 1. Membership and Club Development \$ \_\_\_\_\_
- 2. Advertising and Public Relations \$ \_\_\_\_\_
- 3. Awards and Recognition \$ \_\_\_\_\_
- 4. Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** (Enter on page 1, Section II, A) \$ \_\_\_\_\_

**B. Division Speech Contests and Awards**

- 1. Fall Speech Contest
    - a. Facility \$ \_\_\_\_\_
    - b. Refreshments or meals \$ \_\_\_\_\_
    - c. Awards \$ \_\_\_\_\_
    - d. Advertising \$ \_\_\_\_\_
    - e. Judging forms \$ \_\_\_\_\_
- Fall Contest Subtotal** \$ \_\_\_\_\_

- 2. Spring Speech Contest
    - a. Facility \$ \_\_\_\_\_
    - b. Refreshments or meals \$ \_\_\_\_\_
    - c. Awards \$ \_\_\_\_\_
    - d. Advertising \$ \_\_\_\_\_
    - e. Judging forms \$ \_\_\_\_\_
- Spring Contest Subtotal** \$ \_\_\_\_\_

**TOTAL** Division Contest Expenses (Enter on page 1, Section II, B) \$ \_\_\_\_\_

**C. Area Speech Contests and Awards** (No. of Areas \_\_\_\_)

- 1. Fall Speech Contests
    - a. Facilities \$ \_\_\_\_\_
    - b. Refreshments or meals \$ \_\_\_\_\_
    - c. Awards \$ \_\_\_\_\_
    - d. Advertising \$ \_\_\_\_\_
    - e. Judging forms \$ \_\_\_\_\_
- Fall Contests Subtotal** \$ \_\_\_\_\_

- 2. Spring Speech Contests
    - a. Facilities \$ \_\_\_\_\_
    - b. Refreshments or meals \$ \_\_\_\_\_
    - c. Awards \$ \_\_\_\_\_
    - d. Advertising \$ \_\_\_\_\_
    - e. Judging forms \$ \_\_\_\_\_
- Spring Contests Subtotal** \$ \_\_\_\_\_

**TOTAL** Area Contest Expenses (Enter on page 1, Section II, C) \$ \_\_\_\_\_

**D. Officer Training** (No. of Sessions \_\_\_\_)

- 1. Facilities \$ \_\_\_\_\_
- 2. Refreshments \$ \_\_\_\_\_
- 3. Advertising \$ \_\_\_\_\_
- 4. Materials \$ \_\_\_\_\_
- TOTAL** (Enter on page 1, Section II, D) \$ \_\_\_\_\_

**E. Educational Sessions** (No. of Sessions \_\_\_\_)

- 1. Facilities \$ \_\_\_\_\_
- 2. Refreshments \$ \_\_\_\_\_
- 3. Advertising \$ \_\_\_\_\_
- TOTAL** (Enter on page 1, Section II, E) \$ \_\_\_\_\_

**F. Communication and Administrative**

- 1. Division Council Meetings (No. of Meetings \_\_\_\_)

  - a. Materials \$ \_\_\_\_\_
  - b. Postage \$ \_\_\_\_\_
  - c. Refreshments (light) \$ \_\_\_\_\_

- 2. Other: \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** (Enter on page 1, Section II, F) \$ \_\_\_\_\_

Brief explanation of "Other" entries in either INCOME or EXPENSES.

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## **APPENDIX B PRE-CONFERENCE PLANNING**

**I. Authority** - District Administrative Bylaws, Article X. District Leadership Handbook, Catalog No. 222.

**II. Purpose** - Schedule conference to enable the District to:

- a. Conduct its regular business
- b. Conduct District officer elections
- c. Address special agenda items
- d. Provide educational sessions
- e. Conduct speech contests.

**III. Responsibilities and Procedures**

- a. District Conference Chairman and others involved in pre-planning shall observe effective time management as follows:
  1. Regular business agenda items at Fall District Council: one (1) hour for meeting, plus one half (1/2) hour for possible overtime.
  2. Regular business agenda items at Spring Annual District Council: one and one half (1 1/2) hours for meeting, plus one half (1/2) hour for possible overtime.
  3. Special agenda items at any District Council require additional time.
- b. Chairman shall communicate to the hotel/site management, in writing, the total estimated time for any District Council Meeting.
- c. Chairman shall request, in writing, the hotel/site provide space available, uninterrupted, for the full length of the business meeting.
- d. In the event of a time conflict, scheduling priorities shall be:
  1. District Council business meeting.
  2. District officer elections.
  3. International Speech Contest.
  4. Educational sessions.
  5. Fellowship and recognition.
  6. Other speech contests.

## **APPENDIX C BUSINESS MEETING GROUND RULES**

- I. Authority - Robert's Rules Of Order**, Newly Revised, (current edition) shall be the governing document, in accordance with District Administrative Bylaws.
- II. Voting Delegates** - are members of the District Council, which consists of the District Executive Committee and President (or proxy holder) and Vice-President Education (or proxy holder) of each District Club.
- District Executive Committee consists of: District Governor, Lieutenant Governor Education and Training, Lieutenant Governor Marketing, Public Relations Officer, District Secretary, District Treasurer, Area Governors, Division Governors, and Immediate Past District Governor.
- III. Resolutions or Motions –**
- A. General Order of Business
- Resolutions, or motions over 12 words, excluding "I move", or a single motion combining two or more, subjects, shall be submitted in writing to the District Secretary immediately after stating the motion or resolution.
- B. New Business
- New Business may be presented by voting delegates only. All resolutions, motions, or announcements shall be submitted, in writing, to the District Secretary by the conclusion of the Minutes Approval Committee Report to be eligible for consideration under New Business.
- IV. Recognition by the Chairman** - Participants desiring to speak shall stand and:
- A. Address the Chairman: "Mr./Madam District Governor";
- B. Wait for acknowledgment by the Chairman;
- C. State name, club number and status (voting delegate, nonvoting delegate or nonvoting member);
- D. State business.
- V. Discussion or Debate** - will not be permitted unless an appropriate Motion or Resolution is on the floor, outlining a specific subject.
- A. The Author (Maker) of the motion will be provided the first opportunity for discussion.
- B. If a standing microphone is provided, anyone who speaks must use it, after being recognized by the Chairman.
- C. Speaking time will not begin until a speaker has been recognized and begins to speak, from the standing microphone, if one is provided.

- D. No person may speak longer than 1.5 minutes at one time, except by General Consent, or two thirds (2/3) vote of the delegates.
- E. Chairman shall identify voting delegates with opposing views; then alternately recognize them.
- F. No one is entitled to speak for a second time, until all others have had the opportunity to speak. No one may speak more than twice.
- G. Debate on any main motion will be limited to ten (10) minutes, except by General Consent or two-thirds (2/3) vote of the voting delegates.
- H. Time limits for debate on a motion apply only to the speaking times as defined above and such limits will not include debate, if allowed, by non- voting member.

## **APPENDIX D ANNUAL ELECTION GROUND RULES**

- I. Committee Report** – The Chairman or designee shall read the names of the members of the Nominating Committee and then shall read the names of the nominees of the Nominating Committee.
  
- II. Nominations from the Floor** - Nominations from the floor may be made following the Nominating Committee report, one office at a time, starting with the District Governor in descending order.
  - A. Nominators must be members of the District Council.
  
  - B. Nominations shall be conducted as follows:
    1. Names and Club numbers of persons either placing a name in nomination or seconding a nominee shall be given to the District Governor prior to the Business Meeting.
    2. Candidates being nominated from the floor must give prior consent to the nominator.
    3. The Nominating Committee Chairman shall have guidelines of the necessary qualifications for each office for easy reference.
    4. The Nominating Committee Chairman shall qualify the eligibility of any nominees from the floor. While the Nominations Chairman is making this verification, the business meeting will continue.
    5. Procedure:
      - a. Address the Chairman: "Mr./Madame District Governor";
      - b. Wait for acknowledgment by the Chairman;
      - c. State your name and Club number;
      - d. State: "I place in nomination, for the office of \_\_\_\_\_, the name of \_\_\_\_\_."

**Annual Election Ground Rules - Page 2**

**III. Uncontested Offices** - When there is only one candidate for an office,

- A. District Governor may close the nominations and declare the candidate elected.

**IV. Nominating Speeches** -

- A. Each officer candidate is entitled to a two (2) minute nominating speech.
- B. Nominating speeches shall be delivered in alphabetical order of the candidates' surnames.
- C. Speeches shall be delivered from the platform and shall be given by the candidate, if present. If the candidate is not in attendance, the speech may be given by the candidate's representative.

**V. Voting** - Immediately following the conclusion of the speeches for each office, a secret ballot will be taken.

- A. Ballots shall be picked up by the District Sergeant-At-Arms, and assistants.
- B. Ballots shall be tabulated and the results reported to the District Council.
- C. If more than two (2) candidates are running for an office, and none receives a majority of votes cast on the first ballot, then the candidate who received the least number of votes shall be dropped from the ballot. A new ballot shall be taken and the procedure shall be repeated until a majority has been obtained.

**APPENDIX E DIVISION BOUNDARIES**

**DIVISION A - Start at:** Intersection of Garden Grove Fwy (22) with Harbor Blvd.  
in the city of Garden Grove, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
East	Garden Grove Fwy (22)	Intersection of Garden Gove Fwy (22) with Santa Ana Fwy (I-5)
South East	Santa Ana Fwy (I-5)	Intersection with 17 <sup>th</sup> Street
East	17 <sup>th</sup> Street	Newport Ave
South West	Newport Ave	Edinger Ave
South East	Edinger Ave	Redhill Ave
South West	Redhill Ave	MacArthur Blvd
South	MacArthur Blvd	Pacific Ocean
North West	Pacific Coastline	Line Intersecting with Superior Ave (Newport Beach)
North East	Superior Ave (Newport Beach thru Costa Mesa)	Newport Blvd (55)
North East	Newport Blvd (55)	Harbor Blvd
North	Harbor Blvd	<b>Point of Origin:</b> Harbor Blvd with Garden Grove Fwy (22)

**DIVISION B - Start at:** Huntington Drive & Fremont St. in South Pasadena.

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
Northbound	Monterey Rd. & Fremont St. along Long Beach Fwy. (I-710_ and its extension*	Foothill Fwy (I-210)
Westbound	Foothill Fwy (I-210)	Devil's Gate Dam
North	Line of Sight	Mt. Gleason
Due East	Line of Sight	Mt. Lewis
South	Line of Sight	Foothill Fwy (I-210)
West	Foothill Fwy (I-210)	Orange Fwy (57)
South	Orange Fwy (57)	San Bernardino Fwy ( I-10)
West	San Bernardino Fwy (I-10)	Grand Ave (West Covina)
North	Grand Ave	Union Pacific Railway
West	Union Pacific Railway straight line (turns into Los Angeles St., turns into Lower Azusa Rd.	Rosemead Blvd (19)
North	Rosemead Blvd (19)	Las Tunas Drive
West	Las Tunas Drive (Main St.)	North Garfield Rd.
North	North Garfield Rd	Monterey Rd.
West	Monterey Rd.	<b>Point of Origin:</b> Monterey Rd. & Fremont Street in South Pasadena

\* See "Between Founder's District and District 52" in Article V of District Administrative Bylaws.

**DIVISION C - Start at:** Los Angeles - Orange County Line and the Pacific Ocean between the Cities of Long Beach and Seal Beach, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
North	County Line	San Gabriel River Fwy. (I-605)
Northbound	San Gabriel River Fwy (I-605)	Katella Ave
East	Katella Ave	State College Blvd
South	State College Blvd	The City Drive
South	The City Drive	Garden Grove Fwy (22)
West	Garden Grove Fwy (22)	Harbor Blvd
South	Harbor Blvd	Newport Blvd
South West	Straight Line Extension of Newport Blvd	Pacific Ocean
North West	Pacific Coastline	<b>Point of Origin:</b> Los Angeles - Orange County Line

**DIVISION D - Start at:** Intersection of Beach Blvd. (39) and the Imperial Highway. (90) in the City La Habra, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
North	Beach Blvd (39)	Whittier Blvd (72)
East	Whittier Blvd (72)	Hacienda Blvd
North	Hacienda Blvd	Los Angeles - Orange County Line
East	LA/ Orange County Line	San Bernardino - Orange County Line
Southeast	SB/Orange County Line	Riverside - Orange County Line
Southeast	R/Orange County Line	Bald Peak
West	Extension of, and Silverado Canyon Road	Santiago Canyon Road (S-18)
Northwest	Santiago Canyon Road (S-18)	Newport Ave
Southwest	Newport Ave	17 <sup>th</sup> Street
West	17 <sup>th</sup> Street	5 Freeway
North	Santa Ana Fwy (I-5)	Garden Grove Fwy (22)
West	Garden Grove Fwy (22)	State College Blvd.
North	State College Blvd	BNSF Railroad (Anaheim)
North	BNSF Railroad	Harbor Blvd. (Fullerton)
North	Harbor Blvd	Imperial Hwy (90)
West	Imperial Hwy (90)	<b>Point of Origin:</b> Intersection of Beach Blvd (39) and Imperial Highway (90)

**DIVISION E - Start at:** The intersection of the Long Beach Fwy (I-710) and the Artesia Fwy (91) in the city of Bellflower, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
Northbound	Long Beach Fwy. (I-710)	Pomona Fwy. (60)
East	Pomona Fwy. (60)	San Gabriel Fwy (I-605)
South	San Gabriel Fwy (I-605)	BNSF Railway
South/East	BNSF Railway	Imperial Hwy (90)
East	Imperial Hwy (90)	Harbor Blvd
South	Harbor Blvd	BNSF Railroad (Fullerton)
South	BNSF Railroad (Fullerton)	State College Blvd
South	State College Blvd	Katella Ave
West	Katella Ave	San Gabriel River Fwy (I-605)
Northbound	San Gabriel River Fwy (I-605)	Artesia Fwy (91)
West	Artesia Fwy (91)	<b>Point of Origin:</b> Intersection of Long Beach Fwy. (I-710) with Artesia Fwy (91)

**DIVISION F - Start at:** A point on the Pacific Coastline intersected by a straight line extension of MacArthur Blvd in the city of Newport Beach, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
North East	MacArthur Blvd	Redhill Ave
North East	Redhill Ave	Edinger Ave
North West	Edinger Ave	Newport Ave (aka Newport Blvd)
North East	Newport Ave (aka Newport Blvd)	Chapman Ave
East	Chapman Ave	Santiago Canyon Rd (S-18)
South East	Santiago Canyon Rd (S-18)	Straight line projection to Jeffrey Rd
South West	Jeffrey Rd	Santa Ana Fwy (I-5)
Southbound	Santa Ana Fwy (I-5)	Laguna Fwy (133)
South	Laguna Fwy (133)	Laguna Canyon Road (133)
South	Laguna Canyon Rd. (133)	Pacific Ocean
North West	Pacific Coastline	<b>Point of Origin:</b> Straight line extension of MacArthur Blvd in the city of Newport Beach

**DIVISION G - Start at:** The end of the Laguna Canyon Road (133) at the Pacific Coastline in the city of Laguna Beach, CA

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
North	Laguna Canyon Rd (133)	Laguna Fwy (133)
North	Laguna Fwy (133)	Santa Ana Fwy (I-5)
Northbound	Santa Ana Fwy (I-5)	Jeffrey Rd
North East	Jeffrey Rd	Portola Parkway
North East	From Portola Parkway using a Straight Line extension of Jeffrey Rd	Santiago Canyon Rd (S-18)
South East	Santiago Canyon Rd (S-18)	Silverado Canyon Rd
East	Silverado Canyon Rd	End of Silverado Canyon Rd
East	Straight Line	Bald Peak on the Orange - Riverside County Line
South	Orange -Riverside County Line	Orange - San Diego County Line
South West	Orange - San Diego County Line	Pacific Ocean
North West	Pacific Coastline	<b>Point of Origin:</b> End of Laguna Canyon Rd (133)

**DIVISION H - Start at:** Intersection of Monterey Rd and Fremont St. in South Pasadena

<b><u>DIRECTION</u></b>	<b><u>ON</u></b>	<b><u>TO</u></b>
South	Monterey Rd & Fremont St. along Long Beach Fwy. (I-710) and its extension*	Long Beach Fwy (I-710)
South	Long Beach Fwy (I-710)	Pomona Fwy (60)
East	Pomona Fwy (60)	San Gabriel River Fwy (I-605)
South	San Gabriel River Fwy (I-605)	BNSF Railway
South/East	BNSF Railway	Imperial Highway (90)
East	Imperial Highway (90)	Beach Blvd.
North	Beach Blvd (39)	Whittier Blvd (72)
East	Whittier Blvd (72)	Hacienda Heights Blvd
North	Hacienda Heights Blvd	Los Angeles County Line/Orange County Line
East	Los Angeles County Line/Orange County Line	Orange Fwy (57)
North	Orange Fwy (57)	San Bernardino Fwy (I-10)
West	San Bernardino Fwy (I-10)	Grand Ave
North	Grand Ave	Union Pacific Railway
West	Union Pacific Railway straight line (turns into Los Angeles St., turns into Lower Azusa Rd.	Rosemead Blvd
North	Rosemead Blvd	Las Tunas Drive.
West	Las Tunas Drive (Main St.)	North Garfield Rd
North	North Garfield Rd	Monterey Rd
West	Monterey Rd	<b>Point of Origin:</b> Monterey Rd & Fremont St. in South Pasadena

\* See "Between Founder's District and District 52" in Article V of District Administrative Bylaws.

NOTE:

1. Enclosed Numbers - (57) is a designation of a California Highway, be it a street, highway or freeway.
2. Enclosed alpha-numerics - (I-405) designates an Interstate Highway.
3. Enclosed alpha-numerics - (S-18) designates a Secondary or County Road.

## **Appendix F GLOSSARY OF ABBREVIATIONS**

ACB – Advanced Communicator Bronze

ACS – Advanced Communicator Silver

ACG – Advanced Communicator Gold

ALB – Advanced Leader Bronze

ALS – Advanced Leader Silver

APP – Administrative Policy and Procedures

ATM – Able Toastmaster

ATMB – Advanced Toastmaster Bronze

ATMS – Advanced Toastmaster Silver

ATMG – Advanced Toastmaster Gold

CC – Competent Communicator

CL – Competent Leader

CTM – Competent Toastmaster

DEC – District Executive Committee

DELP – District Elected Leaders and PRO

DG – District Governor

DTM – Distinguished Toastmaster

ID – International Director

IP – International President

IPDG – Immediate Past District Governor

LACE – Leadership and Communication Education

LGET – Lt. Governor of Education and Training

LGM – Lt. Governor Marketing

PDG – Past District Governor

PID – Past International Director

PIP – Past International President

PRO – Public Relations Officer

TI – Toastmasters International