



# *Founder's District*

## *Operations Manual*

To Present at the Fall Conference 2016

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**Revision History**

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
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
5/26/2008	1.2	Multiple Changes; Added Roy D Graham, DTM, PID Conference Attendance Award Recipients.	N. Cook
4/25/2009	1.3	History updates, changes in e-mail and web services.	W. Springer
4/24/2010	1.4	Multiple updates and changes according to the new rules for Toastmasters international especially about the Regional Conferences.	C. Gardner
3/15/2011	1.5	The Nominating committee duties were adjusted to be in line with International. The proxy section for International reflects the new approach by International. Starting in 2011, the theme for the District has been eliminated. The updated alignment of clubs is being updated and assignments of new clubs will now follow International rules. The new Helen Blanchard Award was added. Minor changes were done in the LGET and LGM sections.	C. Gardner K. Teenor B. Hudack
3/2012	1.6	History was updated to provide a current account of activities between March 2011 and March 2012. Travel Allowances Section 5.7 was adjusted to be in line with International's Policy.	K. Teenor
3/2014	1.7	The history was moved online under the Founder's website. It is also available here. The names of the references from Toastmasters were updated. Bob Hudack has the alignment separately.	C. Gardner K. Teenor
4/2015	1.8	- From previous versions - Section II –	C. Gardner

		<p>History of Founder’s District is completely removed from the manual. It is available on Founder’s website.</p> <p>Sections are renumbered to keep continuity.</p> <ul style="list-style-type: none"> <li>- The levels of educational accomplishments in section 4.4, are removed to allow the new 2015 levels.</li> <li>- Section 3.9 – Past District Governors Advisory Committee is no longer part of the District Committees and it has been removed.</li> <li>- Section IV – District Finances has been revised. It includes references for expenses paid by Toastmasters and paid by the District in Policy 8.3.</li> </ul> <p>It modifies the previous information to match Policy 8.4 and Protocol 8.4 in the District Administration Bylaws.</p> <ul style="list-style-type: none"> <li>- Under District Bank Accounts, references were updated and a few titles were changed to match Toastmasters Policies.</li> </ul> <p>Under section 4.5 - Reimbursable Expenses, the Toastmasters reference was added.</p> <ul style="list-style-type: none"> <li>- Section 4.7 – Travel Allowances was change to refer to the Toastmasters International Policies and Protocol Policy 8.3 District Leader Expenses. The details no longer match the rules so sections 4.7.2 through 4.7.4 and table 4.7 were removed because they are confusing and inaccurate.</li> <li>- Section 5.2 – Area Directors Selections was updated to match District Administrative Bylaws</li> </ul> <p>The new titles for district officers are added: District Director, Program Quality Director, Club Growth Director, Division Director.</p>	K. Teenor
4/2016	1.9	Removed the extra Governors titles and changed the Secretary and Treasurer titles	C. Gardner M. Lucas



		<p>to Administration Manager and Finance Manager. Also change Public Relations Officer to Public Relation Manager.</p> <p>Updated all references to Toastmasters' documentations.</p> <p>Changed Committees names to Program Quality and Club Growth Committees.</p> <p>In several sections for committees, such as 3.4.7, additional words "but are not limited to:" were added under the appointments.</p> <p>Section 4.4.2, Division expenses in excess of \$500 must be authorized in writing only.</p> <p>4.6.2 - Lodging allowance for presenter changed to 50 miles from 100 miles.</p> <p>Removed the explanation of the proxies for International in Section 5.1, since all is on Toastmasters site updated by them.</p> <p>Section 2.1 – A new graphic done by Mark Lucas in OmniGraffle on Mac. The native files available on the District Website in both OmniGraffle and Visio.</p>	
9/23/16	2.0	<p>Public Relations Committee, Section 3.6, updated to reflect the new functions.</p> <p>Section 3.7, Administrative Policies and Procedures membership updated.</p> <p>District Communications, Section 3.8, reflects the new procedures for media offerings.</p> <p>Section IV, District Finances – Budget was corrected.</p>	<p>K. Lucas M. Bender C. Gardner M. Hulett M. Lucas D. Morales</p>

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

### **1.1 PURPOSE**

This Manual is intended as a reference source for the operations and processes 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. Should a discrepancy exist between this document and materials published by Toastmasters International, the materials from Toastmasters International have the final authority.

### **1.3 REVISIONS**

The District Administrative Policies 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 Director, the District Executive Committee, or the District Council.

### **1.4 REFERENCES**

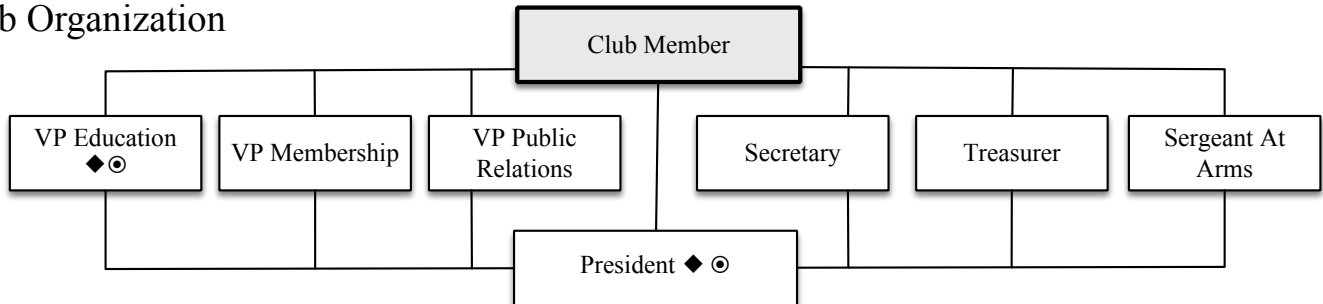
This Manual was updated using the following sources:

- “Articles of Incorporation and Bylaws of Toastmasters International-modified August 2015”, available online at Toastmasters International.
- “District Administrative Bylaws-Amended March 2016”.
- “Club Constitution for Clubs of Toastmasters International-Amended August 2013”
- “Policy and Protocol” -Amended March 2016
- “District Leadership Handbook”, Revised March 2015, Catalog item 222
  - ◆ “Campaigns for District Office and the Elections of District Officers”, under Elections.
  - ◆ “Nominating Committee, Procedural Rules”, under Elections.
  - ◆ “Policies and Protocol”, under Elections.
- “Club Leadership Handbook” – Revised June 2016 catalog item 1310

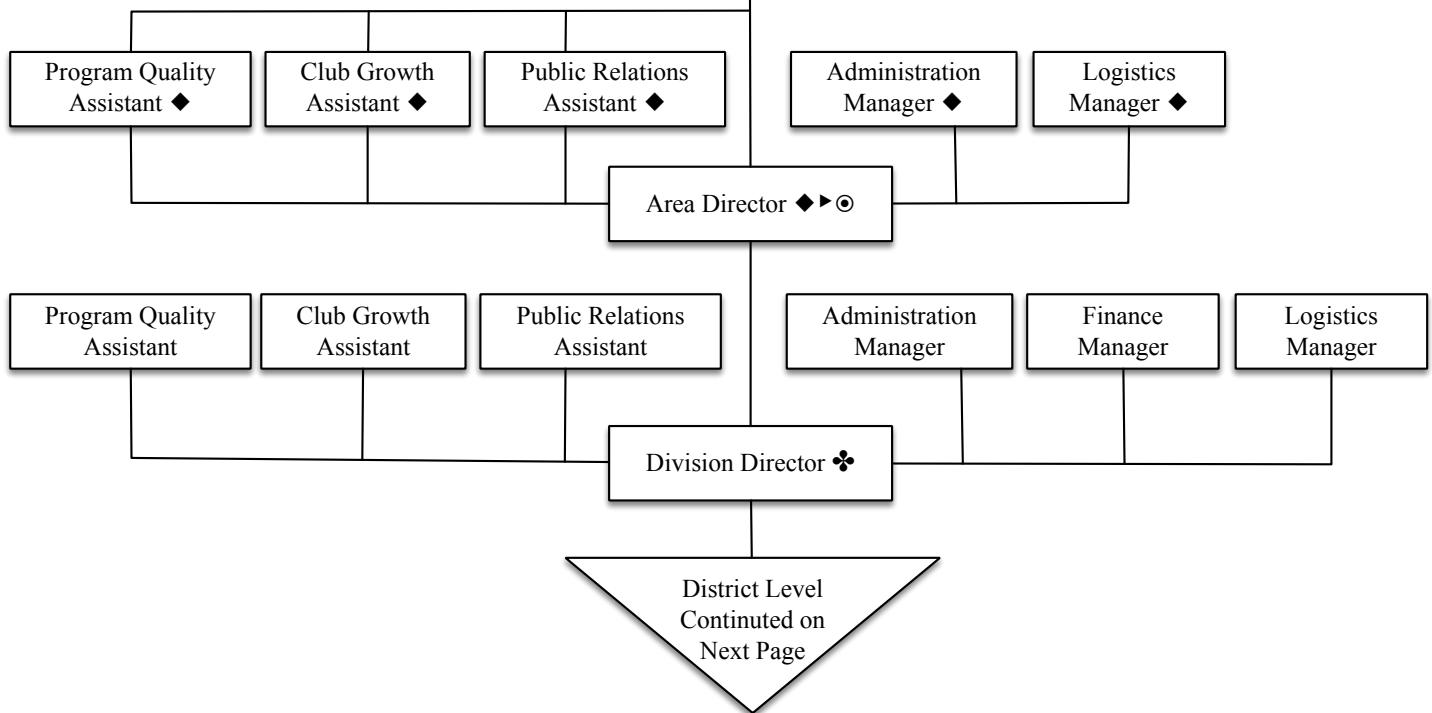
**SECTION II - DISTRICT ORGANIZATION (suggested)**

**2.1 District Communication**

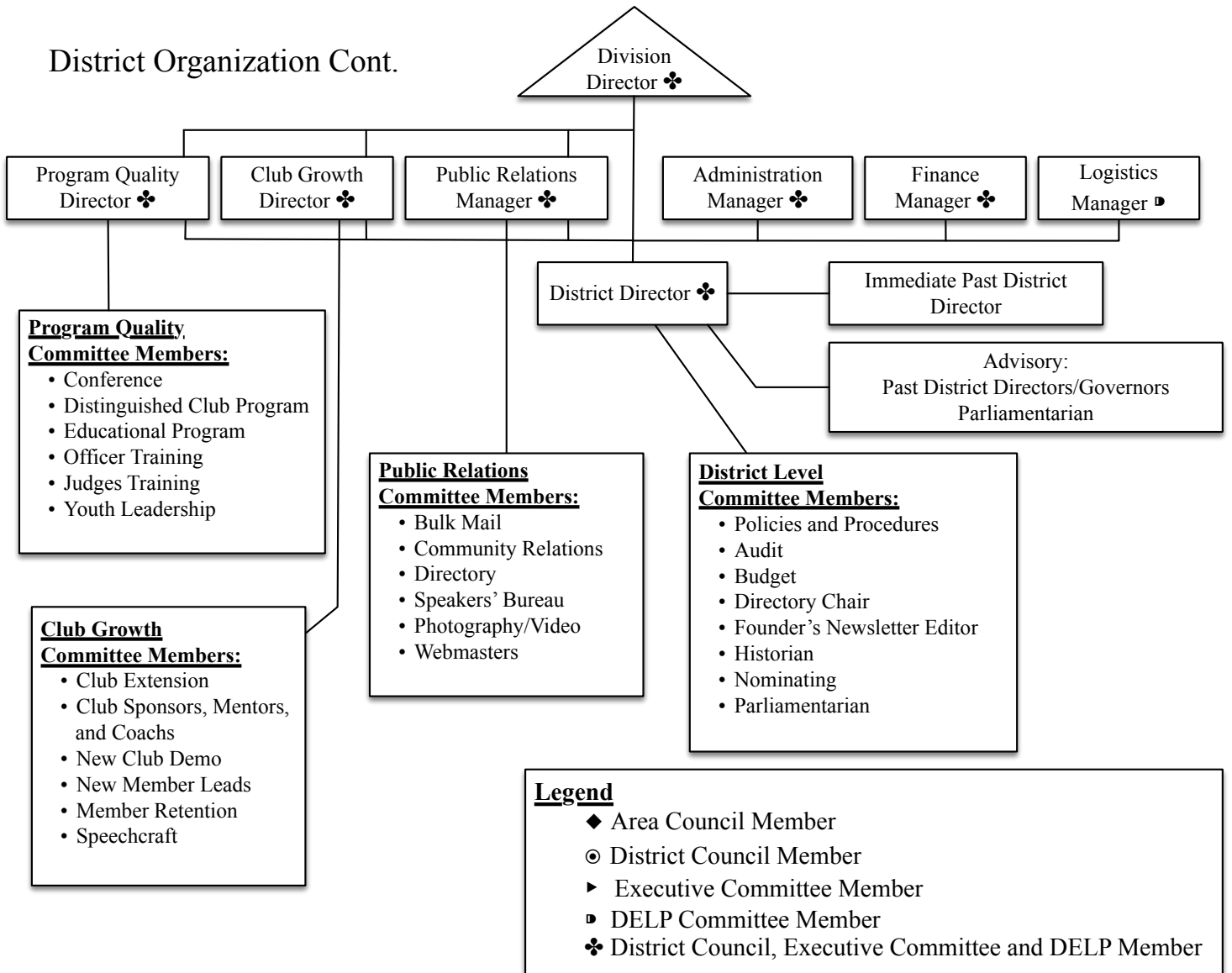
**Club Organization**



**District Organization**



District Organization Cont.



**2.2 DISTRICT OFFICERS –**

**2.2.1 District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Division Director, Administration Manager, Finance Manager.**

- Authority through District Administrative Bylaws, Article VIII also referred to in the Articles of Incorporation and Bylaws found online only.
- Reference Guide Toastmasters International, District Leadership Handbook, Catalog No. 222, current year.

### **2.2.2 Area Directors**

- a. Authority through District Administrative Bylaws Article VIII also referred to in the Articles of Incorporation and Bylaws found online only.
- b. Toastmasters International Reference Guide:
  1. District Leadership Handbook, Catalog No. 222, current year.
- c. Responsible to District.

### **2.2.3 District Logistic Manager**

- a. Responsible to the District Director and assists the Lieutenant Directors.
- 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 Director or District Council.

## **2.3 DISTRICT ALIGNMENT – Transferred to the Chair of Club Alignment, as a separate document**

**2.3.1 Authorization** - District Administrative Bylaws, Article VI, the Bylaws of Toastmasters International Article XII: Districts, Section 1 and 3(e), and the District Leadership Handbook, Catalog No. 222 – District Structure

**2.3.2 Purpose** – To align the clubs, areas, and division within the district.

**2.3.3 Procedural Rules:** - The rules are in the documents cited above and online under “District Structure” on the Toastmasters website, Article XII, Sections 1, and 3(e) of the Bylaws of Toastmasters International and in Article VI of the District Administrative Bylaws.

## **SECTION III - COMMITTEES**

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

**3.1.1 Authorization** - District Administrative Bylaws, Article XI, (a).  
District Leadership Handbook, Catalog No. 222.

**3.1.2 Purpose** - Implement District Administrative Bylaws.

**3.1.3 Membership** - All Elected District Officers (District Director, Program Quality Director, Club Growth Director and Division Directors), Immediate Past District Director, and appointed officers, District Administration Manager, District Finance Manager, Public Relations Manager, and Area Directors.

**3.1.4 Responsibility** - Perform administrative functions for the District Council and recommend actions required for District administration to the District Council for their consideration and disposition.

**3.1.5 Attendance** - Guests may attend the meetings by approval of the committee.

**3.1.6 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 Director and subject to the approval of the District Council.

**3.1.7 Quorum** - A majority of the committee constitutes a quorum.

### **3.2 DISTRICT NOMINATING COMMITTEE**

**3.2.1 Authorization** - District Administrative Bylaws, Article XI (b), District Leadership Handbook, Catalog No. 222.

**3.2.2 Purpose** - To find the best candidates possible and prepare a slate of eligible candidates for elective office to be placed in nomination at the Annual District Council meeting.

**3.2.3 Procedural Rules:** The rules are in the two documents cited above and online under “District Nominating Committee” and on the Toastmasters website.

### **3.3 AUDIT COMMITTEE**

**3.3.1 Authorization** - District Administrative Bylaws Article XI, (c), Article XII, and the District Leadership Handbook, Catalog No. 222.

**3.3.2 Purpose** - Audit the financial transactions of the District as mandated by Toastmasters International.

**3.3.3 Membership** - At least three Toastmasters who are not members of the District Executive Council. A Chairman as appointed by District Director.

**3.3.4 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.

**3.3.5 Procedure for District Audit:**

- a. A complete section with detailed procedures is found in the District Leadership Handbook under Audits

**3.3.6 Procedure for Division Audit**

- a. An annual internal auditing procedure shall be established by the Committee to ensure appropriate accounting practices.
- b. The procedures are described in the District Leadership Handbook under Division Accounts.

### **3.4 PROGRAM QUALITY COMMITTEE**

**3.4.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

**3.4.2 Purpose** - Implement an Educational Program for the District.

**3.4.3 Membership** – Program Quality Director as Chair, and shall include Educational Assistant for each Division and Committee Chairs as appointed by the District Director at the recommendation of the Program Quality Director.

**3.4.4 Responsibility** - Promote manual completions in all clubs of Founder's District; assist members accomplish the achievement of 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.

**3.4.5 Attendance** - Guests may attend the meetings by approval of the committee.

**3.4.6 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 educational 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 Directors and Division Directors.
- e. Provide resources for club educational programs.
- f. Plan, promote L.A.C.E. including traditional mailing to all members

**3.4.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Director or the District Council. Such committee chairmen may include but are not limited to: L.A.C.E. Training, District Conference, Trained Judges, District Contest, Educational Program, Goal Book, and Distinguished Club Program reporting to this Committee.



### **3.5 CLUB GROWTH COMMITTEE**

**3.5.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

**3.5.2 Purpose** - Promote membership and new club growth.

**3.5.3 Membership** – Club Growth Director as Chairman, the Marketing Assistant for each Division. Other Committee Chairmen as appointed by the District Director.

**3.5.4 Responsibility** - Assist Clubs, Areas and Divisions in developing new clubs and increasing membership.

**3.5.5 Attendance** - Guests may attend the meetings by approval of the committee.

**3.5.6 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.

**3.5.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Director, or the District Council. Such committee chairmen may include but are not limited to: Club Extension, Demo Meeting, Club Sponsor/Mentor, Club Specialists, Member Leads, Member Retention, Speechcraft, Youth Leadership, Club Coach, and Special Projects reporting to this Committee.

### **3.6 PUBLIC RELATIONS COMMITTEE**

**3.6.1 Authorization** - District Administrative Bylaws, Article XI, (d).

**3.6.2 Purpose** - Provide external/internal publicity to enhance the image of Toastmasters International and Founder's District.

**3.6.3 Membership** - The Public Relations Manager and Committee Chairs are members of the PR Team.

**3.6.4 Responsibility** – Work in support of the District Director, Program Quality Director and Club Growth Director in an effort to publicize events to the members and the outside community.

**3.6.5 Attendance** – The Public Relations Manager meets with his/her team during the year and guests may attend the meetings by approval of the committee. The PR Manager is also a member of the District Executive Committee.

**3.6.6 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 "Communication and Leadership Award" program for community and company leaders.
- d. Promote members' participation through Speakers' Bureau.
- e. Promote club public relations campaign, such as club website, public service announcements, public relations videos.

**3.6.7 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Director, or the District Council. Such committee chairs may include but are not limited to: Public Relations Advisor, Judges Bureau, Mail, Data Chair, Speakers Bureau, Newsletter Editor, Photographers, District TV Chair, Videographers, Webmaster Chair, and Social Media Chair.

### **3.7 ADMINISTRATIVE POLICIES & PROCEDURES COMMITTEE**

**3.7.1 Authorization** - District Administrative Bylaws, Article XI (d).

**3.7.2 Purpose** - Review all Club, Area, Division and District operations and make recommendations for improvements.

**3.7.3 Membership** – At least one Past District Governor, appointed as Chairman, the top three Directors, the Public Relations Manager, Finance Manager, Division Directors and District Parliamentarian. These shall be contacted online to propose changes to be updated.

**3.7.4 Responsibility** - Review District Administrative Policies & Procedures Manual within Founder's District as required or directed by the District Director. Recommend changes to the District Executive Committee.

**3.7.5 Attendance** - Guests may attend the meetings by approval of the Committee. Elected District Officers may attend.

#### **3.7.6 Procedure**

- a. Perform specific tasks assigned by the District Director.
- b. 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.
- c. Submit report, as approved by the DELP Committee, to the District Executive Committee.
- d. Submit report, as approved by the District Executive Committee, to the District Council.
- e. At any point in the approval process the recommended changes may be amended.
- f. Incorporate changes as amended and approved by the District Council into the District Operations Manual.

**3.7.7 Voting** - Divisions must be equally represented in all voting issues.

**3.7.8 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.

**3.7.9 Proposed Changes** - from non-committee members must be submitted to the Chairman of the committee by September 30 for consideration in the current Toastmaster Administration July-June year. Changes mandated by Toastmasters International are automatic.

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

#### **3.8.1 Newsletter** – *The Founder* – *It is online on the Founder’s District website under Public Relations.*

**3.8.1.1 Authorization** – District Administrative Bylaws, Article XI (d) and District Leadership Handbook, Catalog No. 222 – Public Relations and Marketing.

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

**3.8.1.3 Membership** – The Editor, Public Relations Manager, and District Director (publisher).

**3.8.1.4 Responsibility** – Create and cause *The Founder* to be distributed to the members of the District, upon approval of District Director who is the publisher.

#### **3.8.1.5 Procedure**

- a. Establish deadlines for receiving articles and news information, and editing copy to accommodate effective layout and content.
- b. Publish *The Founder* once every quarter (September, December, March and June).
- c. Send draft version to the Trio and Public Relations Manager to review before publishing.
- d. Once final, send to the Founder’s District webmaster to post on the Founder’s District website.

#### **3.8.2 Electronic Communications Committee**

**3.8.2.1 Authorization** – District Administrative Bylaws, Article XI (d) and District Leadership Handbook, Catalog No. 222.

**3.8.2.2. Purpose** – Provide and enhance communications, mediated by Internet and other electronic technologies, among District leaders, the District and Clubs, and the community at large.

**3.8.2.3 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 Director.

**3.8.2.4 Responsibility** – Manage District communications mediated by Internet and other electronic technologies.

#### **3.8.2.5 Procedure**

- a. Maintain the District's rights to the use of the Internet domain name “**foundersdistrict.org**” and all electronic brands associated with the District. Monitor this annually, or more frequently as needed.

- b. Maintain the web site <http://www.foundersdistrict.org> under the District Director 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 upon approval of the District Director who remains the publisher.
- 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 Director, Program Quality Director, and the Club Growth Director for approval. Document changes to promote an orderly transition each year.
- h. Make an annual report regarding possible future uses and issues regarding communications mediated by Internet and other electronic technologies to the District Council.

### **3.9 OTHER COMMITTEES**

**3.9.1 Authorization** - District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

#### **3.9.2 Other Committees**

a. Other District Committees in District Leadership Handbook, Catalog No. 222 under District Committees

b. The Toastmasters International website has numerous descriptions online.

**3.9.3 Other Chairmen** – May be appointed from time to time as may be deemed advisable by the District Director, or the District Council. Such committee chairmen may include but are not limited to: Parliamentarian, Directory, Calendar, Proxy & Officer List, Web Site Coordinator, Data, Protocol, Historian, Area & Division Director Advisor, and Project Manager reporting to the Director.

**3.10 DISTRICT ELECTED LEADERS + PUBLIC RELATIONS MANAGER (DELP)**

**3.10.1 Authorization** - District Administrative Bylaws, Article XI, (d).

**3.10.2 Purpose** - Develop planning necessary for District management and administration.

**3.10.3 Membership** - Elected District Officers (District Director, Program Quality Director, Club Growth Director, and Division), District Administration Manager, District Finance Manager, District Logistics Manager, District Public Relations Manager, but may include any Toastmaster at the discretion of the District Director.

**3.10.4 Responsibility** - Recommend to the District Executive Committee (DEC) ideas, solutions and policies as directed by the District Director.

**3.10.5 Attendance** - Guests may attend the meetings by approval of the committee.

**3.10.6 Procedure** - Provide planning and approval for:

- a. District Budget.
- b. Liaison between District, Divisions, Areas and Clubs.
- c. Assist the District Director in evaluating the performance of the various committees.
- d. Realignment, appointed officers, District Administrative Policies and Procedures Manual changes.

**3.10.7 Quorum** - A majority of the elected District Officers constitutes a quorum, which must include the District Director or one Lieutenant Director.

### **3.11 CANDIDATE SEARCH COMMITTEE**

**3.11.1 Authorization** - District Administrative Bylaws Article XI, (d) and Article VII. District Leadership Handbook – District Leader Candidates. This Committee is assembled as needed by the District Director.

**3.11.2 Purpose** - Search out eligible candidates to fill vacated elective District offices.

**3.11.3 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.

**3.11.4 Responsibility** – Verify qualifications and recommend to the DELP Committee candidates available to fill any District elective office that becomes vacant for any reason.

**3.11.5 Attendance** - Guests may attend the meetings by approval of the Committee.

**3.11.6 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 Candidate 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 IV - DISTRICT FINANCES**

### **4.1 GENERAL**

- 4.1.1 Authorization:** District Administrative Bylaws, Articles XII, (a), District Leadership Handbook, Catalog No. 222, Finance Manager
- 4.1.2 For District Leader** Expenses paid by Toastmasters see Governing Documents of Toastmasters International, “Policy and Protocol”, **Protocol 8.1, 8.4, Policy 8.3, 8.4, 8.5, 8.6, in the same document.**
- 4.1.3 All District/Division funds** are Toastmasters International funds. Funds are to be used only to carry out the Toastmasters International Mission.
- 4.1.4 All District bank statements,** canceled checks, and any other financial records are the District's property.
- 4.1.5 Each District/Division** administration shall develop a budget for its year. Expenditures will be maintained within the limits of the adopted budget.
- 4.1.6 Financial records** are to be maintained in accordance with generally accepted accounting practices.
- 4.1.7 Any District contract** is considered an obligation for future fund dispersal and requires the District Director’s signature. A single expenditure (or contract) in excess of \$500 must be authorized in writing, in advance by the District Director and either the Program Quality Director or Club Growth Director, in consultation with the District Finance Manager.
- 4.1.8 On February 12, 2012,** the Board of Directors added to the Policy and Protocol, District Fiscal Management - Protocol 8.4. District funds may not be donated to any fund, including Ralph C. Smedley fund.

### **4.2 BUDGETS**

- 4.2.1 Each new District administration** prepares the District yearly budget using forms supplied by World Headquarters.
- Each District/Division administration shall develop a budget for its year. Expenditures will be maintained within the limits of the adopted budget. (moved)
- 4.2.2 The proposed budget** shall be approved at the first meeting of the District Executive Committee (DEC) and then by the Fall District Council (DC).
- 4.2.3 The DEC** approved budget must be signed by top the three District Officers and District Finance Manager and submitted to Toastmasters International by September 30 of the current year.
- 4.2.4 The Division budgets** are to be prepared by each new division team-using Appendix A. The budgets are to be submitted to the District Finance Manager by July 31 of the current year.

### **4.3 DISTRICT RESERVE ACCOUNT**

- 4.3.1** 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.
- 4.3.2** District Reserve Account funds are available to the current District administration when criteria set by the Toastmasters International Board of Directors has been met.
- 4.3.3** District Reserve Account funds may be withdrawn in two (2) ways:
  - a. By a request signed by both the District Director and the District Finance Manager.
  - b. To pay for materials and supplies ordered on the District Order Form and authorized by the District Director.
- 4.3.4** Materials and supplies ordered from World Headquarters are deducted from the reserve account the month they are shipped.

## **4.4 DISTRICT BANK ACCOUNTS**

Toastmasters International “Policy and Protocol”– Protocol 8.4 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 Director, reside with the same bank for ease of signature card updates, monthly reporting, for improved customer service and increased fraud prevention. The District Finance Manager shall be able to view all Division account information via online banking.

### **4.4.1 District Checking Account**

- a. The District Director, District Finance Manager, and either the Program Quality Director or Club Growth Director must be signatories on the bank account.
- b. Every disbursement requires two signatures--normally, the District Director and the District Finance Manager. If the check is to be written to the District Director or District Finance Manager, the second signature is to be a **Program Quality or Club Growth** Director. .
- c. District Director 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.

### **4.4.2 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 Finance Manager to withhold funds available to a Division and/or assume financial control of the Division
- b. 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 three signatures must be on the signature card, Authorized signatories are: Division Director, Division Finance Manager, District Director, and District Finance Manager.
- d. Every check requires two signatures--normally, the Division Director and the Division Finance Manager.
- e. The Division Director must authorize all expenditure of funds. Any Division contract is considered an obligation for future fund dispersal and requires the

Division Director's signature. A single expenditure (or contract) in excess of \$500 must be authorized in writing, in advance by the District Director and either the Program Quality or Club Growth Director, in consultation with the District Finance Manager to insure better control

- 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 book balance greater than \$1500 as of June 30 each year. Excess funds shall revert to the District bank account, except that the District Director-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. The amount was approved to allow fairness and help the District Finance Manager who works with the Division Directors.

## **4.5 REIMBURSABLE EXPENSES**

### **4.5.1 Authorization** – District Administrative Bylaws Article XII

**4.5.2 Expenses** must be authorized in advance by the District Director, Program Quality Director, New Club Growth Director, or the Division Director, as applicable to their areas of responsibilities.

**4.5.3 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.

**4.5.4 Travel**, registration, and lodging expenses are not authorized except for District Officers expected to attend the International Convention. Authorized expenses are defined in the District Leadership Handbook under Travel Reimbursement.

## **4.6 MEALS AND LODGING**

### **4.6.1 Meals.**

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

### **4.6.2 Lodging**

- a. Budget permitting, to facilitate presenting and coordinating the Fall and Spring Conferences, the District Director, Program Quality Director, Club Growth Director, and Finance Manager may be authorized to one night lodging at the conference site and up to two nights if travel is more than 25 miles. 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 Administration Manager, Conference Co-Chairmen and Logistics Manager may be authorized one night's lodging at the conference location. Out-of-town presenters may be authorized for two night's lodging at the conference location if travel is more than 50 miles one way from the presenter's residence to the conference location, at the discretion of the District Director.

**4.7. TRAVEL ALLOWANCES**

**4.7.1 Authorization:** Toastmasters International “Policy and Protocol” Policy 8.3 - District Leader Expenses and Toastmasters International Bylaws Article XII, Section 2. These will guide the process for travel reimbursements. Their purpose is to guide the process for travel reimbursement.

**4.7.2 Purpose:** To guide the process for travel reimbursement

## **SECTION V - GENERAL PROCEDURES**

### **5.1 PROXY HANDLING, INTERNATIONAL**

**5.1.1 Authority** - Toastmaster International Administrative Bylaws, Article X, Section 2: Proxies, and *online* District Leadership under Elections of International Leaders and Amendments. Proxy handling for International cannot be changed or amended by a District but are set by Toastmasters International. Refer to the named documents.

### **5.2 AREA DIRECTOR SELECTION**

**5.2.1 Authorization** - District Administrative Bylaws, Article VII, (c). District Leadership Handbook, Catalog No. 222.

**5.2.2 Purpose** - Identify members seeking leadership experience, who meet the qualifications as outlined in the District Administrative Bylaws Article VII (d)

**5.2.3 The District Administrative Bylaws** provides for the selection of Area Directors either by appointment or election by the area councils. Founder's District follows Toastmasters recommendation that the District Director appoints area Directors.

**5.2.4 Recommendation and Appointment Procedures** – By May 15, each Area Director shall submit to the District Director written recommendations for a successor. These recommendations shall be forwarded to the District Director-elect for making Area Director appointments.

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

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

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

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

#### **6.1.3 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 Director shall choose installing officials for all other incoming officers.
- e. The new District Director may present an acceptance speech.
- f. It is the responsibility of the incoming District Director and staff to plan and carry out the program for installation.

#### **6.1.4 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 Director 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 Director of the Year
  3. Division Director of the Year



## **6.2 TOASTMASTER OF THE YEAR**

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

## **6.3 AREA DIRECTOR OF THE YEAR**

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

## **6.4 DIVISION DIRECTOR OF THE YEAR**

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

**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 \$ \_\_\_\_\_
- TOTAL ESTIMATED FUNDS AVAILABLE (A plus 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 Administration \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

**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 Administration**

- 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 Director, Program Quality Director, Club Growth Director, Public Relations Manager, District Administration Manager, District Finance Manager, Area Directors, Division Directors, and Immediate Past District Director.
- 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 Administration Manager 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 Administration Manager by the conclusion of the Minutes Approval Committee Report to be eligible for consideration under New Business.
  - C. Should a consent agenda be used for the Business meeting, it must be made available to District Council members at least five days in advance of the Business meeting, and that the Council members be notified at least five days in advance of the Business meeting. Approved at the Council meeting November 2013.
- IV. **Recognition by the Chairman** - Participants desiring to speak shall stand and:
  - A. Address the Chairman: "Mr./Madam District Director ";
  - 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 Director 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 Director 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 Director";
      - 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 \_\_\_\_\_."
- III. **Uncontested Offices** - When there is only one candidate for an office,
  - A. District Director may close the nominations and declare the candidate elected.
- IV. **Nominating Speeches** -
  - A. Each officer candidate is entitled to a maximum of 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.



**Annual Election Ground Rules - Page 2**

- 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 Logistics Manager, 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 GLOSSARY OF ABBREVIATIONS**

ACB – Advanced Communicator Bronze  
ACS – Advanced Communicator Silver  
ACG – Advanced Communicator Gold  
ALB – Advanced Leader Bronze  
ALS – Advanced Leader Silver  
AM – Administrative Manager  
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  
CGD – Club Growth Director  
CTM – Competent Toastmaster  
DEC – District Executive Committee  
DELP – District Elected Leaders and PRM  
DD – District Director  
DTM – Distinguished Toastmaster  
FM – Finance Manager  
ID – International Director  
IP – International President  
LM – Logistics Manager  
PDD – Past District Director  
PDG – Past District Governor  
PID – Past International Director  
PIP – Past International President  
PQD – Program Quality Director  
PRM – Public Relations Manager  
RA – Region Advisor and IPRA – Immediate Past RA  
TI – Toastmasters International