

District 84 District Procedures

PURPOSE

District procedures are to provide consistency for the district in how it conducts business from year to year. These “procedures cannot duplicate or contradict Toastmasters International governing documents and policies, nor may they be more restrictive than Toastmasters International governing documents and policies.”¹ They may be changed by either the District Executive Committee or the District Council.

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ACRONYMS

Acronyms that may be found in this document include:

DEC – District Executive Committee
DG – District Governor
DTM – Distinguished Toastmaster
IPDG – Immediate Past District Governor
LGET – Lieutenant Governor Education and Training
LGM – Lieutenant Governor Marketing
PDG – Past District Governor
PRO – Public Relations Officer
TI – Toastmasters International
TLI – Toastmasters Leadership Institute (Club Officer Training)

¹ District Leadership Handbook, 2005, p. 7

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SECTION 1: OFFICERS

1.1 APPOINTED OFFICERS

As allowed by TI Policy, the appointed officers of this District shall be:

- Public Relations Officer
- District Secretary
- District Treasurer
- Area Governor for each Area.

SECTION 2: CONTESTS

2.1 DISTRICT SPEECH CONTESTS

The District shall hold two speech contests at the Fall Conference and two at the Spring Conferences as follows:

- Fall Conference:
 - Humorous Speech Contest
 - Evaluation Contest
- Spring Conference:
 - International Speech Contest
 - Table Topics Contest

2.2 DIVISION CONTESTS

Each Division shall conduct four (4) speech contests to provide a single contestant to the District Conferences as follows:

- Fall:
 - Humorous Speech Contest
 - Evaluation Contest
- Spring:
 - International Speech Contest
 - Table Topics Contest

If a Division has four or fewer areas, the District may allow the Areas to send two contestants to the division contest. This question should be decided no later than July 31 and January 31 for the Fall and Spring contest seasons, respectively.

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2.3 AREA CONTESTS

Each Area shall conduct four (4) speech contests to provide a contestant to the Division Contests as follows:

- Fall:
 - Humorous Speech Contest
 - Evaluation Contest
- Spring:
 - International Speech Contest
 - Table Topics Contest

If an Area has four or fewer clubs, the District may allow the clubs to send two contestants to the area contest. This question should be decided no later than July 31 and January 31 for the Fall and Spring contest seasons, respectively.

2.4 CONTEST TROPHIES

Contest trophy recommended sizes for all contests are as follows:

- Club Trophies - maximum of 10"
- Area Trophies - maximum of 12"
- Division Trophies - maximum of 15"
- District Trophies - maximum of 17"

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SECTION 3: REFERENCES

3.1 TI POLICIES AND PROCEDURES

The district will follow all policies and procedures of Toastmasters International as found at:

<http://www.toastmasters.org/Members/OfficerResources/PoliciesandProcedures/PoliciesandProcedures.aspx>

This includes:

IV. GOVERNING DOCUMENTS

1. Articles of Incorporation and Bylaws of Toastmasters International
2. District Administrative Bylaws
3. Club Constitution and The Standard Bylaws for Clubs of Toastmasters International

VI. POLICIES AND PROCEDURES

NOTE: The most relevant Policies and Procedures are included in this list. A complete list is found at the link given above.

A. International

- A 3 Use of Toastmasters International Material
- A 4 Community Activities and Cooperation with Organizations
- A 5 The Toastmaster Magazine Policy
- A 10 Visits to Districts by International Directors
- A 17 Establishment of Special Foundations, Affiliate Organizations, and Other Legal Entities
- A 18 Use of Collective Membership Marks, Trade Names, Trademarks, Service Marks and/or Copyrights of Toastmasters International
- A 19 Membership and Mailing Lists
- A 20 Conduct of Surveys
- A 21 Fax Machine and Electronic Transmissions Policy
- A 22 Policy on Members with Disabilities
- A 98 Regional Assignment of Districts and Undistricted Clubs Effective July 1, 2007
- A 99 Map of Regions and Districts Outside Regions

B. District

- B 1 Formation of Provisional Districts, Consolidation and Reformation of Existing Districts, and Formation of Non-District Administrative Units
 - B 1.1 Rules and Regulations Supplementing the Policy Concerning Formation and Re-Formation of Districts
- B 2 Assignment of Clubs to Districts, Divisions, and Areas
- B 3 District Conflict of Interest Policy
- B 4 Procedural Rules for Placing a District Under Receivership
- B 5 District Officer Position Titles and Voting Privileges in District Councils
- B 6 Role of Past Leaders Within Districts
- B 7 District and Club Officer Training, Executive Committee Meetings, Council Meetings, and Conferences
- B 8 International Speech Contest Participation by Districts not Assigned to a Region
- B 9 District, Division and Area Records

D. Financial

- D 3 Additional Dues and Fees Established by the Board of Directors
- D 4 Sources of Payments of Charter Fees or Per Capita Dues
- D 5 Revenue for Districts
- D 6 District Fiscal Management

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D 7 Assets at the District and Club Levels
D 9 Expense Payments Available for District Officers and Speech Contestants
D 11 Fund-Raising Activities

E. Campaigns and Elections

E 5 Proxies
E 8 Procedural Rules for the District Nominating Committee
E 9 Procedural Rules for Campaigns for District Office and the Elections of District Officers

F. Ethics & Discipline

F 1 Code of Ethics and Conduct
F 1.1 Harassment, Including Sexual Harassment
F 1.2 Procedures for Handling Personal Conduct Matters
F 2 Political and Campaign Ethics
F 3 Non-Discrimination
F 4 Grounds for Disciplinary Action Relating to Good Standing with Toastmasters International of Individual Members of Clubs
F 4.1 Procedures for Disciplinary Actions Relating to Good Standing with Toastmasters International of Individual Members of Clubs
F 5 Procedures for Disciplinary Actions

3.2 DISTRICT LEADERSHIP HANDBOOK

The district will use the TI District Leadership Handbook located at:

<http://www.toastmasters.org/NonNavigableDocs/DistrictLeadershipHandbook.asp>
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Revision History

Revision #	Modified by	Description of Changes	Revision Date	Approval Date and Approving group
1.1a	Beth McCullough, ATMG/CL	Original draft modeled after minimum suggested procedures from District Leadership Handbook, 2005, p.7	3/2/2008	4/26/2008 District Council
1.2	Beth McCullough, DTM	Added section 2.4 for contest trophy heights per 7/19/08 DEC meeting minutes;	08/19/2008	07/19/2008 DEC; 9/20/2008 DEC