

District 48 Procedures

Version 1.1

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Approved:

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I. Purpose

District Procedures are to provide consistency for the District in how business is conducted from year to year. These Procedures cannot duplicate or contradict Toastmasters International governing documents and Procedures, nor may they be more restrictive than Toastmasters International governing documents and Procedures. For anything not referenced in this document refer to Toastmasters International Policies and Protocol.

II. Acronyms

Acronyms that may be found in this document include:

DEC	District Executive Committee
DD	District Director
DTM	Distinguished Toastmaster
IPDD	Immediate Past District Director
PQD	Program Quality Director
CGD	Club Growth Director
PDG	Past District Governor
PDD	Past District Director
TI	Toastmasters International
TRIO	DD, PQD and CGD
WHQ	World Headquarters
TLI	Toastmasters Leadership Institute
COT	Club Officers Training
PRM	Public Relations Manger
DLC	District Leadership Committee
CAD	Conference Advisory Committee
ACPDD	Advisory Committee of Past District Directors

III. District 48 Geography

District 48 Toastmasters includes the Florida counties of Charlotte, Collier, Desoto, Glades, Hardee, Highlands, Hendry, Hernando, Hillsborough (less north of SR 60 and East of SR 39), Lee, Manatee, Pasco, Pinellas, and Sarasota effective July 1, 2022.

IV. Officers

- A. As allowed by TI policy, the District Director shall appoint:
- Public Relations Manager (PRM)
 - Administrative Manager (AM)
 - Finance Manager (FM)
 - Logistics Manager (LM)
 - Area Directors (one for each approved Area)

V. Finance

A. Reimbursement of Expenses

- 1) Expenses incurred by members for official, and approved, Toastmasters Business will be reimbursed if:
 - a. Funds are allocated in the District Budget
 - b. Expense reimbursement request is submitted via Concur as soon as possible, but within 60 days of expense date
 - c. The distance traveled is greater than thirty miles one way
 - d. Mileage reimbursement rate is within TI Policy and IRS Guidelines
 - e. If two or more individuals car-pool, only one person will receive mileage reimbursement for the trip
 - f. Related expenses such as tolls and parking will not be reimbursed
- 2) Travel reimbursement applies to District related travel approved by District Director and Finance Manager when in compliance with reimbursement guidelines:
 - a. District Executive Committee (DEC) when attending DEC Meetings as part of their duties
 - b. Committee Chairs traveling on official, approved District business
 - c. Presenter traveling on official, approved District business
 - d. Area Directors: Contests and required club visits for respective Areas (maximum two per club)
 - e. Division Directors: Contests and required club visits for respective Divisions
 - f. Trio Members: all travel to District events
 - g. Members when performing approved District related duties
- 3) Mid-Year Training

The District shall pay for the below items for travel to Mid-Year Training for the District Director, Program Quality Director, and Club Growth Director, if not provided by Toastmasters International:

- a. Hotel – starting the night prior to the first day of training and checkout no later than the morning of the last day of training.
 - i. Hotel rooms should be shared when possible
 - ii. If room sharing is possible and not utilized only one-half of the room expense will be reimbursed unless otherwise approved by the DEC
- b. Parking (airport and/or hotel parking when driving vs. flying)
- c. Shuttle service – to and from the airport
- d. Baggage fee for one checked bag
- e. \$30 per day food allowance
- f. Trio members are responsible for any other expenses

4) International Convention

The District shall pay for the below items for travel to the Annual Toastmasters International Convention for the District Director, Program Quality Director, Club Growth Director, and Immediate Past District Director, if not provided by Toastmasters International:

- a. Hotel – starting the night prior to the first day of the Convention and checkout no later than the morning of the last day of the convention.
 - i. Hotel rooms should be shared when possible
 - ii. If room sharing is possible and not utilized only one-half of the room expense will be reimbursed unless otherwise approved by the DEC.
 - b. Airport parking
 - c. Shuttle service – to and from the airport
 - d. Baggage fee for one checked bag
 - e. Full Convention package. When feasible, early registration should be utilized.
 - f. \$30 per day food allowance (up to \$120)
 - g. Trio Members and IPDD are responsible for any other expenses
- B. Handling of Checks
Incoming checks: When the District receives checks from individuals paying for events and the check is returned, any fees will be paid for by the individual whose check was returned.
- C. Vendor Approval Process
For any vendor contract with a financial impact of \$250.00 or more, at least three different bids must be reviewed by the District Trio and Finance Manager. The District is not required to select the lowest cost option and should consider all factors when making the decision. All completed contracts must be signed by the District Director unless otherwise approved by Toastmasters International. All completed contracts must be disclosed to the DEC at the next scheduled DEC meeting.

VI. Contests

- A. Contest Policy
- 1) District 48 Procedure is to allow two (2) contestants to move forward in both the Area Contest (if an Area has four assigned clubs or fewer in good standing and Division (if a Division has four or fewer Areas) Contests as allowed in the Contest Rulebook.
 - 2) Should the Speech Contest Rule Book change, District 48 will need to adopt updated procedures.
- B. Contest Schedule
- 1) Fall – Table Topics Contest, Humorous Speech Contest or Tall Tales Contest as approved by current DEC

2) Spring – International Speech Contest and Evaluation Contest

District 48 Evaluation Contest will be referred to as the Bob Turel Evaluation Contest.

C. Contest Registration Fees

Event registration fees will be waived for the following:

- 1) District Contests: Trio, Contest Chair, Contest Master, Chief Judge and Contestants
- 2) Division Contests: Trio, Host Division Director, Contest Chair, Contest Master, Chief Judge and Contestants
- 3) Area Contests: Trio, Host Division Director, Host Area Director, Contest Chair, Contest Master, Chief Judge and Contestants

D. Contest Awards

District will provide Awards for:

- 1) District Contests – first place, second place and third place
- 2) Division Contest – first place, second place and third place
- 3) Area Contests – if District budget allows, first place, second place and/or third place

VII. District Conference

A. District Conference Schedule

The Annual Conference shall rotate between the following areas:

- 1) North of Sarasota
- 2) Sarasota and South of Sarasota

Should economic or other considerations make it necessary to change the scheduled location, the DEC must approve the change in rotation.

B. District Conference Hotel Accommodations

The District will provide hotel accommodations at the conference hotel for the following individuals:

- 1) Trio, IPDD, and Conference Chair utilizing shared occupancy when possible.
 - a. Should a member elect for single accommodations when shared occupancy is possible the member will reimburse the District for 50% of the room rate.
- 2) PRM, Finance Manager, Administration Manager, Logistics Manager if budget is available and utilizing shared occupancy when possible.
 - a. Should a member elect for single accommodations when shared occupancy is possible the member will reimburse the District for 50% of the room rate.
- 3) Keynote Speaker
- 4) Visiting Toastmasters dignitaries while on an official visit

C. District Conference Registration Fees

Event registration fees will be waived for the following individuals:

- 1) Trio, IPDD, PRM, Finance Manager, Administration Manager, Logistics Manager, Conference Chair, Keynote Speaker, and visiting Toastmasters dignitaries while on an official visit.
 - 2) Additional event staff and District Toastmasters may have fees waived as part of the event budget with approval of the District Director and Finance Manager (examples: DJ of Hospitality Suite, Conference Ad Book Chair, Photo Booth, Costumer Contest Winner, First Timers Winner, etc.)
- D. District Conference Expenses
- 1) Costs associated with attending a District conference should be held to a minimum to encourage participation by as many Toastmasters and guests as possible.
 - 2) Conference funds must be maintained by the District Finance Manager and accounted for separately as an item in the District budget.
 - 3) Conference expenses involving all District Toastmasters are a District responsibility and are to be paid for by the District, including:
 - a. Printing costs associate with the District Conference
 - b. All District Awards
 - c. District related non-donated gifts
 - d. Meal and registration, including hotel, and expenses for a visitor solicited by the District
 - e. Persons receiving direct benefit from attending the conference will pay for expenses related to their attendance
 - 4) The District will be responsible for any Conference budget deficits. Any surplus are District funds and will be returned to the District's general funds. Refunds or bills for any conference-related expenses are to be submitted and paid within 60 days after the conference (utilizing Concur).
- E. District Conference Budget
- 1) Budget examples:
 - a. Mailing and printing costs
 - b. Meal and registration expense
 - c. Indirect meal expenses like table decorations and printed programs
 - d. Purchased supplies (like educational pamphlets, pins, etc.)
 - e. Printing expenses for handouts
 - f. Conference meeting room charges
 - g. Audiovisual charges
- F. District Conference Ticket Refunds
- 1) No refunds will be given if cancellation is not made before the conference deadline. Exceptions can be made at the discretion of the District Director.
- G. District Conference Advisory Committee
- For the benefit of members, District leaders and the Conference Chair, a Conference Advisory Committee (CAC) will be in place to support the planning of the conferences.

The CAC will include two (3) past Conference Chairs who will be serving a 3-year term. Each year, one member of the CAC will have completed their term and will be replaced by the incoming DD. The replacement will occur at the end of the Annual Conference each year.

VIII. District Events and Incentives

- A. Toastmaster Leadership Institute (TLI's)
Event registration fees will be waived for the following individuals:
 - 1) Trio, Host Division Director, TLI Chair, Logistics Manager, and Session Presenters.
 - 2) Additional event staff may have fees waived as part of the event budget with approval of the District Director and Finance Manager.

- B. District Events as allowed by TI Policy
Event registration fees will be waived for the following individuals:
 - 1) Trio, Host Division Director, TLI Chair, Logistics Manager, Session Presenters.
 - 2) Additional event staff may have fees waived as part of the event budget with approval of the District Director and Finance Manager.

- C. District Program Recognition
 - 1) District 48 will include in the annual budget for the following year, the cost necessary to recognize the Districts successful participation in the District Recognition Program, provided the District achieved a level of Distinguished or better the previous fiscal year.
 - a. This event should include, at a minimum, the members of the District Executive Committee and Chairs who served the District during the period that recognition was awarded under the District Recognition Program.
 - b. Additional invitations will be at the Discretion of the Immediate Past District Director so long as the budget is not exceeded.
 - c. The Immediate Past District Director will be responsible for planning and coordinating the event.
The event should be held as close as possible to the official announcement of the District Recognition Program results for the previous fiscal year.

- D. District Incentives
Periodically the District Leadership (District Director, Program Quality Director, or Club Growth Director) will implement new incentive programs designed to encourage clubs or members to achieve goals related to the District Mission and addressing specific challenges or issues at the time of introduction. Examples include: "48 by 4/8", Ambassador program, Full Circle Program, etc.
 - 1) Recognizing that situations change, and incentives valuable today may not remain meaningful; District 48 Procedures will require review of all new incentives two-years after inception.
 - 2) This review will measure the incentive's effectiveness over the past two years as well as evaluate if it is still necessary and meaningful.

- 3) It will be the responsibility of the District Director to initiate the Incentive review each year and bring to the District Executive Committee for a vote to persist.
- 4) Absent a vote to persist, all Incentives will automatically discontinue after the completion of the 2nd program year for which it was in force.

IX. Annual Awards

All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered, which jeopardizes Toastmasters International's educational, non-profit organization status.

- A. Area Director of the Year Award
 - 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director and Club Growth Director based on input received from the Division Directors.
 - 2) All Area Directors are eligible for this award. One recipient shall be selected based on performance, the Toastmasters International "Area Director of the Year" guidelines form, meeting the success criteria for Area Directors as set forth by Toastmasters International and the District Director, and the work performed for the good of Toastmasters in District 48.
 - 3) The District Director will see that an award is properly prepared and ready for presentation at the first district wide awards event of the year (when applicable).
- B. Division Director of the Year Award
 - 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director, and Club Growth Director.
 - 2) All Division Directors are eligible for this award. One recipient shall be selected based on performance, meeting the success criteria for Division Directors as set forth by Toastmasters International and the District Director and the work performed for the good of Toastmasters in District 48.
 - 3) The District Director will see that an award is properly prepared and ready for presentation at the first district wide awards event of the year (when applicable).
- C. District Toastmaster of the Year
 - 1) The recipient of this award shall be selected by a panel comprised of the District Director, Program Quality Director, and Club Growth Director.
 - 2) Any club member in good standing, excluding members of the District Executive Committee, is eligible for this award, regardless of length of membership. One recipient shall be selected based on performance, the Toastmasters International "Toastmaster of the Year" guidelines form, and the work performed for the good of Toastmasters in District 48.
 - 3) The District Director will notify World Headquarters who the District Toastmaster of the Year Award recipient is in ample time for recognition and inclusion of the name in the Toastmasters Magazine.

- D. Other District Awards
 - 1) Other special awards may be presented at the District level. These awards shall be included in the budget. Examples of special awards are:
 - a. Joseph E. Miller Class Act Award
 - b. Lifetime Achievement Award
 - c. Other similar titles and/or awards may be given as appropriate
 - 2) The purchase and presentation of a past District Director plaque/award, to be presented to the IPDD at the first district wide awards event of the year, will be the responsibility of the current District Director (as applicable)
- E. Toastmasters International Awards
 - 1) Other awards based upon activities within the district, will be supplied by Toastmasters International and may be awarded to selected Toastmasters or Clubs at a District-wide event, if not otherwise presented to the member or club by Toastmasters International. Typical awards in this category include Distinguished Club Program banner ribbons, membership growth awards, etc.
 - 2) The Corporate Recognition Award
 - 3) Communication and Leadership Award

X. District Leadership Committee

The District Leadership Committee (DLC) will assist the incoming District Director, by starting the process of collecting nominations for Public Relations Manager, Administration Manager and Finance Manager on January 1. The DLC will conduct a brief phone interview of the above listed candidates. The DLC will work to ensure that at least one candidate is identified for each role, prior to the Annual District Business Meeting.

Information for the candidates will be given to the incoming DD after the District election for additional screening and official appointment.

XI. Advisory Committee of Past District Directors (ACPDD)

All past District Directors and Governors currently registered in a Club in District 48 shall be members of the Advisory Committee of Past District Directors.

- 1) The IPDD shall serve as Chair of the ACPDD and act as liaison between the Committee and the District Executive Committee.
- 2) Members of the ACPDD will receive agendas and minutes of District Executive Committee meetings, concurrently with DEC members, as well as copies of any communications sent to club leaders on behalf of the District TRIO.
- 3) The committee shall:
 - a. Help in training DEC members, as requested by the DD
 - b. Assist with updating District Procedures, as requested by the DD
 - c. Provide mentoring and coaching for any member of the DEC, upon request
 - d. Assist the Credentials Chair for the Annual District Council Meeting
 - e. Proactively encourage members to consider District Leadership roles

- 4) The committee may submit agenda items, by a majority vote, for consideration by the DEC through the IPDD. Such vote may be taken electronically.
- 5) The committee may not endorse candidates for District office, but Individual committee members are permitted to make personal endorsements.
- 6) Members of the Committee may not speak on behalf of the Committee unless a majority vote has been taken on the issue, but individual committee members are allowed to express their personal views on District business.
- 7) Minutes of the ACPDD meetings will be sent to the District Director after approval.

XII. Miscellaneous

- A. District Email Addresses
 - 1) Email addresses will be set-up as first initial + last name @ district48.org (when available).
 - 2) District Directors are entitled to keep their email addresses in perpetuity.
 - 3) All other District email addresses will be deleted one year after completing service to the District.

- B. District Document Storage
 - 1) District Approved Budget will be posted on the District 48 website.
 - 2) District Procedures will be posted on the District 48 website.

XIII. Revision History

Revision	Chair	Description of Changes	Modification Date	Approval Date and Approving group