

# **Toastmasters District 58 Procedures**

## **Amended & Adopted by the District Council – 16 March 2020**

These are the District 58 Procedures, which guide us in governing the District for the procedures that are not specific under Toastmasters International Policies and Protocol. For anything not referenced in this document, refer to Toastmasters International Policies and Protocol. District procedures shall not be more restrictive than that of our governing body, Toastmasters International.

*District Bylaws are specified by World Headquarters and distributed to the District Director, Program Quality Director and Club Growth Director annually.*

---

### **Table of Contents**

[Procedure 1 – Reimbursement of Travel Expenses](#)

[Procedure 2 – Submission of Expenses for Reimbursement](#)

[Procedure 3 – Guidelines for Presentation of District 58 Annual Awards](#)

[I. Area Director of the Year Award](#)

[II. Division Director of the Year Award](#)

[III. District Toastmaster of the Year](#)

[IV. Communication and Leadership \(C&L\) Award](#)

[V. Other District Awards](#)

[VI. Toastmasters International Awards](#)

[Procedure 4 – District Conference Expenses](#)

[Procedure 5 – Educational and Leadership Awards](#)

## Procedure 1 – Reimbursement of Travel Expenses

- I. Travel expenses incurred by members of the District Executive Committee (hereinafter, DEC) in attending DEC meetings as part of the performance of their duties, shall be reimbursed from funds allocated in the District Budget, and when available, in the District Treasury, at the mileage rate up to the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service for travel by private vehicle only when:
  1. The distance traveled is greater than 30 miles one way; and two (2) or more District Executive Committee members travel together in one vehicle. Only one reimbursement shall be paid per vehicle, regardless of the number of passengers in the vehicle.
  2. DEC members should meet at a central location in route and travel together from that point to qualify for reimbursement.
  3. Distance for reimbursement shall be measured from the residence of the driver or a central location when the distance is greater than 60 miles (round trip). This applies when two or more passengers are traveling together to conduct District business. The members may divide the reimbursement among themselves, as they deem appropriate.
  4. In cases where an area is isolated to the extent that the DEC member cannot reasonably meet with other DEC members to travel jointly to the meeting, that member may receive reimbursement, with prior approval from the District Director, at the mileage rate up to the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service.
- II. Travel expenses incurred by members of District 58 in attending other meetings or events as part of the performance of their duties shall be reimbursed from funds allocated in the District Budget and when available in the District Treasury, at the mileage rate up to the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service; for travel by private vehicle only when:
  1. The distance traveled is greater than 30 miles one way; and
  2. The reimbursee is either the District Director, Program Quality Director and Club Growth Director or a member directed by the District Director, Program Quality Director and Club Growth Director for a specific purpose and event. Examples include, but are not limited to, trainers for Toastmasters Leadership Institute (TLI), marketing representatives at business expos, member recruitment or club extension events. All expense reimbursement claims must be pre-approved by the District Director. The District Director's reimbursement claims must be approved by the Program Quality Director or Club Growth Director.
  3. Distance for reimbursement shall be measured from the residence of the driver or a central location.

- III. Lodging expenses for extended marketing trips with the International Director or Region Advisor for the District Director and/or the Club Growth Director are part of the performance of their duties and shall be reimbursed from funds allocated in the District Budget and when available in the District Treasury. Lodging includes hotel accommodations, including applicable taxes, it excludes personal telephone expenses and other incidental expenses.
- IV. Lodging expenses for the duration of the Annual District Conference for the District Director, Program Quality Director and Club Growth Director are part of the performance of their duties and shall be reimbursed or paid directly to the venue from funds allocated in the District Budget and when available in the District Treasury. Insofar as practicable, every effort should be made to minimize direct outlay of District funds through the use of contractual complimentary rooms, room-sharing or other cost-cutting methods.
- V. Travel, registration, and lodging expenses for the entire duration of the Trio training, Midyear training, International Convention shall be reimbursed to the District Director, Program Quality Director and Club Growth Director, shall be reimbursed from funds allocated in the District Budget and when available in the District Treasury, if not provided by Toastmasters International. Meals may be reimbursed up to \$30 USD per day, if not paid by Toastmasters International, provided funds are allocated in the District Budget and when available in the District Treasury; if not provided by Toastmasters International.
- VI. For International Convention, Districts may reimburse the Immediate Past District Director for registration, lodging, and transportation expenses not paid by World Headquarters, provided there are funds allocated in the District Budget, and when available in the District Treasury.
- VII. Lodging expenses for the entire duration of a District visit shall be reimbursed to the International Director (ID) or Region Advisor (RA) if invited by the District and not reimbursed by Toastmasters International.

## **Procedure 2 – Submission of Expenses for Reimbursement**

- I. In accordance with Toastmasters International Governing Documents, Protocol 8.4: District Fiscal Management, Section 4, Financial Controls: requests for reimbursements authorized by Toastmasters International and approved by these procedures must be presented along with all supporting receipts and/or documents to the District Finance Manager no later than 30 days following the date that the expense was incurred. All claims for reimbursement must be approved by the District Director.
- II. Instances can occur where requests for reimbursement for one fiscal year are submitted in the immediately following fiscal year. Under these circumstances, such

requests will be honored at the discretion of the District Director provided that the funds would have been and are available in the applicable line item. Line items that were overspent during the previous fiscal year will not be reimbursed except in the case of extenuating circumstances and with the approval of the District Council.

- III. Any expense over \$100 for any single item or event, not covered in the approved budget, must be approved in writing by the District Director, prior to purchase. The approval will be kept with the reimbursement voucher and retained by the District Finance Manager.

Expense provisions and requirements:

- 1. General
  - a. Must submit all receipts with reimbursement forms within 30 days of the expense to be reimbursed.
  - b. These limits may be increased on a case-by-case basis, only with written pre-approval by the District Director.
- 2. Area Contests
  - a. District Director may approve up to \$10.00 reimbursement for printing costs of contest materials.
  - b. No reimbursements will be approved for refreshments.
- 3. Division Contests
  - a. District Director may approve up to \$75.00 in expense reimbursement for each Division contest.
  - b. Divisions who combine their efforts, may still be allowed up to \$75 each. In this case, it is expected that Division Directors work together to coordinate their planning in order to save money where possible.
- 4. Toastmasters Leadership Institute (TLI)
  - a. District Director may approve up to \$75.00 in expense reimbursement for each District sponsored TLI.
  - b. No reimbursements will be approved for make-up TLI/Club Officer Training.

- VI. Submission of Expenses for Reimbursement - All checks issued by District 58 for reimbursement of any authorized expense shall be valid for a period not to exceed six (6) months from the date of issue. Any check not presented prior to the expiration time period shall be considered void.

## **Procedure 3 – Guidelines for Presentation of District 58 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, not-for-profit organization status.

## I. Area Director of the Year Award

The recipient of this award shall be selected by the District Director.

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 58.

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 (Toastmasters Leadership Institute (TLI) or the District Leadership Training Event, whichever comes first).

## II. Division Director of the Year Award

The recipient of this award shall be selected by the District Director.

All Division Directors are eligible for this award. One recipient shall be selected based on performance, the Toastmasters International "Division Director of the Year" guidelines form, 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 58.

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 (Toastmasters Leadership Institute (TLI) or the Annual District Leadership Training Event, whichever comes first).

## III. District Toastmaster of the Year

The recipient of this award shall be selected by the District Director.

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 58.

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 (Toastmasters Leadership Institute (TLI) or the Annual District Leadership Training Event, whichever comes first).

## IV. Communication and Leadership (C&L) Award

This award may be presented to a non-Toastmaster citizen at the Annual District Conference. The recipient should reside within the District boundaries and shall have

made a significant communication and leadership contribution to the communities within the District boundaries and shall have made a significant contribution to the communities within the District. The impact of this contribution must not be limited to one organization, but must be community/district wide. This award may not be presented to a recipient a second time.

Nominees for this award shall be proposed by members of the District Executive Committee. Candidates for this award may also be submitted to any member of the District Executive Committee for nomination by any club or any individual member in good standing.

Guidelines supplied by Toastmasters International shall be followed in selecting a qualified candidate. The members of the District Executive Committee will make their recommendations for the C&L Award and the C&L recipient shall be decided by a majority vote of the District Executive Committee at their regular meeting.

The District Director will see that the C&L award is properly prepared and ready for presentation at the Annual District Conference.

## V. Other District Awards

Other special awards may be presented at the District level. These awards shall be included in the budget. Examples of special awards are: the Christy Jarvis Award which is presented to the non-Toastmaster spouse of a Toastmaster whose support has facilitated the Toastmaster's success in the organization; the Curtis Yant Jr. Mentoring Award, which is presented to the Toastmaster who makes the greatest difference in the lives of others by supporting leadership through mentoring leaders, based on recommendations to be solicited annually from the membership at large and confirmed by the District Executive Committee; and the District Director's Award of Excellence for outstanding achievement by a member that did not result in the member being awarded District Toastmaster of the Year, Area Director of the Year, or Division Director of the Year.

Other similar titles and/or awards may be given as appropriate.

The purchase and presentation of a past District Director award to be presented to the IPDD at the first district wide awards event of the year (Toastmasters Leadership Institute (TLI) or the Annual District Leadership Training Event, whichever comes first), will be the responsibility of the current District Director.

## VI. Toastmasters International Awards

Other awards, based upon activities within the district, will be supplied by Toastmasters International and may be awarded to selected Toastmasters or Clubs 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 or other awards approved by the District Director.

## **Procedure 4 – District Conference Expenses**

- I. Cost associated with attending a District conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible.

Conference funds must be maintained by the District Finance Manager and accounted for separately as an item in the District Budget.

Conference expenses involving all District Toastmasters are a District responsibility and are to be paid for by the District. Examples are:

1. Mailing and printing costs associated with district conference. Publicity will be by email to all District members, posting on the District Website and social media.
2. Trophy costs for contests, first place, second place, and third.
3. All District awards (C&L (Communication and Leadership), Officer, Membership, Educational).
4. District-related non-donated gifts received at the convention.
5. Meal and registration expenses for a visitor solicited by the district leadership.
6. Meal and registration expenses for C&L recipient (and guest).
7. Meal and registration expenses for the District Director, Program Quality Director and Club Growth Director.

- II. Persons receiving direct benefit (direct financial compensation) from attending the conference (shall) pay for expenses related to their attendance. Conference budget examples are:

1. Mailing and printing costs associated with a “stand alone” District Conference publicity.
2. Direct meal expense (a visitor solicited by the District, ID on Official District Visit, the RA with an invitation from the District, District Trio or C&L recipient and guest).
3. Indirect meal expenses, table decorations.
4. Purchased supplies (educational pamphlets, pins, etc.) received at conference.
5. Printing expenses for conference.
6. Conference meeting room.
7. Audiovisual supplies.

- III. Documents needed for the annual business meeting will be provided electronically and projected on screen. These documents include, but are not limited to, the Agenda, the Previous Meeting Minutes, the Finance Manager Profit and Loss Report, the Audit Committee Report, and any Special Committee Reports.

- IV. Attendees will contribute to the conference's financial obligations through registration fees, meal, and event fees. Registration costs should be kept to a minimum. Conference registrations for speech contestants who only participate in their respective contest or club officers who only attend the District Council Meeting are free. No refunds will be given. Exceptions can be made at the discretion of the District Director.
  
- V. The District will be ultimately responsible for any Conference overruns for unexpected costs. Any surpluses are District funds and will be returned to the District's general funds. Insofar as practical, refunds or bills for any conference-related expenses are to be submitted and paid within thirty (30) days after the conference.

## **Procedure 5 – Educational and Leadership Awards**

The District will purchase Distinguished Toastmaster (DTM ) badges for those individuals earning their first DTM award.