



District 56 Procedures

May 2019 Revision

I. STATURE, PURPOSE, ADOPTION AND REVISION OF PROCEDURES

Official procedures of District 56, as adopted from time to time by the District Council, are set forth in this document. These procedures supplement and cannot conflict with the Administrative Bylaws of the District and the Bylaws and Policies of Toastmasters International. If any such conflict occurs, the rules outlined by Toastmasters International shall prevail. They may be adopted and revised at any time by majority vote of the District Council upon recommendation of the District Executive Committee. It is the understanding that they will remain in effect from year to year or unless modified or canceled, in whole or in part, by the District Council.

II. BOUNDARIES OF DISTRICT & DIVISIONS

A. BOUNDARIES FOR DISTRICT 56

The District boundaries are set forth in Article V of the District Administrative Bylaws and may not be changed without the approval of the Board of Directors of Toastmasters International. The boundaries of this District shall be as follows:

Northern: 31° North Latitude

Western: From the Northern District boundary and the Brazos River, South on the Brazos River to State Highway 1093 to State Highway 60, including all of Bay City, South on State Highway 60 to the Gulf of Mexico

Southern: The Gulf of Mexico

Eastern: The Eastern edge of the State of Texas excluding Jefferson and Orange Counties

B. DISTRICT 56 DIVISIONS

District 56 is currently comprised of 7 Divisions:

L	M	N
O	P	Q
		R

(For Boundary Details See – D56 Alignment Report)



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C. NUMBER OF AREAS

A Division must have three or more areas.

D. AREA CLUB ASSIGNMENT AND REASSIGNMENT

Area club assignments and reassignments will be the responsibility of the District Council as described in Article VI of the District Administrative Bylaws and as approved at the Annual District Council Meeting of District 56.

An Area must have four or more clubs that are in good standing.

III. DISTRICT, DIVISIONS, AND AREAS ORGANIZATIONS

A. CABINET

The District Director, Program Quality Director, Club Growth Director, all Division Directors, Immediate Past District Director, Administration Manager, Finance Manager, and Public Relations Manager as well as others at the discretion of the District Director shall constitute the District Director's Cabinet.

B. DIVISION OFFICERS

- Where feasible, the Divisions shall be organized on a mini-District basis, with the Division Directors responsible for all Division activities and the Senior 7 District officers providing educational and administrative support.
- Within 30 days after the District Officer elections, the Division Director-Elect shall appoint an Education and Training Chair, a Marketing Chair, a Speechcraft Chair, a Youth Leadership Chair, an Area Contest Chair and other committees they deem necessary. This shall constitute the Division Executive Committee.
- The Division Executive Committee, together with the Division Area Directors, shall constitute the Division Council, which shall meet periodically at the call of the Division Director to set Division goals, and plan and implement Division activities.
- The District will provide training for new clubs by September 30: for June through August training period (changes accepted until November 30.) and March 31: for December through February training period (changes accepted until May 31.)
- The District will provide training for Division Directors.



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- Division Directors shall make monthly reports to the District Director for use in effecting corrective actions where needed.

C. AREA DIRECTORS AND COUNCIL

- The District Director will appoint Area Directors. The District Council approves such appointments at the next scheduled District Council meeting.
- Where feasible, the Areas shall be organized on a mini-District basis, with the Area Directors responsible for all Area activities and the Senior 7 District officers and Division Directors providing educational and administration support.
- The Area Director(s) shall serve as Chair of their Area Council, which consists of the Area's Club Presidents, Vice Presidents Education and Vice Presidents Membership. The Area Council shall meet periodically at the call of the Area Director to set Area goals and to plan and implement Area activities.
- The District will provide training for Area Directors.
- Area Directors shall make monthly reports to the Division Directors for use in effecting corrective actions where needed.

IV. DISTRICT CALENDAR OF EVENTS

The District Director, the Division Directors and the Area Directors shall prepare and distribute by July 31st, a calendar for the Toastmaster year (July 1 to June 30), which should include important events and deadlines that pertain their respective jurisdictions. The District shall maintain the district-wide calendar of events on the district's website.

V. FINANCES AND REIMBURSEMENT FOR EXPENSES

Receipts or documentation must support all District expenses. Each check issued by the District must be assigned to a budget line item at the time the check is written.

All Expenditures on behalf of the District require written pre-authorization for all amounts in excess of \$500 and must be included with the "Voucher for Reimbursement" Request. If the pre-authorization is not obtained, the District must deny said reimbursement requests or it will become an exception in the mid-year or end of year audit.

All reimbursements are subject to the availability of District funds.



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A. INCOME

All District income shall be received from Toastmasters International in accordance with its rules and regulations. Neither the District nor any of its Divisions or Clubs shall assess or otherwise charge any Toastmaster any amount other than to cover the costs of non-standard activities; with the sole intent and purpose of making such activities self-supporting.

This article specifically prohibits, in accordance with Article IX (b) of the District Administrative Bylaws, the assessing of any club or individual Toastmaster by this District or any of its Divisions, Areas or Clubs.

B. ADMINISTRATIVE EXPENSES

1. DISTRICT, DIVISION AND AREA EXPENSES

Reimbursement for expenses incurred on behalf of the District shall be made only in accordance with the District's budget. Reimbursement for expenses incurred on behalf of a Division or Area shall be made only in accordance with their respective budgets.

2. FINANCE MANAGER—DISTRICT EVENTS

For all meetings of the District 56 Council, Executive Committee or any other District 56 sponsored event, all funds derived from the event(s), as well as all expenses associated therewith must be handled through the District bank account. Under no circumstances shall such funds be handled through any one individual's personal banking account.

This will not prevent anyone working on the event(s) from making necessary cash out-of-pocket disbursements and then receiving subsequent reimbursement upon presentation of a properly prepared "Voucher for Reimbursement" with supporting documentation to district director and finance manager for approval.

3. RELEASE OF FUNDS TO DISTRICT DIRECTOR-ELECT

The District Director and District Finance Manager shall release to the District Director Elect, prior to the latter's assumption of office on July 1, funds sufficient for the latter to prepare for their administration.

Effective July 1, 1997, Toastmasters International has issued the following requirement: "In



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order to ensure initial operating funds for the newly elected District Officers in each succeeding administration, no requisition on the account of any District shall be honored which would reduce the balance in the District reserve during the period from April 1 to June 30 to a sum less than 25% of that District's per capital income for the prior year."

4. BUDGET REVIEW

The District Finance Manager shall issue financial reports and suggest budget revisions, where indicated, as follows:

- a. Monthly reports to the District Director, Program Quality Director, Club Growth Director, and District Audit Committee Chairman;
- b. At the District Executive Committee meeting;
- c. Each District Council meeting;
- d. Quarterly reports to Toastmasters International for the end of September and March;
and mid- year and end-of-year audited reports to Toastmasters International.

All reports are due within thirty days of the end of the reporting period.

C. TRAVEL EXPENSE

1. INTERNATIONAL CONVENTIONS

The District Director, Program Quality Director, the Club Growth Director, and the Immediate Past District Director will be reimbursed for that part of coach class airfare and International Convention registration fees not paid by Toastmasters International to the International Convention.

Advanced funds may be provided, with the District Director's approval, if requested.

The same people may be reimbursed for the full amount of the hotel room including taxes but not to exceed the rate negotiated by Toastmasters International, when budgeted, and if funds are available.

The District Director, Program Quality Director, and the Club Growth Director may be reimbursed for the full amount of meal expense based on actual receipts, but not to exceed the amount established by Toastmasters International per day for two days of training, when budgeted, and if funds are available. All requests for reimbursement must be submitted with



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supporting documentation on a completed "Voucher for Reimbursement".

2. DISTRICT SPEECH CONTESTANTS

Contestants representing District 56 in the International Speech Contest at the finals Speech Contests shall be reimbursed for their travel expenses by Toastmasters International.

3. DISTRICT EXECUTIVE COMMITTEE AND CABINET

The members of the District Executive Committee and the District Director's Cabinet shall be reimbursed for their travel to all District functions at which their presence is required by the District Director and if the function is located more than 75 miles, one way. A completed "Voucher for Reimbursement" must be completed and presented to Finance Manager & approved by District Director.

Request must have originating and destination address, with a "Map Program" printout showing miles for the trip.

This will be reimbursed when budgeted and if district funds are available. At the standard Toastmasters International mileage rate in effect at the time of the travel.

4. DISTRICT CONFERENCE — HOTEL

The members of the District Executive Committee shall be reimbursed for room accommodations at a motel or hotel at or near where the meeting is held. The member shall be reimbursed for the full amount of the hotel or motel room including taxes but not to exceed the rate negotiated by the District, if the roundtrip distance is at least one hundred and fifty (150) miles, when budgeted and if funds are available.

The District Director, the Program Quality Director, and the Club Growth Director, because of their respective responsibilities at the District Conferences, may be reimbursed for the full amount of the hotel room including taxes but not to exceed the rate negotiated by the District, when budgeted and if funds are available; even if the Conferences are held in their home county.

A copy of the room receipt must accompany a properly completed "Voucher for Reimbursement" request for reimbursement.

5. TRAVEL REIMBURSEMENT RATE

Reimbursement shall be made for District Executive Committee members at the standard Toastmasters International mileage rate in effect at the time of the travel. Request for



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reimbursement must be made within sixty (60) days after the travel or no later than June 30 for travel made in May or June of the same year.

Reimbursement shall be made to the Club Growth Director, Extension Chair & Extension Chair Committee for Informational Meetings, Demo Meetings, and Charters at the IRS rate used by Toastmasters International and if budgeted & district funds are available.

6. GENERAL DISTRICT LEADER EXPENSE PROVISIONS

- A. Reimbursement of travel expenses is based on full participation and attendance.
- B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking.
- C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.
- D. If a district leader moves out of the geographic boundaries of the district from which that district leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.
- E. The District does not provide any expense payments to speech contestants attending the International Convention.

7. TRAVEL TO MID-YEAR TRAINING

The District Director, the Program Quality Director, and the Club Growth Director will be reimbursed for coach class air fare or mileage at the rate in part 3 above but not to exceed coach class air fare to the Mid-Year Training, when budgeted and if funds are available.

These same people will be reimbursed for the full amount of the hotel room including taxes but not to exceed the rate negotiated by Toastmasters International, when budgeted and if funds are available.

These same people may be reimbursed for the full amount of meal expense based on actual receipts, but not to exceed the amount established by Toastmasters International per day for two days of training, when budgeted, and if funds are available.

8. DISTRICT BUDGET STANDARDS

Effective July 1, 1995, Toastmasters International requires that District budget expenses cannot



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exceed the following limits of the total budget:

• Membership and Club Extension	No Limit
• Communication & Public Relations	Maximum 25%
• Officer Training	Maximum 30%
• Speech Contests and Awards	Maximum 10%
• Administrative	Maximum 20%
• Travel	Maximum 30%
• Other	Maximum 10%

These standards are designed to provide guidance during the budget development process so that the focus continues to be on extending the benefits of Toastmasters to others by establishing new Clubs and building membership in existing clubs.

9. FINANCIAL CONTROLS

The District Fiscal Management shall follow the controls established by Toastmasters International.

10. SUMMARY OF EXPENSE REIMBURSEMENTS

Please see the chart at the end of this document. Attachment "A".

11. CLUB OFFICER EXPENSES

NONE PAID. No travel funds may be paid by the District to the Club Presidents and Vice Presidents Education or their representatives to attend the District Council meetings.

12. DISTRICT CONFERENCE FINANCIAL REPORTS

The District Finance Manager shall, if possible, within forty-five days following the conclusion of the conference, submit to the District Director a report of the collections and disbursements of funds.

VI. HONORS AND AWARDS

A. AWARD RULES

The rules of all the District awards and honors shall be as set forth in the official District 56 Awards and Recognition Manual. The administration of the District awards program shall be the responsibility of the District Director.



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B. INDIVIDUAL PERFORMANCE AWARDS

The District shall honor individual Toastmasters based on outstanding performance at various levels of the District's organization. The following individual District awards are established:

1. DISTRICT 56 "OUTSTANDING TOASTMASTER" AWARD

This award is based upon the achievements during the preceding Toastmaster year in accordance with the Toastmasters International Outstanding Toastmaster Rules.

2. DISTRICT 56 "OUTSTANDING CLUB OFFICERS" (7) AWARDS

These awards (one for each club officer position (7) are based upon the achievements of the respective club officer for each six (6) months in office as outlined in the Toastmasters International Distinguished Club Plan.

This Outstanding Club Officer Award is presented to each of the following officers as identified below:

- President
- Vice President – Education
- Vice President – Membership
- Vice President – Public Relations
- Secretary
- Treasurer
- Sergeant-at-Arms

This award is presented at the District Spring Conference for the six months July 1 to December 31 and the six months January 1 to June 30 from prior term.

3. DISTRICT 56 "AREA DIRECTOR" AWARD

This award is based upon the achievements of the Area Director as outlined in the Toastmasters International Distinguished Area Plan. This award is presented annually at the District End of Year Event.

The awards may be announced at the first District Executive Committee meeting after July 1 for the current year.

4. DISTRICT 56 "DIVISION DIRECTOR" AWARD

This award is based upon the achievements of the Division Director as outlined in the Toastmasters International Distinguished Division Plan. This award is presented annually at the District End of Year Event.



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The awards may be announced at the first District Executive Committee meeting after July 1 for the current year.

C. OTHER AWARDS

The District, Division, Area and Club officers can initiate special recurring or non-recurring awards at their respective levels of the District organization as deemed advisable; to develop higher standards of excellence. The responsibility to administer the awards shall reside with the District, Division, Area, or Club, whichever established the award. No awards shall compete with the Distinguished District, Division, Area or Club Programs.

VII. DISTRICT CONTESTS

A. CONTEST ADMINISTRATION

1. RULES

The contest rules and the organization and award policies shall be the ones as stated in the official Toastmasters International Contest Manual.

2. CONTEST CHAIR

The Program Quality Director will be the responsible District Officer for the contests with the responsibility to select the Contest Chair.

3. TROPHIES AND CERTIFICATES

The District shall provide participation certificates at the District level to all contestants. First, second, and third place personalized awards will be presented at the District level.

B. LOCATION INTERNATIONAL SPEECH CONTEST

District 56 will conduct speech contests as outlined by Toastmasters International. The first-place winner's video will be sent to World Headquarters for judging in the Region Quarterfinals. Semifinals are to be held at the International Convention, and winners of each semifinal contest will compete in the World Championship of Public Speaking at the International Convention.

VIII. DISTRICT CONFERENCE SITES

A. SPRING CONFERENCE

The site of the Spring Conference shall be rotated between the Divisions and shall be chosen one year



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in advance by the District Council at its Spring meeting.

B. EXCEPTIONS

Exceptions to this schedule will be made in special circumstances at the discretion of the District Director.

IX. PRESERVATION OF DISTRICT RECORDS

Only the following District records shall be preserved permanently by the District Administration Managers. All other items accumulated by the District Director, District Administration Manager and District Finance Manager may be disposed of after one year following the end of their administration.

- A. Books of minutes of District Council and Executive Committee meetings, including Past District Director's Advisory Committee (PDDAC), Long Range Planning Committee (LRPC) reports and all committee reports adopted.
- B. File of District bulletins (Forum 56 & Applause 56).
- C. Annual reports of audit committee.
- D. Official copy of the District Administrative Bylaws, including amendments adopted and reprints, and copy of transmittal letter to Toastmasters International regarding changes for Board of Directors approval and correspondence from Toastmasters International.

X. NEW BUSINESS—DISTRICT COUNCIL

All new business items must be received by the District Director at least forty-five (45) days prior to the District Executive Committee meeting.

New business that has not first been considered by the District Executive Committee will not be considered by the District Council except by a two-thirds (2/3) vote of the District Council members present or their respective proxies to amend the agenda.

XI. REFERENCE MATERIALS

- A. Toastmasters International Policy Bulletin No. G-17—District Fiscal Management
- B. Toastmasters International Policy Bulletin No. G—Political and Campaign Ethics
- C. Toastmasters International Policy Bulletin No. 33—Dues and Fees Established by the Board of



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Directors

- D. District 56 Administrative Bylaws as amended by the District 56 Council at its annual meeting.

XII. DISTRICT 56 PROCEDURES

The District 56 Procedures shall be updated immediately after the District Council meeting at which amendments are approved by the District Council. The Minutes of the District Council meeting shall have attached a copy of such amendments and contain a proper quotation of the amendments as approved.

An updated copy of the District 56 Administrative Bylaws and the District 56 Procedures shall be furnished to members of the District Executive Committee at the first meeting of the new administrative year.



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Attachment A: EXPENSE REIMBURSEMENT SUMMARY

DISTRICT OFFICERS AND STAFF

	Travel /Room /Meals	Travel /Room /Meals	Travel /Room /Meals	Travel /Room /Meals	Travel /Room /Meals	Travel /Room /Meals
OFFICE	Area Contest	Division Contest	District Cabinet	District Exec Committee or Council	Mid-Year Training	International Conference
District Director	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	Yes ² /Yes ⁴ / Yes ⁵	No ³ /Yes ⁴ / Yes ⁵
Program Quality Director	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	Yes ² /Yes ⁴ / Yes ⁵	Yes ³ /Yes ⁴ / Yes ⁵
Club Growth Director	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	Yes ² /Yes ⁴ / Yes ⁵	Yes/Yes ⁴ / Yes ⁵
Immediate Past District Director	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	Yes/Yes ⁴ /No
Public Relations Manager	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No
District Administration Manager	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No
District Finance Manager	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No
Division Directors	No/No/No	Yes ¹ /No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No
Area Directors	Yes ¹ /No/No	No/No/No	No/No/No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No
District Cabinet Members	No/No/No	No/No/No	Yes ¹ /Yes ⁴ /No	Yes ¹ /Yes ¹ /No	No/No/No	No/No/No

¹ Within own Area/Division/District and if outside home county - round trip (150) miles.

² Toastmasters International reimburses for coach fair—District Director and both the Program Quality and Club Growth Directors.

³ Toastmasters International reimburses for coach fair—District Director and ½ for one other Trio member (either the Program Quality Director or the Club Growth Director)

⁴ Full amounts of a hotel or motel, but not to exceed negotiated rate by Toastmasters International when budgeted and if funds are available.

⁵ Full amount of meal expense based on actual receipts, but not to exceed the amount established by Toastmasters International per day for two days of training.

Mileage: Standard TI rate per mile.