



WHERE LEADERS ARE MADE

District 50 Toastmasters

District 50 Operational Guidelines

created under the charge of

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District 50 Governor

2014-2015

Updated & approved at DEC on June 6, 2015

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D50 Operational Guidelines

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1. Document Purpose

To describe guidelines for special operational circumstances in Toastmasters District 50.

The Toastmasters International bylaws, policies and procedures take precedence should there be a conflict.

The District 50 Operational Guidelines will be a living document which defines special operational circumstances for this district. At this writing, it is the beginning of capturing the many good things that District 50 does well so that future Toastmasters may benefit.

It will be reviewed annually by the District 50 Process Committee; proposed changes will be submitted to Toastmasters International for approval before being presented, considered and voted on for approval by the District Executive Council (aka DEC).

Any approved change is considered to be in effect immediately, unless otherwise specified.

DOCUMENT CHANGE HISTORY

DATE	DOCUMENT CHANGE	BY WHOM
June 6, 2015	Approved by the District Executive Council (DEC)	D50 DEC
May 24, 2015	Corrections for new naming convention to be in effect July 1.	Jennifer Turner, ATMS, CL Nancy Bateman, DTM
March 24, 2015	Approved Copy for D50 Website	Nancy Bateman, DTM
March 18, 2015	Approved by the District Executive Council (DEC) and by Toastmasters International	DEC – Mar 7, 2015 International – Mar 18, 2015 by email from Rex Humphrey
February 27, 2015	Handoff to District 50 Governor Charlene Burroughs, DTM	Nancy Bateman, DTM
February 24, 2015	Presentation pending to Senior Leadership	Nancy Bateman, DTM Tracie Henderson, DTM, PDG Danni Babik, DTM, PDG
February 15, 2015	Initial document researched and drafted by the 2014-15 District 50 Process Committee	Danni Babik, DTM, PDG Nancy Bateman, DTM Judy Jacobs, DTM Tim Pike, DTM Jennifer Turner, ATMS, CL Tracie Henderson, DTM, DPG
November 15, 2015	Committee Formed	

2. District Leader Presence

a. Senior Leaders

There should be at least one senior district leader (District Director, Program Quality Director, Club Growth Director, or Immediate Past District Governor or Director) onsite at all district events.

b. Division Directors

The sponsoring Division Director should be onsite at all division sponsored events, including their division's area contests.

Division Directors are encouraged to attend all other division contests.

c. Area Directors

The sponsoring Area Director should be onsite at all area sponsored events.

Further, Area Directors are encouraged to attend all area contests in their division to support one another and support the district.

Area Directors are encouraged to attend their division contest.

d. DEC Meetings & Trainings

As the voting members of the DEC and the key leaders of District 50, Area and Division Directors should be in attendance at all DEC meetings and training.

e. TLIs and District 50 Conferences

As role models and to support their area and division club leaders and members who attend these events Area and Division Directors are encouraged to be present for the full-day Kick-Off, Last Chance TLIs, any TLI in their division, and are expected to be present at both Fall and Spring Conferences..

3. District 50 Finance

a. General Understandings

Building the budget

At the beginning of the term, the District 50 leadership team will prepare a budget following the District Budgeting Success Guide provided by Toastmasters International.

They will keep these guidelines in mind and, if mileage is to be reimbursed, the rate is to be set at no more than that provided by Toastmasters International.

Servant Leaders

The many servant Leaders of Toastmasters District 50 enter into district level leadership roles knowing their presence is required at specific events and they bear responsibilities

(cost & time) to fulfill those requirements to complete their service and discharge their duties.

Travel within the District

A limited amount of travel may be reimbursed. It must be pre-approved, must have funds available in the district budget, and is subject to change during the year.

Limited Reimbursements

All reimbursement requests shall follow the Toastmasters International protocol for District funds management, and the District Success Guide examples of acceptable expenses.

To be considered for reimbursement

The expense must be:

- pre-approved by the District Director
- filed within 60 days from date of expense
- filed on the Official Toastmasters International form with receipts
- no sales tax will be reimbursed

When filing for mileage:

- must attach a map image as prescribed by Toastmasters International clearly showing start, stop, route and distance.
- must be a route a reasonable person would take
- must be over 150 miles round trip
- must have 3 or more District 50 Toastmasters in the vehicle
- cannot include mileage to perform personal business
- only one reimbursement per vehicle

REFERENCE

Protocol 8.4: District Fiscal Management, 4 Financial Controls
Budgeting Success Guide
District Success Guide

b. District Accounts

District 50 shall maintain four (4) accounts to be used as follows.

1. Bank - Current year
2. Bank - Alternate year (prior year / next year)
3. Bank - Conference – (a separate account for managing conference expenses)
4. PayPal - a separate PayPal account for collection of conference registrations)

The first 2 accounts are used to:

- Reduce confusion with one Toastmasters year wrapping up and another beginning (such as getting final expenses filed and letting checks clear) and

- To allow for the accumulation of \$5,000 in the alternative year fund so the succeeding District Director will have sufficient funds to pay for “startup” costs each June /July (such as AD training and the summer TLI.

Additionally, the District may employ other transaction tools such as Square.

c. Funds Required at End of Year

To ensure Summer TLI programs and DEC training can be successful, at minimum, \$5,000 will be accumulated into the alternate fund.

If there is not \$5,000 in the alternate year bank account by May 31 of each year, the District Finance Manager and District Director will requisition sufficient funds from the Toastmasters International managed District 50 Reserve Account to ensure adequate “startup” funding for the incoming leadership team.

REFERENCES

Policy 8.4 District Fiscal Management

District financial management is governed by

Article XII, Section 2 of the Bylaws of Toastmasters International and by

Article XII, Section (a) of the District Administrative Bylaws,

d. Audits

As stated in the Calendar for Audits, the audit committee will present their findings to the District Executive Committee (DEC) and the DEC makes it available to the District Council at or before the conference. This is for information only as no vote is required by the District Council.

REFERENCES

Policies and Protocol, Protocol 8.4: District Fiscal Management. 6. District Audit

District Administrative Bylaws, Article XI: Committees, (c) Audit Committee

e. Travel to International Convention & Training

	TRAVEL	LODGING	REGISTRATION
District Director	All travel reimbursed by Toastmasters International	District shall provide reimbursement for up to 2 nights for training and 5 nights for	District shall provide reimbursement for: • 4 meal events NTE \$30/day • Int'l. Speech Contest <i>Convention Registration & President's Dinner Dance are provided by TI.</i>

PQD & CGD	50% provided by District, 50% by Toastmasters International	Convention at the contracted hotel	District shall provide reimbursement for: • Convention Registration • 4 meal events NTE \$30/day) • Int'l. Speech Contest.
IPDD	If attendance is required or merited, all travel not covered by Toastmasters International shall be reimbursed by District.	District shall provide reimbursement for up to 5 nights at Convention. Hotel	District shall provide reimbursement for: • Convention Registration • 4 meal events/ NTE \$30/day • Int'l. Speech Contest.
PARKING	The district may budget for and reimburse parking at or near the airport for this travel. It must be pre-approved by the District Director.		

NTE : Not To Exceed

REFERENCE

District Leadership Handbook – Travel Reimbursement, Convention
Policy 8.3. District Leader Expenses, 3.B. General District Leader Expense Provisions.

f. For Travel to Midyear Training

For the District Director, Program Quality Director, and Club Growth Director, the District shall budget for and provide lodging if outside the district.

TRAVEL - When the training is more than 50 miles outside the district boundaries or when multiple days driving would incur more cost to the district than the lowest available airfare.

LODGING – Reimbursement for sufficient hotel stay to allow full attendance at the midyear training. Hotel costs NTE the Toastmasters International negotiated rate with the midyear training hotel and not to exceed two (2) nights.

REFERENCE

District Leadership Handbook – Travel Reimbursement, Mid-Year Training

g. FAQs

Q. Under what conditions would the District pay for the IPDG to travel to the annual convention?

A. If the District will be receiving recognition for achieving DISTINGUISHED or above, the IPDG's travel and some expenses may be covered if there are sufficient funds in the budget. See chart for specific reimbursable expenses and limits.

Q. Under what situations would a member of the Senior 3, or any District 50 Leader who is asked to drive a significant distance for district business, be reimbursed?

A. District Leaders for District 50 conferences, full-day TLIs, and for extended travel for TLIs and contests may be reimbursed under the conditions outlined in the General Understandings above. (e.g. travel from Dallas to Eastern for two or three contests or TLIs; or vice-versa if the leadership team member(s) are outside the Dallas area.) Must be pre-approved by the District Director.

Q. District Leaders have to attend the district conference, should they have to pay for their own registration and/or lodging?

A. To be in compliance with Toastmasters International, the District will neither comp nor reimburse conference expenses. See general understandings above.

NOTE: It may be possible to include one or more additional room(s) as part of the venue contract negotiation.

REFERENCE

District Leader Handbook, Venue Selection, Charges and Written Agreements

4. District Leadership Committee

The District Director shall appoint the chair for the Leadership Committee which will manage the selection of candidates for the elective district offices and operate as defined by Toastmasters International.

REFERENCES:

Article XI, Section (6) of District Administrative Bylaws

Protocol 9.0, District Campaigns and Elections

(Formerly the Nominating Committee)

5. District Process Committee

The District Process Committee shall review the approved District 50 guidelines (this document) annually and make recommendations for changes as needed.

REFERENCES:

District Administrative Bylaws, Article XVII: Amendments and Other Rules, section (c).

a. District Process Chair & Committee

The District Director will appoint a District Process chair by July 31. To ensure District 50 remains compliant with Toastmaster bylaws, policies, protocols and leadership direction, the chair will create a District Process Committee of experienced District 50 Toastmasters to at least annually review this document and the Toastmasters International governing documents including:

- District Administrative Bylaws
- Policy and Protocol
- District Leader Handbook.

Updates and corrections may be presented more often if needed.

b. District Processes Calendar Guidelines

By July 31	District 50 Director appoints District Process Chair
Aug-Nov	District Process Committee reviews existing documents
By or before Jan/Feb	District Process Committee reports to District Director if changes in this document are required and makes specific language recommendations.
Feb/Mar	The Senior Leadership team review the recommended changes and submit to Toastmasters International for approval.
By March 30	The DEC reviews and approves recommended changes.

6. District Store Guidelines

a. Store Purpose

The District maintains a bookstore to make materials available for members to purchase at the District Conferences and at the “Kick-Off” and “Last-Chance” Toastmasters Leadership Institutes. Materials from the bookstore may be available for purchase at other times at the discretion of the Store Manager or by the direction of the District Director. Materials are to be sold at Toastmasters International price without adding shipping fees or tax.

b. Store Manager

The District Director appoints the Store Manager who oversees all aspects of the store operations.

c. Availability

The Bookstore Manager should recruit and schedule additional people to work the bookstore at the events so the material will be available whenever possible. If there is no one working the bookstore, the material should be secured and the money box should be taken by the Store Manager or the District Finance Manager.

d. Incentives

The District has a practice of authorizing incentives to clubs and/or members for items from the District Store. The Store Manager will be provided with a list of authorized recipients of these incentives and the amount of the incentive. All incentives earned in one Toastmaster fiscal year must be claimed by the next year's Fall Conference or the incentive will be lost. It is incumbent on the Store Manager to fully document the transfer of incentives from the bookstore inventory.

e. Inventory

- The Store Manager will maintain an inventory of what materials are available.
- Approximately one month prior to the District Conferences and District TLIs they will provide the current, verified inventory to the District Director with a recommended order.
- Orders are placed by the District Director.
- After the final district event in December, the Store Manager should take an inventory and report to the District Finance Manager and the District Director the amount remaining in the inventory. This report is required for the Inventory Template of the mid-year financial reporting to Toastmasters International, and due no later than December 31.

- By or before May 31, the Store Manager shall:
 - o report the current inventory to the District Director Elect, using the Toastmasters International form; and
 - o complete the handoff of inventory and all bookstore related equipment to the incoming Store Manager.

f. Store Finance

- A seed fund of a minimum of \$50.00 should be provided to the Store Manager for making change at the various district events when the bookstore will be operational.
- A District 50 receipt book should be used to document any and all materials sold at or taken from the Bookstore. This receipt forms should be in triplicate, white copy goes to the customer, yellow to the District Finance Manager and pink shall remain in the book. Voided copies remain intact in the book. Completed receipt books are given to the District Finance Manager for audit.
- This form should identify the purchaser, items purchased and whether check, cash, credit or incentive voucher (if incentive, the specific incentive category should be listed).
- Transfer of Funds. At the end of each event, monies received at the bookstore should be given to the District Finance Manager along with the yellow copies of the receipt book pages, and the sum equal to the amount sold. Both parties need to sign the last receipt for audit control.
- If the District Finance Manager is not available, the transfer process should be handled with the District Director.

g. Support the Store

The store provides a valuable cost savings to the Toastmasters in District 50. To help maintain solvency, the District Store may invite customers to voluntarily round up or specifically add a small “support the store” amount to every purchase, whether cash, check or credit. Suggested supporting amounts:

\$ 0.01 - \$60.00	\$1.00
\$60.01 - \$100.00	\$2.00
\$100.01 - \$140.00+	\$3.00

h. District Store Calendar

July	Kick off TLI	STORE AVAILABLE
Aug	Last chance TLI	STORE AVAILABLE
Sep	INVENTORY	
Oct		
Nov	D50 Fall Conference	STORE AVAILABLE
Before Dec 31	INVENTORY	
Jan	Kick off TLI	STORE AVAILABLE
Feb	Last chance TLI	STORE AVAILABLE
Mar	INVENTORY	
Apr		
May	D50 Spring Conference	STORE AVAILABLE
Before May 31	Final INVENTORY & HANDOFF	
June	New team takes control of the Store.	

7. AWARDS and RECOGNITION

It shall be the practice of District 50 to present awards and give due recognition to certain individuals and clubs for outstanding service and performance of duty.

This procedure does not cover the various selective calendar-driven club achievement awards initiated by the PQD and the CGD.

The awards processes handled by the Awards Chair and committee, and all other results, shall be reviewed with the District Director before announcing or publishing.

a. The Awards Chair & Committee

The District 50 Awards Chair shall be named by the District Director by or before August 1.

The Awards Chair will build an awards committee with equal representation from each division. The Awards Chair and committee members should be experienced D50 Toastmasters who understand both club and district leadership roles, the District 50 Calendar, Timelines and Processes.

The Awards Chair is pre-empted from nomination/consideration for any award under review.

b. Awards calendar

The District 50 awards calendar includes preparation for the following:

	Responsibility of	When presented	Presenter
Permanent Semi-Annual Awards	Awards Committee	Hall of Fame during both the Fall and Spring Conferences	Awards Chair
Permanent Annual Awards	District leadership, though Awards Committee may be asked to assist in the process	Hall of Fame during the Fall Conferences	District Director or Awards Chair as appropriate
Optional Awards	District leadership, though Awards Committee may be asked to assist in the process	Hall of Fame Spring and/or Fall	District Director

c. Awards Presentation

Advance Notification to Recipients

Award recipients shall be notified in advance - if necessary – to insure that they will be present for the presentation of their award.

Incentive to Attend

If the District 50 budget allows, Outstanding Club Officer winners should be offered complementary gallery seating, or an equivalent discount for the Hall of Fame meal or conference registration.

To Make Awards More Meaningful

If winners are not able to be present for the ceremony, it is recommended an abbreviated summary of the recognition is read but no award is presented. (The award should be presented to the winner by their Area Director on their next club visit.)

Physical Awards

The District Director shall ensure the physical sizes of all trophies, plaques, and other Awards and Recognition are appropriately proportioned to their respective importance and significance.

District 50's Online Hall of Fame

Henceforth, a continuing list of previous recipients of each of the following awards shall be maintained on the district website as part of the District 50 Hall of Fame.

d. Permanent Semi-Annual Awards

There are four Permanent Semi-Annual Awards:

1. Distinguished Toastmasters
2. Outstanding Club Officers
3. Outstanding Club Newsletters aka the Quill
4. Outstanding Club Websites aka the Sparkling Pixel

Award	Purpose	Nomination Process	Recommended Award For Presentation	History & Other Info
Distinguished Toastmaster (DTM) Award(s)	To recognize our District 50 Toastmasters who have completed all requirements to be called "distinguished" as recognized by Toastmasters International.	Eligible Toastmasters who wish to participate in this formal ceremony shall complete and submit their paperwork with International and to the District by October 15 th for Fall or April 15 th for Spring.	The official DTM Medallion. ITEM 5798.	DTM is an official Recognition by Toastmasters International and may be earned multiple times.
Outstanding Club Officer Awards	To recognize club leaders who go above and beyond the basics. Minimum requirements: duly elected and served the full term, attended club officer training for that term, fulfilled the duties of the officer role AND exceeded in that role or in other service to the club.	All D50 Toastmasters may nominate using the district website/form process to gather nomination info. (Recommendation - have this form ready as soon as the term is over so nominations can be made promptly.)	The "all purpose" plaque from Toastmasters International. ITEM 1980.	This award is offered for each of the recognized club leader roles including the Immediate Past President. Award term qualifications are based on service end dates (terms ending December 31 and terms ending June 30).

Quill Award(s) Outstanding Club Newsletters & E-Newsletters	To recognize outstanding club newsletters offered in printable format and/or e-newsletters. Originally the Outstanding Club Newsletter award, this award is flexible in recognizing up to 10 high-quality club newsletters. (This is for formatted club news communications, not meeting summaries, reminders or instructions.)	Clubs submit 2 or 3 samples of newsletters (print or enews) in PDF or HTML format to the Awards Chair.	A paper certificate in a Toastmasters hardboard frame. If district budget allows, consider a more substantial item, such as ITEM 1966A.	This is a D50 award. Newsletters and E-News should be assessed separately as E-News is designed for viewing online.
Sparkling Pixel Award(s)	To recognize ALL club websites which meet the District 50 key criteria for a quality website, regardless of platform. The Club's website: 1. Is listed correctly at Toastmasters International 2. Follows the Toastmasters Brand guidelines 3. Clearly presents club meeting info (day, time, location & directions) 4. Is personalized with up-to-date club specific information 5. Offers a "contact us" process by phone or email 6. has a link to both Toastmasters International and to District 50	None required. Because websites are ever changing, this recognition should be determined during the term by a separate group of D50 Toastmasters tasked with reviewing all club websites and provide the results to the Awards Chair. A 2-4 member team should take about 3 hours to go through the entire list.	Listed in the Hall of Fame booklet.	This is a D50 award. Websites should be assessed in current term and recognition for all clubs who are doing a good job encourage s best practices. Consider using http://www.marshalls.org/tmtools/ for a list of current websites in the entire district.

e. Permanent Annual Awards

There are eight Permanent Annual Awards in District 50:

1. Bob Lanz Toastmaster of the Year
2. Rookie Toastmaster of the Year
3. Key Area Director(s) of the Year
4. Area Director of the Year
5. Division Director of the Year
6. Distinguished Clubs, Areas & Divisions
7. Select Distinguished Clubs, Areas & Divisions
8. President's Distinguished Clubs, Areas & Divisions

Award	Purpose	Nomination Process	Recommended Award For Presentation	History & Other Info
Bob Lanz Toastmaster of the Year	Selection of the recipient shall be determined by secret ballot vote of the District Director, Program Quality Director, Club Growth Director , and Division Directors.	All members of the District Executive Committee should be encouraged to submit written recommendations with justification for their choice to the District Director.	A paper certificate in a Toastmasters hardboard frame, or a plaque or trophy style award for display. ITEM 1966A.	This is a D50 award
Rookie Toastmaster of the Year	The Rookie of the Year Award is presented to an enthusiastic and involved new Toastmaster who is involved with the District and has less than one year of Toastmasters experience.	Nominations may be made to the District Director. Selection of the recipient shall be determined by the District Director.	A paper certificate in a Toastmasters hardboard frame, or a plaque or trophy style award for display.	This is a D50 award. Experience limit of one year is flexible, but no more than two years.

Key Area Director(s) of the Year	To recognize the exceptional work of several Area Directors. <i>NOTE: This is not meant to be the top AD from each division, rather the key Area Directors from the year.</i>	Selection shall be determined by secret ballot vote of the District Director, Program Quality Director, Club Growth Director and Division Directors.	A paper certificate in a Toastmasters hardboard frame, or a plaque or trophy style award for display.	Added in 2015 as a way to lift up the many Area Directors who do excellent work throughout the year but may not have the numbers for official recognition levels.
Area Director of the Year	To recognize the exceptional work of the top Area Director of the Year for District 50.	Selection shall be determined by secret ballot vote of the District Director, Program Quality Director, Club Growth Director and Division Directors, after Key Awards have been determined	The official Area Director of the Year award. ITEM 19858.	
Division Director of the Year	To recognize the exceptional work of the top Division Director of the Year for District 50.	Selection shall be made by a majority vote of the District Director, Program Quality Director, Club Growth Director and the Immediate Past Director.	The official Division Director of the Year award. ITEM 19859.	
Distinguished Clubs, Areas & Divisions	This recognition is as indicated by Toastmasters International for the preceding DCP year. Appropriate banner ribbons will be mailed directly to the clubs.		Listed in the Hall of Fame booklet.	Information gathered from the Toastmasters International website
Select Distinguished Clubs, Areas & Divisions				
President's Distinguished Clubs, Areas & Divisions				

f. Optional Awards

There are at least four Optional Awards for the District Director to consider:

1. **Communication & Leadership Award**
2. **Communication Achievement Award**
3. **District Director's Citations**
4. **Heart of District 50 Award(s)**

AWARD	PURPOSE	NOMINATION PROCESS	RECOMMENDED AWARD for PRESENTATION	HISTORY & Other Info
Communication & Leadership Award	Recognition of a local citizen who has demonstrated exceptional communication and leadership in the community.	Selected by the District Director, with input from the DEC.	Official plaque from International. (Item 1971)	May also be a key note speaker.
Communication Achievement Award	Use this stone trophy to honor a local dignitary for outstanding communication	Selected by the District Director, with input from the DEC.	Official plaque from International. (Item 1972)	May also be a key note speaker.
District Director's Citation	A formal recognition for meritorious service to the District, this award may be given to a D50 Toastmaster, civic group or business for their support of District 50 Toastmasters.	Selected by the District Director, with input from the DEC.	A paper certificate in a Toastmasters hardboard frame, or a plaque or trophy style award for display.	There may be none, one or many of these awards, as the term is assessed.
Heart of District 50 Award(s)	Recognizes a District 50 Toastmaster who has been "The Heart of the District" for the current District Director and may be awarded at each conference.	Selected by the District Director. This award is usually kept in confidence until the presentation.	A paper certificate in a Toastmasters hardboard frame, or a plaque or trophy style award for display.	There may be none, one or several of these awards, as the term is assessed Initiated in 2005.

g. Reference list for physical awards as of January 2015

Catalog Item #	Description	Price
Paper Certificates		
511	BLANK w logo	0.60
501G	Award for Distinguished Service Certificate	0.60
525	Certificate of Appreciation	0.60
605	Certificate holder (Folder style)	2.50
604	Easel certificate holder	4.00
1987	Wood Plaque Certificate holder	14.00
Plaques		
1980	All-Purpose Plaque	20.00
1978	Multi-Purpose Scroll	20.00
Specific Awards		
198510	District Director Award	50.00
1966A	District Toastmaster of the Year	40.00
19859	Division Director of the Year	48.00
1971	Communication & Leadership	85.00
1972B	Communication Achievement	87.00

END OF DOCUMENT

D50 Operational Guidelines