

DISTRICT 12 PROCEDURES MANUAL

I. DESCRIPTION OF DOCUMENT

I-1 Purpose

This Portion of the procedures manual is intended to provide District Officers with a reference source for the procedures and standing rules of District 12.

I-2 Authorization

The information provided in this part of the document provides historical information, and general procedures and standing rules, which are in consonance with the Administrative Bylaws, but provide additional detail needed to operate the District.

I-3 Revisions

The District Operations Committee is charged with the responsibility of reviewing this document periodically and making recommendations for updating it. The Operations Committee may rewrite portions of this Procedures Manual upon charge by the District Governor, the District Executive Committee, or the District Council. The revisions will be approved by the District Council prior to implementation.

II. DUTIES OF OFFICERS

II-1 District Governor

The District Governor shall be responsible to the District Council and shall uphold and promote the purpose of Toastmasters International in the District as defined in the Administrative Bylaws. As the representative of Toastmasters International, the District Governor shall carry out the programs approved by its Board of Directors personally and through the Lieutenant Governors and the other members of the District Council. The District Governor shall also:

- A. Preside at all meetings of the District Council and the Executive Committee.
- B. Fill such appointive offices as are provided for in the bylaws, subject to the approval of the Executive Committee and confirmation by the District Council.
- C. Authorize withdrawals of district funds in the manner and to the extent provided in the Administrative Bylaws.
- D. Approve all withdrawals chargeable to the district on the books of Toastmasters International.
- E. Serve as an ex-officio member, with voting rights, of all district committees except the Nominating Committee.
- F. By the published deadlines, the District Governor shall submit to the Board of Directors any reports that may be required by the Board of Directors of Toastmasters International.
- G. Appoint committees as needed and provided for in this document.

- H. Establish internal auditing procedures with the District Treasurer.
- I. Be one of the authorized co-signers on the district checking account.
- J. Be responsible for seeing that all clubs within the district are represented at the International Convention.
- K. Attend the district meetings and International Convention.

II-2 Lieutenant Governor Education and Training

The Lieutenant Governor Education and Training is the second ranking member of the Executive Committee, and presides over the body and the District Council in the absence of the District Governor, and will perform the duties defined in the Administrative Bylaws. The Lieutenant Governor Education and Training shall:

- A. Be responsible to the District Council through the District Governor.
- B. Serve as the Chairman of the District Educational Committee, and be responsible for the development of an overall education plan to encourage member development.
- C. Assist the Education Committees of the Clubs, Areas, and Divisions of the District
 1. In utilizing educational programs and materials of Toastmasters International.
 2. In establishing educational points of emphasis and overseeing the Toastmaster Leadership Institute.
 3. In planning and presenting Area Officer educational programs at Executive Committee, Area and Division Council Meetings.
- D. Provide liaison between the District Governor and the Youth Leadership and Speakers Bureau Chairs.
- E. Act as the General Conference Chair for both the fall and spring District Conferences, plan and present the educational programs.
- F. Be a member of the District Steering and Executive Committees.
- G. As Lieutenant Governor Education and Training Elect be responsible for the initial Area and Division Governor Training Sessions to be held in June with the assistance of the outgoing Lieutenant Governor Education and Training and shall be responsible for the mid-year training of Area and Division Governors.
- H. Attend the district meetings and International Convention.
- I. Assist and encourage Division Governors and Area Governors in presenting Club Officer training programs.
- J. Be one of the authorized co-signers on the district checking account.
- K. Assist the District Governor in carrying out other education responsibilities and perform such other duties as the District Governor may deem advisable.

II-3 Lieutenant Governor Marketing

The Lieutenant Governor marketing is the third ranking member of the Executive Committee, and presides over that body and the District Council in the absence of the District Governor and Lieutenant

Governor Education and Training. The Lieutenant Governor marketing shall perform the duties as provided in the Administrative Bylaws and:

- A. Act as Chair of the District Marketing Committee.
- B. Be responsible for the development, direction, and coordination of an overall marketing plan necessary for building new clubs, increasing membership, and retaining members in the District.
- C. Be responsible for the recruitment and training of District New Club Extension Teams, and the formulation of specific membership building and recognition programs, including speechcraft.
- D. Be a member of the District Steering and Executive Committees.
- E. Act as Assistant Conference Chair for the fall and spring District Conferences.
- F. Be responsible for the Area-Club Assistance Programs.
- G. Plan and coordinate the District Officer visitation program.
- H. Be one of the authorized co-signers on the district checking account.
- I. Be responsible for the district banner.
- J. Additional duties as deemed necessary by the District Governor.
- K. Attend the district meetings and International Convention.

II-4 Public Relations Officer

The Public Relations Officer serves under the direction of the District Governor and is responsible for the development and administration of a public relations program as defined in the Administrative Bylaws. The Public Relations Officer shall serve as a member of the Steering and Executive Committees. The Public Relations Officer should assist the Lieutenant Governors with the District Conferences as required, and shall attend these conferences.

II-5 Division Governor

The Division Governor shall coordinate the activities of Area Governors within the division, and provide area officers with a supervisory head for counsel, information and service as defined in the Administrative Bylaws. The Division Governor shall also be a member of the District Steering and Executive Committees. As presiding officer of the Division Council, the Division Governor shall hold an organizational meeting and regular monthly Division Council meetings as specified in the District Leadership Handbook, and shall appoint a division staff for the conduct of division activities between Division Council meetings. The Division Governor shall perform such duties as the District Governor and District Council prescribe. The Division Governors shall attend the quarterly Executive Committee meetings, the fall and spring District Conferences, and appropriate area and division speech contests.

II-6 Area Governor

The Area Governor shall be responsible for the clubs within the area and shall represent the District Governor, District Lieutenant Governors, and Division Governor at the area clubs as defined in the Administrative Bylaws. As presiding officer of the Area Council, the Area Governor shall hold Area Council meetings as specified in the District Leadership Handbook, and shall appoint an Area Staff for the conduct of area activities between Area Council meetings. The Area Governor shall perform such

other duties as the District Governor, Division Governor, and District Council prescribe. The Area Governors shall attend the quarterly Executive Committee meetings, the fall and spring District Conferences, and appropriate area and division speech contests.

II-7 District Secretary

The District Secretary shall perform the duties defined in the Administrative Bylaws.

II-8 District Treasurer

The District Treasurer shall perform the duties defined in the Administrative Bylaws.

II- 9 District Sergeant-at-Arms

The District Sergeant-at-Arms shall assist the Lieutenant Governor Education and Training in planning and in making the physical arrangements for the District Conference and other district meetings. The Sergeant-at-Arms shall assist in maintaining order at all district meetings; shall be responsible for the personal property of the District, other than the district banner; and shall perform such other duties as may be prescribed by the District Governor, Lieutenant Governor Education and Training, Lieutenant Governor Marketing, or District Council.

III. DISTRICT COUNCIL

This body shall be as defined in the Administrative Bylaws.

IV. COMMITTEES

IV-1 District Executive Committee

The District Executive Committee shall operate as defined in the Administrative Bylaws.

IV-2 District Education and Training Committee

The District Education and Training Committee shall operate as defined in the Administrative Bylaws.

IV-3 District Marketing Committee

The District Marketing Committee shall operate as defined in the Administrative Bylaws.

IV-4 District Public Relations Committee

The District Public Relations Committee shall operate as defined in the Administrative Bylaws.

IV-5 District Nominating Committee

The District Nominating Committee shall select candidates for the elective district offices and operate as defined by the Administrative bylaws.

IV-5.1 Committee Chair. The Immediate Past District Governor (IPDG) shall be appointed as the Committee Chairperson. In the event that the IPDG is unavailable or ineligible, the District Governor shall appoint a Past District Governor to be the Chairperson of the committee.

IV-5.2 Committee Membership. The members of the Committee shall consist of the current Area Governors with the exception of those who participated in the Nominating Committee the prior year or are candidates for elected office being considered by the current Nominating Committee. In these instances, the District Governor or the Committee Chair shall appoint a substitute member from that Area. The objective is to have one representative from each area.

IV-5.3 Nominations. Nominations may be made in writing by the Nominee or by any member of the district to the Chairperson of the Nominating Committee, or may be made from the floor at the Nominating Committee meeting with the nominee's prior consent. The Officer Release Statement must be completed and the candidate's eligibility verified prior to any candidate being considered by the Committee.

IV-5.4 Meeting Conduct. The Nominating Committee is a closed meeting and only the Chairman and members of the committee shall be present during deliberations. A quorum for the committee will consist of one third of eligible committee members plus 1. To assist in the deliberations, the Committee may invite candidates to address the committee and answer committee member questions. Candidates shall be invited to speak in closed session before the Nominating Committee for no more than five minutes. Following the candidate's presentation, the Committee may ask questions of the candidate. Only one candidate may be in the room at a time during the presentations and question and answer session. No other speeches (nominating or seconding) shall be presented at the meeting. The voting shall be by secret ballot. The committee discussions, candidate presentations and results of the balloting are confidential according to the referenced Procedural Rules. The Committee shall submit its report in writing to the District Governor immediately following the meeting and to all members of the District Council at least two weeks prior to the election meeting. The Chairperson following notification of the District Governor shall notify the candidates of the results and verify the nominee's desire to fulfill the obligation.

IV-6 District Audit Committee

The District Audit committee shall operate as defined in the Administrative Bylaws.

IV-7 District Steering Committee

The Steering Committee shall consist of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the Division Governors, the Immediate Past District Governor, the District Secretary, District Treasurer, District Sergeant-at-Arms, and any Toastmasters selected by the District Governor, such as committee chairs. The Steering Committee shall be responsible for planning, organizing, and recommending ideas, solutions and procedures as assigned by the District Governor. The Steering Committee shall provide for an effective liaison between the district and the divisions, areas and clubs, and shall assist the District Governor in

evaluating the performance of the various committees. The Steering Committee shall meet in those months when a District Executive Committee meeting is not conducted or at the call of the District Governor.

IV-8 Operations Committee

The Operations Committee shall consist of a chairman appointed by the District Governor and two (2) representatives from each division. The purpose of the Operations Committee shall be to observe all club, area, division, and district operations and make suggestions for improvements. The Operations Committee shall review and update this document, review the district, area, and division alignments, and report its findings to the District Executive Committee. The Operations Committee shall meet as required to perform its tasks. The Committee shall keep the District Governor and District Executive Committee apprised of its activities and recommendations.

IV-9 Special Environment Clubs Volunteer Advisory Board

An Advisory Board consisting of Toastmaster volunteers working in the individual facilities, with an Advisory Board Chair appointed by the District Governor, will interview and review prospective Toastmaster Volunteer applications. A volunteer must be a Toastmaster in good standing. New Club Mentors or Sponsors of Special Environment Clubs shall be approved by the District Governor with the consent of the appropriate Division Governor prior to the Advisory Board interview.

IV-10 Contest Officials Training Team

The Contest Officials Training Team (COTT) will develop District 12 Contest Officials Guidelines to support the speech contest processes. These guidelines will comply with the Speech Contest Rules as set forth by Toastmasters International. The Chair and other members of the COTT will be appointed by the District Governor. The COTT will train members as judges, chief judges, and speech contest chairs. The COTT will evaluate all aspects of the contest officials' roles for Area, Division, and District level speech contests.

IV-11 Other Committees

Other committees may be appointed from time to time as may be deemed advisable by the District Governor. Such committees may include, among other, the following special committees: Youth Leadership Program, Speechcraft, Bylaws, Procedures, Awards, Speakers Bureau, District Bulletin, Budget, and Past District Governors Committee.

V. FISCAL PROCEDURES

V-1 General

V-1.1 Budgets. Each administration should maintain its financial expenditures within the limits of its adopted budget.

V-1.2 Charges to the District Account at WHQ. The District Governor must authorize all charges to the district account at World Headquarters.

V-1.3 Authorization of Expenditures. The District Governor must authorize all checks drawn against the district checking account. Items not in the budget can be paid only if approved by the District Governor and District Executive Committee. Any account over budget by 10% or more requires approval by the District Governor and the District Executive Committee prior to payment. There are four authorized co-signers for the district checking account. If one of these co-signers is the recipient of a check, then two of the other co-signers shall sign the check.

V-2 Personal Expense Allowances

V-2.1 Expense Allowances. Allowances are established by the district budget and are intended to be partial reimbursement to the officers for the administrative and travel expenses incurred in performing their duties on behalf of the district.

V-2.2 Use of the Allowances. These accounts will be paid as determined by the District Governor as provided in the district budget and will be reduced, if necessary, to bring the district budget into balance.

V-2.3 Restrictions on the Allowances. Reductions or pro-rations in these accounts will be made in the event of resignations or nonperformance of duties.

V-3 Hotel Accommodations for District Conferences.

In order to adequately perform the duties of setting up and hosting any full (daytime and evening) District Conference in a hotel the following procedure is provided:

V-3.1 Overnight Accommodations. If distance to the conference site exceeds 35 miles, the District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, Conference Sergeant-at-Arms, and Conference Treasurer may be provided, at District expense, overnight lodging (room cost) at or near the conference site on the evening preceding the conference. In addition, if there is a meeting scheduled with the International Director on the morning following the conference and the distance to the meeting site exceeds 35 miles, the District Governor, Lt. Governor Education and Training, and Lt. Governor Marketing may be provided, at district expense, overnight lodging (room cost) at or near the meeting site on the evening following the conference.

V-3.2 Overnight Accommodations for Visiting Region 10 International Director and Regional Advisor Marketing at District Conferences. Accommodations will be offered for up to two nights (evening prior to and the evening after the conference) to the visiting International Director from Region 10 and/or the Regional Advisor Marketing attending the Conference if Toastmasters International does not reimburse his/her expenses.

V-4 Hotel Accommodations For Mid-Year Training and International Conventions

V-4.1 Registration and Overnight Accommodations for Mid-Year Training. Mid-year Training registration and overnight accommodations to be budgeted by District 12 for Region 10 Top 3 Officers:

- A. Conference registration for officers required to attend training: District Governor (DG), Lt. Governor of Education and Training (LGET), and Lt. Governor of Marketing (LGM).
- B. If the officers are to be ready for training by 8:00 a.m. and the mid-year training is more than 50 miles from the home of the DG, LGET, and/or LGM, and if funds are available, hotel accommodations for the prior night's stay will be reimbursed.

V-4.2 Registration and Hotel Accommodations for the International Convention. Registration and hotel accommodations to be budgeted by District 12 for International Conventions:

- A. Convention registration for officers required to attend training at the convention that is not reimbursed by Toastmasters International for Lt. Governor Education and Training (LGET) and Lt. Governor Marketing (LGM).
- B. Hotel accommodations for the convention, if funds are available and the International Convention is more than 50 miles from the home of the DG, LGET, and LGM.
- C. Hotel accommodations for One (1) Immediate Past District Governor provided the district ended the year as "distinguished" or better for this District Governor's term of office.

V-5 Division and Area Operating Funds

V-5.1 Division and Area Funds. Division and area funds are District 12, and ultimately, Toastmasters International funds. Therefore, all revenue or loss experienced by the division (and areas) is the revenue or loss of the district. Independent accounts separate of the account provided by the district are not authorized.

V-5.2 Division Bank Accounts. Each division shall be provided a bank account by the district as a means of providing for division and area fiscal control. Working with the District Treasurer, the bank accounts shall be used by the Division Governor for funding the tasks of the division and areas. The division accounts are established for the general operations of the respective division and affiliated areas and are not to be used for personal expenses such as meals, travel, telephone, etc. of the Division or Area Governor. Covered expenses include items related to serving the division or area such as with printing costs, educational materials, speech contest costs, postage, and a Past Division Governor pin, or Area Governor pin. The district maintains the account for auditing purposes.

V-5.2.1 The division account contains all funds allocated to both areas and divisions and requires two signatures for all expenditures. Areas cannot have accounts separate from the division account. The division account may be set up to consist of sub-accounts which may be used for teaching fiscal responsibility to the Area Governors. The Area and Division Governors should prepare a budget for their term of office. The Division Governor (or Treasurer) should prepare monthly reports reflecting area and division sub-account activity.

V-5.2.2 Division Governors, District Treasurer, District Governor and one District Lieutenant Governor are the minimum signatories on the division account.

V-5.3 Division Treasurer. Division Governors shall appoint a Division Treasurer.

V-5.4 Reimbursement Requests. All division/area reimbursement requests must be submitted on a District 12 Division Invoice form, accompanied by a receipt and requires Division Governor approval. If the reimbursement is for the Division Governor the authorization to pay must come from an Area Governor.

V-5.5 Fiscal Training. Division Governors and Division Treasurers are required to attend district sponsored fiscal training (preferably during Area/Division Governor training which should then include Area Governors) before that division account is activated for the new term of office starting in July. At this training session, signature cards will be prepared, and budgets will be prepared for each area and division. Area Governors should be trained to understand the division account, and how it relates to them. Every effort should be made to have the signature cards ready to submit to Toastmasters International by July 1st.

V-5.6 Financial Assistance. The district shall provide financial assistance equal to the shortfall of those divisions that do not have the minimum total balance amounting to \$100.00 for the division, and \$50.00 for each area. The final division balances must be ascertained by July 15, and verified by the outgoing District Treasurer. Allocation of district funds to divisions and areas is made available on receipt of the division/area budgets for the upcoming term, and on determination of the division final balance. Allocations shall be forthcoming when the district audit has been completed.

V-5.7 Fiscal Reporting Responsibility. The Division Governor is responsible for providing all transaction information to the District Audit Chair and the District Treasurer on a monthly basis, starting in August. Each month, the District Treasurer shall provide to each Division Governor a copy of the bank statement for their division. The Division Governor shall provide semi-annual audit reports to the District Audit Chair by January 31 and July 31 that reflect the budget and the actual expenditures of the division and the affiliated areas. Failure to provide the fiscal report may result in the district withdrawing funds from the division.

V-5.8 Division Account Balances. No division account shall have a balance greater than the total of \$300.00 for the division and \$250.00 per area as of June 30 each year. Excess funds shall revert to the district account. The District Governor-elect may authorize a portion of any excess funds to remain in a division account for the purpose of a long term purchase objective for the division, provided a written budget request is submitted prior to June 30. Final division account balance at or under the funding cap shall be rolled over into the next term.

V-5.9 Transfer of Responsibility. At the conclusion of the year, the outgoing Division Governor shall provide the fiscal records of the division to the outgoing District Treasurer. The records shall include the final fiscal report, the reconciled checking account, and all receipts in support of the year's expenditures.

The division fiscal records shall be included in District 12's permanent records filed with Headquarters, Toastmasters International each year.

V-5.10 Proration of Funds in the Event of Club or Area Realignment. In the event of a realignment of clubs between divisions, it is recommended that the funds in the division account should be distributed as follows: The balance of the division account at the end of the Toastmaster year is divided by the number of clubs in the division as of June 30. This amount represents a prorated amount of money to be transferred to the new division for each club that is being transferred. The resultant division account balances will be considered in computing year-end balances for paragraphs V-5.6 and V-5.8 above.

V-6 Funding for Special Environment Clubs

A District 12 Trust Fund has been established at World Headquarters for the support of Special Environment Clubs.

V-6.1 Source of Funding. This fund is made up of voluntary contributions from individuals and businesses. The fund is to be used for supplies purchased from Toastmasters International and membership payments for members of the correctional institutions and/or recovery centers that make up the special environment clubs.

V-6.2 Authorized Disbursements From the District 12 Trust Fund. The District Governor will designate a Special Environment Club Chair to coordinate with Toastmasters International's Controller, or the Controller's designee, regarding authorized disbursements from the fund. The Special Environment Club Chair will make quarterly written reports to the District Governor, and those Division Governors with Special Environment Clubs within their divisions, showing the financial transactions he/she made.

V-6.3 Method of Contribution. Contributions to this fund may be made via cash or check. Cash contributions collected at any Toastmasters function will be forwarded to World Headquarters for deposit to the District 12 Trust Fund. Checks should be made out to Toastmaster International and may contain "District 12 Trust Fund" in the memo line of the check. Checks may be mailed directly to World Headquarters if clearly designated for the District 12 Trust Fund, or may be provided to the Special Environment Club Chair for forwarding to World Headquarters.

VI. GENERAL PROCEDURES

VI-1 District Council (Conferences)

Assuring that all clubs are represented at the District Council meetings best promotes the interests of individual clubs.

VI-1.1 Authority. Toastmasters International Policy and Procedures Manual, Section VI E 9 requires a credential/proxy form be sent to each Club President and Vice President Education at least two (2) weeks in advance of a District Council Meeting for use in the event that either, or both, cannot attend the meeting. This form may be included in the District newsletter or in a separate mailing announcing the meeting.

VI-1.2 Procedure. District level proxies may be either mailed via surface mail or via electronic means to the District Governor prior to the Council Meeting. The proxy should contain:

- 1) District number
- 2) Description of event
- 3) Date and location of meeting
- 4) Club name and number
- 5) Name of club representative (proxy holder)
- 6) Name of club officer and office held
- 7) Date credential/proxy is signed/submitted

VI-2 Area

VI-2.1 Area Governor Authorization and Purposes. The District Governor appoints the Area Governor. The Area Governor acts as the District Governor's representative to the clubs in the area, and serves as a liaison between the District, Division, and area Clubs. As the District Officer who makes the personal contact with the Club Officers, the Area Governor is able to offer counsel and advice, and promote the programs and objectives of the District and Toastmasters International. The Area Governor is directly concerned with Club operations and performance.

VI-2.2 Recommendation and Appointment Procedure. During the term of office, an Area Governor shall encourage past Club Presidents to act as Area Assistants. Such assistants are appointed by the Area Governor subject to the approval of the District Governor. The use of assistants permits an Area Governor to provide greater service to the clubs in the area, and also permits evaluation of their performances as potential Area Governors for succeeding years. Suggested assistants include, but are not limited to: Educational, Administrative, Secretary, Treasurer, Sergeant-at-Arms, and Bulletin Editor. In May, each Area Governor shall submit to the District Governor written recommendation(s) for a successor to the Area Governorship. This recommendation may be that of the Area Governor or as a result of action by the Area Council. The Division Governor may also submit to the District Governor recommendations for successors to the Area Governors in their respective divisions. These recommendations shall be passed to the District Governor-elect for information used in making the appointments.

VI-2.3 New Club Assignments. New clubs may be assigned to the area of the sponsoring clubs(s) if applicable for the remainder of the Toastmaster year at the discretion of the District Governor. As of the following July 1, the club may be assigned based on geographical location.

VI-3 Division

VI-3.1 Division Council. The Division Council shall consist of the Division Governor (as the presiding officer), Division Assistants, and the Area Governors from that Division. The Division Council shall strive to meet monthly (recommended to meet during the first week of each month) to plan division activities, such as the Division Speech Contest, share information on Toastmaster activities, have the areas submit an area status report for the previous month, present an Education Feature for the Council, and provide other activities as desired by the Division Governor or the Council.

VI-3.2 Division Assistants. The Division Governor shall appoint division assistants to permit the Division Governor to provide greater service to the clubs and the areas. Suggested assistants include, but are not limited to: Educational, Administrative, Secretary, Treasurer, Sergeant-at-Arms, Marketing, Club Specialist, Speechcraft, Youth Leadership, Communications, and Bulletin Editor.

VI-4 District Newsletter

VI-4.1 Purpose. The purpose is to serve as a communications link between the District Officers and the Club Members by publishing and delivering a District Newsletter on a periodic basis. Delivery of the District Newsletter may be distributed electronically.

VI-4.2 Responsibility. The Editor of the District Newsletter Images:

- A. Is responsible to the District Governor for content and Distribution.
- B. Submits an annual budget and adheres to authorized disbursements.
- C. Establishes deadlines for receiving articles and news information.
- D. Edits copy as required to accomplish effective layout and superior content.
- E. Publishes and distributes the bulletin as per list authorized by the District Governor.
- F. Prepares and maintains distribution lists.
- G. Promotes subscription sales and paid advertisements.

VI-4.3 Procedure. The editor of the District Newsletter shall:

- A. Make sure the contributors are aware that the copy from the contributors should be in the editor's hands by the fifteenth day of the month before publication.
- B. Edit, type, and prepare the final original draft.
- C. Delivers the final copy to the printer and advises the printer to send his bill directly to the District Treasurer for payment if any copies are to be printed and mailed.
- D. Address, assemble, fold, staple, etc, as necessary to prepare for mailing (if any are mailed).
- E. Obtain an authorized, non-profit mailing permit and mail the bulletins according to the procedures required for this type of mailing (if any are mailed). The Images shall be distributed to World Headquarters, Region 10 District Governors, and District 12 officers and club members, as appropriate. The incumbent editor is responsible for the issues from July 1 through June 30. The incumbent editor shall provide for an orderly transfer of materials and equipment to successor.

VI-5 SPEECH CONTESTS

VI-5.1 Type of Contest. The District Council, upon recommendation from the District Executive Committee at the fourth yearly DEC meeting, shall establish the type of speech contests to be conducted the following Toastmaster year. If the District Council takes no action before the beginning of a contest season, the type of speech contests to be conducted throughout the district shall be Humorous and Evaluation in the fall, and International and Table Topics in the spring.

VI-5.2 Contest Advancement. As provided by the Toastmasters International Speech Contest Rule Book, the decision as to whether or not the first and second place winners of a club and/or area contest proceed to the next level shall be made solely by the District Council, upon recommendation of the District Executive Committee. Should the District Council take no action before the beginning of a contest season, only the first place winner of such contests shall advance (unless the first place winner is unable, and then the second place or alternate winner shall advance as provided in the Rule Book).

VI-5.3 Late Arrivals. Members and guests who arrive late to a speech contest shall not enter the room until allowed to by the Sergeant-at-Arms, or designee, during a break between speakers.

VI-5.4 Disruptive Behavior. Any member or guest whose behavior disrupts a meeting, contest, or other Toastmasters event within District 12 may, at the discretion of that event's Presiding Officer, be warned, and/or evicted from the event. Disruptive behavior includes, but is not limited to, not silencing one's cell phone, making or taking calls, talking during speech contests, etc.

VI-5.5 Contest Officials. Contest officials are specified in the current Speech Contest Rulebook published by Toastmasters International. These officials included Contest Chair, Chief Judge, Contest Judges, Tie-Breaking Judge, Timers, and Counters. The District will provide training through the Contest Official's Training Team (COTT) as follows:

- 1) Contest Chairs are highly encouraged to attend contest chairmanship training and will receive a record of training upon completion of this training. The training should provide appropriate contest planning sheets, checklists, and scripts which the contest chair can use for their contest. The COTT Chair will maintain a data base of all personnel within District 12 who have been trained as contest chairs in the past three years.
- 2) Chief Judge's duties are administrative in nature. The chief judge must meet the qualifications contained in the current Speech Contest Rulebook and are highly encouraged to attend District sponsored chief judges training. The trainees will receive a record showing that they have been trained to function as a chief judge upon completion of this training. The COTT Chair will maintain a data base of all personnel within District 12 who have been trained as Chief Judges in the past three years.
- 3) Contest Judges for all contests must meet the qualifications contained in the current Speech Contest Rulebook and are highly encouraged to attend District sponsored judges training. The trainees will receive a record showing that they have been trained to function as a contest judge upon completion of this training. The COTT Chair will maintain a data base of all personnel within District 12 who have been trained as contest judges in the past three years.

VI-6 Electronic Document Standards.

VI-6.1 Distribution. All District 12 documents including, but not limited to newsletters, procedures manuals, budgets, minutes, contest flyers, announcements, reports, etc. which are created and published by District 12 officers are to be published and distributed as PDF type files.

VI-6.2 Pre-distribution of Electronic Documents. Document authors, editors, and reviewers may freely use whatever computer program(s) and file format(s) they wish during the document's private draft or pre-publication stages, as long as the final, publicly distributed version is saved in, exported as, or converted to the universally readable PDF format.

VII. SPECIAL ACTIVITIES AND PROCEDURES

VII-1 Recognition and Installation Banquet

VII-1.1 General. This is an optional event which is to be held at the discretion of the newly elected District Governor. This outline is intended to provide a guide for the presentation of this event. The planning personnel will determine the specific program.

VII-1.2 Assumptions. The purpose is to provide a forum for recognizing the incoming and outgoing District Officers and to provide a relaxed atmosphere for socializing among District Officers and Club Members. Spouses may be in attendance, and no formal business will take place except for recognition for the past services and installation of current officers.

VII-2 Outstanding Toastmaster Program

VII-2.1 Eligibility. Any Toastmaster in good standing in District 12, who is not serving as a District Officer during the period in which the award is being considered, is eligible.

VII-2.2 Selection. The District Governor, in consultation with the Lt. Governor of Education and Training and the Lt. Governor of Marketing, will decide the recipient of the award.

VII-2.3 Qualifications. The award is given to that Toastmaster who has shown dedication, enthusiasm, educational achievements, and loyal service to his/her fellow members of District 12 and Toastmasters International.

VII-2.4 Time Period. The award is for the period July 1 through June 30.

VII-2.5 Nominations. Nominations are optional. Any Toastmaster may make recommendations for the recipient of this recognition. Nominations must be received by the District Governor not later than June 30. Nomination submittals should contain the following information:

- 1) Name of nominee
- 2) District 12 Home Club
- 3) All accomplishments during the subject year
- 4) Membership
- 5) Educational accomplishments
- 6) Toastmaster participation
- 7) Other

VII-2.6 Recognition. A plaque will be presented annually to the Outstanding Toastmaster of the Year and will be presented at the Awards Presentation in July following the completion of the Toastmaster year for which the award is given.

VII-3 Outstanding Division and Area Governor Programs

The Top Three District Officers-elect should appoint a committee as soon after the Spring Conference as possible. Their charge being to devise criteria and points that distinguishes between the achievements of a strong area and the work of the Area Governor. The system should be designed to recognize all Division Governors and Area Governors who meet a certain criteria (similar to the Distinguished Club, Area, Division, and District programs) as well as a first place and runner up. This plan should be published as close to, or before, July 1st as possible.

VII-4 Outstanding Division and Area Programs

The Top Three District Officers-elect should appoint a committee to devise criteria based on the Distinguished Division Plan and Distinguished Area Plan criteria. Account should be taken for the number of clubs and members in the division or area to insure an equal opportunity for all. This plan should be published as close to, or before, July 1st as possible.

VII-5 Penny Cole Achievement Award

The Penny Cole Achievement Award will be given annually to the District Toastmaster who has done the most for Toastmasters through Toastmaster and community involvement, in the Penny Cole tradition. The recipient must be a member in good standing of a District 12 Club in good standing. The Award will be presented by the District Governor at the Spring Conference. The presentation of this award is reserved for only the District.

VII-5.1 Eligibility. Toastmasters who have served or are serving as an elected or appointed officer above club level and are active in the community are eligible for this award.

VII-5.2 Selection. The District Governor, in consultation with the District Lieutenant Governors of Education and Marketing, will decide the recipient of the award.

VII-5.3 Qualification. The award will be given to that Toastmaster who best exemplifies Penny Cole's involvement in Toastmasters and the community. The Award will be based on:

- A. Overall district activities; a person who has been instrumental in the success of the district, and/or
- B. Input from clubs or Area Governors recommending individuals for the Award.

VII-5.4 Nominations. Although nominations are optional, Toastmasters may be recommended for the Award. The District Governor must receive nominations not later than April 15th. The nomination submittal should contain the following information:

- 1) Name of nominee
- 2) Home club
- 3) Date joined Toastmasters
- 4) Toastmasters offices held
- 5) Toastmaster background
- 6) Toastmaster involvement and achievements
- 7) Community involvement and achievements
- 8) Other activities

VII-6 Chuck Weck Publicity Award

VII-6.1 Selection. This award shall be determined by the Public Relations Officer and shall be given to the club that obtained the most publicity points in various media during the period July 1 through April 1.

VII-6.2 Recognition. Recognition shall be given to the top three clubs in the District at the spring District Conference, with special recognition given to the top club in the form of a traveling trophy and a plaque.

VII-6.3 Qualifications. Send dated proof, clipping, audiotape, videotape or photograph of any and all publicity, displays, interviews, etc. to District Public Relations Officer for the period July 1 to April 1. The list below describes the ways to earn points. A club may apply with as few of three (3) items from the list or as many items as they'd like.

VII-6.4 Additional Publicity Items. Other publicity items can be submitted for consideration to the PRO, who will, with the involvement of the PR committee, approve or deny the request and set a point value for the item under consideration. If the item is one that is likely to recur, the PRO and PR committee will make a recommendation about including it in the Publicity Awards Points System for future years.

VII-6.5 Publicity Award Points System:

01. New or updated current web pages	150
02. A float or vehicle advertising Toastmasters in community parade	150
03. TV on-air interview/appearance	100
04. Newspaper feature article	100
05. Feature display in a library (per library)	100
06. Working booth at business fair or community fair	100
07. Organize and conduct community oratory platform	100
08. An organized group of Toastmasters walking with banners in a community parade	100
09. Radio interview/appearance	75
10. TV community calendar listing	50
11. Radio Announcement	50
12. Photo with caption in newspaper	50
13. Article in community club newsletter (i.e. Rotary, etc)	50
14. Photo with caption in community club newsletter	50
15. Article in Chamber of Commerce newsletter	50
16. Article or captioned photo in a college newspaper	50
17. Toastmasters brochure or flyer displayed in a library	50
18. Link from club web page to District 12 web page	50
19. Club newsletter on club web page (must be linked to District 12 web page) per occurrence	50
20. Newspaper media release	25
21. Newspaper community calendar	25
22. Media release in community club newsletter	25

VII-7 Educational Achievement Awards

Each Lt. Governor of Education and Training is charged with devising a program and awards that will stimulate educational accomplishments. These can be for the individual or the club (so long as it does not compete with but recognizes achievement of the Distinguished Club Program goals) or even the area or division. Plans should be published as close to or before July 1st as possible.

VII-8 Marketing Awards

The Lt. Governor of Marketing is charged with devising a plan and recognition for membership, club building, and retention. The goals should be achievable but challenging. The rewards should, like the educational awards, stimulate desire and participation. Recognition can be at the member, club (so long as it does not compete with, but recognizes achievement of the Distinguished Club Program goals), area, or division level. The program for a given year should be published as close to or before July 1st as possible.

VII-9 George and Marilyn Mitchell Attendance Award

At the discretion of the District Governor and Lieutenant Governors the George and Marilyn Mitchell Attendance Award will recognize the area with outstanding support and participation by members of clubs in their area attending the District Conference. This award will be presented to the Area Governor that has the largest number of home club members in attendance at District Conference. The Area Governor must be present at the District Conference to win.

- 1) Club members will indicate their 'home' club on the District Conference registration form. Members are to list only 1 club as their home club.
- 2) Pre-registration to be used as a tiebreaker if necessary.
- 3) If possible, the award will be made at the District Conference. If this is not possible, the award will then be presented at the first District meeting.
- 4) Lt. Governor of Education and Training will coordinate the calculation of this award.

VII-10 Lydia Boyd Award

The Lydia Boyd Award will recognize the first Division team attaining Presidential Distinguished Division status, as determined by Toastmasters International. This award recognizes leadership teams who achieve division success goals for the 4 critical success factors through planning, thus allowing for steady growth throughout the year. This award is to be presented at the District 12 Spring Conference, or the first available District meeting thereafter.

VII-11 Leader of the Pack Award

The Leader of the Pack Award will recognize on a quarterly basis the division team which has excelled in motivating clubs to achieve educational awards, bring in new members, develop club websites, and train Club Officers. It also recognizes divisions for new club starts. It is weighed out by the number of clubs the division began the year with. It encourages division teams to focus on membership building and educational early in the year, and continues to do so each quarter. The award will be calculated by the District Statistician, or as assigned by the District Governor. Most of the data is retrievable from the Toastmasters International database and can be accessed from the Toastmasters International Website (<http://www.toastmasters.org>). This award will be presented quarterly, subsequent to the database update by Toastmasters International, and at the first available district meeting. Points will be awarded in the following manner:

Activity	Points
New, Dual, Reinstated, or Charter Members	2 each
CC, CL, AC, AL, DTM	1 each
Club websites (linked to D12 site)	2 each
Demo meeting for new club start	1 each
New club start	4 each
4 or more Club Officers trained	1 for each officer trained