

*DISTRICT*

*47*

*PROCEDURES*

**PURPOSE**

District Procedures are to provide consistency for the District in how it conducts business from year to year. These Procedures cannot duplicate or contradict Toastmasters International governing documents and Procedures, nor may they be more restrictive than Toastmasters International governing documents and Procedures. They may be changed by the District Executive Committee with approval by the District Council, or directly by the District Council. Changes in the procedures will not take effect until they are approved by the District Council.

**TABLE OF CONTENTS**

SECTION 1: OFFICERS .....1  
SECTION 2: FINANCE.....1  
SECTION 3: CONTESTS ..... ~~554~~  
SECTION 4: DISTRICT CONFERENCE SCHEDULE .....5  
SECTION 5: DISTRICT LEADERSHIP COMMITTEE.....~~65~~  
SECTION 6: CONFERENCE ADVISORY COMMITTEE .....~~665~~  
SECTION 7: ADVISORY COMMITTEE OF PAST DISTRICT DIRECTORS (ACPDD) .....~~665~~  
SECTION 8: REFERENCES .....~~776~~  
SECTION 9: REVISION HISTORY .....~~776~~

**ACRONYMS**

Acronyms that may be found in this document include:

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

Toastmasters District 47 includes the Florida counties of Monroe, Miami-Dade, Broward, Palm Beach, Martin, Okeechobee, Saint Lucie and The Islands of The Bahamas effective July 1, 2012.

**SECTION 1: OFFICERS**

**A. APPOINTED DISTRICT EXECUTIVE OFFICERS**

As allowed by TI Policy, the appointed officers of this District shall be:

- Public Relations Manager (PRM)
- Administration Manager
- Finance Manager
- Area Directors – one for each Area

**SECTION 2: FINANCE**

**A. TRAVEL REIMBURSEMENT**

Travel reimbursement is paid when a member has completed the proper District 47 reimbursement form and submitted to the District Finance Manager within 60 days of pre-authorized travel.

Travel reimbursement is approved for members for the following travel:

- DEC meetings
- Area Directors: their Area Contests, and required Club ~~visits~~visits.
- Division Directors: TLI, their Division Contests and their Division's Area Contests
- Appointed DEC members: as approved by the District Director
- TRIO members: all travel to District events
- Members when performing District related duties: as approved by the District Director and Finance Manager
- **Members when traveling and transporting district equipment.**

**B. AIR TRAVEL**

The limit for air travel reimbursement for DEC members traveling between the US and the Bahamas, and within the Bahamas, will be set by the DEC each year based on current travel costs as part of the annual budgeting process. The previous year's rate will remain in effect until the DEC approves the new budget and the new rate shall be effective on that date.

Maximum reimbursement will be based on 2 weeks advanced purchase prices.

**C. MILEAGE REIMBURSEMENT**

Base mileage reimbursement rates for travel within the US will be set by the DEC each year as part of the budgeting process, not to exceed the current non-profit mileage

reimbursement rate by the IRS of the US. The previous year's rate will remain in effect until the DEC approves the new budget and the new rate shall be effective on that date.

~~For DEC members who are carpooling to any DEC sanctioned meeting, the driving DEC member will receive an increase in mileage reimbursement of \$.05 per mile for each additional DEC member traveling in the same vehicle (maximum rate not to exceed the current year's IRS Mileage Reimbursement rate). The driving DEC member's reimbursement form must clearly state the name of each DEC member traveling in the vehicle, and the date of travel. Forms must be submitted with a map of the route such as Google Maps or Mapquest. (Delete paragraph).~~

Formatted: Font color: Red, Strikethrough

#### D. HOTEL STAY

DEC members traveling 100 miles or more to attend a required event (except DEC meetings at the Conference), are authorized to a hotel room for ~~one night~~ one-night, shared occupancy when possible. Members requesting an individual room when shared occupancy is possible must reimburse the District for ~~50% half~~ of the room rate.

Formatted: Font: 12 pt, Bold

#### E. TRIO TRAVEL FOR INTERNATIONAL CONVENTION & MID-YEAR TRAINING

Annual Convention: The District shall pay for the below items for travel to the annual Toastmasters International Convention:

- Hotel - starting the night prior to the first day of training with checkout no later than the morning after the last day of the Convention. TRIO members shall share rooms when possible. TRIO members selecting their own room when shared occupancy is possible will be responsible for 50% of the room rate.
- ~~Home Airport parking / shuttle service to and from the airport - starting the night prior to the first day of training and ending no later than the day following the last day of the Convention. The District will reimburse the least expense of these two options.~~
- ~~Destination \$shuttle service between — to and from the airport and hotel~~
- Baggage fees – one checked bag
- Full Convention package
- \$30 per day food allowance

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Whenever feasible, TRIO members should register early to take advantage of early registration discounts.

Mid-Year Training: ~~—~~ The District shall pay for the below items for travel to mid-year training:

- Hotel ~~—~~ starting the night prior to the first day of training with checkout no later than the morning after the last day of the training. TRIO members shall

share rooms when possible. TRIO members selecting their own room when shared occupancy is possible will be responsible for 50% of the room rate.

- Home Airport parking / shuttle service to and from the airport - starting the night prior to the first day of training and ending no later than the last day following the last day of the Convention. The District will reimburse the least expense of these two options.
- Destination shuttle service between the airport and hotel
- ~~Airport parking~~
- ~~Shuttle service to and from the airport~~
- Baggage fees – one checked bag
- \$30 per day food allowance

Formatted: Font color: Red

TRIO members are personally responsible for any additional items.

#### F. IPDD TRAVEL TO INTERNATIONAL CONVENTION

District Directors, during the year they serve, should budget for travel to the International Convention occurring during the year they serve as IPDD. These expenses should be accrued so as not to impact the following year's budget. The IPDD will utilize shared occupancy when possible. If the IPDD selects their own room when shared occupancy is possible, the IPDD shall reimburse the District for 50% of the room rate. The District will not pay for any portions of the International Convention covered by Toastmasters International.

##### Travel to the International Convention includes:

- Travel to and from the home airport of the IPDD to the closest airport in the Convention city – or travel of less value
- 5 nights hotel room beginning the night prior to the opening of the International Convention with checkout no later than the day following the last day of the International Convention at one of the convention hotels.
- Full Convention package
- Home Airport parking / shuttle service to and from the airport - starting the night prior to the first day of training and ending no later than the day following the last day of the Convention. The District will reimburse the least expense of these two options.
- Destination shuttle service between the airport and hotel
- ~~Airport parking~~
- ~~Shuttle service to and from the airport~~
- Baggage fees – one checked bag

Formatted: Font color: Red

Formatted: Font color: Red

The IPDD is personally responsible for any additional items.

#### G. HANDLING OF CHECKS

**Incoming checks:** When the District receives checks from individuals paying for events and the check is returned, the current Non-Sufficient Funds (NSF) charge will be paid for by the individual whose check was returned.

**Outgoing checks:** When the District is asked to re-issue a check because the recipient did not cash it on time (within 180 days of the date the check was issued), or the check is lost, the current Stop Payment charge will be paid for by the individual requesting a new check. The District will waive the Stop Payment fee if the check is returned along with the request for a new check.

**H. VENDOR APPROVAL PROCESS**

For any vendor contract, with a financial impact of ~~\$500.00~~ ~~\$250.00~~ or more, that is signed by the DD or other authorized DEC member, at least three different bids must be reviewed by the District TRIO and the Finance Manager, other than purchases made at Toastmasters International. The District is not required to select the lowest cost option. They may consider other factors in the decision. All completed contracts must be disclosed to the DEC at the next scheduled DEC meeting.

Formatted: Font color: Red, Strikethrough  
Formatted: Font color: Red

**I. DISTRICT EVENT COSTS**

Event registration fees will be waived for the following individuals at District Events based on the current year's budget.

1. District Conference
  - A. ~~The following positions should be included in the budget, —TRIO, IPDD, PRM, Finance Manager, Administration Manager, Logistics Manager, Logistics Manager, Conference Chair, Audio/ Video Tech, Keynote Speaker and visiting Toastmasters dignitaries while on an official visit are to be included in the budget and Credentials Chair.~~
  - ~~B. If the budget allows, Additional event the following roles may also be considered IPDD, PRM, Finance Manager, Administration Manager, additional staff may have fees waived as part of the event budget with the approval of the District Director and Finance Manager.~~
2. Toastmasters Leadership Institute – TRIO, Host Division Director, TLI Chair, Session Presenters. Additional event staff may have fees waived as part of the event budget with the approval of the District Director and Finance Manager.
3. Division Contests – TRIO, Host Division Director, Contest Chair, Contest Master, Chief Judge, and Contestants.
4. Area Contests – Division Director for the Area, Area Director for the Area, Contest Chair, Contest Master, Chief Judge, and Contestants.
5. District Events as allowed by TI Policy – TRIO, Event Chair. Additional event staff may have fees waived as part of the event budget with the approval of the District Director and Finance Manager.

Formatted: Font color: Red  
Formatted: Font: Bold  
Formatted: Font color: Red  
Formatted: Font color: Red  
Formatted: Indent: Left: 1.56", Hanging: 0.25"  
Formatted: Font color: Red, Strikethrough  
Formatted: Font: Bold  
Formatted: Font color: Red  
Formatted: Font color: Red  
Formatted: Font color: Red

**J. District Conference Hotel Accommodations**

~~Accommodations will be waived per below: for the following individuals at District Conference based on the current year's budget.~~

~~A. The following positions should be included in the budget, TRIO, Logistics Manager, Conference Chair, Audio/ Video Tech, Keynote Speaker and visiting Toastmasters dignitaries while on an official visit are to be included in the budget, utilizing shared occupancy when possible.~~

~~B. If the budget allows, the following roles may also be considered IPDD, PRM, Finance Manager, Administration Manager, Logistics Manager, additional staff may have fees waived as part of the event budget with the approval of the District Director and Finance Manager.~~

~~1. The District will provide hotel accommodations at the conference hotel for the following District members: TRIO, IPDD, PRM, Finance Manager, Administration Manager, Logistics Manager, and Conference Chair utilizing shared occupancy when possible. Should a member elect for single accommodations when shared occupancy is possible, the member will reimburse the District for 50% of the room rate.~~

~~2.1. Keynote Speaker~~

~~3.2. Visiting Toastmasters dignitary while on an official visit.~~

**SECTION 3: CONTESTS**

**DISTRICT CONTESTS**

~~The District will hold 3 contests per year to be International, Evaluations and Table Topics Speech Contests, to be held in a single season with Area contests beginning no earlier than January 15<sup>th</sup> and culminating in the District contests at the Annual Conference.~~

**A. DIVISION CONTESTS**

In Divisions with four or fewer Areas, Areas are entitled to send two contestants to the Division contest. This must be publicly announced by August 1 of each program year.

**B. AREA CONTESTS**

In Areas with four or fewer Clubs 30 days prior to the date of the Area Contest, Clubs are entitled to send two contestants to the Area contest. This must be publicly announced by August 1 of each program year.

**SECTION 4: DISTRICT CONFERENCE SCHEDULE**

~~The Annual Conference shall remain in Broward County area unless approved by the District council in~~

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Indent: Left: 0.81", No bullets or numbering

Formatted: Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Indent: Left: 1.25"

Formatted: Indent: Left: 0.81", No bullets or numbering

Formatted: Strikethrough

Formatted: Font: 12 pt, Bold

Formatted: Font color: Red

Formatted: Indent: Left: 0.88"

Formatted: Font color: Red

Formatted: Superscript

Formatted: Font color: Red

Formatted: Font: Not Bold, Font color: Red

Formatted: Font: 12 pt, Bold

Formatted: Font color: Red

advance of signing a contract. If a one-day District Fall event is held, it should rotate between the following areas:

- ~~Fort Lauderdale~~
- Miami
- West Palm Beach
- The Bahamas, every ~~3~~ 5 years when possible.

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

~~**SECTION 5: DISTRICT LEADERSHIP COMMITTEE**~~

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

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

~~**SECTION 56: CONFERENCE ADVISORY COMMITTEE**~~

For the benefit of members, District leaders and the Conference Chair, a Conference Advisory Committee (CAC) will be in place to support the planning of the conferences. The CAC will include three (3) past Conference Chairs who will be serving a 3-year term. Each year, one member of the CAC will have completed their term and will be replaced by the incoming DD. The replacement will occur at the end of the Annual Conference each year.

~~**SECTION 67: ADVISORY COMMITTEE OF PAST DISTRICT DIRECTORS (ACPDD)**~~

All past District Directors and Governors currently living in and registered in a club in District 47 shall be members of the Advisory Committee of Past District Directors.

- The IPDD shall serve as Chair of the ACPDD and act as liaison between the Committee and the District Executive Committee.
- Members of the ACPDD will receive agendas and minutes of District Executive Committee meetings, concurrently with DEC members, as well as copies of any communications sent to club leaders on behalf of the District TRIO.

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red

Formatted: Font color: Red, Strikethrough



- C. The Committee shall:
  - a. Provide assistance in training DEC members, as requested by the DD
  - b. Assist with updating District Procedures, as requested by the DD
  - c. Provide mentoring and coaching for any member of the DEC, upon request
  - d. Assist the Credentials Chair for the Annual District Council Meeting
  - e. Proactively encourage members to consider District Leadership Roles
- D. The Committee may submit agenda items, by a majority vote, for consideration by the DEC through the IPDD. Such vote may be taken electronically.
- E. The Committee may not endorse candidates for District office.
  - a. Individual committee members are not prohibited from making a personal endorsement.
- F. Members of the Committee may not speak on behalf of the Committee unless a majority vote has been taken on the issue.
  - a. Individual committee members are not prohibited from expressing their personal views on District business.
- G. Minutes of the ACPDD meetings will be sent to the District Director after approval.

**SECTION 78: REFERENCES**

**A. TI POLICIES AND PROTOCOLS**

The District will follow all Policies and Protocols of Toastmasters International.

**B. DISTRICT LEADERSHIP HANDBOOK**

The District will use the most current TI District Leadership Handbook.

**SECTION 89: REVISION HISTORY**

Revision	Chair	Description of Changes	Modification Date	Approval Date and Approving group
Draft 1.1a	Wanda Brown, DTM	Original draft modeled after minimum suggested procedures from District Leadership Handbook, 2005, p.7	8/27/2008	DEC approval Nov. 23 2008
2.1a	Antionette M. Fox, DTM	New mileage reimbursement Schedule	7/18/2009	DEC Approval July 18, 2009
3	Kristina Kihlberg, DTM	District will allow 2 contestants for Areas with 4 or fewer clubs and Divisions with 4 or fewer Areas	11/30/2010	District Council Approval, April 17, 2010

Formatted: Font color: Red  
Formatted: Font color: Red, Strikethrough

Formatted: Font color: Red  
Formatted: Font color: Red, Strikethrough

4	Matt Kinsey, DTM	Updated geographic boundaries per District Reformation as approved by the Board of Directors	5/6/2012	District Council Approval, May 6, 2012
5	Jeanine Kinsey, DTM	<ul style="list-style-type: none"> <li>• Changed document from Procedures to Procedures</li> <li>• Titles updated and some acronyms added</li> <li>• Added section 2 - Finance</li> <li>• Mileage changed from 30 miles to 20 miles</li> <li>• Added clarification to TRIO and IPDD travel reimbursement</li> <li>• Added verbiage how to manage check reimbursement</li> <li>• Added Vendor Approval Process</li> <li>• Added Section 4 – District Conference Schedule</li> <li>• Added Section 5 – District Leadership Committee</li> <li>• Added Section 6 – Miscellaneous, including a District Conference Committee</li> </ul>	9/12/2015	DEC approval Sep 12, 2015 District Council Approval November 11, 2015
6	Lynda Hammond, DTM	<ul style="list-style-type: none"> <li>• Changed document from Policy to Procedures</li> <li>• Added “if feasible” to Section 4 – District Conference Schedule – referring to the Spring Conference</li> <li>• Added “If feasible” to Section 4 – District Conference Schedule – referring to the scheduling of the Fall Conference rotation</li> </ul>	2/4/17	DEC approval 2/4/17

7	Pamela Rolle, DTM, PDG	<ul style="list-style-type: none"> <li>• Modified preamble for language and clarity on future modifications</li> <li>• Updated travel policy to provide clarity and match mileage reimbursement rate with IRS non-profit reimbursement rate</li> <li>• Added language requiring shared occupancy, when feasible, for District related travel</li> <li>• Modified IPDD travel policy for International Convention to make it part of their budget while serving as DD</li> <li>• Modified Outgoing Check Policy</li> <li>• Modified Vendor Approval Process to increase transparency</li> <li>• Added District Event Costs to clarify which roles have fees waived due to their position responsibilities.</li> <li>• Removed Section 3A defining speech contests and when they are held</li> <li>• Modified District Conference Schedule to comply with TI requirements</li> <li>• Modified DLC collected nominations to comply with change in TI Policy</li> <li>• Renamed Section 6 to Conference Advisory Committee</li> <li>• Added Advisory Committee of Past District Directors as a standing committee with defined roles</li> <li>• Other minor wording changes for clarity.</li> </ul>	5/1/2018	
---	---------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	--

8	<u>Shakira Taylor, DTM, IPDD</u>	<ul style="list-style-type: none"> <li>• <u>Added “s” to the word “visit” – under Section 2 – Travel reimbursement.</u></li> <li>• <u>Added language to accommodate the district’s equipment transportation – Section 2 – Travel reimbursement.</u></li> <li>• <u>Removed verbiage under – Section 2 – Mileage – to ensure travel policy agrees with IRS non-profit reimbursement rate / policy.</u></li> <li>• <u>Minor word changes for clarity – Section 2 – Hotel Stay</u></li> <li>• <u>Modified – Section 2 – Trio Travel for International Convention &amp; Mid-year training to clarify transportation expense covered.</u></li> <li>• <u>Section 2 – Vendor Approval Process – increase the threshold from \$250 to \$500.</u></li> <li>• <u>Section 2 – District Event Cost: Added “based on the current year’s budget. Delineate language for clarity</u></li> <li>• <u>Section 2 – Contest – Added language required for District level contest.</u></li> <li>• <u>Section 4 – District Conference Schedule – Modified the schedule to reflect a centralized location for conference and rotation for travel on a one-day District Fall event if held.</u></li> <li>• <u>Removed Section 5 – District Leadership Committee -ensuring District complies with TI’s DLC policy.</u></li> <li>• <u>Re-numbered sections</u></li> </ul>	<u>1/30/2023</u>	<u>DEC approval on 2/18/2023</u>
---	----------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	----------------------------------