



Toastmasters International – District 49

OPERATING PROCEDURES MANUAL

July 7, 2018

State of Hawaii

www.district49.org

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Operating Procedures Manual

District 49 Operating Procedures are established by the District 49 Council and will remain in effect until amended. The District 49 Council may amend these Operating Procedures at any District Council meeting unless otherwise noted in the procedures description. If notice of the amendment is given to the Council by email dated at least 14 days prior to the Council meeting, adoption of the amendment requires a simple majority vote. If no such prior notice has been given, adoption requires a three-fourths majority. "He" and variations in this document shall mean "he and she" and variations.

Reference to Toastmasters International (TI) Policies in this document is to the policies published in the District Leadership Handbook and any subsequent Policy Bulletins from Toastmasters International Headquarters. If there is a conflict between any District procedures and Toastmaster International policy, the Toastmasters International policy shall be followed.

The District 49 Director may perform editorial changes to the Operating Procedures Manual that are purely grammatical in nature including spelling, grammar, capitalization, and other typographic errors. An official control log documenting all such changes will be created and attached as an Appendix to the Procedures Manual.

District Operating Procedures may not be called "policy" or "protocol" and they cannot duplicate, contradict or be more restrictive than Toastmasters International governing documents.

If you need further information or explanation regarding the District 49 Operating Procedures, please contact the current District 49 Director.

District 49 Directory

- District 49 Officer and Committee Chairs: (Refer to the District 49 website)
- District 49 Website: www.district49.org

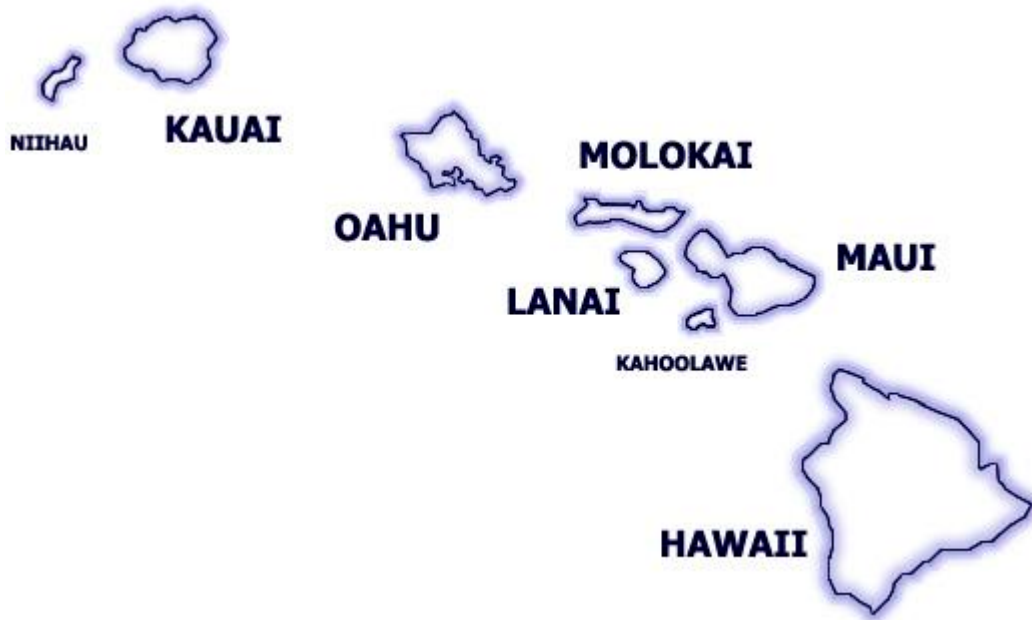
Toastmasters International World Headquarters: www.toastmasters.org
P.O. Box 9052, Mission Viejo CA 92690-9052
(W) 949-858-TALK (8255), Fax: 949-858-1207

The Mission of the District

We build new clubs and support all clubs in achieving excellence.

District Service Area

The service area of this District shall be the State of Hawaii.



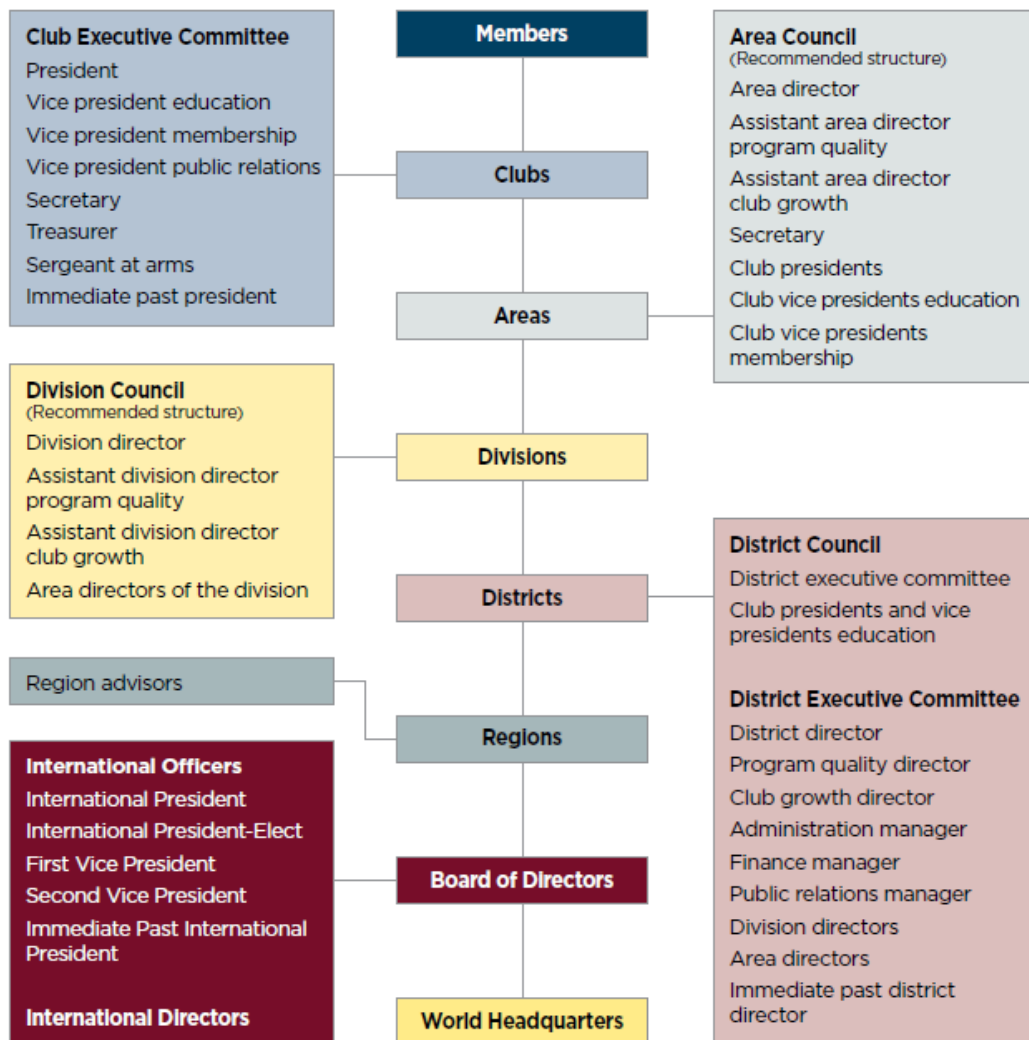
Toastmasters International Organizational Service Chart

This chart traces the flow of services, material and programs upward from the Board of Directors through various echelons of Toastmasters International to the ultimate beneficiary, the individual member.

MAP OF SERVICE TO MEMBERS



Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.



Procedure A – Financial

Section 1 – District Budget

- a) Each administration shall operate within its budgetary limitations. The District administration shall make certain that a District Reserve of 25% of its projected membership revenue (25% of dues and amount provided by World Headquarters) be available to the succeeding administration.
- b) Pre-approval of all expenses greater than \$500 is required. These pre-approvals shall be signed by the District Director, Program Quality Director, Club Growth Director and Finance Manager as soon as the budget is created. The pre-approvals shall be accompanied by a pro forma detailing the expected costs and approved by the District Executive Committee and/or District Council at the appropriate meeting.
- c) Additional expenses over \$500 that has not been itemized and included in the approved budget must be accompanied by a pro forma detailing the expected costs and approved by the District Executive Committee and District Council.

Section 2 – Travel and Administrative Expenses

- a) The District 49 Executive Committee members shall be reimbursed for mileage, at the approved Toastmasters International rate, on all travel connected with semiannual Area Director Club visits, staff meetings, Area and Division Director Training, Executive Committee meetings, and Area and Division contests for the respective Area or Division Director and the Senior District Officers (Key 3). The Club Growth Director and Club Extension Chair may receive a mileage reimbursement for a maximum of two trips per prospective Club for the purpose of starting new clubs. A budget item must be submitted at the beginning of the Toastmaster year for these reimbursements. These reimbursements are dependent on available budgetary funds.
- b) Neighbor Island District Officers shall be reimbursed for reasonable coach airfare for round-trip travel to/from the neighboring island holding the event for:
 - i. District Conference
 - ii. Division Speech Contests
 - iii. District Officer training in the Summer and Winter
 - iv. These reimbursements are dependent on available budgetary funds.

Section 3 – District Events

All Division and District events involving advance commitments for meals or meeting rooms will require written confirmation and the signature of the Division Director for Division events and District Director for District events.

Section 4 – International Convention Expenses

- a) Toastmasters International reimburses travel expenses of the District Director, Program Quality Director, Club Growth Director (Key 3) and the Immediate Past District Director (IPDD) at rates defined in Toastmasters International policies.

- b) Reimbursements for the Key 3 will cover approved Toastmasters International hotel, transportation, airline baggage fees for one bag and registration costs. Meals will be reimbursed at \$30 per day with accompanying receipt(s) including travel days as applicable. District reimbursement for the Immediate Past Director's expenses may be paid only if the IPDD's year is a distinguished year or higher.
- c) The reimbursement is dependent on available budgetary funds.

Section 5 – Key 3 District Leaders Mid-Year Training Expenses

- a) Toastmasters International reimburses travel expenses of the District Key 3 officers at rates defined in Toastmasters International policies.
- b) Reimbursements will cover approved Toastmasters International hotel, transportation, airline baggage fees for one bag and registration costs. Meals will be reimbursed at \$30 per day with accompanying receipt(s) including travel days as applicable. Hotels should be Toastmasters International designated.
- c) The reimbursement is dependent on available budgetary funds.

Section 6 – Expense Reimbursement Procedure

- a) Effective 2017-2018 reimbursements will be done via CONCUR and expenses must be submitted within 60 days of being incurred. Reimbursements from the District 49 checking account at First Hawaiian Bank (FHB) may be phased out. CONCUR shall be the primary vehicle for reimbursements.
- b) Reimbursements for pre-approved expenses greater than \$500 must be reimbursed through CONCUR.
- c) All District 49 personnel who function with an official budget category may receive reimbursement for expenses incurred, including postage, when properly submitted with itemized receipts for the incurred District expense. See TI Policy and Protocol, Protocol 8.4 for complete details regarding receipts.
- d) Small expenses may be reimbursed from First Hawaiian Bank checking account and shall be processed as follows:
 - i. A District 49 expense form, provided by the Finance Manager, is to be used for submitting expenses for reimbursement.
 - ii. Expense vouchers and reimbursement claims are to be submitted to the Finance Manager within 60 days of incurring the expense or by July 31 for expenses incurred in June. Any payments not made prior to the closing of the books for the annual audit shall be submitted to the Audit Committee for inclusion in the Audit Report as Past Administration Obligations.
 - iii. Two of four signatures shall appear on checks drawn from the District 49 checking account held at FHB. Such signatures shall be two of the following persons:
 - 1) District Director, 2) Finance Manager, 3) Program Quality Director, or 4) Club Growth Director. No officer shall sign their own reimbursement.
- e) The Finance Manager shall provide a written detailed report of all District expenditures to the District Executive Committee members at an Executive Committee meeting. These reports shall be distributed through email if such Executive Committee meetings are not conducted.

- f) Any expense greater than the pre-approved amount shall be accompanied by a detailed explanation regarding the variance in order to be reimbursed.
- g) Audits shall be performed in accordance with Toastmasters International Policy Bulletin No. 17, which states in part the following requirements: The District Director shall appoint a District Audit Committee by November 1. The Audit Committee shall submit, by February 15, an audit report for the period July 1 to December 31, and a final audit report for the entire year by August 31. A complete District Audit for the prior year ending June 30 shall be presented at the first District Council Meeting following the International Convention. A Midyear Audit shall be presented to the District Council at the District's Annual Meeting in the Spring.

Procedure B – District 49 Officer Election Procedures

Refer to Protocol 9.0 on toastmasters.org for complete campaign and election guidelines. Also refer to Toastmasters International Website: Call for Nominations for nominee qualifications.

Procedure C – District Website and Facebook Group

- a) The District Website and Facebook Group shall serve as a principal source of information to the members. The Website and Facebook Group should include noteworthy events and notices and reports of meetings, elections and amendments.
- b) Additional notices may need to be sent to District Officers, Club Presidents and Vice Presidents Education concerning special meetings, candidates and amendments.
- c) Kevin Doyle, PID, PDG, DTM created the Facebook Group and asked to remain an administrator.

Procedure D – Contests

Section 1 – Responsibility

The Program Quality Director is the general advisor for the conduct of Club, Area, Division and District contests. The Speech Contest Chair shall be appointed by the District Director.

Section 2 – Awards and Recognition

- a) Award certificates, judging forms and other contest forms for use in Area, Division and District contests are available online.
- b) The District will provide trophies for the District Speech Contests. The Speech Contest Chair will ensure that these trophies and/or other awards are available.

Section 3 – Area Contest Scheduling

The dates for Area contests shall be selected by the Speech Contest Chair and announced to the Clubs at least one month prior to the contest. The Spring Area Contests should be scheduled in March. Any exceptions in scheduling shall be approved in advance by the Program Quality Director. There will be no District sponsored speech contests in the Fall.

Section 4 – Division Contest Scheduling

The dates for Division contests shall be selected by the Speech Contest Chair and announced to the Areas at least two months prior to the contest. The Spring Division Contests should be scheduled in April. Any exceptions in scheduling shall be approved in advance by the Program Quality Director. There will be no District sponsored speech contests in the Fall.

Procedure E – District Directory

The District Directory shall contain the name and email address of all members of the Executive Committee and shall be posted on the District 49 website.

Procedure F – Area Director of the Year Award

The Area Director of the Year is awarded a plaque or trophy provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Director and Division Director at or before the first Executive Meeting of the Toastmasters year. Recipients are to be listed in the District Hall of Fame on the District 49 website.

Procedure G – Division Director of the Year Award

The Division Director of the Year is awarded a plaque or trophy provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Directors and Division Directors at or before the first Executive Meeting of the Toastmasters. Recipients are to be listed in the District Hall of Fame on the District 49 website.

Procedure H – District Toastmaster of the Year Award

The Toastmaster of the Year is awarded a plaque provided by the District. This award is presented annually to a District 49 Toastmaster for outstanding service to District 49 in the current administrative year or for outstanding service to District 49 in past years. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. Recipients are to be listed in the District Hall of Fame on the District 49 website.

Procedure I – District Physical Property

District 49 physical property will be the responsibility of the Logistics Manager and will be used exclusively for District 49 functions.

Procedure J – Social Media and Internet Committee

The District 49 Director shall have the option of appointing members to serve on the Social Media and Internet Committee to work in conjunction with the Public Relations Manager. It is recommended the committee include a Webmaster, a Social Media Master, a Photographer and a Videographer. It is also recommended that additional members be added to support other media outlets. The Chair of the Social Media Committee will be appointed by the District Director in consultation with the Public Relations Manager. The purpose of this committee is to make recommendations and administer social media outlets effectively, to enhance the digital footprint of District 49. These outlets include, but are not limited to, District 49 website, email accounts, Facebook, LinkedIn, blogs, Twitter, YouTube and other social media sites.

Procedure K – District Record Keeping

All requests for District records should be submitted to the District Director. The Immediate Past District Director is responsible for collecting records from his or her administration as outlined below. The records should be submitted to the District Historian or Administrative Manager by December 31 of the following fiscal year.

Records to be kept:	Source
Informative correspondence with TI concerning District operations	District Director
Informative non-sensitive correspondence between Director and staff	District Director
Procedures Manual	District Director
District Contest Winners	Program Quality Director
District Performance Records Submitted to TI	Program Quality Director
Minutes of Council, Executive, Staff & Standing Committee Meetings	Administrative Manager
Finance Manager’s Report	Finance Manager
District Audit Report	District Audit Chair
Conference Flyers/Registration Forms/Programs/Staff Rosters	Conference Chair

In addition to the above records, District Directors are encouraged to submit other information from their years in office to the District Historian or Administrative Manager for possible inclusion in the District Archives.

District 49 Hall of Fame

The Hall of Fame will be maintained on the District 49 website and will include the following:

Yearly Awards

- Toastmaster of the Year
- Division Director of the Year
- Area Director of the Year

Past District 49 Directors

Procedure L – Operating Procedures Changes

Changes to District 49's Operating Procedures Manual shall be approved by the District Executive Committee and District Council. Changes should be recorded, documented and kept as an Appendix to the manual. Information to be included are:

- a) Revision date
- b) Revised by
- c) Description of the revision

Appendix – Change Record

Revision Date	Written/Revised by	Description of Change
July 7, 2018	Kenoilani Koli, Admin Manager 2017-2018	<p>The following changes were requested and approved by District Council at the business meeting held on May 5, 2018.</p> <p><u>Procedure A Section 1 b)</u> Pre-approvals can be approved by District Executive Committee and/or District Council at the appropriate meeting.</p> <p><u>Procedure A Section 2 a)</u> Mileage reimbursement for District Council meetings was deleted.</p> <p><u>Procedure A Section 4 b)</u> District reimbursement for IPDD was clarified.</p> <p><u>Procedure A Section 5 b)</u> “approved Toastmasters International hotel” was added.</p>