**DISTRICT 54 PROCEDURES MANUAL**

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# DISTRICT PROCEDURES

Districts may establish procedures to provide consistency and help guide the District leaders from year to year. Procedures may be established and changed by either the District Executive Committee or the District Council. When established, District procedures should address:

* Whether the Administration Manager, Finance Manager, Public Relations Manager, and Area Directors are elected or appointed positions.
* The number and type of speech contest(s) the District will conduct and when these contest(s) will be conducted in the Spring. Districts may conduct a maximum of four contests and one of these contests must be the International Speech Contest.
* Whether the District allows Divisions with four or fewer areas to send two contestants per Area to the Division contest.
* If the District has four or fewer Divisions, whether the District allows each Division to send two contestants to the District contest.
* Other procedures that provide consistency from year-to-year.

District procedures cannot duplicate or contradict Toastmasters International governing documents and policies, nor can they be more restrictive than Toastmasters International governing documents and policies.

The District must provide a copy of its procedures manual to World Headquarters for review and consult World Headquarters before adopting new District procedures or before making any significant changes to existing procedures.

A copy of the District Procedures Manual should be placed on the District web site.

(from Toastmasters International District Administration manual)

# DISTRICT BUSINESS

## District Executive Committee and District Council Meetings

District 54 (hereafter known as ‘the District’) Executive Committee is comprised of the following officers who are elected, or appointed by the District Director and approved by the District Council:

* Immediate Past District Director – not elected
* District Director
* Program Quality Director
* Club Growth Director
* District Public Relations Manager – appointed
* Division Directors
* Area Directors – normally appointed
* District Administration Manager – appointed
* District Finance Manager – appointed

Each of these Executive Committee members will have one vote at the District Executive Committee meetings and at the District Council meetings. Their votes may not be proxies.

The District Director has the discretion to invite additional Toastmasters members in good standing to attend the District Executive Committee meetings but they will have no voting rights.

The District Council is made up of the District Executive Committee and Presidents and Vice Presidents of Education of each club in good standing. When the voting process is conducted, only the Club President and/or Vice President Education of any Member Club may vote on behalf of the club as its representative. Either club officer may carry the club's two (2) votes or each of these club officers may carry one (1) vote, as determined by the club membership. The representative from any Member Club in good standing is entitled to a maximum of two (2) votes.

District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a representative of a Member Club, for a maximum of three (3) votes.

District Council members must cast their own votes; no proxies are permitted.

## Motions to the District Council or Executive Committee

The proponent of the motion must be a voting member of the District Council or at Executive Committee meetings must be a member of the Executive Committee. All motions brought to the floor at the District Council meeting must be submitted in writing to the Administration Manager prior to a vote being taken.

The Administration Manager may also request that any amendments proposed by the voting body be provided in writing.

## Club Banners

The District will expend funds for Club Banners for new or existing clubs based upon a need and a one-time basis typically for Community Clubs.

## Expense Reimbursement

Expenses incurred in the discharging of duties will be reimbursed for both appointed and elected District Officers if included in the District Budget. Reasonable expenses include telephone charges, postage, supplies and printing expenses will be reimbursed at actual cost. Mileage will be reimbursed at a rate to be determined by the District Trio (i.e., District Director, Program Quality Director, and Club Growth Director) and the Finance Manager, based upon the budget.

# DISTRICT CONFERENCES

## Trophies and Certificates

The District will budget and purchase all trophies and certificates used for all District sponsored and authorized contests held at the Area, Division and District levels.

## Conference Complimentary Fees

In order for each Conference Chairperson to more easily budget Conference expenses, the following standards and guidelines for complimentary fees will be evaluated for application at a District Conference.

There may also be some discretionary expenses included in the budget to allow for some flexibility on the part of the Conference Chairperson to recognize efforts of committee members.

Complimentary packages and reimbursements are NOT transferable. In cases where the eligible recipients do not participate in the Conference, actual expenses may be lower. All expected expenses should be reflected in the initial budget.

### International dignitary – International Officer, International Director, Region Advisor

There may be an International Officer, or an International Director or a Region Advisor attending a District Conference in a year. They are eligible to receive complimentary registration and meals. Reimbursements for accommodations are provided if funds are not available from Toastmasters International to cover these expenses.

### Immediate Past District Director (IPDD)

The IPDD is eligible to receive complimentary meals at the District Conference.

### District Director (DD)

The DD is eligible to receive complimentary registration, meals and accommodations at the District Conference. In addition, the DD’s spouse or guest will also receive complimentary meals.

### Program Quality Director (PQD)

The PQD is eligible to receive complimentary registration and meals at the District Conference. In addition, the PQD’s spouse or guest will also receive complimentary meals.

### Club Growth Director (CGD)

The CGD is eligible to receive complimentary registration and meals at the District Conference. In addition, the CGD’s spouse or guest will also receive complimentary meals.

### Conference Chairperson(s)

Conference Chairperson(s) and spouse or guest are eligible to receive complimentary registration and meals at the District Conference.

### Education Session Presenters

Individuals, who are contributing as educational presenters during the Conference, will be eligible to receive a complimentary meal.

### Keynote Speaker

At the discretion of the Conference Chair(s), and with the approval of the District Director, and based on the conference budget, one or more keynote speakers may be invited to the conference and receive complimentary travel, accommodations, registration and meals.

### Toastmasters

Toastmasters for the noon and evening events are eligible to receive a complimentary meal for the event over which they preside at a District Conference.

### Guest Dignitary

A non-Toastmaster guest whose attendance is seen as beneficial to the goodwill of the District (Communication and Leadership award winner, mayor, etc.) is eligible to receive a complimentary meal if in attendance at the District Conference. This is subject to budgeted Conference expenses and approval of the District Director.

### Discretionary Conference Expenses

The District Conference Chairperson shall seek to budget for discretionary funds to spend as they see fit in an effort to recognize the efforts of the committee members. Expenditures may be in the form of complimentary meals or small gifts.

Toastmasters International does not approve expenditures of Cash or Gift Cards to recognize efforts.

## International Convention and Mid-Year Training Complimentary Fees

As determined by available District Budget and conformance to Toastmasters International [Policy 8.3: District Leader Expenses](https://www.toastmasters.org/leadership-central/governing-documents#:~:text=Policy%208.3%3A%20District%20Leader%20Expenses)

# DISTRICT AWARDS

## Overview

Each year at the International Conference held in August, Toastmasters International recognizes the Districts, Divisions, Areas and Clubs who have succeeded in accomplishing the many goals established by Toastmasters International.

The District shares some of these recognitions as well as some awards specifically pertaining to our District at a special Hall of Fame (HOF) Ceremony held in the fall, usually on the same day as the October District Executive Committee meeting. Our membership works very hard and their accomplishments should be honored.

The following Area Awards will be in the HOF booklet and will be presented at the HOF Ceremony:

* Area Toastmasters of the Year
* Area Club President of the Year

The following Division Awards will be in the HOF booklet and will be presented at the HOF ceremony:

* Division Toastmaster of the Year
* Division Club President of the Year
* Division Area Director of the Year

The Immediate Past District Director (IPDD) will present the following District awards at the HOF Ceremony. District membership can provide the IPDD with their written suggestions for award nominations. At the IPDD’s discretion, there is a possibility that any one of these awards would not be presented for a given Toastmasters year.

## Smedley Award

This award is named for the founder of Toastmasters International, Dr Ralph Smedley, and is given to the individual or club who displays outstanding leadership in education.

## Foley Award

This award is named for the first District 54 Governor, Robert A. Foley. Mr. Foley served the District in this position from 1956 to 1957. This award is given to the individual or club who has displayed outstanding leadership skills in membership building.

## Heitzman Award

This award is named for District 54 Governor Eldon Heitzman. Mr. Heitzman served the District in this position from 1985 to 1986. This award is given to the individual or club who has displayed outstanding leadership skills in the District.

## Spirit of Toastmasters Award

This award is named in honor of all the past District Governors and Directors who have contributed to the continued growth and development of the District through their vision and selfless dedication to the membership of the District. In addition, their commitment, enthusiasm, energy, inspiration and teamwork have served as examples of what Dr Ralph Smedley envisioned when he founded Toastmasters.

There can be several Spirit of Toastmasters awards given each year, not to exceed the current number of Divisions within the District. As the District continues to grow and flourish the District can honor more of its membership, due to the increased number of Divisions. This award is given to the individual(s) who have enhanced the performance of clubs within the District or have extended the network of clubs that make up the District, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program.

## District Awards

The following District Awards will be presented at the HOF Ceremony by the IPDD with written recommendations from the District membership. The Immediate Past District Director will make the final decision.

* Outstanding Toastmaster of the Year
* Outstanding President of the Year
* Outstanding Area Director of the Year
* Outstanding Division Director of the Year

## Communication and Leadership Award

This award is presented at annual District Conference held in the spring to a non- Toastmaster who has exhibited excellence in communication and leadership. This person is usually chosen from, but not limited to, the local area where the District Conference is being held. Candidate names and qualifications are brought forward to the Chairperson of the District Conference. With their committee, and with the approval of the District Director, the award recipient is chosen. The award winner or their designated recipient will be present at the District Conference to accept the award and will be given the opportunity to make a brief acceptance speech.

# CLUB OFFICER TRAINING GUIDELINES

Club officer training plans must be authorized and approved by the District Program Quality Director. During each three-month training period, District 54 will provide club officer training opportunities following the guidelines of Toastmasters International and Toastmasters Leadership Institute(TLI) with optional makeup training, if necessary, as determined by the Program Quality Director. There should be no training of individual officers. Division and/or Area Directors may choose to train individual clubs after the District TLI's IF the training date is planned in advance and offered to all officers in the Area, and meets minimum Toastmasters International requirements for club officer training.

## Training Venue

Club officer training may be conducted in a physical, virtual, or hybrid setting as determined by the Program Quality Director. Physical location cost should be free, though the district may opt to provide some financial support if there are no other options. The district will not charge participants or clubs to attend Club Officer training unless unusual circumstances dictate otherwise. For physical setting training, refreshments are optional depending on the time of the day and available district budget.

## Communication

Notify the Program Quality Director and District Webmaster as soon as the dates, times, and locations are determined. Related information must be publicized to all district officers, club officers, and individual members in a timely fashion using all available district communication means so as to allow participants adequate time to register for the TLI of their choice. Online registration methods should be established for all TLI's and makeup training.

## Training Content

Training should consist of required Toastmasters International “officer role” training courses augmented to make them interesting, nonrepetitive, and appropriate for the expected audience. It should also include training for club management tools and individual member educational programs such as the Distinguished Club Program, the Club Success Plan, Moments of Truth, Pathways, etc. Subjects of general interest to all members may be included to attract a broader audience and increase member interest in Toastmasters opportunities---examples of such courses could include general leadership training, conflict management, Pathways, FreeToastHost2, Easy-Speak, district leadership opportunities, etc. Midyear training can use TI provided presentation materials appropriately modified to facilitate discussion of actual club issues. Trainers are encouraged to supplement provided materials with their own experience. Here is the link to the TI training materials:

[https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-officer-training-materials](https://www.toastmasters.org/leadership-central/district-leader-tools/training/club-officer-training-materials%20) (scroll down to the bottom half for club officer materials)

## Trainer Selection

It is preferred that the top three club officers(President, VPE, and VPM) be trained by the District Trio (DD, PQD, & CGD) if they are available (ask them). Otherwise, trainers should have served a full term in the office they are teach**i**ng, and should be selected only if they have demonstrated strong training skills (could be different than presentation skills). If a trainer candidate has not previously been involved in district level training, it is suggested that they serve as an assistant trainer until the next opportunity for training is available. At the discretion of the District Trio, trainers at TLI's may receive credit for being trained in their current club officer position even though they did not attend their specific club officer training session.

## Resources

For physical training TLI's, a sign-in sheet, approved by the Program Quality Director, should provide space for the necessary information with adequate space to write legibly. Preferably, print the sign-in sheets on colored paper so they do not get lost. Turn the sign-in sheets over to the PQD or the highest-ranking district officer present. For virtual training, a Google form or equivalent should be provided for attendees to fill out and turn in online. Participants need to fill out the form to get DCP credit for the class session and provide evaluation of the session and presenter. For physical training sessions, individual training sessions (not necessary for the general session) should be evaluated by participants using a form provided by the PQD----the evaluation sheets guide the participants towards focusing on how they will use the information presented, as well as providing constructive feedback to the trainer. Session evaluation forms should be returned to the registration desk where they should be compiled and given to the PQD who will pass them on to the session trainers after review.