



DISTRICT 109 TOASTMASTERS PROCEDURES

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Our Mission: We build new clubs and support all clubs in achieving excellence.

District 109

<https://www.District109.org/>

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Introduction

The Purpose of the District

The purpose of this District is to enhance the quality and performance while extending the network of the member clubs of Toastmasters International within its boundaries, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters' communication and leadership program by:

- ☐ Focusing on the critical success factors as specified by the District program quality and club growth goals,
- ☐ Ensuring that each club effectively fulfils its responsibilities to its individual members,
- ☐ Providing effective training and leadership development opportunities for club and District officers.

To carry out this purpose, the officers of this District are empowered to manage Toastmasters International programs and activities within it, and to act as representatives of Toastmasters International within this District. Thus, they pledge to:

1. Assist each member club to effectively carry out its responsibilities towards its individual members,
2. Offer support towards the training of member club officers,
3. Encourage a close relationship between member clubs and Toastmasters International,
4. Promote interest in, and emphasize the benefits of, individual membership in Toastmasters clubs,
5. Help in the organization of new Toastmasters clubs, and
6. Encourage member clubs to undertake programs and projects that will create greater community awareness of the Toastmasters programs and meet the needs of individual members.

The District Mission

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

District Service Area

The service Area of this District shall be made up of the following sixteen countries/states in South-eastern Europe and beyond: Albania, Austria, Bulgaria, Cyprus, Greece, Israel, Italy, Liechtenstein, Malta, Montenegro, North Macedonia, San Marino, Slovenia, Switzerland, Türkiye, Vatican City.

Article 1: Title and Objectives

District 109 shall establish, maintain, and publish a document to be titled District 109 Procedures. The objective of this document is to serve as a guide when governing the District. Specifically, it must be:

- 1.1 A record of resolutions adopted by District Council where such resolutions are of a permanent nature,

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- 1.2 The governing authority for District procedures, and
- 1.3 For greater certainty, at all times subordinate to the ***District Administrative Bylaws***, as well as the ***Articles of Incorporation & Bylaws and Policies and Procedures of Toastmasters International***.

Article 2: Future Amendments to the District Procedures

- 2.1 These District 109 Procedures may be amended at any regular or special meeting of the District Council by a majority vote of the members present.
- 2.2 The District Director shall cause all resolutions adopted by District Council to be reviewed:
 - 2.2.1 To ensure that such resolutions are not invalid by reason of conflict with the District Administrative Bylaws, or the Articles of Incorporation and Bylaws of Toastmasters International, and Policy and Protocol, and
 - 2.2.2 To ascertain whether any further amendments to existing District 109 Procedures are required because of such new resolutions.
- 2.3 Where a dispute exists as to the validity of any article of these District 109 Procedures, the question may be referred to the Board of Directors of Toastmasters International, whose written determination shall be binding.

Article 3: District Organization

A. Areas:

1. The member clubs of the District will be aligned into Areas, the composition of which will be determined by the District Council at its annual meeting in the 4th quarter of the Toastmasters year, to become effective the following 1st of July.
2. The assignment of clubs to Areas will take into consideration the best interests of the club and District, including various other factors such as the size and types of clubs, as well as geographical proximity to other clubs in the Area. Areas should consist of four to six clubs within its boundaries.
3. The District Director assigns new clubs to existing Areas at the time of charter or immediately thereafter. Any subsequent changes are made by the District Council at its meeting in the 4th quarter of the Toastmasters year in response to recommendations from the alignment committee.

B. Divisions

The District Council will also assign Areas to Divisions, taking into consideration the best interests of the clubs and the District.

C. *District Executive Committee:*

I. Core Team:

- a) Senior District officers: District Director, Program Quality Director, Club Growth Director, and the Immediate Past District Director.
- b) District Public Relations Manager, District Administration Manager, District Finance Manager.

The District Director, Program Quality Director, Club Growth Director, and District Public Relations Manager shall be elected by the District Council at the Annual Meeting. The District Administration Manager and the District Finance Manager are appointed by the District Director, after taking into consideration the relevant recommendation made by the District Leadership Council.

II. Extended Core Team:

The Core Team plus DLC Chair; Alignment Chair; Audit Chair; Webmaster; Club New Source Research Chair; Club Extension Chair; Harmony Chair; and the team leaders in any other position that the District Director chooses to appoint to serve the needs of the District.

The Division Directors shall be elected by the District Council at the annual meeting in the 4th quarter of the Toastmasters year. The Division Director may appoint members who can support quality and growth activities. The official role of these members is that of a Manager, namely Club Growth Manager and Program Quality Manager. Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country. Further to the above, the Division Director may choose other assistants to support him/her in running the Division. Specifically, the Division Council members are the Division Director, his/her Managers/Assistants, and the Area Directors within the Division.

IV. Area Directors:

The Area Directors are appointed by the District Director, after taking into consideration the recommendation made by the Area Council of their Area. This recommendation is made in writing to the District Leadership Committee who forwards the information to the District Director by the end of March. It is noted that the candidates for this position should be aware that, by accepting the nomination, they are committing to attend at least one District Officers Training session and to hold at least two Area Councils during their year in office. The Area Director may choose assistants to support him/her in running the Area. Area Council members are the Area Director, his/her assistants and the Presidents, Vice Presidents of Education and Vice Presidents of Membership of the Clubs within the Area.

The District Director-elect will appoint the following officers by the 1st of July of each year: District Administration Manager, District Finance Manager, and Area Directors. The members of the District Council shall subsequently approve all incoming appointed positions.

In the event of a vacancy in any elective office, it shall be filled by the District Executive Committee based upon the recommendation of the District Director, or upon the recommendation of the highest elected District officer if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d) of the Administrative Bylaws. Such an appointment shall become effective immediately and will run until the next succeeding District Council meeting at which time such appointment shall be confirmed, or another qualified member elected to the office.

N.B. If the office of Immediate Past District Director is vacated for any reason, it shall stay vacant for the remainder of the term.

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In the event of a vacancy in any of the positions of Division Director, District Administration Manager, District Finance Manager, or District Public Relations Manager, the District Director shall appoint a qualified member to the vacancy within one month of the position becoming vacant.

In the event of a vacancy in any of the positions of Area Director, the District Director, in consultation with the applicable Division Director, shall appoint a qualified member to the vacancy within one month of the position becoming vacant.

All appointed officers shall be approved and confirmed as per the District Administrative Bylaws.

D. Meetings of District Officers

- I. Meetings of the Core Team may be convened as required. It is expected that there will be at least one such meeting per month.
- II. District Executive Committee Meeting (DECM):
 - a) Attendees with voting rights shall consist of the District Executive Committee as per the District Bylaws. At the discretion of the District Director, the Chairs of the District Committees, members of the Extended Core Team as well as assistants to the Area and Division Directors may attend but they are not voting members. Third parties who have business before the District Executive Committee may attend its meetings only when issued an invitation from the District Director.
 - b) The District Executive Committee shall hold regular meetings no less than once in each calendar quarter. The Executive Committee may also meet via an online platform if the District Director so desires.
 - c) The District Administration Manager, on behalf of the District Director, is responsible for emailing notice of the date, time, and place and, if possible, an agenda with proposed business, for the meeting 4 weeks in advance to each member of the Executive Committee and to the Chairmen of any District Committees that have been invited. It is noted that, in any case, the agenda must be sent out 14 days prior to the meeting. A reminder notice shall be emailed at least 7 days prior to the meeting. All documentation that is relevant to the meeting must also be sent out or otherwise made available to meeting attendees not less than 7 days before the meeting.
 - d) The functions of the District Executive Committee include but are not limited to the review and approval of the District Success Plan, the review of the recommendations and reports of District committees and the supervision of the financial operations of the District. The District Executive Committee shall also assume any other duties assigned to it by the District Council.
 - e) Special meetings may be convened by the District Director or by a majority of the Executive Committee.
 - f) A quorum is deemed to be a majority of the voting members. Proxies shall not be valid at any Executive Committee meeting.
 - g) All meetings shall be conducted according to Toastmasters International governing documents and policies and procedures adopted by the Board of Directors. Robert's Rules of Order, Newly Revised, shall be used as a guide for the conduct of a meeting in the absence of Toastmasters International policies and procedures.
 - h) Minutes shall be distributed to the Core Team, Division Directors, and the Area Directors by the District Administration Manager for review, feedback, and action.

III. District Council Meeting (DCM):

- a) Voting members are the members of the District Executive Committee, the Club Presidents, and the Vice Presidents Education of all District 109 clubs. The District Council Meeting is also open to other Club Officers who wish to attend, subject to the approval of the District Director, but without voting or speaking rights: their participation is limited to observing and not intervening in the deliberations of the council.
- b) The District Council, as the governing body of the District will meet at least twice a year (in the fall and spring) to conduct the business of the District. The spring meeting (called “annual meeting”) should be held in presence, when feasible; all other meetings can be conducted via an online platform. Special meetings may be convened in accordance with District Administrative Bylaws.
- c) All major motions or other matters to be presented before the District Council are to be presented in writing to the District Director, through the District Administration Manager, no later than September 1st for the fall District Council meeting or April 1st for the Spring Council meeting and published in the meeting agenda. The District Director may waive this requirement at his/her discretion.
- d) Minutes shall be distributed by the District Administration Manager for review, feedback and action.

IV. *Other District Committees*

I. District Leadership Committee (DLC)

The District Leadership Committee is responsible for nominating candidates for District roles. The DLC Chair is appointed by the District Director – it is recommended, where possible, that the Immediate Past District Director takes on this role. It is also recommended that the Chair appoints members to the DLC [one from each of the Divisions] as per the District Leadership Committee Handbook.

The ‘District Nomination Schedule’ will be strictly followed.

Candidates are to be evaluated by written materials supplied by the candidates and, if the committee so chooses, by interviews. At a minimum, interviews will be conducted when:

- (a) The position is contested,
- (b) The position sought is one of the top three District offices, or
- (c) The committee has reservations about the candidate’s qualifications.

Additional research by committee members regarding a candidate’s qualifications, including collecting feedback from others who have worked with the candidate is also recommended. All candidates who qualify for the position they seek for will be placed in the list of candidates, regardless of the District Leadership Committee’s recommendations.

All candidates will be briefed about mailings, campaign speeches, nominating speeches, those who are ineligible to nominate or campaign, and the Toastmasters International rules on political and campaign ethics. Furthermore, floor candidates must follow all policies and protocols for candidates even though not all opportunities will be available to floor candidates as written in the guidelines for District Officer Campaigns and Elections (reference Toastmasters International Policy and Protocol, section 9).

The standard interview templates, published by Toastmasters International, shall be used to conduct interviews for elected positions.

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All interviews shall be conducted in the same manner for all candidates.

II. Alignment Committee

Before the 15th of December of each year, the Club Growth Director or the District Director will choose an Alignment Chair to be officially appointed by the District Director. The Alignment Chair will be responsible for the alignment of all chartered and prospect clubs in District 109 for the following Toastmasters year. The Alignment Chair will be part of the Club Growth team.

The Chair shall appoint the members of said committee. The alignment committee should consist of a member from each of the District's Divisions.

Once each year, District 109 must review and amend, if necessary, the alignment of the Clubs, Areas, and Divisions within its boundaries. The committee prepares an alignment proposal which is submitted to the District Director and the District Executive Committee at least 30 days prior to the spring District Council meeting. The final result is subject to the approval of the District Council at its spring meeting.

The alignment plan, if approved, will become effective 1st of July following its approval.

III. District Conference Committee

This Committee, under the direction of the District Program Quality Director, is responsible for all local arrangements for the District Conference.

IV. Past District Directors Committee

The Past District Directors Committee shall consist of members in good standing of Toastmasters International who are a Past District 109 Director.

The Past District Directors Committee shall meet in the 4th quarter of the Toastmasters year and at any other time as required. Meetings outside of the 4th quarter of the Toastmasters year may be called by the Past District Directors Committee Chairman or Secretary.

The Past District Directors Committee shall elect a Chairman and a Secretary from its members annually during the last quarter of each Toastmasters year. Quorum for meetings of the Past District Directors Committee shall be those in attendance at the meeting.

V. District Procedures Committee

The District Director shall appoint the Chair of the District Procedures committee. This committee shall be responsible for the review of the District 109 Procedures and shall consult with the District Executive Committee on an annual basis to recommend changes where necessary to improve the efficient operations of the District.

VI. Audit Committee

The District Director shall appoint the Chair of the Audit committee and at least two more members of the Audit Committee to audit the District financial records. Members of the current District Executive Committee may not serve on the current year audit committee.

The three members of the Audit Committee should have an experienced understanding of TI requirements for proper management of District funds and should conduct a thorough review of the District financial records.

The Audit Committee should meet with the District Finance Manager at a time of mutual convenience to review the financial records for completeness.

Two audits are required to be performed each year and the results sent to TI: the semi-annual audit report is due by February 15th and the year-end audit report is due by August 31st.

Subsequently, the audit committee chair is required to make a report to the District Executive Committee and the District Council. Finalization of District records and the audit review must be conducted expeditiously to meet TI requirements.

VII. Credentials Committee

The Credentials Committee chair is appointed by the District Director. The Credentials Chair shall establish the presence of a quorum using the District Administrative Bylaws.

VIII. Extension Chair

The Club Growth Director may appoint an Extension Chair during the term to support club growth activities. All leads for new clubs coming from Toastmasters International and present in the Toastmasters Lead Management (TLM) system will be validated and pursued as described in the District Document "Managing Leads for new clubs in TLM". The Club Growth Director can adapt this document at his/her own discretion to fit the strategy of the District Leadership team. All new leads coming within the district will also be added and maintained in TLM.

Article 4: District Publications and Electronic Distribution of Information

This falls under the responsibilities of the District Public Relations Manager.

1. District Website

The District shall maintain a website where information important to the members and the public may be displayed. This will include, but is not restricted to, club meeting information, District-sponsored events, and the current District Procedures Manual. Before any new type of information is posted on the website, the District Director needs to approve it.

2. Use of social media, including Facebook, YouTube

- a. The Facebook page "Toastmasters International D109" is a social media page used to convey information related to events taking place throughout the District and internationally to ensure that people will have easy access to information. This is one-way communication.
- b. The "Toastmasters International District 109 Members Group" is a Facebook group, used for an exchange of ideas. This group allows for two-way communication amongst District 109 members. Membership is limited to District 109 Toastmasters. Thus, this information must be validated at least annually to remove people, who are no longer members of District 109.
- c. Members of District 109 are expressly prohibited from creating social media pages that appear to represent either District 109 Toastmasters or Toastmasters International, due to their labelling, images, or content.
- d. Personal information shall not be used in publications related to District business. GDPR to be followed always to ensure the protection of individual members rights.

3. District Mailing Lists

Mailing lists are the property of the District and are restricted to use for official Toastmasters business.

4. District E-Newsletter

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- a. The District shall maintain an e-newsletter relating to District 109 news where information important to the members may be distributed, including facts relevant to the District Success Plan, District, Division, and Area goals.
 - b. The newsletter shall be published at a frequency determined by the District Executive Committee each year.
 - c. The editor shall be guided, as to content, by any published material for District newsletters from Toastmasters International.
 - d. The editor may solicit material from any person.
 - e. Priority shall be given to articles or material of general interest to a large number of members within District 109, and specifically to any articles submitted by:
 1. District Director,
 2. Other Senior District officers,
 3. Division Directors,
 4. District Committee chairmen, and
 5. Area Directors.
 - f. Each issue will be posted on the District 109 web site.
 - g. All emails sent to District members shall enable a member to unsubscribe to the publication being sent.
5. Toastmasters International Copyrights:
- The District shall respect and adhere to the TI Policies regarding copyright ownership and use. All members of the District shall adhere to and respect the TI Policies regarding copyright ownership and use and must comply with the Toastmasters Branding Manual.

Article 5: District Communication Protocol

Section A: Communication within the Core Team:

1. *Email* – This is for formal communication. The following rules apply:
 - a. There should be only one topic addressed per mail so that no information is lost.
 - b. Emails received should be responded to within 3 days.
 - c. The people to whom an email is addressed should treat it as urgent and respond in line with point b above, while the people who are cc'd should treat it as being just for information.
 - d. When writing an email, you should begin by putting D109 in the subject line.
 - e. When forwarding an email, you should put FYA (for your action) or FYI (for your information) in the subject line so that the person receiving it will know how to treat it.
 - f. You can mark an email as urgent (but only when necessary).
2. *WhatsApp* – Used within the core team for short and important communications, quick updates, and immediate responses. It also helps reduce the workload of emails by facilitating the rapid exchange of operational information. This is in accordance with the Communication Plan and is subject to revision each year.
3. *Zoom Meetings* - for the entire team as per the schedule set.

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4. *One on one meetings* – these are individually arranged using Zoom, Skype etc.
5. *Physical meetings* - whenever there is an opportunity.
6. *Phone calls* – these can be made at any logical time for urgent matters; if the other person cannot answer the phone, he/she should send a message acknowledging the call and phone back as soon as possible.

Section B: Communication between members of the Core Team and TI HQ:

All communication should be via email, with the District Director copied when necessary. Replies should be stored in the Google Drive (in the designated folders created by the District Administration Manager). Communication with TI HQ should primarily be centralized with the District Administration Manager for better control.

It is noted that the information in these emails may, at the discretion of the District Director, be shared with other Districts.

Section C: Communication between members of the Core Team and the other District Officers:

1. *Email* – the formal method of communication using the functional email addresses that have been set up. These are controlled and modified (where necessary) by the District Administration Manager. The email rules listed in Section A above also apply here.
2. *Mass email system* – This channel of communication is primarily used to send out the e-newsletter on a monthly basis, however it may also be used to send other mass emails at the discretion of the District Administration Manager
3. *WhatsApp* – Used for short and important communications, quick updates, and immediate responses. It also helps reduce the workload of emails by facilitating the rapid exchange of operational information. This is in accordance with the Communication Plan and is subject to revision each year.
4. *Zoom Meetings* – as per arrangements made.
5. *Physical meetings and phone calls* may also be set up as stated in Section A above.

It is further noted that for communication between members of the District Officers, certain other tools such as Slack/Asana may also be used (at the discretion of the teams involved).

Section D: Communication between members of the Core Team and the Members of Clubs:

It is generally not the policy of the Core Team to discuss issues directly with Club Members but to go through the relevant Division or Area Directors. It is acknowledged though that the Core Team may need to reach out to the Clubs for certain specific reasons, sending them emails:

- ☐ For invitations to specific District events,
- ☐ For information purposes e.g., to announce certain support packages (for weak, understrength, new Clubs),
- ☐ For urgent reminders, and
- ☐ For the newsletters.

Area Directors will also be cc'd whenever there is any such direct communication.

In general, the main channel of communication for informative emails is the District Administration Manager. The only exception to this is the newsletter that is sent out directly by the District Public Relations Manager.

Article 6: District Awards

The purpose of District Awards is to recognize clubs and members that have achieved excellent results in terms of leadership, education, or growth.

The District reviews award types and criteria every year (1st of July to 30th of June) in order to support the District Success Plan and the priorities set by Toastmasters International.

The proposed list of Awards needs to be presented by the Core Team together with the District Success Plan and voted during the District Executive Council Meeting. Every change to the list of Awards needs to be presented and discussed in the District Executive Council Meeting. The Awards are only valid for one year in line with the District Success Plan.

Minor changes to the Awards (such as timelines or the cost of the gift given due to budget reasons) may be made directly by the Core Team.

Some common types of awards at District Level are:

- a. Distinguished Toastmasters (DTM),
- b. Distinguished Club, Area, Division,
- c. Toastmaster of the Year (recommended also at Division and Area Level),
- d. Area Director of the Year,
- e. Division Director of the Year, and
- f. Triple Crown Award.

It is noted that:

- a) Nominees for any award shall be members in good standing of clubs in good standing affiliated with District 109.
- b) No nominee shall be disqualified solely by virtue of having won the same or any other awards at any other time or place, other than specifically provided for in the rules for that award.
- c) Traditionally the awards are presented at the Annual Hall of Fame. If that is not possible, the Core Team will decide when and how to present the awards.
- d) District awards will be presented using the objectives and guidelines listed in the Pathways Deliver Social Speeches Project, "Speech in Praise of an Individual or Group". The presenter will explain the reason for the award, and why the recipient was selected.
- e) For certain awards (for example: Toastmasters of the Year), it might be necessary to nominate a committee to make the selection. At District level the committee shall be comprised at least of the District Director, the Program Quality Director, the Club Growth Director and the Immediate Past District Director or their delegates. No fewer than three people shall make up this committee.
- f) In case the award requires nominations at different levels:
 - ☐ The award winner at any level shall be that level's nominee for the same award at a subsequent and higher level, subject only to that nominee being disqualified for any reason, in which case the second-place winner at the lower level will become the nominee for that award.

- ☐ No tie shall be allowed at any level, other than specifically provided for in the rules for that award.
- g) Other special recognitions for extraordinary achievements of clubs and members in particular projects or contests may also be given at the discretion of the District Director.
- h) The Committee of Past District Directors could choose to give out a District Citation award. The Committee needs to be composed by at least three members. The District Citation has been created to recognize outstanding or unique contributions which further the Toastmaster spirit and ideals, and which are not otherwise recognized through existing District and international programs.

District Hall of Fame

A record of achievement shall be established and maintained by the District to include the names of those honoured over the years along with their accomplishments. The record is to be kept for at least one year after the achievements have been recognised and it is published on the District website.

Article 7: Contests

- i. Annual contests, as indicated herein, shall be conducted by the District.
Toastmasters International has designated the District Program Quality Director as responsible for the Speech Contests at all levels of the District. The Program Quality Director will assist and guide Division and Area officers in establishing program formats and maintaining schedules as outlined in the District Calendar. All speech contests in District 109 shall conform to rules published in the Toastmasters Speech Contest Rulebook.
- ii. Timing:
The club level contests shall be held at least two weeks prior to the Area contest, the Area-level contests shall be held at least two weeks prior to the Division contest and the Division level contests shall be held two to three weeks prior to the District level contest unless approval for a shorter time period has been provided by the District Director.
- iii. Areas that have four or less clubs are eligible to send two contestants per club to compete in the Area contest. The number of clubs in the Area is that which exists eight weeks before the Area contest.
- iv. Divisions that have four or less areas are eligible to send the two highest-placed available contestants from each area to compete in the Division contest. The number of areas in the Division is that which exists eight weeks before the earliest Area contest in the Division.

Article 8: Trainings

The Program Quality Director will be responsible for all trainings and will work with the Division and Area Directors to notify all club officers of the dates, times, and locations of every Toastmasters Leadership Institute (TLI) and/or club officer trainings as soon as practicable.

The Program Quality Director is encouraged to use Area Directors and Division Directors to secure training locations and dates if the sites were not selected at the beginning of the Toastmasters Year.

Club Officer Trainings must be held at least twice a year. The District Officer Trainings must be held at least once a year. Additional trainings are encouraged to provide many opportunities for officers to be trained.

Officers attending training must attend in person or online. When they are given credit for training, they must be the appointed officers identified to Toastmasters International in that role.

Records shall be maintained of all officers attending training to ensure that credit may be duly given for each officer trained. Approval for an online officers training must be requested from Toastmasters International.

The Program Quality Director is responsible for the content of the officer trainings and/or Toastmasters Leadership Institutes.

Article 9: Convention Protocol and Procedures

a. Presentation of Awards

- i. The presiding officer shall first announce all of the nominees in sequence of the Division they represent and acknowledge each nominee.
- ii. The presenting officer shall then announce the winner and present the appropriate award.
- iii. A similar format shall be utilized at the Area and Division award presentations.

b. Election of District Officers

In addition to the nominations by the nominating committee, any member of the District Council may make a nomination from the floor.

Each candidate shall be allowed two minutes to address delegates.

c. Timing and Locations of Conferences

A District Conference shall be held every spring at a location to be determined by the District Council.

Article 10: Finances

The District will have in place financial controls that, at a minimum, meet the requirements of Toastmasters International's Policy and Protocol. All travel rates and travel guidelines will be published in writing and made available on the District website so members know the reimbursement processes and associated costs. Any expenditure submitted for payment and/or reimbursement must be in compliance with Toastmasters International's financial Policy and Protocol. The District will also comply with Toastmasters International's Policy and Protocol regarding conflicts of interest.

Any new expenditure, that was not budgeted, shall be approved by the District Director, District Finance Manager, and at least one other member of the District Trio leadership, prior to making any purchase or financial commitment. Failure to obtain approvals may result in non-payment to an individual making a purchase and/or financial commitment.

Instances can occur where requests for reimbursement for one fiscal year are submitted in the immediately following fiscal year. Under these circumstances such requests will be honoured at the discretion of the District Director provided that the funds would have been and are available in the

applicable line item. Line items that were overspent during the previous fiscal year will not be reimbursed except in the case of extenuating circumstances and with the approval of the District Council.

The District Finance Manager reports to the District Director. He/she also has the responsibility to the World Headquarters (WHQ) finance team. The District Finance Manager will provide detailed information at District Council meetings, in addition to submitting documentation to Toastmasters International. Information from the District Finance Manager should be sent to District Council members four weeks before the District Council meetings.

It is hereby noted that all District, Division and Area functions, are to be self-supporting.

a) The District Budget

It contains eight headings and classifications which shall be interpreted in District 109 as follows:

- i. *Administration:* Includes those expenses arising from the day-to-day operation of a District, Division or Area, such as postage, stationery, telephone calls, customs, subscription, etc. It also includes all expenses incurred with the publication of the District newsletter, and other such printing or administrative expenses that are deemed necessary and approved by the District Director.
- ii. *Travel:* Includes reimbursement of travel expenses to members of the District Executive Committee on Toastmasters business. This will include attendance at the District Executive Committee meetings, District Council meetings, Area or Division speech contests (whenever applicable), club visitations (two per year), charter presentations, installation of club officers, new club promotions and other activities related to training and club and membership building. These expenses are reimbursed to the extent that the budget permits and within the limits established each year by the District Director in consultation with the District Finance Manager.
 1. Assistant Area Directors, when travelling to an out-of-town club within their Area on behalf of the Area Director, may claim this travel support payment. The expense claim for an assistant Area Director must be pre-approved in writing by the Area Director and attached to the expense claim. Both the Area Director and assistant Area Director cannot claim for the same visit.
 2. For Mid-Year District Leader Training, the District shall reimburse the District Director, Program Quality Director, and Club Growth Director for lodging and transportation expenses not paid by World Headquarters. Meals shall be reimbursed, supported with receipts, up to a sum of USD 30.00 or as designated by Toastmasters International. Alcohol cannot be claimed and will not be reimbursed as part of meal expense. The District may also reimburse, to the extent that the budget permits, actual and reasonable amounts for items such as lodging, baggage fees, and shuttle transportation to the meeting site.
 3. For the International Convention, the District shall reimburse the District Director, Program Quality Director, and Club Growth Director for expenses not paid by World Headquarters. Meals shall be reimbursed, supported with receipts, up to a sum of USD 30.00 or as designated by Toastmasters International. Alcohol cannot be claimed and will not be reimbursed as part of meal expense. The District may also reimburse, to the extent that the budget permits, actual and reasonable for items such as lodging, baggage fees, and shuttle transportation to the convention site to offset expenses in connection with attendance at the International Convention during the convention period. *In order to be eligible for said*

reimbursement, the District Director, Program Quality Director, and Club Growth Director are required to interview the candidates and attend the Candidates Corner, the Candidates Showcase and the Annual Business Meeting. It is further recommended that said officers attend the Hall of Fame.

4. For the International Convention, the District may reimburse the immediate past District Director, to the extent the budget permits, actual and reasonable expenses for registration, lodging, baggage fees, and transportation expenses to the convention site, not paid by World Headquarters, to offset expenses in connection with attendance at the International Convention during the convention period. The District shall cover the base registration unless provided by Toastmasters International as part of the District Recognition Award as outlined in the Toastmasters Recognition System.
 5. The District does not reimburse any other individuals for travel outside the District or for items related to travel outside the District unless a specific permission has been obtained from Toastmasters International.
 6. Registration includes conference or convention registration. Ticketed events, such as the Gala Dinner and the Smedley Fund 5K, and organized meals that are not included in the conference or convention registration are excluded.
 7. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.
 8. Travel for the District Director, Program Quality Director, and Club Growth Director includes, as the District budget permits, additional expenses to cover accommodation; and, for meals, supported with receipts, to cover expenses related to visits within the District for training of District Officers and promotion of District initiatives.
 9. Other appointed District Assistants (not limited to assistants such as IT Manager, Parliamentarian,) may be reimbursed for travel to District Executive Committee or District Council meetings as per this section at the discretion of the District Director and as the budget permits.
 10. New Club Sponsors and Mentors, and club coaches, may claim travel reimbursement as per this section at the discretion and written approval of the District Director and as the budget permits.
 11. Whenever possible and applicable, while in the performance of their duties, all members of the District Executive Committee, Division Directors and Area Directors shall travel and lodge together to reduce travel expenses.
- b) Expenses incurred in connection with contests and conferences are as detailed below:
- i. Purchases of all certificates (International, Evaluation and Table Topics contests) for Area and Division levels, unless a free of charge version is available. The responsibility for ordering and distributing these certificates shall rest with the Program Quality Director.
 - ii. All registration fees, whether by cash, cheque or credit card, and any sponsorship money will be submitted to the District Finance Manager or his/her designate for deposit to the District 109 Bank account to ensure proper tracking and to ensure the privacy of our members' financial information. These are defined as expenses not included in the above categories and include complimentary meals for guests, rental of premises, public address systems and other equipment, speakers' fees.

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- iii. Supplies and awards (name badges, ribbons, programs, contest judging ballots, educational display material, trophies, and posters) shall be expensed as part of contest budgets.

c) District Bank Accounts

Toastmaster bank accounts in District 109 are limited to one District 109 Bank account in EUR and the District reserve held in trust with Toastmasters International in USD dollars.

d) Procedures for Reimbursement

All members entitled to receive reimbursement from District 109 funds shall request reimbursement through the electronic expense claim system monitored by Toastmasters International. To assist the District Finance Manager in planning expenditures throughout the year, all members entitled to recover expenses from District 109 shall submit an electronic expense form:

- ☐ within 60 days of the expense occurring, and
- ☐ all June expenses must be submitted by 10th of July for year-end reporting to Toastmasters International.

e) Non-paying attendees

Some attendees at District, Division, Area, and club events are non-paying because of their ongoing or special contributions to the District or the event: The District Director is always a non-paying guest at all functions or events. The Division Director is a non-paying guest at a Division function. The Area Director is a non-paying guest at an Area function.

The following are non-paying Toastmasters at the District Conference:

1. Region Advisor (when designated by District Director), other International Officers designated by Toastmasters International,
2. District Director,
3. All Other members of the core team,
4. Conference Chair(s), and
5. Any other special guests as identified by the District Director (e.g., International Officers or award recipients).

Guidelines for non-paying protocol:

- ☐ Officers and guests, when specifically invited to participate in an event or program, should be considered for non-payment. The invitation should so specify.
- ☐ The designated event proposes which attendees will be invited, and which of them will be non-paying. This should be reflected in the event budget.
- ☐ Invitations should be sent out at the appropriate time(s), and non-paying guests notified how and by when to respond.
- ☐ The District Director, Division Director and Area Director will approve non-paying attendees for events at their levels. Club Presidents will approve non-paying attendees for a club event.

Financial circumstances may dictate the designation of any attendee listed herein as paying attendee or attendee paying a reduced fee. Such decision may be taken by the

District Director, the Division Director or the Area Director for events at their levels, and upon consultation with their core teams.

f) Expenses Incurred by Committee Chairmen

Expenses incurred by any District Committee chair shall be submitted in writing to the District Director for prior consideration and approval and will be reimbursed to the extent that the budget permits.

Article 11: Funding of Divisions and Areas

a. Areas

- i. Areas will operate on a cash basis (i.e., no bank accounts). Area contests will be budgeted by the Area Director on a pay-for-itself basis. Areas will not carry forward funds from one year to the next.
- ii. Area council meetings could be held two to four times a year, and they may be held in preference in conjunction with an Area contest. There will be no charge to attend the Area council meeting portion of an Area contest.

b. Divisions

- i. Divisions will use funds released to them as budgeted and approved by the District Director. Such funds may be for Division executive meetings, publication and distribution of a Division bulletin or newsletter, etc.
- ii. Divisions may do fundraising in their Division pursuant to fund-raising guidelines prescribed by Toastmasters International (i.e., raffles, auctions, or sales of donated goods; entertainment or diners books). See Toastmasters International – Protocol Policy 8.2.
- iii. Asking clubs for extra funds to help cover Division costs is not permissible.
- iv. Division council meetings could be held two to four times a year, and they may be held in conjunction with a Division contests. There will be no charge to attend the Division Council meeting portion of a Division contest.
- v. Division Directors will be responsible for ensuring budget and detailed financial reports are prepared for Division Contests, Toastmasters Leadership Institutes, Club Officer Trainings, or any event related to District goals. Division Directors may be asked by the District Director or District Finance Manager to submit the budget and financial reports for audit purposes up to a maximum of four (4) times per year. Any funds must be held on deposit with a club within that Division or geographic region, with separate accounting for the Division funds; these funds are to be used to offset expenses for future events. A Statement of Account and summary of expenses must be provided to the succeeding Division Director by the 30th of June.

Article 12: District, Division and Area Asset Management

- a. All physical assets at the District, Division and Area levels are considered as assets of District 109. Assets shall be those as necessary to deliver the Toastmasters program and are held for

the benefit of the operation of the District.

- b. District officers are discouraged from acquiring physical assets over and above educational materials, and items necessary to conduct meetings, contests and conferences.
- c. The District shall maintain an inventory list of assets. This list shall include existing assets, assets acquired during the year (purchased or donated). This inventory list shall identify, at a minimum:
 - ☐ Description of the asset,
 - ☐ Quantity, and
 - ☐ Who has the asset, and where the asset is located.
- d. At the end of the Toastmasters Year, the District shall:
 - ☐ Ensure the list is updated,
 - ☐ Provide a copy of the list to the incoming District Administration Manager, and
 - ☐ Arrange smooth transition of the assets to the next administration.
- e. The District Administration Manager or person designated by the District Director shall retain such records, and ensure the list is up to date at the end of their term.
- f. Clubs that have submitted their charter (folded) to Toastmasters International will ensure that funds are transferred according to the Toastmasters International Use of Club Funds.
- g. Club assets shall be maintained in accordance with Toastmasters International Policy. Clubs that have submitted their club dissolution form to Toastmasters International or that have been inactive for two renewal periods will ensure that club assets are transferred to the District Director for redistribution within the District.

Article 13: Fundraising

All fundraising activities will be in accordance with Toastmasters International's "Protocol 8.2: Fundraising".

Article 14: New Clubs

Upon the chartering of a new club within the boundaries of District 109:

- a. The Club Growth Director will inform the District Director, the Program Quality Director, and the District Public Relations Manager.
- b. The District Director will send a personalized congratulations email to its President, its Sponsors and its Mentors. The District will cover the cost for the Club Banner, i.e. item 322 in Toastmasters International's shop or similar, procured through a provider authorized by Toastmasters International. The district will reimburse the cost up to USD 100.
- c. The Program Quality Director will communicate with the Division Director and the Area Director to address the officers' training needs.

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- d. The District Public Relations Manager will place an announcement in the following edition of the District newsletter and on District communication channels.
- e. The Club officers will verify the Club Number and Name as indicated in the Dashboard. The District Director will follow-up on this within a month of chartering so that the Club Growth Director can order the Club Banner.
- f. The Club Banner will be presented to a club representative at a District/Division or Area event.

Article 15: Privacy

See Toastmasters International's "Privacy Policy".