
DISTRICT 12 PROCEDURES MANUAL

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I. DESCRIPTION OF DOCUMENT

I-1 Purpose

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

I-2 Authorization

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

I-3 Revisions

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

II. DUTIES OF OFFICERS

II-1 District Director

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

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

- J. Be responsible for seeing that all clubs within the district are represented at the International Convention.
- K. Attend the district meetings and International Convention

II-2 Program Quality Director

The Program Quality Director is the second ranking member of the Executive Committee, and presides over the body and the District Council in the absence of the District Director, and will perform the duties defined in the Administrative Bylaws. The Program Quality Director shall:

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

II-3 Club Growth Director

The Club Growth Director is the third ranking member of the Executive Committee, and presides over that body and the District Council in the absence of the District Director and Program Quality Director. The Club Growth Director shall perform the duties as provided in the Administrative Bylaws and:

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

II-4 Public Relations Manager

The Public Relations Manager (PRM) serves under the direction of the District Director and is responsible for the development and administration of a public relations program as defined in the Administrative Bylaws. The PRM shall serve as a member of the Steering and Executive Committees. The **PRM** should assist the Program Quality Director and Club Growth Director with the District Conferences as required, and shall attend these conferences. The PRM is in charge of the management of district digital passwords and user names. See Appendix C.

II-5 Division Director

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

II-6 Area Director

The Area Director shall be responsible for the clubs within the area and shall represent the District Director, Program Quality Director, Club Growth Director and Division Director at the area clubs as defined in the Administrative Bylaws. As presiding officer of the Area Council, the Area Director shall hold Area Council meetings as specified in the District Leadership Handbook, and shall appoint an Area Staff for the conduct of area activities between Area Council meetings. The Area Director shall perform such other duties as the District Director, Division Director, and District Council prescribe. The Area

Directors shall attend the quarterly Executive Committee meetings, the fall and spring District Conferences, and appropriate area and division speech contests.

II-7 District-Administrative Manager

The District-Administrative Manager shall perform the duties defined in the Administrative Bylaws.

II-8 District-Finance Manager

The District Finance Manager shall perform the duties defined in the Administrative Bylaws.

II- 9 District Logistics Manager

The District Logistics Manager shall assist the Program Quality Director in planning and making the physical arrangements for the District Conference and other district meetings. The Logistics Manager shall assist in maintaining order at all district meetings; shall be responsible for the personal property of the District; and shall perform such other duties as may be prescribed by the District Director, Program Quality Director, Club Growth Director, or District Council.

III. DISTRICT COUNCIL

This body shall be as defined in the Administrative Bylaws.

IV. COMMITTEES

IV-1 District Executive Committee

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

IV-2 District Education and Training Committee

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

IV-3 District Marketing Committee

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

IV-4 District Public Relations Committee

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

IV-5 District Leadership Committee

The District Leadership Committee shall operate in accordance with Toastmasters International Protocol 9.0 District Campaigns and Elections.

IV-6 District Audit Committee

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

IV-7 District Steering Committee

The Steering Committee shall consist of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Division Directors, Immediate Past District Director, District Administrative Manager, District Finance Manager, District Logistics Manager, and any Toastmaster selected by the District Director, such as a committee chair. The Steering Committee shall be responsible for planning, organizing, and recommending ideas, solutions and procedures as assigned by the District Director. The Steering Committee shall provide for an effective liaison between the district and the divisions, areas and clubs, and shall assist the District Director in evaluating the performance of the various committees. The Steering Committee shall meet in those months when a District Executive Committee meeting is not conducted or at the call of the District Director.

IV-8 Operations Committee

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

IV-9 Special Environment Club Committee

A Special Environment Club Committee consisting of a Special Environment Club Committee Chairman appointed by the District Director and mentors for each of the Special Environment Clubs located in prison facilities or recovery centers. The Special Environment Clubs may be regular Toastmaster Clubs or Gavel Clubs. The Special Environment Club Chair will maintain a listing of all Special Environment Clubs, be the liaison with Toastmasters International regarding the District 12 Trust Fund, and will authorize disbursements from the District 12 trust fund after receiving approval from the District Director.

IV-10 Contest Officials Training Team

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

IV-11 Other Committees

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

V. FISCAL PROCEDURES

V-1 General

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

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

V-1.3 Authorization of Expenditures. The District Director must authorize all checks drawn against the district checking account. Items not in the budget can be paid only if approved by the District Director and District Executive Committee. Any account over budget by 10% or more requires approval by the District Director and the District Executive Committee prior to payment. There are four (4) authorized co-signers for the district checking account. If one of these co-signers is the recipient of a check, then two (2) of the other co-signers shall sign the check.

V-2 Personal Expense Allowances

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

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

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

V-2.4 Visitation incentives.

V-2.4.1 An incentive may be authorized for Area Directors or their Assistant Area Director to visit clubs based on whether Area Visitations are accomplished and reported. The incentive is not to exceed \$25 if the clubs are within 50 miles of the Area Director or \$50 if the clubs are over 50 miles from the Area Director and only one incentive is allowed per Area.

V-2.4.2 An incentive may be authorized for the mentors of the Special Environment Clubs based on whether the mentor visited the club (s) at least 6 times during the year and the distance of the clubs to the mentor's residence. The incentive is not to exceed \$25 if the clubs are within 50 miles

of the mentor's residence or \$50 if the clubs are over 50 miles from the mentor's residence. This is not to exceed one incentive per prison (i.e., 1 incentive for California Institution for Women, 1 incentive for California institution for Men, etc.)

V-2.4.3 No individual member should receive more than one incentive.

V-3 Hotel Accommodations for District Conferences.

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

V-3.1 Overnight Accommodations. Overnight accommodations may be provided to the District Director, Program Quality Director, Club Growth Director, Finance Manager, Conference Keynote Speaker, and Conference Chair(s) at the discretion of the District Director.

In addition, at the discretion of the District Director, overnight accommodations for the night after the conference may be provided for the District Director, Program Quality Director, Club Growth Director, and Conference Keynote Speaker.

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

V-4 Expenses For Training and International Conventions

V-4.1 Mid-year Training expenses for TRIO. Mid-year Training expenses to be budgeted by District 12 for the Trio to attend Region 10 training:

- A. Conference registration for officers required to attend training: District Director, Program Quality Director, and Club Growth Director.
- B. If the officers are to be ready for training by 8:00 a.m. and if funds are available, hotel accommodations for the prior night's stay will be reimbursed.
- C. Reimbursement for meals not to exceed \$30.00 per day during the training days as supported by receipts.
- D. Reimbursement for travel expenses not reimbursed by World Headquarters.

V-4.2 International Convention expenses to be budgeted by District 12 for International Conventions:

- A. Convention registration for officers required to attend training at the convention that is not reimbursed by Toastmasters International for the District Director, Program Quality Director and Club Growth Director.

- B. Hotel accommodations for the convention, if funds are available and the International Convention is more than 50 miles from the home of the District Director, Program Quality Director, and Club Growth Director.
- C. Hotel accommodations for one (1) Immediate Past District Director provided the district ended the year as “distinguished” or better for this District Director’s term of office.
- D. Reimbursement for travel expenses not reimbursed by World Headquarters.

V-4.3 **Annual training expenses for TRIO.** This training is normally conducted just prior to and in conjunction with the International Convention.

- A. Hotel accommodations, if funds are available and the training is more than 50 miles from the home of the District Director, Program Quality Director, and Club Growth Director.
- B. Actual expenses (or Reimbursement) for meals not to exceed \$30.00 per day during the training days as supported by receipts.
- C. Reimbursement for travel expenses not reimbursed by World Headquarters.

V-4.4 Toastmasters Leadership Institute (TLI) keynote speaker hotel accommodations. Hotel accommodations for the prior night’s stay will be reimbursed for a TLI keynote speaker if funds are available and at the discretion of the District Director.

V-5 Division and Area Operating Funds

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

V-5.2 Division Cost Centers. Each Division shall be a cost center of the district as a means of providing for division and area fiscal control. The Division cost center contains all funds allocated to both Areas and Divisions and requires two signatures for all expenditures. Working with the District Finance Manager, the cost centers shall be used by the District Director to fund the tasks of the Divisions’ and Areas’ activities. The Division cost centers are established for the general operations of the respective Division and affiliated Areas and are not to be used for personal expenses such as meals, travel, telephone, etc. of the Division or Area Director. Covered expenses include items related to serving the Division or Area such as printing costs, educational materials, speech contest costs, postage, and a Past Division Director pin, or Area Director pin. The District maintains the accounting for auditing purposes.

V-5.3 Expense Reimbursement Requests. All Division/Area reimbursement requests must be submitted through the Concur application and requires the Finance Manager’s as well as the District Director’s approval or on a District 12 Reimbursement Voucher. Each expense reimbursement request must be accompanied by a receipt and requires the Finance Manager’s or Division Director’s approval as well as the District Director. If the reimbursement is for the Division Director, the authorization to pay must come from the Finance Manager and District Director.

V-5.4 Fiscal Training. Division Directors are required to attend District sponsored fiscal training (preferably during Area/Division Director training which should then include Area Directors) before that division cost center is activated for the new term of office starting in July. At this training session, a budget shall be prepared for each division. Area Directors should be trained to understand the Division budget, and how it relates to them.

V-5.5 Financial Assistance. The District shall provide financial assistance at a minimum of, \$100.00 for each division and \$50.00 for each area, annually. Allocation of District funds to Divisions and Areas is made available after the receipt of the division budget for the upcoming term and upon approval of the division budget by the District Director. Allocations shall be forthcoming when the District budget has been completed.

V-5.6 Fiscal Reporting Responsibility. The District Finance Manager is responsible for providing all transaction information to the District Audit Chair on a monthly basis, starting in August. The District Finance Manager shall provide semi-annual audit reports to the District Audit Chair and the Division Directors by January 31 and July 31 that reflect the budget and the actual expenditures of the division and the affiliated areas.

V-5.6.1 At the end of each contest, once all expenses and income are submitted, the District Finance Manager will record the income/revenue and expenses for District bookkeeping. The District Finance Manager will provide the Division Directors with a quarterly report showing the status of their division's **cost center**.

V-5.7 Division Cost Center Balances. By May 10th, the District Finance Manager shall report to the Division Directors the division cost center year to date net income. This allows time for the District Director to approve and order the Divisions' year end orders for awards, education, recognition, etc. by June 15th. No division cost center shall have a balance greater than the total of \$100.00 for the division and \$50.00 per area as of June 30th. At the discretion of the District Director and upon written request from the Division Director unused funds may be rolled over into the next term for an explicit need or predefined use.

V-6 Funding for Special Environment Clubs A District 12 Trust Fund has been established at World Headquarters for the support of Special Environment Clubs.

V-6.1 Source of Funding. This fund is made up of voluntary contributions from individuals and businesses. The fund is to be used for supplies purchased from Toastmasters International, and the fees associated both regular clubs and gavel clubs that make up the Special Environment Clubs. At the discretion of the District Director, the fund can be used to pay up to 50% of the fees of members in the regular clubs and 100% of the fees associated with gavel clubs.

V-6.2 Authorized Disbursements from the District 12 Trust Fund. The District Director will designate a Special Environment Club Chair to coordinate with Toastmasters International's Controller, or the Controller's designee, regarding authorized disbursements from the fund. These disbursements must be

authorized by the District Director, or in the absence of the District Director, either the Program Quality Director or the Club Growth Director. The Special Environment Club Chair will make quarterly written reports to the District Director, and those Division Directors with Special Environment Clubs within their divisions, showing the financial transactions he/she made.

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

V-7. Cash Advances and Debit Cards. (TI Protocol 8-4.7)

V-7.1 Debit Cards may be used as a method of payment for district obligations. Only the District Director or Financial Manager may use such cards. Payments made by the District Director must be authorized in advance in writing by the Financial Manager and at least either the Program Quality Director or the Club Growth Director. Payments made by the Financial Manager must be authorized in advance in writing by the District Director and either the Program Quality Director or the Club Growth Director. (eMails are an acceptable form of approval in writing).

V-7.2 Cash Advances for budgeted district expenses (limit \$100) may be extended so that members need not spend personal funds on behalf of the district.

V-7.2.1 All advances must have prior written approval from the District Director and Financial Manager, or either the Program Quality Director or the Club Growth Director and Financial Manager if the advance is for the District Director. Receipts must be submitted to the Financial Manager and the advance must be reconciled within five business days.

V-7.2.2 Cash Advances includes providing change funds (seed money) for speech contests, District Conferences, Toastmasters Leadership Institute, and the District Bookstore. These cash advances will be returned to the district treasury at the conclusion of the activity.

VI. GENERAL PROCEDURES

VI-1 District Council (Conferences)

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

VI-1.1 Authority. A credential/proxy form will be sent to each Club President and Vice President Education 30 days in advance of a District Council In accordance with Toastmasters International Protocol 9.0, paragraph 7, and the District Administrative Bylaws, Article X, Sections (d) and (e).

VI-1.2 Procedure. District level proxies may be carried to the Credential's Desk prior to the Council Meeting. The proxy should contain:

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

VI-2 Area

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

VI-2.2 Recommendation and Appointment Procedure. During the term of office, an Area Director shall encourage past Club Presidents to act as Area Assistants. Such assistants are appointed by the Area Director subject to the approval of the District Director. The use of assistants allows an Area Director to provide greater services to the clubs in the Area, and enhance the ability to seek out and identify potential Area Directors for succeeding years. Suggested assistants include, but are not limited to: Educational, Administrative, Secretary, Sergeant-at-Arms, and Bulletin Editor. In May, each Area Director shall submit to the District Director written recommendation(s) for a successor to the Area Directorship. This recommendation may be that of the Area Director or as a result of action by the Area Council. The Division Director may also submit to the District Director recommendations for successors to the Area Directors in their respective divisions. These recommendations shall be passed to the District Director-elect to assist with the appointments of incoming Area Directors within the District.

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

VI-3 Division

VI-3.1 Division Council. The Division Council shall consist of the Division Director (as the presiding officer), Division assistants, and the Area Directors from that Division. The Division Council shall strive to meet monthly (recommended to meet during the first week of each month) to plan Division activities, such as the Division Speech Contest, share information on Toastmaster activities review the Area status reports for the previous month, present an Education Feature for the Council, and provide other activities as desired by the Division Director or the Council.

VI-3.2 Division Assistants. The Division Director shall appoint division assistants to permit the Division Director to provide greater service to the clubs and the Areas. Suggested assistants include, but are not limited to: Educational, Administrative, Secretary, Sergeant-at-Arms, Marketing, Club Specialist, Speech craft, Youth Leadership, Communications, Webmaster, and Newsletter Editor.

VI-4 SPEECH CONTESTS

VI-4.1 Type of Contest. The District Council, upon recommendation from the District Executive Committee at the fourth yearly DEC meeting, shall establish the type of speech contests to be conducted the following Toastmaster year and if there will be a district level speech contest other than the International Contest in the Spring. If the District Council takes no action before the beginning of a contest season, the type of speech contests to be conducted throughout the district shall be Humorous and Evaluation in the fall, and International and Table Topics in the spring.

VI-4.2 Contest Advancement. As provided by the Toastmasters International Speech Contest Rule Book, the decision as to whether or not the first and second place winners of a club and/or area contest proceed to the next level shall be made solely by the District Council, upon recommendation of the District Executive Committee. Should the District Council take no action before the beginning of a contest season, only the first place winner of such contests shall advance (unless the first place winner is unable, and then the second place or alternate winner shall advance as provided in the Rule Book).

VI-4.3 Late Arrivals. Members and guests who arrive late to a speech contest shall not enter the room until allowed to by the Sergeant-at-Arms, or designee, during a break between speakers.

VI-4.4 Disruptive Behavior. Any member or guest whose behavior disrupts a meeting, contest, or other Toastmasters event within District 12 may, at the discretion of that event's Presiding Officer, be warned, and/or evicted from the event. Disruptive behavior includes, but is not limited to, not silencing one's cell phone, making or taking calls, talking during speech contests, etc.

VI-4.5 Contest Officials. Contest officials are specified in the current Speech Contest Rulebook published by Toastmasters International. These officials included Contest Chair, Chief Judge, Contest Judges, Tie-Breaking Judge, Timers, and Counters. The District will provide training through the Contest Official's Training Team (COTT) as follows:

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

database of all personnel within District 12 who have been trained as Chief Judges in the past two years.

- 3) Contest Judges for all contests must meet the qualifications contained in the current Speech Contest Rulebook and are highly encouraged to attend District sponsored judges training. The trainees will be recorded as trained to function as a contest judge upon completion of this training. The COTT Chair will maintain a database of all personnel within District 12 who have been trained as contest judges in the past two years.

VI-5 Electronic Document Standards.

VI-5.1 Pre-distribution of Electronic Documents. Document authors, editors, and reviewers may freely use whatever computer program(s) and file format(s) they wish during the document's private draft or pre-publication stages, as long as the final, publicly distributed version is saved in, exported as, or converted to the universally readable PDF format.

VI-5.2 Distribution. All District 12 documents including, but not limited to newsletters, procedures manuals, budgets, minutes, contest flyers, announcements, reports, etc. which are created and published by District 12 officers are to be published and distributed as PDF type files. Pre-distribution of Electronic Documents. Document authors, editors, and reviewers may freely use whatever computer program(s) and file format(s) they wish during the document's private draft or pre-publication stages, as long as the final, publicly distributed version is saved in, exported as, or converted to the universally readable PDF format.

VII. SPECIAL ACTIVITIES AND PROCEDURES

VII-1 Recognition and/or Installation Banquet

VII-1.1 General. The purpose of this event is to provide a forum for recognizing the incoming and outgoing district officers and to provide a relaxed atmosphere for socializing among district officers and club members. Spouses may be in attendance, and no formal business will take place except for recognition for the past services and installation of current officers.

VII-2 Outstanding Toastmaster Program

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

VII-2.2 Qualifications. The award is given to that Toastmaster who has shown dedication, enthusiasm, educational achievements, and loyal service to his/her fellow members of District 12 and Toastmasters International.

VII-2.3 Time Period. The award is for the period July 1 through June 30.

VII-2.4 Nominations. Nominations are optional. Any Toastmaster may make recommendations for the recipient of this recognition. Nominations must be received by the District Director not later than June 30. Nomination submittals should contain the following information:

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

VII-2.5 Selection. The outgoing District TRIO (District Director, Program Quality Director, and Club Growth Director) will decide the recipient of this award.

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

VII-3 Outstanding Division and Area Director Programs

The top three District Officers-elect should devise criteria and points based on the Distinguished Division Plan and Distinguished Area Plan that distinguishes between the achievements of a strong Area/Division and the work of the Area/Division Director. The system should be designed to recognize all Division Directors and Area Directors who meet certain criteria as well as a first place and runner up. This plan should be published as close to, or before, July 1st as possible.

VII-4 Penny Cole Achievement Award

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

VII-4.1 Eligibility. Toastmasters who have served or are serving as an elected or appointed officer above club level and are active in the community are eligible for this award.

VII-4.2 Selection. The District Director, in consultation with the Program Quality Director and Club Growth Director, will decide the recipient of the award.

VII-4.3 Qualification. The award will be given to a Toastmaster who best exemplifies Penny Cole's involvement in Toastmasters and the community. The Award will be based on:

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

VII-4.4 Nominations. Although nominations are optional, Toastmasters may be recommended for the Award. The District Director must receive nominations not later than April 15th. The nomination submittal should contain the following information:

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

VII-5 Chuck Weck Publicity Award shall be

VII-5.1 Selection. The Chuck Weck Publicity award recipient club shall be determined by the PRM and given to the club that obtained the most publicity points in various media during the period July 1 through April 1.

VII-5.2 Recognition. Recognition shall be given to the top three club's public relations programs in the District at the Spring District Conference, with special recognition given to the top club in the form of a traveling trophy and a plaque or other incentive.

VII-5.3 Qualifications. Send dated proof, clipping, audiotape, videotape or photograph of any and all publicity, displays, interviews, etc. to District Public Relations Manager for the period July 1 to April 1. The list below describes the ways to earn points. A club may apply with as few of three (3) items from the list or as many items as they'd like.

VII-5.4 Additional Publicity Items. Other publicity items can be submitted for consideration to the PRM, who will, with the involvement of the PR committee, approve or deny the request and set a point value for the item under consideration. If the item is one that is likely to recur, the PRM and PR committee will make a recommendation about including it in the Publicity Awards Points System for future years.

VII-5.5 Chuck Weck Publicity Award Points System:

1. TV or Radio on air interview/appearance – 75 pts
2. TV or Radio announcement/community calendar – 50 pts
3. Newspaper media release – 25 pts
4. Newspaper community calendar – 25 pts

5. Newspaper feature article – 100 pts
6. Photo with caption in newspaper – 50 pts
7. Article in newsletters (Rotary, community, college, Chamber of Commerce, etc.) – 50 pts
8. Photo with caption in newsletters – 50 pts
9. Feature display in public place (library, school, business, etc.) includes flyers and brochures – 100 pts per location
10. Working booth at business fair, community fair or other business or public place – 100 pts for each event
11. Keep social media venues current (includes branding and content) such as Facebook, web pages and/or LinkedIn – 150 pts per month site(s) is current.
12. Link from Club Web Page to District 12 Web Page – 50 pts
13. Organize and conduct an Open House or Oratory Platform or Speech-Craft – 150 pts
14. Provide club newsletter on Club Web Page – 50 pts (Website Link to District 12 Web Page required).
15. Participate in the Web Excellence Program – 50 pts per quarter
16. Include as an Action Plan within the Club Success Plan: references to website and social media communications – 50 pts

VII-6 Educational Achievement Awards

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

VII-7 Marketing Awards

The Club Growth Director and Program Quality Director are charged with devising a program of recognition for membership, club building, and retention. The goals should be achievable but challenging. The marketing rewards should stimulate desire and participation and shall not compete with, but recognizes achievement of the Distinguished Club Program goals and the area, or division level goals. The program for a given year should be published as close to or before July 1st as possible.

VII-8 Lydia Boyd Award

The Lydia Boyd Award will recognize the first Division team attaining President's Distinguished Division status, as determined by Toastmasters International. This award recognizes Division Teams who achieve distinguished clubs equal to at least 50% of the division's club base plus net growth of one. This award is to be presented at the District 12 Spring Conference, or the first available District meeting thereafter. If no Division achieves President Distinguished status, the award will not be presented and the award will be placed in custody of the incoming District Director for presentation next year.

VII-9 Leader of the Pack Award

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

Activity	Points
New, Dual, Reinstated, or Charter Members	1 each
CC, CL, AC, AL, DTM	1 each
Launch meeting for new club start	1 each
New club charter	5 each
4 or more Club Officers trained	5 (for 4, 5 or 6 officers trained)
7 Club Officers trained	10
Club officer list submitted on time	1 per club

APPENDIX A**DISTRICT STORE GUIDELINES**

The District maintains a bookstore to make materials available for members to purchase at the District Conferences and Toastmasters Leadership Institutes. Materials from the bookstore may be purchased at other times at the discretion of the Bookstore Chairman. Materials are to be sold at Toastmasters International price without adding tax. A service fee will be added to each District Order Form based on the following schedule:

\$10.00 - \$20.00	\$1.00
\$20.01 - \$40.00	\$2.00
\$40.01 - \$60.00	\$3.00
\$60.01 - \$80.00	\$4.00
\$80.01 - \$100.00	\$5.00
\$100.01 - \$120.00	\$6.00
\$120.01 - \$140.00	\$7.00

The Bookstore Chairman will maintain an inventory of what materials are available. Approximately one month prior to the District Conference and District TLIs, the Bookstore Chairman will inventory and make a report with recommendation to the District Director and/or the Program Quality Director as to what is on hand and what should be ordered from Toastmasters International for the upcoming event.

The District has a practice of authorizing incentives to clubs and/or members for items from the bookstore. The Bookstore Chairman will be provided with a list of authorized recipients and the amount of the incentive – no club will be eligible to receive more than \$150.00 in incentives within the Toastmaster fiscal year. All incentives earned in one Toastmaster fiscal year must be claimed by the next year's mid-year Toastmasters Leadership Institute or the incentives will be lost.

The Bookstore Chairman should schedule people to work the bookstore at the events so that the material will be available for purchase at all times whenever possible. If there is no one working the bookstore, the material should be secured and the money box should be taken by the Bookstore Chairman or his/her designee.

A seed fund of a minimum of \$50.00 should be provided to the Bookstore Chairman for making change at the various district events when the bookstore will be operational.

A District 12 Order form should be used for any and all materials sold or taken from the Bookstore. This order form should identify whether the material was sold or was used for incentives.

After the event, monies received at the bookstore should be given to the District Finance Manager with a report of how much was sold (net of the seed fund) and how much was issued as incentives. It is up to the District Finance Manager to transfer incentives from the bookstore inventory to the proper cost center.

After the final district event in December, the Bookstore Chair should take an inventory and report to the District Finance Manager, Program Quality Director, as well as the District Director the amount remaining in the inventory. This report is required for the Inventory Template of the mid-year financial reporting to Toastmasters International.

As of June 30, the Bookstore Chairman should report the inventory amount and provide the inventory to the Program Quality Director elect or the District Director elect to provide the inventory to the next Bookstore Chairman.

APPENDIX B**MANAGEMENT OF DISTRICT ASSETS**

The District Logistics Manager is charged with maintaining accounting for the district assets and inventory items for the District Bookstore.

Assets costing less than \$100.00 should be expensed and materials costing \$100.00 or more should be inventoried. Assets costing more than \$500.00 are Fixed Assets and need to be depreciated and reported on the Fix Asset template to Toastmasters International.

The District Director will appoint a District Logistics Manager who will maintain accounting for the district assets and materials held for resale (responsibility assigned to the Bookstore Chairman.)

The District Logistics Manager will sign out assets such as audio visual aid equipment (microphones, projectors, cameras, etc. as well as training materials (CDs from the International Conventions/speech contests, etc.) to responsible Toastmasters for use at Toastmaster functions.

During June, the District Logistics Manager will gather the assets and provide an inventory and the physical assets to the District Director to pass on to the District Director elect. The District Logistics Manager will provide the District Finance Manager with a listing of fixed assets to be included in the year end reports to Toastmasters International.

The District Website will contain a listing of these assets along with information as to how to check out the assets for Club, Area, or Division use.

APPENDIX C

MANAGEMENT OF DISTRICT DIGITAL PASSWORDS AND USER NAMES

The District Public Relations Manager is charged with storage and management of district user names and passwords. To ensure that the District 12 online passwords/user names are readily transmitted from the current district leadership team to the incoming leadership team, all district digital passwords and user names shall be stored in an Online Password Manager system approved by the District Director. These digital systems will include, but are not limited to:

Digital Systems for the District 12 include LinkedIn, Instagram, Twitter, Constant Contact e-Mail account, ShutterFly, web hosting, Content Management System logins for District websites, Slack, Whols, and any account deemed necessary by the District Director. (Currently, the district web hosting and domain registration is with MediaTemple and our Content Management System is Wordpress).

The District Facebook GROUP and PAGE do not have User Names or Passwords, but are accessed by administrators through their personal Facebook account log-in. Administrative access will be given to the Trio, PRM and PRM assistant(s). At the beginning of the new Toastmasters term and within 1 week of July 1st, the IPDD, IPPRM and Assistant(s) will be removed from the administrative list and the new CGD and PRM will be added by the current District Director.

Websites/District Email Addresses and access are assigned to administrators with various levels of authority. Website registration information may be viewed through Whols.com. To insure the integrity of the website registration, the incoming district webmaster will document and accept responsibility at the beginning of the term for the following. The signed document will be submitted to the Trio and PRM:

Registrant - Street, City, State, Postal Code, Phone, and eMail Address

Admin - First/Last Name, Organization, Street, City State, Postal Code, Phone, eMail Address

Tech ID – ID#, Name, Organization, Street, City, State, Postal Code, Country, Phone, Fax, eMail address, Server Name(s)

Websites – (d12toastmasters.org & iespeakers.org)

All user names, passwords and access levels for the webmaster and assistants

At the Toastmasters end-of-term, the outgoing webmaster will update all changes to the registration and sign-off as part of handover procedures. The procedure will occur at the end of each term even if the webmaster and/or assistants are not relinquishing control of the website.

District Finance Accounts are as assigned by Toastmasters International.