

# District 22 Procedures & Recognition Program

**APPROVED BY DISTRICT COUNCIL April 29, 2000**

**Revised: October 13, 2001**

**Revised: May 3, 2003**

**Revised: January 22, 2005**

**Revised: May 14, 2005**

**Revised: November 15, 2008**

**Revised: May 30, 2009**

## **Objective**

(revised 01/22/2005)

These procedures are written guidelines for District 22 and will not supersede any Toastmasters International policy or procedure. District 22 procedures are for consistency from year to year. These procedures are to be followed but may be changed with approval of the District Executive Committee or the District Council.

# Table of Contents

## **A. Administration**

- A1. . . . . Maintenance and Distribution
- A2. . . . . Procedure Changes
- A3. . . . . District Recognition Programs
- A4. . . . . Elected and Appointed Officers and Chairpersons
  - A4.1. . . . . Principle Officers and Chairpersons
  - A4.2 . . . . . Assistant Governors
- A5. . . . . Alignment of Clubs, Areas, and Divisions
- A6. . . . . District Conference Locations

## **B. Education / Training**

- B1. . . . . Contests
- B2. . . . . Awards and Certificates
- B3. . . . . Judges Training

## **C. Treasury**

- C1. . . . . Events and Conferences
- C2. . . . . Toastmasters International Visits to District Conferences
- C3. . . . . Executive Committee Use of District Funds
- C4. . . . . Reimbursement of Expenses for District Officers
- C5. . . . . District Availability of Funds
- C6. . . . . District Mileage Guidelines

**Attachment #1. . .**District 22 Recognition Programs

**A. ADMINISTRATION**

**A1. Maintenance and Distribution**

(revised 01/22/2005)

The District Secretary will maintain the procedures. Distribution will be made by the District Secretary as follows: the District Executive Committee, Assistant Area and Division Governors, District Chairpersons, District Webmaster, and all club presidents. Distribution will be made no later than August First of the Toastmaster year.

**A2. Procedure Changes**

(revised 01/22/2005)

All change recommendations shall be submitted to the District Governor, in writing. Changes in procedures may be approved by either the District Executive Committee or the District Council. If the District Executive Committee determines the changes should be approved by the District Council, the District Governor will distribute the recommended changes to the District Council at least 30 days prior to the next conference, where they will be acted upon. At the District Conference following the distribution to the council, the recommended changes shall be submitted for approval during New Business of the Council Meeting. Procedure changes approved by the District Executive Committee can become effective immediately. Changes approved by the District Council will become effective at the start of the next toastmaster year.

**A3. District Recognition Programs**

District recognition programs shall be only those adopted by the District Council, as described in the District Recognition Programs at the end of these procedures.

**A4. Elected and Appointed Officers and Chairpersons**

**A4.1 Principle Officers and Chairpersons**

(revised 10/13/2001)  
(revised 05/14/2005)

The elected officers are the Governor, Lieutenant Governor Education and Training, Lieutenant Governor Marketing, and all Division Governors. The appointed officers are the District Secretary, District Treasurer, District Public Relations Officer, all Area Governors, and District Chairpersons and Assistants who are considered critical for the benefit of District 22. Elected positions will be filled in accordance with Article VII (f) of the District Administrative Bylaws. Appointed positions will be filled in accordance with Article VII (c) of the District Administrative Bylaws.

**A4.2 Assistant Governors**

(revised 10/13/2001)  
(revised 05/30/2009)

Assistant Area and Assistant Division Governors may be appointed by the District Governor. Each Assistant Governor assists his/her respective Area or Division Governor with the governor's responsibilities and therefore has the following privilege: Expenses

will be paid by the District, per District procedures, to Assistant Area and Assistant Division Governors with or without the respective Governor present.

Additionally, Assistant Governor may:

be eligible for Toastmaster of the Year award  
not campaign or be elected to their office.

**A5. Alignment of Clubs, Areas, and Divisions**

(revised 10/13/2001)  
(revised 01/22/2005)

Alignment shall be reviewed by the Executive Committee at the Winter Executive Committee Meeting, and if necessary, a realignment committee made up of a minimum of one officer from each Division shall be appointed by the District Governor from members of the Executive Committee. This committee shall be chaired by the Lieutenant Governor Marketing. Recommendations of the realignment committee shall be approved by the District Executive Committee and distributed to all members of the District Council at least two weeks prior to the Spring Council Meeting. Recommended realignment shall be acted upon during New Business of the Spring Council Meeting and become effective on the following 1 July.

**A6. District Conference Locations**

(revised 10/13/2001)  
(revised 05/03/2003)  
(revised 11/15/2008)

District Conference locations will rotate between Divisions "T", "L", "K", "A", "R" and "S", in that order. The conference host and location may differ from this policy if so determined to be in the best interest of the District by vote of the District Executive Committee. The Conference, if possible, will be chaired by a Toastmaster(s) from the respective Division. The Chairperson is selected by the Lieutenant Governor Education and Training.

## **B. EDUCATION / TRAINING**

### **B1. Contests**

(revised 01/22/2005)  
(revised 05/30/2095)

The contests for District 22 shall be as follows: Fall - Evaluation and Humorous Speech Contests; Spring - Table Topics and International Speech Contests.

All Area and Division contest dates will be finalized by the first week of August and the first week of January for respective Fall and Spring contests. The establishment of contest dates and times will be done by the Division and Area Governors and submitted to the District Governor by the Division Governors.

Areas with four or fewer clubs may send two contestants per club to compete in the area contest. Divisions with four or fewer areas may send two contestants per area to compete in the division contest.

Any person who competes in an area, division or district contest event within District 22 may neither assist with that event nor be listed or recognized in any other capacity than contestant at the event.

### **B2. Awards and Certificates**

(revised 10/13/2001)

Club Contests - Awards and all certificates are the responsibility of each club.

Area and Division Contests - Trophies for first and second place for each contest will be furnished by the District and will be given to the Division Governor, for distribution to the Area Governors, prior to the contests. Certificates are the responsibility of the Divisions and the Areas. A small fee, to cover the costs of certificates and refreshments, may be charged by the Division and Area Governors at the contests.

District Contests - All trophies will be furnished by the District. Costs for certificates will become part of the conference budget expense.

Certificates for participants may be purchased from Toastmasters International or produced without the name "Toastmasters," "Toastmasters International," and/or the Toastmasters logo.

### **B3. Judges Training**

Judges Training shall be offered at least twice per year, with members trained by the District Judges Training Chairperson, or designee. Judges should be trained every 5 years as a minimum. The Judges Training Chairperson will update and publish a list of trained contest judges, by Division, after each training session. This list shall be distributed to all members of the Executive Committee. Judges and Chief Judge at the Area, Division and District Contests should be trained judges.

## **C. TREASURY**

### **C1. Events and Conferences**

All District sponsored events at the Area, Division, and District level shall be planned to be financially self-supporting.

### **C2. Toastmasters International Visits to District Conferences**

(revised 05/30/2009)

Our current International Director visiting our District Conference shall have his/her registration fee included in the conference budget. Other expenses, including meals and hotel costs, may be covered depending upon conference income and complimentary rooms. If both Directors are attending the conference, only the primary Director who is assigned to the conference shall have his/her registration paid by the District Conference. Under no condition shall the transportation costs be paid by the District or the Conference.

Toastmasters from out of District 22, invited to make presentations, shall have their registration fees included in the conference budget.

### **C3. Executive Committee Use of District Funds**

Executive Committee meetings shall not use District funds except for materials, meeting space, and approved travel expenses.

### **C4. Reimbursement of Expenses for District Officers**

(revised 01/22/2005)

The District Governor shall communicate yearly reimbursement guidelines to all District Officers at, or before, the first Executive Committee Meeting.

Reimbursement shall be made for the month of the expense and only after the expense report and all required receipts are received and approved by the District Governor. All expenses in excess of \$30.00 must be pre-approved by the District Governor. If travel will exceed \$30.00, the Governor must approve the trip.

### **C5. District Availability Of Funds**

Expenses to be paid by the District are subject to the availability of District funds.

### **C6. District Mileage Guidelines**

(revised 10/13/2001)

The mileage amount which may be paid for all approved travel expenses shall be \$.20 (20 cents) per mile.

## **Attachment #1 - D22 Recognition Programs**

### **1. Outstanding Area Governor**

Awarded: At the Fall District Conference. This special recognition does not have to be awarded. Selected by: The District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing from the previous Toastmaster year. Selection criteria: Year-end Area reports and statistics, Toastmasters International recommended guidelines, and from other criteria as recommended by the Division Governors.

### **2. Outstanding Division Governor**

Awarded: At the Fall District Conference. This special recognition does not have to be awarded. Selected by: The District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing from the previous Toastmaster year. Selection criteria: Year-end Division reports and statistics, recommended Toastmasters International guidelines, and from other criteria as considered by the District Governor, Lieutenant Governor Education and Training, and Lieutenant Governor Marketing.

### **3. Toastmaster of the Year**

(revised 10/13/2001)  
(revised 05/03/2003)

A District 22 Toastmaster may win this award more than one time; however, a winner does not have to be named each year. Awarded: At the Fall District Conference. The award shall be presented by the previous year's winner, or if not available, the presenter shall be selected by the District Governor. Selected by: The District Governor, Lieutenant Governor Education and Training and Lieutenant Governor Marketing from the previous Toastmaster year. Selection criteria: District Officers elected by the District Council, or appointed by the Governor, with the exception of Assistant Area and Assistant Division Governors, are not eligible to win this award. Specific criteria should include recommended Toastmasters International guidelines and written recommendations from any District member in good standing.

### **4. Other Awards**

As determined by current District 22 Leadership and which meet Toastmasters International policy.