

District 3 Operations Manual

Toastmasters International

Acknowledgements

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If your name has been accidentally omitted, please bring it to our attention so that we may correct our oversight!

Purpose of this Manual

From every administration of district officers and committees, from the members and clubs, and from Toastmasters International, we gain a new set of ideas, opinions, forms, policies and procedures. In this way we evolve, building on our past to build a better future for the Toastmasters of District 3.

The purpose of this manual is to document our current operation. It answers the question: How do we do things in District 3? It will give our district leaders a perspective of where we are, so that they may then take us into the future.

To this purpose, the district will attempt to keep this manual up-to-date. To do so, we need your help. We need you to tell us of your innovations, your insights, your developments. With your assistance, this manual will live to serve future officers.

Please note that this manual *is not* intended to replicate other manuals or documentation of Toastmasters International. It may, however, refer you to such material.

Maintenance of this Manual

The District Past District Governors Advisory Council is responsible for reviewing and maintaining this District Operations Manual. Any suggestions for changes should be brought to the attention of the chairman of the PDG Advisory Council or the District Governor.

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Chapter 1 Geography

The geographic boundaries of this District shall be as follows:

- The state of Arizona except the area north of the Colorado River, the community of Page, and the area within a forty mile radius of Yuma;
- The county of Nogales, Sonora, Mexico.

Geographically, the District's five divisions are described as follows:

Cholla

Includes downtown Tempe, Scottsdale, East Phoenix, Fountain Hills, and Payson. The southern boundary is the Salt River, except through downtown Tempe — then the boundary moves south to 13th Street. There is no eastern or northern boundary. The western boundary is the Squaw Peak Parkway.

Gila

Includes parts of Tempe, all of Mesa, Chandler, Gilbert, Apache Junction, Ahwatukee, and Casa Grande. The northern boundary is the Salt River, except through downtown Tempe — then the boundary moves south to 13th Street. It has no eastern boundary. The western boundary is the airport, and South Mountain. The southern boundary is halfway between the Valley of the Sun and Tucson.

Paiute

Includes all of downtown and "uptown" Phoenix. The eastern border is the Squaw Peak Parkway. The western border is I-17. There is no southern border. The northern border is roughly Northern Avenue.

Sonoran

Includes all of southern Arizona plus the county of Nogales, Sonora, Mexico. The northern boundary is halfway between the Valley of the Sun and Tucson.

Yavapai

Includes the entire western and northwestern part of Arizona, including northwest Phoenix, Glendale, Peoria, Goodyear, Sun City, Flagstaff, Prescott, Lake Havasu, Kingman, etc. The eastern boundary is I-17, the southern boundary is South Mountain, and the Estrella mountains. The state border is the western boundary. The northern boundary is the Colorado River. The division does not include the community of Page.

Chapter 2 District Policies and Procedures

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #1
District 3 Policies

Approved by District Executive Committee March 2, 1996
Approved by District Council May 18, 1996

Purpose

- To authorize the use of Policies in this District.
- To define Policies and the procedure to develop them, submission for review, approval and final implementation.

Definition

Policies may be used to:

- Clarify District Administrative Bylaws
- Establish District operational procedures and functions supplemental to the District Administrative Bylaws.
- Provide a vehicle for clubs to propose new policy, procedure or function.
- Provide a vehicle to amend existing District policy.

Origination

Policies may be proposed by any District 3 member in good standing

Review

The proposed policies must be submitted to the District Governor. The District Governor may choose to assign the policy to the Executive Committee or to an advisory committee for review and recommendations.

The review process must insure that the policy content is not in conflict with the District Administrative Bylaws, and does not subjugate the management prerogatives of the District Governor to plan, organize or direct the District.

Approval Cycle

The District Governor or the advisory committee will submit the proposed policy or amendment to policy to the District Executive Committee. The District Executive Committee may amend this proposal if desired, and then, by majority vote, recommend it be presented to the next District Council. The District Council may adopt the recommended policy or amendment, without amending it, by a two-thirds vote. Previous notice must have been mailed to the members of the District Council, or published in the district newsletter, *The Roadrunner*.

Content

Every policy must state:

- Purpose

- Description
- District Executive Committee approval date
- District Council approval date

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #2
District 3 Newsletter

Approved by District Executive Committee March 2, 1996
Approved by District Council May 18, 1996

Purpose

- To authorize the creation of a media which will officially publicize news concerning District 3.
- To define a publication schedule.

Name

The name of the District 3 Newsletter shall be, "The Roadrunner".

Publishing Schedule

District 3 shall prepare, publish, and distribute its District newsletter, "The Roadrunner", at least quarterly. The District Executive Committee may change the publication schedule as required.

News Contributions

All members are encouraged to submit their news articles directly to "The Roadrunner" editor. All reports and news articles are to be in good, legible form when submitted to "The Roadrunner" editor.

Newsletter Distribution

"The Roadrunner" shall be mailed to:

- all District 3 Toastmaster members
- all Region III District Governors/International Directors
- Toastmasters International World Headquarters

Publication Funds

The District 3 Governor will budget sufficient funds for printing and mailing "The Roadrunner".

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #3
Outstanding Toastmaster of the Year

Approved by District Executive Committee September 16, 2000
Approved by District Council October 21, 2000

Purpose

To select and recognize the outstanding Toastmaster of District 3.

Eligibility

All District 3 Toastmasters in good standing except:

- Previous "District 3 Outstanding Toastmaster of the Year" winners.
- District 3 officers; District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, Immediate Past District Governor, Secretary, Treasurer, Public Relations Officer and Division and Area Governors who held office during any part of the year.
- International Officers and Directors and candidates for these offices during any part of the year.

Submission and Selection

- The period of the award consideration is July 1 through June 30.
- Any individual member and/or club in good standing may submit the attached application to the outgoing Lt. Governor Marketing.
- Forms must be received not later than July 10th to be valid. Late submissions will not be considered.
- The name of the winner will be submitted to World Headquarters by the published deadline.
- The outgoing Lt. Governor Marketing and his/her committee will select the Outstanding Toastmaster of the year for each Area, Division and District.
- The selection will be based solely on the application.
- In the event of a tie, the point totals in Section I of the application will be used to determine the winner.
- Submit one form listing all club names and numbers for which you are submitting.

Awards and Administration

- The outgoing Lt. Governor Marketing shall be responsible for:
 - Promotion, coordination and implementation of this policy.
 - Providing the awards for the Area and Division winners and the District winner.
- Area awards will be presented at the Fall Area Speech Contest.

- Division awards will be presented at the Fall Division Speech Contest.
- The District award will be presented at the Fall Conference.
- A Toastmaster may only win one award per Toastmaster year.

Candidate:				
<i>List all clubs for which you are submitting</i>				
Club Name/Number:		Area:		
Club Name/Number:		Area:		
Phone Number(s):				
Category (points given for activities between July 1 and June 30 of the current Toastmaster year)	Points Available	Number in Category	Point Total	Max Points
Section I				
Attendance for Club # _____	100%=10 pts 90%=08 pts 80%=06 pts			10
Club Officer	Ea 6 mo=6 pts			12
Club Bulletin Editor (Non-officer position)	Ea 6 mo=6 pts			12
Attended Club Officer Training or Toastmaster Leadership Institute	4 pts/6 months			8
Served as District Committee Chair	6 pts/12 months			6
Served as Division/Area Committee Chair	3 pts/12 months			3
Active member of District/Division/Area/Committee	2 pts/12 months			2
Attended District Fall & Spring Conferences	3 points each			6
Attended Area Council Meetings	1 point per mtg			12
Achieved CTM	15 points			15
Achieved ATM (any level)	12 points			12
Achieved CL, AL or DTM	10 points each			30
Coordinated Speechcraft	4 points each			16
Coordinated Youth Leadership	4 points each			16
Coordinated Success/Leadership	3 points each			12
Competed in Club, Area, Division or District Speech Contest	1 point per contest			8
New club mentor	10 points each			20
New club sponsor	6 points each			12
Successful club specialist	10 points			10
Manual speeches given	1 point each			12
Outside speech to non-TM/non-job-related Group	1 point each			8
Sponsored new Toastmasters member	5 points each			60
Facilitated a session at Toastmasters Leadership Institute	2 points each			10
Facilitated District sponsored Club Officer or Judges Training Session	1 point each			5
Section II		Section I Sub-total		
Judge Area/Division/District speech contests	1 point each			Note: No more than a total of 20 points may be obtained for activities listed under Section II
Model speaker for Judges Training	1 point each			
Assist in new club demonstrations	1 point each			
Attend International/Regional Conferences	1 point each			
Speaker/Evaluator Team	2 points each			
Club visit	1 point each			
Serve as new member coach/mentor	3 points each			
Bring Toastmaster prospect as guest	1 point each			
Conduct Area/Division Educational session	2 points each			
Attend Area/Division Contests and Educational sessions	1 point each			
Verifying officer Name: Office (club officer, Area/Division Governor):	Date:	Section II Sub-total	TOTAL:	

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #4
**Toastmasters International Communication and Leadership
Award**

Approved by District Executive Committee March 2, 1996
Approved by District Council May 18, 1996

Purpose

- To recognize a non-Toastmaster member of the community within District 3 who has made an outstanding contribution in communication and leadership.
- To generate, through presentation of this award, publicity in the community for Toastmasters and increased attendance by Toastmasters at the Spring Conference.

Presentation Time

This award is to be presented by District 3 at the Spring Conference.

Criteria

The recipient must:

- Reside within District 3 boundaries
- Agree, in advance, to attend the District 3 Spring Conference to receive the award and to speak at the awards presentation.
- Have made a significant contribution to the communities within District 3, through his/her communication and leadership skills.
- Not previously received this award.

In addition, the Selection Committee should select a recipient whose stature and contributions facilitate the efforts of District 3 to generate publicity in the community for Toastmasters and promote Toastmasters attendance at the Spring Conference.

Selection

A Communication and Leadership Award Selection Committee, comprised of at least three Toastmasters, will select the recipient based on the above criteria. Prior to the selection, clubs and individual Toastmasters will be encourage to make recommendations to the selection Committee.

Responsibility

The District Governor shall:

- Appoint a committee consisting of a Chairman and at least two other members.
- Order the award for presentation.
- Notify Toastmasters International of the award recipient.

The Chairman of the Selection Committee shall notify the recipient of the award selection and the time and date of the award presentation, and shall ensure the attendance of the recipient. The District will pay the registration, meal, and travel for the recipient.

<p style="text-align: center;">District 3 Toastmasters Communication and Leadership Award</p>
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Candidate Nomination Form

Please type of print. Nomination form must be submitted to the Communication and Leadership Award Chairman by District 3 Calendar deadline.

Candidate's Full Name: _____

Address: _____
 Street City Zip Code

Candidate's Occupation: _____

Home Phone: _____ Business Phone: _____

As concise as possible, list the major communication and leadership achievements of the candidate. Information needs to include dates, organization, titles, etc.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #5
Limits of Debate

Approved by District Executive Committee July 7, 1996
Approved by District Council November 9, 1996

Purpose

- To set the limits of debate at District Executive Committee meetings.
- To set the limits of debate at District Council meetings.

Glossary

Privileges of the floor: The privilege of being granted the floor to speak, a right of members and their proxies only. It includes no other right of membership, such as the right to make motions, to second motions, or to vote.

Policy

- Members and those others granted privileges of the floor at District 3 Executive Committee meetings and at District 3 Council meetings shall be limited, on each topic, to two speeches of two minutes each.
- The assembly may extend or reduce these limits for any speaker, topic, or meeting.
- No one will be recognized to speak in debate a second time until all those who have not yet spoken have had an opportunity to do so.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #6
Area Governor Selection

Approved by District Executive Committee March 13, 1999
Approved by District Council May 22, 1999

Purpose

To establish the method for the selection of Area Governors.

Term of Office

Area Governors shall serve until midnight June 30 at the will of the District Governor. Area Governors shall be eligible for re-appointment for one succeeding term only, considering any service of more than six months during an administrative year as a full term. Previous service as the Governor of one Area shall not prejudice an appointment as Governor of another.

Appointment

The District Governor shall appoint the Area Governors on July 1 and throughout the year as vacancies occur. All appointments are subject to the approval of the District Executive Committee and confirmation by the District Council.

Qualifications

Insofar as practicable, the Area Governors shall have served as members of a District Council. Area Governors must be active individual members of member Clubs and must be in good standing with Toastmasters International. Although desirable, Area Governors need not be a member of a Toastmasters Club of that Area.

Procedure

Area Councils, Toastmasters Clubs and individual Toastmasters may nominate a single eligible candidate for Area Governor of their Area to the District Governor. Each nominee must have agreed to serve if appointed. Supporting material may be submitted.

The District Governor shall appoint each Area Governor from the nominees or from other eligible members.

The District Governor shall notify all candidates of the appointment made.

The District Governor shall submit the names of the appointments to the District Executive Committee at its next meeting (if any) for approval, and to the District Council at its next meeting (if any) for confirmation. Should the District Executive Committee or the District Council reject any appointment, the District Governor shall appoint a replacement. The District Council may approve appointments made since the preceding District Executive Committee meeting.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #7
Outstanding Area Governor Recognition

Approved by District Executive Committee September 16, 2000
Approved by District Council October 21, 2000

Purpose

To recognize the outstanding Area Governor whose dedication, commitment, and Area team made a significant contribution toward achieving the mission of the District.

Eligibility

All District 3 Area Governors in good standing are eligible to participate.

Submission

- The period of the award consideration begins on July 1 and ends on June 30.
- Eligible Area Governors must submit the attached application to the Lt. Governor Marketing not later than July 10 following the end of their term. Late submissions will not be considered.

Selection

- A committee of non-candidates, appointed by the outgoing District Governor and chaired by the outgoing Lt. Governor Marketing, will verify the application and make the Outstanding Area Governor and Accomplished Area Governor selections.
- The selection will be based solely on the application.
- One Outstanding Area Governor (the highest point holder) and Accomplished Area Governors will be selected by the committee.

Awards and Administration

- The outgoing Lt. Governor Marketing shall be responsible for:
 - Promotion, coordination and implementation of this policy.
 - Chairing the selection committee.
- The District Governor shall be responsible for:
 - Purchase of awards for the Outstanding and Accomplished Area Governors
 - Appointing the selection committee members
 - Timely submission of the District 3 Outstanding Area Governor's name to Toastmasters International by the established World Headquarters deadline.
- The above recognition will be announced and presented by the outgoing District Governor at the annual Officer Installation and Awards Banquet ("July Jubilee")

Candidate:				
Area:	Phone Number(s):			
	Activities	Possible Points	# of Activities	Total Points
1	Active participation in Demo Meeting	2 points each (max 10 points)		
2	Active participation in Charter Presentation	2 points each (max 6 points)		
3	Club officers trained Jan through June term	60%=6 50%=4 40%=2		
4	Facilitator for Club/Area/Division officer or other District Training	1 point each (max 5 pts)		
5	Attend mid-year review meeting (Jan.)	4 points		
6	Conduct monthly Area Council meetings	3 points each		
7	Attend Division Council meetings	2 points each		
8	Attend District 3 Executive Committee meeting	4 points each (max 16 pts)		
9	Attend District 3 Council meetings	4 points each (max 8 pts)		
10	Conduct Club Officer Installation	1 point each		
11	Submit copies of Area Council minutes to top District Officers	1 point per council minutes		
12	Submit Fall semis by District deadline	100%=10 pts 75%=5 pts		
13	Submit Spring semis by District deadline	100%=10 pts 75%=5 pts		
14	Submit all Fall Area Visit reports by District Deadline	10 points		
15	Submit all Spring Area Visit reports by District Deadline	10 points		
16	CTMs at goal* (as of May 31 DPR)	15 points		
17	ATMs at goal* (as of May 31 DPR)	15 points		
18	Meet TI goal* of Clubs with 20+ members (as of May 31 DPR)	15 points		
19	Attend Area Governor Training	20 points		
20	Host Educational Sessions at Area Council Meetings	1 point each		
21	Actively Promoted TM to Outside Organizations (<i>please document</i>)	2 points each		
22	Attendance at Region III Conference or International Convention	2 points each (max 4 pts)		
	*See the Distinguished Area Program for goal requirements			

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #8 Outstanding Division Governor Recognition

Approved by District Executive Committee September 16, 2000
Approved by District Council October 21, 2000

Purpose

To recognize the outstanding Division Governor whose dedication, commitment, and Division team made a significant contribution toward achieving the mission of the District.

Eligibility

All District 3 Division Governors in good standing are eligible to participate.

Submission

- The period of the award consideration begins on July 1 and ends on June 30.
- Eligible Division Governors must submit the attached application to the Lt. Governor Marketing not later than July 10 following the end of their term. Late submissions will not be considered.

Selection

- A committee of non-candidates, appointed by the outgoing District Governor and chaired by the outgoing Lt. Governor Marketing, will verify the application and make the Outstanding Division Governor and Accomplished Division Governor selections.
- The selection will be based solely on the application.
- One Outstanding Division Governor (the highest point holder), and Accomplished Division Governors will be selected by the committee.

Awards and Administration

- The **outgoing** Lt. Governor Marketing shall be responsible for:
 - Promotion, coordination and implementation of this policy.
 - Chairing the selection committee.
- The District Governor shall be responsible for:
 - Purchase of awards for the Outstanding and Accomplished Division Governors
 - Appointing the selection committee members
 - Timely submission of the District 3 Outstanding Division Governor's name to Toastmasters International by the established World Headquarters deadline.

The above recognition will be announced and presented by the outgoing District Governor at the annual Officer Installation and Awards Banquet ("July Jubilee").

Outstanding/Accomplished Division Governor Application
District Policy #8

Candidate:				
Division:		Phone Number(s):		
	Activities	Possible Points	# of Activities	Total Points
1	Active participation in Demo Meeting	2 points each (max 10 points)		
2	Active participation in Charter Presentation	2 points each (max 6 points)		
3	Club officers trained Jan through June term	60%=6 pts 50%=4 pts 40%=2 pts		
4	Facilitator for Club/Area/Division officer or other District Training	1 point each (max 5 pts)		
5	Attend mid-year review meeting (Jan.)	4 points		
6	Conduct monthly Division Council meetings	3 points each (max 36 pts)		
7	Attend District 3 Executive Committee meetings	4 points each (max 16 pts)		
8	Attend District 3 Council meetings	4 points each (max 8 pts)		
9	Submit copies of Division Council minutes to top District Officers	1 point per council minutes		
10	Area CTMs at goal* (as of May 31 DPR)	15 points		
11	Area ATMs at goal* (as of May 31 DPR)	15 points		
12	Meet TI Area goal* of Clubs with 20+ members (as of May 31 DPR)	15 points		
13	Attend Division Governor Training	20 points		
14	Host Educational Sessions at Division Council Meetings	1 point each		
15	Actively Promoted TM to Outside Organizations (<i>please document</i>)	2 points each		
16	Attendance at Region III Conference or International Convention	2 points each (max 4 pts)		
	See the Distinguished Area Program for goal requirements*			

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #9 Club Bulletin Competition

Approved by District Executive Committee March 2, 1996
Approved by District Council May 18, 1996

Purpose

To establish guidelines for selecting an Outstanding Club Bulletin within District 3.

General

Clubs which publish bulletins may compete in the District 3 Club Bulletin Competition. To be considered:

- One copy of each of three different issues must be submitted to the District 3 Lt. Governor Marketing
- Bulletins must be submitted no later than April 15, and must have been published between July 1 of the previous year and March 31 of the current year.

Criteria

Bulletins will be judged by the following standards:

- **Content (50%):** Content should be a balance of educational articles, recognition of members, information of schedules and events, and encouragement to participate in Toastmasters activities. Bulletins should display the editor's name, address and telephone number, the club name and number, and place, day and time of meetings.
- **Readability (40%):** The writing should meet standards of sentence structure, spelling, punctuation and grammar, and should be interesting to read and clearly written.
- **Layout and Presentation (10%):** The overall appearance should be attractive, with layout indicating careful attention to page balance, effective use of borders, white space, photos and artwork.

Responsibility

Bulletins will be judged by a committee to be appointed by the Lt. Governor Marketing.

Awards

Awards will be given for First, Second and Third place, and Honorable Mention. The winner will be announced at the District 3 Spring Conference.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

**District Policy #10
Expense Reimbursement**

Approved by District Executive Committee July 26, 1996
Approved by District Council May 22, 1999

Purpose

Establish guidelines for the reimbursement of expenses for District Officers, Committee Chairmen, and others.

General

It is the policy of District 3 to reimburse reasonable expenses incurred by any District 3 Officer or Committee Chairman in the performance of their official duties.

Expenses Covered

- To recognize a non-Toastmaster member of the community within District 3 who has made an outstanding contribution in communication and leadership.
- To generate, through presentation of this award, publicity in the community for Toastmasters and increased attendance by Toastmasters at the Spring Conference.

Area Governor:

- Mileage at 12 cents per mile for official trips of more than 40 miles one way. Travel to and from District Conferences is not covered.
- Long distance telephone calls and fax charges within the State of Arizona.
- Postage for official mailings.

Division Governor:

- Same as for Area Governor.
- Printing of promotional or training material.
- Meeting supplies, not to include food or beverage.

Lt. Governor Marketing; Lt. Governor Education and Training; Public Relations Officer*, and District Governor: Same as for Area Governor.

- Long distance telephone calls and fax charges.
- Postage and shipping charges.
- Printing
- **Regional Conference** expenses for incoming PRO*, LGM-Elect, LGET-Elect, District Governor, and District Governor-Elect: Coach airfare or equivalent; Hotel rooms for required nights of events; Registration and ticketed events.
- **International Convention:** Coach airfare or equivalent; Hotel rooms for required nights of events; Registration plus Golden Gavel Luncheon, President's Dinner Dance, and the International Speech Contest.
- **Pow-Wow:** Coach airfare or equivalent; Hotel rooms for required nights of events; Registration and ticketed events.

****Public Relations Officer (PRO) will not be reimbursed for any expense related to International Convention or Pow-Wow.***

Immediate Past District Governor:

- Same as for Area Governor.

- International Convention: Coach airfare or equivalent; Hotel room for required nights; Convention registration.

Committee Chairmen:

- Same as for Division Governors.

Training Facilitators:

- Mileage at 12 cents per mile for trips of more than 40 miles one way to conduct training.

Expenses Not Covered

Meals at any event, except as specifically mentioned above. Travel expenses to District Spring or Fall Conference, lodging for any Club, Area, Division, or District event. Food or beverage for any Area or Division event. Meeting room expenses for any Area or Division event, except those approved by the District Governor in advance. Expenses directly related to a campaign for any Toastmaster office. Expenses for meetings that are primarily social.

Miscellaneous Expenses

Any expense not covered by this policy may be reimbursed at the discretion of the District Governor with prior written approval.

Submission of Claims

- Official expense forms, obtained from the District Governor, must be properly filled out and must accompany all claims for reimbursement.

- Each item on the expense form must include: date of expense, type of expense, reason for expense, and receipts for all items except mileage.

- Expense forms must be submitted to the District governor monthly. Expenses more than 60 days old are subject to non-payment.

- Expense forms must contain your name, complete mailing address, and signature.

Expenses Paid by International

Certain expenses, such as travel to Regional or International Conferences, are reimbursed by Toastmasters International. In cases where the individual has been paid from District funds, the moneys received from Toastmasters International will accrue to the District.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #11
Privileges of the Floor

Approved by District Executive Committee July 27, 1996
Approved by District Council November 9, 1996

Purpose

- To grant persons other than members of the Executive Committee privileges of the floor at Executive Committee meetings.
- To grant persons other than members of the District Council, and their proxies, privileges of the floor at District Council meetings.

Glossary

Privileges of the floor: The privilege of being granted the floor to speak, a right of members and their proxies only. It includes no other right of membership, such as the right to make motions, to second motions, or to vote.

Policy

- Toastmasters not otherwise members of the District 3 Executive Committee shall have privileges of the floor at Executive Committee meetings.
- Privileges of the floor at District Council meetings are granted to the following Toastmasters not otherwise members or proxies of the District Council:
 - Current chairmen or their sole representative of District 3 committees
 - Past District Governors of any district
 - Visiting staff of Toastmasters International
- Privileges of the floor may be granted to any other person by majority vote or the unanimous consent of the assembly.

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #12 Minutes Approval

Approved by District Executive Committee July 27, 1996
Approved by District Council November 9, 1996

Purpose

- To authorize and direct the presiding officer, subject to the approval of the assembly, to establish the Minutes Approval Committee (MAC) of the District 3 Executive Committee and appoint its membership.
- To authorize and direct the presiding officer, subject to the approval of the assembly, to establish the MAC of the District 3 Council and appoint its membership.
- To establish the authority, responsibility and procedure of the District Secretary regarding the obtaining of approval of the minutes of the District 3 Executive Committee meetings and District 3 Council meetings.
- To establish the authority, responsibility and procedure of the MAC of the District 3 Executive Committee and District 3 Council.

Glossary

- Correction Sheet: a form used by each member of the MAC to recommend corrections to the minutes. See attachment.
- Ex-officio member: a member of a committee with the same rights as other committee members but not obligated to attend committee meetings or otherwise participate in the activities of the committee.
- Minutes Approval Committee (MAC): A special committee with the authority to review, amend and approve the minutes of a meeting.

Policy

- The presiding officer of each District 3 Executive Committee meeting and District 3 Council meeting is authorized and directed to appoint its MAC, subject to the approval of the assembly.
- The District Governor shall be an ex-officio member of the MAC.
- The District Secretary shall not be a member of the MAC.
- An assembly continues to be able to amend its minutes through the parliamentary process of Amendment of Something Previously Adopted.

Procedure

- Prior to the meeting or, if necessary, during the meeting before any substantive business is conducted, the presiding officer shall appoint three members to the MAC.
- After the call to order but before any substantive business is conducted, the presiding officer shall request unanimous consent for the appointments to the MAC. Should unanimous consent not be granted, the question shall be put to the assembly, which may change the membership through amendment or other parliamentary process. Should the assembly not be able to appoint the MAC, the top three district officers present, excluding the District Governor and the

secretary, shall constitute the MAC.

- During the meeting, each member of the MAC should take notes of:
 - The times of the call to order and adjournment
 - All main motions or motions to bring a main question again before the assembly, including:
 - ◊ The name of the maker of the motion
 - ◊ The wording in which each motion was adopted or otherwise disposed of
 - ◊ The disposition of the motion
 - All secondary motions not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity
 - All notices of motions
 - All points of order and appeals whether sustained or lost, with the reasons given by the chair for the ruling
 - The counts of any ballots
 - The District Secretary shall:
 - Prepare the minutes, preferably with each line numbered for easy reference
 - Give to each member (including each ex-officio member) of the MAC within fourteen days (if possible) of the meeting:
 - ◊ A copy of the minutes
 - ◊ A copy of this policy and any attachments
 - ◊ A stamped, self-addressed envelope, when appropriate (i.e., when the secretary and member will communicate via the U.S. Postal Service)
 - Each member of the MAC shall:
 - Review the minutes, noting corrections on the Correction Sheet
 - Mail or otherwise deliver the Correction Sheet to the District Secretary within fourteen days (if possible) of the meeting.
 - The District Secretary shall:
 - Make any correction identified by two or more MAC members
 - At the secretary's discretion, make any correction identified by only one MAC member
 - Verify, after twenty-one days from delivering the minutes to the MAC, that there are no corrections from any MAC member not returning a Correction Sheet
 - Retain the Correction Sheets with the district records, attaching them to the official copy of the minutes. Initial and date the minutes as having been approved by the MAC, identifying its membership
-

MINUTES CORRECTION SHEET

DISTRICT 3

TOASTMASTERS INTERNATIONAL

TO: Members of the Minutes Approval Committee
FROM: District 3 Secretary

Enclosed is a draft copy of the minutes of the District Executive Committee, District Council meeting held on _____. It is being sent to each member of the Minutes Approval Committee on _____. To enable the Secretary to meet the deadline as stated in district policies, your corrections must be returned within fourteen days.

Thank you for serving on this committee. Your cooperation in observing the deadline is appreciated. A stamped, addressed envelope is enclosed for your convenience.

It is not necessary to return the draft of the minutes unless you have corrections which can be explained better on the draft itself.

LOCATION OF CORRECTION (PAGE, PARAGRAPH, LINE, AND/OR OTHER IDENTIFICATION)	CORRECTION

Your signature

____/____/_____
Date signed

DISTRICT 3, TOASTMASTERS INTERNATIONAL

District Policy #13
District Council Ballots and Voting Cards

Approved by District Executive Committee March 24, 2001
Approved by District Council May 19, 2001

Purpose

To authorize the use of multiple-vote ballots and voting cards at District 3 Council meetings.

Policy

- Multiple-vote ballots are authorized for votes taken by ballot. The ballots may be colored or otherwise marked to indicate the number of votes represented; otherwise each voting member will be issued a ballot for each vote represented.
- Multiple-vote voting cards are authorized for Rising and Counted Rising votes. The cards may be colored or otherwise marked to indicate the number of votes represented.
- Multiple-vote ballots and voting cards are *not* authorized for votes on motions that affect the conduct of the meeting. Common among such motions are: *Adjourn*, the adoption of an agenda, and *Previous Question*. In such cases the members vote only for themselves regardless of any proxy votes they hold.

Chapter 3 Committees

District Administrative Committees

Administration Committee

This committee deals with semi-annual dues and club officer lists. It is co-chaired by a member in the Phoenix valley and a member in the Tucson area.

The committee tracks club semi-annual dues and club officer lists from the Area Governors, and submits copies to Toastmasters International and the district officers (Area Governors, Division Governors, etc.).

Advisory Committee

Please refer to Toastmasters International Policy G 52, "Role of Past Leaders Within Districts."

This committee is primarily composed of Past District Governors who are currently active in the district, and the District Governor implicitly appoints them as members. The District Governor, Lt. Governor Education and Training, and Lt. Governor Marketing are ex-officio members.

The District Governor appoints the chairman.

The committee meets as necessary, at the call of the chairman.

Its purposes are: to advise the District Governor; to review district policies and procedures and make appropriate recommendations to the Executive Committee for changes; to review and make recommendations for district alignment; to maintain the District Operations Manual.

Audio Visual Committee

Maintains the district's audio/visual equipment. Oversees setup and performance of audio/visual needs at district events.

Audit Committee

Please refer to Article XI, Section (f) of the *District Administrative Bylaws*.

Communication Skills

This committee analyzes trends, demographics, and areas for potential club growth.

Database Administration

This committee publishes and maintains the district directory.

Executive Committee

Please refer to Article XI, Section (a) of the *District Administrative Bylaws* and to Chapter 7 in this manual.

Historian

The Historian records and keeps the history of the district.

Nominating Committee

Please refer to Article XI, Section (e) of the *District Administrative Bylaws*, and to "Nominating Committee (District), Procedural Rules" of the *Policies of Toastmasters International*.

Parliamentarian

The District Parliamentarian advises the District Governor on parliamentary procedure, especially regarding the District Executive Committee meetings and District Council meetings. The Parliamentarian also provides parliamentary advice to district officers, club officers and other Toastmasters.

The District Governor appoints the District Parliamentarian.

Sergeants At Arms

The Sergeants At Arms maintain an inventory of district equipment; store some equipment; maintain and store resource materials for sale at Toastmasters Leadership Institute and conferences; supply food at district meetings.

They are present at all District meetings to set up, break down, and clean up the rooms as needed.

District Education & Training Committees Committee Coordinator

The Committee Coordinator facilitates the sharing of ideas, discussion of problems, and the communication of the needs of the district's committees to the district officers.

Conference Committee

This committee plans, prepares and produces the semi-annual district conferences. It helps district staff find a site, works with the selected hotel, organizes appropriate committees and coordinates their efforts to make the conference successful.

Education and Training Committee

Please refer to Article XI, Section (b) of the *District Administrative Bylaws*.

The District Governor appoints the Lieutenant Governor Education and Training as chairman of this committee, and appoints the chairmen of the various educational committees — including Conference, Judges Training, Success Leadership / Speechcraft, Toastmasters Leadership Institute, and Youth Leadership — as members.

Education Modules

Publicizes and encourages clubs and members to use the Better Speaker, Successful Clubs, and Success/Leadership Series programs.

Judge's Training Coordinator

Plans and conducts judge's training sessions at TLI, maintains the Proficient Judge's List for District use.

Resource Room Committee

Oversees the Resource room at District functions (the district conferences and the TLI sessions).

Duties of the chairman:

- Inventory resource materials before and after resource room events (conferences and TLI).
- Recruit volunteers to man the resource room during events, and oversee sales.
- Setup/teardown resource room (may be delegated).

- Work with LGET to prepare supply order to replenish stock.
- Price new materials, and organize.
- Work with District Sergeant-at-Arms to transport materials from storage to event and back.
- Track sales history to more effectively stock future events.

Toastmasters Leadership Institute Committee

MISSION STATEMENT

The committee's mission is to provide two 1-day-long training opportunities per year for District 3 club officers and Toastmasters that is focused on leadership skills and is delivered in an interactive and professional manner.

CHAIR

oversees the work of the committee, assists facilities chair in room assignments and set up, generally oversees the event.

RECRUITER

recruits ALL workers: facilitators, teaching aides, packet stuffers, sergeants-at-arms, registration aides, set-up helpers.

FACILITIES MANAGER

schedules and works with facilities for TLI and facilitator training sessions, contracts for equipment rentals as needed.

REGISTRAR

registers attendees for TLI, creates class lists, oversees registration workers, helps LGET with final report to TI.

FACILITATOR TRAINER

plans and conducts two facilitator training sessions per year. Each training session has a different focus to increase the training strategies of facilitators.

CURRICULUM DIRECTOR

maintains the course catalog for TLI, updates courses and faculty lists.

DISTRICT PUBLIC RELATIONS OFFICER

the District PRO meets with this committee to provide internal public relations about TLI.

The work of the committee is directed by the LGET who is responsible for all monetary transactions.

COMMITTEE WORKINGS

The committee meets monthly. A brochure and registration materials are distributed to each club at the time of club elections. They are also given to Area Governors and Division Governors for promotion. A public relations display and registration materials are available at District Conferences. Information about TLI is also available on the District's Web site.

Youth Leadership Committee

This committee promotes the Youth Leadership program; matches coordinators with need; maintains, publishes, and distributes a directory of speakers and topics.

District Marketing Committees

Club Rescue Committee

This committee assists clubs that appear to be foundering.

Marketing Committee

Please refer to Article XI, Section (c) of the *District Administrative Bylaws*.

The District Governor appoints the Lieutenant Governor Marketing as chairman of this committee, and appoints the chairmen of the various marketing committees.

Membership Committee

This committee establishes programs to help in the recruitment of new or former members to Toastmasters clubs within the district.

The chairman recruits committee members from each division; prepares lists for making phone calls; prepares scripts for the initial calls; documents calls made by the committee; collects information from the committee members monthly; prepares charts and reports for the Marketing Committee and other district officers; meets quarterly with the Marketing Committee for feedback and direction; and develops a marketing plan and schedule.

District Public Relations Committees

Club Bulletin Committee

This committee chooses the outstanding club bulletin.

District 3 Club Bulletin Contest Worksheet							
CONTENT - 50%							
Club #	Publication	Educational Articles	Recognition of Members	Inform Events	Encourage Attendance	Editor's Information	Club Information
Maximum Point Value		10	10	10	10	5	5
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

District 3 Club Bulletin Contest Worksheet							
READABILITY - 40%							
Club #	Publication	Sentence Structure	Grammar	Spelling	Punctuation	Interesting to Read	Clearly Written
Maximum Point Value		5	5	5	5	10	10
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

District 3 Club Bulletin Contest Worksheet					
LAYOUT - 10%					
Club #	Publication	Attractive	Page Balance/ White space	Effective Use of Graphics/Photos	Organization by Importance
Maximum Point Value		3	2	3	2
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Communication & Leadership Committee

This committee chooses the recipient of the annual District Communication & Leadership award.

Public Relations Committee

Please refer to Article XI, Section (d) of the *District Administrative Bylaws*.

The District Governor appoints the Public Relations Officer as chairman of this committee, and appoints the chairmen of the various public relations committees — including Club Bulletin, Communication & Leadership, *The Roadrunner*; and Speakers Bureau — as members.

The committee:

- promotes the Toastmasters organization and mission by contact with print, radio, and television media;
- assists members, clubs, areas, divisions, the district, the region, and Toastmasters International in the promotion of the organization through articles, appearances and events;
- works with the Club Rescue Committee and other District officers and committees to target ailing Clubs for promotional assistance;
- assists Club bulletin editors with *Stop The Presses* releases of District news;
- makes Clubs aware of the opportunities for TV Toastmasters as an extra-curricular activity;

- uses Outcome Based Marketing as a vehicle for finding new members through selected interest groups;
- plans an itinerary for visits from International Directors and other Toastmasters International officers, including open houses, meetings with management teams in organizations, and the media;
- inspires club members throughout the district to attend District functions and promote the Toastmasters program;
- encourages Club officers to attend Toastmasters Leadership Institute, and facilitators to promote TLI at the Clubs.

The Roadrunner District Newsletter Committee

This committee produces the quarterly district newsletter that supports District 3's mission, reports District 3 events on a timely basis, and introduces the personalities of Toastmasters throughout the district.

The editor keeps the newsletter affordable and on budget for the district. He helps with the assembly and distribution of the newsletter.

Speakers Bureau Committee

This committee produces a list of speakers and their speech subject, and distributes it to various organizations.

Telephone Referral Committee

This committee refers people interested in Toastmasters to appropriate clubs.

Chapter 4 Division and Area Fiscal Procedures

{work in progress}

Chapter 5 July Jubilee

{work in progress}

Chapter 6 Raffles

Objective: to maximize conference or event revenue through sale of raffle tickets to Toastmaster members and guests.

1. Several months before — select raffle chair; raffle chair select committee (4-6 people optimal) to coordinate prize solicitation; request for raffle items through membership (advertise in *The Roadrunner*; hand flyers out at District functions, develop telephone campaign to solicit donations from members); brainstorm list of Arizona businesses for solicitation. **Be aware that some companies receive up to 100 letters per month requesting donations — choose wisely and try to be original in choices. Forget Disneyland, Sea World, Planet Hollywood, Harkins Theatres, etc. unless members have connections.** Members can find donations in a variety of places including retail businesses, the company store at work, or items can be handmade if quality will be suitable for the event.
2. Six to eight weeks before — call target businesses to get correct name and title for person to receive requests. Send donation request letters (one page only) to businesses on Toastmasters stationery. Be sure letters are proofread and clear, that all information (including dates) are accurate, and that name and address for donation recipient are easy to find. Sample letters are available for reference. Raffle chair elicits commitment from members to sell tickets at event; otherwise, recruit additional members for the task. For conferences 200 attendees or less, 3-4 ticket sellers are sufficient. Suggested price points are \$1 per ticket, six for \$5, and 12 for \$10.

Note — There have been numerous discussions regarding pre-event sales of raffle tickets (sending in raffle money along with conference registration). If this is done, there needs to be some added enticement such as additional free tickets if ordering early (attendees receive their raffle tickets in their registration packets along with meal tickets, etc.). There are accounting and money-handling issues associated with this, but good coordination among those involved can avoid problems. One of the benefits is getting additional cash up front; a potential downside for attendees is not knowing what the prizes will be at the time of early purchase. If it is decided to go with this option, it is up to raffle chair to make sure there is ample publicizing of the pre-purchase incentive in *The Roadrunner* and all conference material.

3. Three to four weeks before — call target businesses to learn status of request, and follow up with Toastmasters who had committed to donating items. If it looks like there is a shortage of items consider several alternatives: using District funds to purchase one or two large items (which will be heavily promoted); purchasing gift certificates; **eliminating the raffle** if the quality or quantity of items do not meet Conference standards. Sometimes it's better to abandon a project than have it be substandard.
4. Two weeks to one week before — raffle chair or designated committee member formalize list of prizes **in hand** and arrange for delivery/pickup of all prizes. Have signage made listing prizes for display in key areas (**make sure donors are listed with gifts**), along with ticket collection boxes; next to sign-in desk; in front of meeting rooms; at credentials desk; outside of resource room; outside of rest rooms. If easels are required, coordinate with Conference Chair to have them available. **Do not contact hotel staff directly.** Obtain roll of raffle tickets, bags for ticket sellers, and divide tickets among bags. Suggested quantity is 50 per seller, and replenish them in increments of 25 as they are sold. Raffle chair controls ticket

inventory during the event and sellers come to him/her when they need more tickets. Make sure there is a pen in each bag.

At this time it can be decided if sellers choose to wear hats, signs, or other distinctive finery to call attention to themselves at the event. Raffle chair should coordinate with Conference Chair to determine when tickets will be sold. It should also be decided when prizes will be given out so there is minimal disruption and delay of events. It appears to work best if ticket buyers put their name and phone number on tickets if they cannot be present at all drawings. **If there are only one or two big prizes, then it is appropriate to wait until the concluding activity on Saturday night to give them away. If there are many prizes, consider three sets of giveaways — at the beginning of lunch, at the conclusion of lunch, at the beginning of Saturday night activity. If there is a grand prize, award it after dinner and before the speech contest.** Be sure that the prize giveaways are listed on the agenda for these activities, so no one forgets to allow time in the schedule.

5. Day before the event — raffle chair or designee collects all prizes to bring to Conference. Chair should have a money float of \$100 - \$120 in one dollar bills, and put \$20 into an envelope and into each raffle bag with the tickets. Chair should reconfirm when and where committee will meet to put out signs, pick up bags, etc.
6. Day of the event — put up signs and put out collection boxes. Chair gives each seller a bag and encourages them to sell, sell, sell! Selling can begin either on Friday night or Saturday morning, and usually concludes as dinner begins on Saturday. Even if selling does not start until Saturday, signs should be in place on Friday night to stimulate interest and awareness. Chair should periodically collect cash (especially all larger bills) from ticket sellers and is encouraged to have a safe place to put the cash before turning it over to District Treasurer. Be sure to remove the float before turning over cash. Chair or designee retains any winning tickets for absentees, and calls them to collect their prizes.
7. No more than one week past event — letters on Toastmasters stationery sent to all donors (including members) thanking them for their donations. After action report on raffle written and submitted to Conference chair along with all donor correspondence.

Chapter 7 Executive Committee

The District Executive Committee meets four times each year: July, September or October, January and March.

The head table is set up with the District Governor, the District Secretary, and the District Parliamentarian. Optionally, other "top seven" officers may be seated there.

One microphone should be for the District Governor's use only. Another microphone should be made available for other speakers.

Before the meeting begins, the District Governor should select three Toastmasters to serve on the Minutes Approval Committee (MAC); three or more tellers; and one or more timers. The members of the MAC should be given copies of District Policy 12. The tellers and timers should be given any equipment necessary to do their job, plus appropriate instructions.

The District Governor may use a script jointly prepared with the District Parliamentarian.

Each meeting's agenda is produced through a collaborative effort between the District Governor and the District Parliamentarian.

Typical July Executive Committee Meeting Agenda

- I. Opening Ceremonies
 - A. Welcome
 - B. Introductions
- II. Housekeeping
 - A. Quorum
 - B. Unanimous Consent
 - C. Membership
 - D. Appointments
 1. Minutes Approval Committee
 2. Tellers
 3. Timers
 - E. Approval Of Agenda
- III. Minutes
- IV. Financial Reports
 - A. Treasurer's Report
- V. Reports Of Officers And Standing Committees
 - A. District Governor
 - B. Lt. Governor Education & Training
 - C. Lt. Governor Marketing
 - D. Public Relations Officer
- VI. Reports Of Special Committees
 - A. Toastmasters Leadership Institute
 - B. Fall Conference Committee
 - C. Marketing Committee
 - D. Club Rescue Committee
 - E. Membership Committee
- VII. Special Orders
 - A. Approval Of Appointed Officers
 1. District Secretary
 2. District Treasurer
 3. District PRO
 4. Area Governors
 - B. Assignment of Clubs
 - C. District Policies
- VIII. (Unfinished Business & General Orders)
- IX. New Business
- X. Announcements & "For The Good Of The Order"
- XI. Parliamentarian's Report

Some clarification is necessary in determining a quorum. The *District Administrative Bylaws*, Article XI, section (a), states that “A majority of the District Executive Committee shall constitute a quorum.” It is not clear whether this means a majority of the *offices* or a majority of the *officers*, which may not be the same thing because of vacancies and because an officer may hold more than one office. For example, when four areas are without a governor, and the Immediate Past District Governor is also the District Treasurer. *Robert’s Rules of Order Newly Revised*, the parliamentary authority, clarifies this question: Unless otherwise stated in the bylaws or in the rules of order, a quorum is “a majority of the *members* of the board or committee....” Therefore, to determine the quorum, count the number of current members regardless of how many offices are vacant or how many offices are held by any person.

Chapter 8 Toastmasters Leadership Institute

TLI is the semi-annual District 3 event during which training sessions are held for club officers, speech contest judges, others who bear specific responsibilities in the course of club administration, and interested Toastmasters.

Attendees get the opportunity to grow and develop leadership skills, learn from experienced Toastmasters, network, share experiences and challenges, find help, fulfill a requirement for Competent Leader, and have fun.

Staff

Faculty

Experienced Toastmasters who have been trained in facilitation lead the classes. Lecturing is out; interactive learning is in.

Instructor Development

District 3 provides instruction to the TLI faculty in facilitation.

Curriculum

TLI offers classes for all Toastmasters. Each class is eighty minutes and features interaction, hands-on exercises, how-to's, and plenty of conversation.

Core Courses

Core courses are designed for each Club office. Club officers who attend the training for their office are given credit for their Competent Leader award.

Elective Courses

Elective courses enhance the leadership skills of all Toastmasters.

Venue

TLI has been held at various sites in the Phoenix and Tucson areas.

Registration

Registration is \$15 if received by June 15 / December 15; \$20 for late registration (class space limited). Lunch is offered for \$10 on a pre-registered basis only. The registration fee is the same regardless of the number of sessions a Toastmaster signs up for.

Registration materials are made available through club officers, Area and Division Governors, the TLI Committee, and *The Roadrunner*.

Schedule

TLI is held in June and January.

Club officer core classes are offered in the morning along with classes for non-officers. The afternoon sessions are electives.

Registration	7:30-8:30
General Session	8:30-9:20
Session 2	9:30-10:50
Session 3	11:00-12:20
Lunch	12:20-1:15
Session 4	1:15-2:35
Session 5	2:45-4:00

Chapter 9 Recognition and Awards

Banner Ribbon Awards

District 3 traditionally recognizes three categories of club banner ribbons at the District Conferences: Distinguished Club ribbons, Governor's Merit ribbons, and Governor's 20/30/40 ribbons.

In District 3, it has traditionally been the responsibility of the LGM, working with the IPDG, to identify the clubs who earned the awards, prepare the labels for the ribbons, and prepare the list of Distinguished clubs (by category) for publication in the Conference Program.

The conference program list is prepared based upon the semi's received before the deadline of the conference program requirements. Be prepared to announce Governor's clubs and present ribbons to clubs that did not make the list in the program.

A label is prepared for each ribbon, listing the club name, the club number, and the area. The labels are placed on the ribbon to aid in the presentation of the ribbons.

At the awards ceremony, the LGM usually reads the list of recipients, while the IPDG and current District Governor present the ribbons.

Ribbons not picked up at the conferences are given to the appropriate Division Governor or Area Governor for distribution and presentation to the club.

Distinguished Club Ribbons

World Headquarters will automatically mail the ribbons for the clubs that qualified for Distinguished, Select Distinguished, and President's Distinguished status directly to the clubs.

The clubs will be recognized at the Fall conference.

The list of clubs earning the awards is obtained from the TI report CLB016.

Governor's Merit Ribbons

Governor's Merit ribbons are available through World Headquarters.

These awards are given at the discretion of the current District Governor, at the request of the IPDG, for a year where District 3 earned Distinguished District recognition.

The Governor's Merit ribbons are presented at the Fall conference, at the same time as the Distinguished Club recognition.

Traditionally, these ribbons are awarded to clubs that have achieved enough goals for Distinguished Club recognition, but did not qualify because they did not have 20+ members or a net growth of five. The purpose is to recognize clubs that contributed to the district qualifying for Distinguished status.

The IPDG, working with the LGM, prepares the labels, awards, and conference program list, as described in the Distinguished Club ribbons section.

Governor's 20/30/40 Ribbons

Governor's 20/30/40 ribbons are available through the TI catalog, and must be purchased by the district.

These awards are presented by the LGM at both the Fall and Spring conferences.

The ribbons recognize those clubs that maintain high membership, and is based on the number of members listed on the semi-annual report. The clubs reporting more than 20 members on the October semi's are recognized at the Fall conference. The clubs reporting 20+ members on the April semi's are recognized at the Spring conference.

The LGM prepares the labels, awards, and conference program list, as described above.

Additional Banner Ribbons

TI will present banner ribbons for special recognition. Traditionally these are sent directly to the club presidents.

Examples: "Home of District Governor", "Top 10 Club Bulletin", "Ralph Smedley Award."

The District Governor is usually notified when these clubs receive these awards, and should recognize these individuals at the Fall conference.

Betty and Bob Gillis Award

{work in progress}

Club Bulletin of the Year

See District Policy 9 in Chapter 2 .

Communication and Leadership Award

See District Policy 4 in Chapter 2 .

CTM Again

Program History

The Competent Toastmaster (CTM) Again program was introduced in District 3 during the 1994-95 Toastmaster year. The program was adopted from then International Director, Jean Riggs, DTM, District 56. This program is not Toastmasters International sanctioned.

Program Purpose

The purpose of the program is to add educational opportunities for District 3 Toastmaster members. Toastmasters are encouraged to repeat the CTM program for many reasons:

- Gives the member an additional option for completing manual speeches
- Gives the member the opportunity to continue making manual speeches upon completion of all other speaking requirements
- Incorporate lessons learned
- Facilitates continuous speaking improvement
- Helps new club members understand the importance of the CTM program
- Helps clubs meet their Distinguished Club CTM goals

- Receive recognition at the District Conference

Member Responsibility

Each member is allowed to acquire 1 CTM per club each Toastmaster year. It is the responsibility of each Toastmaster to keep track of the number of CTMs they have received. The District DOES NOT KEEP records of educational accomplishments.

The steps to acquiring the CTM again award are very simple:

- Procure Item 225, Communication and Leadership program manual from Toastmasters International.
- Complete the required 10 speeches
- Record each speech, as given, on the "Project Completion Record" on page of 56 of the manual.
- Complete the CTM application on page 55
- Have the Vice President of Education sign the CTM application
- Mail or fax both to World Headquarters (the address and fax number are on the CTM application).

Member receives from Toastmasters International:

- A handsome certificate
- A letter to his or her employer (if requested)

LGET Responsibility

- Tracks educational accomplishments
- Orders CTM pins and stars from ??????????

The awards are given in the following sequence:

- 1st CTM Again recipient receives the CTM pin and the plain star
- 2nd level receives a pearl star
- 3rd level receives a blue star
- 4th level receives a red star
- 5th level receives a green star and
- 6th level receives a diamond star

The recognition is given only to Toastmasters in attendance at the District Conference.

Fall conference recognizes recipients from the previous months of April, May, June, July, August and September.

Spring conference recognizes recipients from the previous months of October, November, December, January, February and March.

- Promotes the program at his/her discretion, suggestions include
- Recognition to the member in *Roadrunner* articles (tradition)
- Run CTM Again campaigns
- Run articles in *The Roadrunner*

Each month Toastmasters International mails an educational report, # EDC010, to the District Governor who then gives it to the Lt. Governor of Education and Training. The report contains the Club number, Name, Address, educational achievement level and certificate number of each Toastmaster. It is by reviewing the educational level of each Toastmaster that the LGET knows if the CTM is being received for the first time or they are receiving their CTM Again. The LGET then mails a congratulatory letter to the member.

Sample Letter

March, 2000

Dear Toni:

It is my pleasure to offer congratulations to you for completing the requirements of Competent Toastmaster (CTM) Again. The CTM award is the first level of formal recognition in the Toastmaster program, and I appreciate the dedication, hard work and long hours required by you to reach this level.

Since you are one of the individuals who have completed an additional CTM, you will receive a "CTM-Again" award at the District Conference. Please call me or send me a note stating how many CTM's you have now completed, and state whether or not you already possess a CTM-Again pin. CTM-Again recipients will be recognized at the Hall of Fame Luncheon on Saturday, May 20, 2000 at the Shrine Auditorium in Phoenix, AZ. Please plan to join us as we recognize you and your fellow toastmasters for your educational accomplishments!

Congratulations again for a job well done!

LGET name
Lieutenant Governor Education and Training
phone
address
Email address

Distinguished Area And Division Certificates

Before the Fall conference, TI will send to the District Governor enough "blank" certificates to recognize those Area and Division Governors who achieved recognition.

The district purchases leatherette certificate holders for the Select Distinguished and President's Distinguished awards.

The district purchases standard gray certificate holders for the Distinguished awards.

The IPDG will need to sign the certificates, as well as print the recipient's name and Area/Division.

The certificates are traditionally presented at the Fall conference awards luncheon by the IPDG.

Member Ribbons

Member ribbons are distributed to attendees at District conferences and TLI

First Timer's Ribbons

First Timer's ribbons are only used at District conferences.

The ribbons must be ordered through the TI catalog.

They are distributed at Registration for those members who indicate this is their first conference.

Committee Ribbons

Committee ribbons are purchased at the discretion of the LGET, and distributed to the conference and/or TLI committee members at Registration.

Past District Governor/Past International Director/Past International President Ribbons

Traditionally, the district purchases these ribbons to recognize dignitaries at the District conferences.

The ribbons are purchased through the TI catalog and distributed at Registration.

"I Am A Member Of A Distinguished Club" Ribbons

The district has designed special recognition ribbons to identify members of clubs that have qualified for Distinguished Club recognition.

These ribbons were designed by District 3 leaders, with the words "I am a member of a Distinguished Club" (or "Select" or "President's Distinguished"), and were purchased at the Amazing Awards trophy shop for a reasonable price.

There are three levels of recognition: Teal for Distinguished clubs, Yellow for Select Distinguished clubs, and Red for President's Distinguished clubs.

At the Fall conference, and Winter TLI, ribbons are given to members of clubs that earned Distinguished status as of June 30 of that year.

For the Spring Conference, and Summer TLI, ribbons are given to members of clubs that have already met the minimum requirements (those that were 20+ or had a net growth of five by the April semi's), and have achieved enough goals to qualify.

Outstanding Certificates

The Outstanding winners are recognized at the Fall conference.

Toastmasters International will send certificates to the District Governor for the winners of Outstanding Toastmaster of the Year, Outstanding Division Governor of the Year, and Outstanding Area Governor of the Year.

The district traditionally purchases leatherette holders for these certificates.

They are traditionally presented by the IPDG.

Outstanding Plaques

The plaques for Outstanding Toastmaster of the Year awards have been 5"x7" for the Area winners, 8"x7" for the Division winners. Toastmasters International sends the plaque for the District winner.

The presenter should announce the level of the award; for example, "Outstanding Toastmaster of the Year for Area C-1." The presenter should also take a few moments to explain what the award is and how it is earned, and should emphasize that someone in the audience could be next year's winner.

Outstanding/Accomplished Area Governor of the Year

See District Policy 7 in Chapter 2 .

Outstanding/Accomplished Division Governor of the Year

See District Policy 8 in Chapter 2 .

Outstanding Toastmaster of the Year

See District Policy 3 in Chapter 2 .

Russ Backus Award

{work in progress}

Chapter 10 District Conferences

Overview of items to be aware of

1. Planning
 - 1.1. Committees
 - 1.1.1. Registration
 - 1.1.2. Sergeant at Arms
 - 1.1.3. Public Relations
 - 1.1.4. Fun Night
 - 1.1.5. Hospitality
 - 1.2. Scheduling
 - 1.2.1. 12-16 week calendar
2. Materials & Supplies
 - 2.1. Registration
 - 2.1.1. Ribbons
 - 2.1.2. Meal tickets
 - 2.1.3. Packets
 - 2.1.4. Programs
 - 2.2. Resource Room
 - 2.2.1. Toastmasters products
 - 2.2.2. Cash box
 - 2.3. Hall of Fame
 - 2.3.1. Awards (see 5 below)
 - 2.3.2. Place cards
 - 2.4. Contests
 - 2.4.1. Plaques, Trophies
 - 2.4.2. Certificates & holders
 - 2.5. Educational Sessions
 - 2.5.1. Presenter gifts
 - 2.6. Hospitality
 - 2.6.1. Food, beverage
 - 2.6.2. Paper, plastic goods
 - 2.7. Fun Night
 - 2.7.1. First timer packets
 - 2.7.2. Prizes
 - 2.7.3. Entertainment
 - 2.8. Banquet
 - 2.8.1. Place cards
 - 2.8.2. Table lectern & microphone
3. Facilities
 - 3.1. Contract
 - 3.2. Meals
 - 3.3. Meeting room needs
 - 3.4. Sleeping room blocks
4. Educational Sessions
 - 4.1. Qualified presenters
 - 4.2. Toastmasters-related topics

- 4.3. Appropriate room size
- 4.4. Audio-Visual equipment
- 4.5. Presenter gift, certificates
- 4.6. Introducers
- 4.7. Sergeant at Arms
- 5. Hall of Fame
 - 5.1. Club ribbons
 - 5.1.1. 20-30-40
 - 5.1.2. Distinguished Club
 - 5.2. Pins, Medals
 - 5.2.1. ATM, -B, -S, CL, AL, DTM
 - 5.3. C&L Award
 - 5.4. Table for Awards
- 6. Public Relations
 - 6.1. Early flyers
 - 6.2. Registration forms
 - 6.3. *Roadrunner* articles
 - 6.4. Public media
- 7. Functionaries, Facilitators
 - 7.1. Parade announcer
 - 7.2. Banquet march-in announcer
 - 7.3. Morning Invocant
 - 7.4. Luncheon Invocant
 - 7.5. Banquet Invocant
 - 7.6. Honor Guard
 - 7.7. National Anthem, Pledge
 - 7.8. Keynote
 - 7.9. Toastmasters for contests
 - 7.10. Chief Judges for contests
 - 7.11. Introducers for Educational presenters
 - 7.12. Sergeants at Arms

Educational Facilitators

Sample Schedules

Sample Programs

Registration

Credentials

The Credentials Committee of each District conference is responsible for the management of the registration of delegates to the District Council meeting.

Because the registration of delegates is affiliated with the registration of conference attendees, it is common to have the Credentials table near the Conference Registration table with similar hours of operation, especially on the day of the District Council meeting.

By tradition, and due to their experience with Toastmasters International bylaws and policies, the chairmen and most members of the Credentials Committee are Past District Governors.

Members of the Credentials Committee should have a thorough knowledge and understanding of the following:

- District Administrative Bylaws Article IX Section (a), “District Council: Composition”
- District Administrative Bylaws Article X Section (c), “Council Meetings, Quorum, Proxies, and Voting: Quorum”
- District Administrative Bylaws Article X Section (d), “Council Meetings, Quorum, Proxies, and Voting: Proxies”
- District Administrative Bylaws Article X Section (e), “Council Meetings, Quorum, Proxies, and Voting: Voting”
- District Administrative Bylaws Article XI Section (a), “Committees: District Executive Committee”
- Policies of Toastmasters International, “District Officer Position Titles and Voting Privileges in District Councils, Amendments of District Administrative Bylaws”
- Policies of Toastmasters International, “Membership and Eligibility Requirements in Toastmasters International”
- Policies of Toastmasters International, “Suspension of Non-Paying Clubs and Reinstatement of Inactive Clubs”
- Policies of Toastmasters International, "Campaigns For District office And The Election Of District Officers", Section II.8.

In addition, the committee should have available:

- An up-to-date list of the members of the District Council
- An up-to-date list of the clubs in good standing within the district
- Three sets of index cards, each of a different color, to represent one, two and three votes (for example, yellow cards worth one vote each, blue cards worth two votes each, and pink cards worth three votes each (these only being given to a member of the Executive Committee who also holds the votes of two club members)

- Ballots that are to be distributed. These ballots are to be numbered sequentially, either on a stub or on a cover page.
- Delegate ribbons, badges or other identifiers
- Other literature germane to the business meeting that is to be distributed. No campaign literature may be distributed from or displayed at the Credentials table. No committee member may wear any campaign buttons or other paraphernalia.

When a delegate registers with the Credentials Committee, the committee:

- Marks the list(s) so that each officer represented — in person or by proxy — can be counted. (Note that DAB Article X Section (d) states “In the event one of those Officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the Club to act as his or her proxy at such meeting, the Officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two (2) votes at such meeting. The intent of this provision is to assure that every Club will be represented by two (2) votes.”)
- Gives the delegate an appropriate index card, based on the number of votes the delegate is entitled to hold; and instructs the delegate on the significance of the card and that it cannot be replaced if lost.
- Gives the delegate as many ballots as votes the delegate represents (maximum 3), and instructs the delegate on their significance and that they cannot be replaced if lost.
- Obtains the delegate's signature for the ballots.
- Files all proxy forms.

Regardless of the number of offices he or she holds within the District Executive Committee, each member is entitled to only one vote by virtue of membership.

Likewise, regardless of the number of clubs he or she may be eligible to represent separately (for example, as the President of three Clubs, or by carrying the proxy of four Vice Presidents Education), each delegate may represent no more than two club offices. Some care should be taken to assure that no delegate is given more privileges to vote than is proper.

When the Credentials table closes, immediately before the business meeting, the committee chairman should prepare a report in the following format:

Madam | Mr. District Governor,

Attached are (1) the list of the Club Presidents and Club Vice Presidents Education, and their proxies, and (2) the list of Executive Committee members, who have registered before the closing of the Credentials table at _____ [insert time].

As of today there are _____ District 3 Clubs in good standing, each with two eligible voting members, for a total of _____ possible club delegates. District Administrative Bylaws Article X Section (c) requires that a quorum of one-third of this number, _____ [round up if necessary], be registered as delegates or represented by proxy. The Credentials Committee reports that _____ Club Presidents and Vice Presidents Education are represented here today.

In addition, _____ members of the District 3 Executive Committee are registered, for a grand total of _____ possible votes.

On behalf of the committee, I move that the roll of the voting members hereby submitted be the official roll of the voting members of the District Council.

Attach the two lists to this report. When called upon by the District Governor, read this report to the Council, then hand them all to the District Governor.

Proxies

Frequency

Blank proxies are made available to each District 3 Toastmasters Club before the spring and fall District Conferences.

The District must notify all District Council members in writing about the upcoming business meeting at least four weeks prior to the meeting. It is recommended that the notification be published in *The Roadrunner* plus mailed to each member along with the proxy form.

Recipients

Club Presidents and Vice-Presidents Education.

Content

Instructions for use, and restrictions of use.

Date, time and place of the council meeting.

Blank space for filling in name of authorized proxy carrier.

Blank space for signature of Club President and VP Education.

Blank space for club name and club number.

The printed proxy is not required and serves only as a convenience to the Toastmaster. Any written authorization unambiguously designating the event (such as "1996 Fall District Conference"), name of proxy holder, club name and/or number, and subscribed by the club officer(s) is acceptable.

Distribution

Include as part of the DG newsletter, *The Roadrunner*; conference registration form, or separate mailing to Club Presidents and Vice Presidents Education.

Sample

**CLUB PROXY FOR DISTRICT 3 COUNCIL MEETING
1996 District 3 Fall Conference**

Club Presidents and Vice Presidents Education should plan to attend the District Council meeting. If either is unable, the officer(s) should complete this form and give it to another club member who will be attending. That proxyholder will bring it to the Credentials Desk at the District 3 Fall Conference.

Either the Club President or Vice President Education of any member Club may designate, in writing, any active individual member of the Club to act as a proxy for him or her at any District Council meeting. In the event one of those Officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the Club to act as his or her proxy at such meeting, the Officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two (2) votes at such meeting. The intent of this provision is to assure that every Club will be represented by two (2) votes. No other ~~proxies shall be valid at the District Council meeting~~ proxies shall be valid at a Council meeting, or his or her proxy, is entitled to one (1) vote. Any active individual member who carries the proxies of both the Club President and Vice President Education from a member Club is entitled to two (2) votes; and any such individual member who is also entitled to a vote as a member of the District Executive Committee is entitled to three (3) votes. All other members of the District Council shall be limited to a maximum of two (2) votes.

The business meeting will begin at 10:45 a.m. on Saturday, November 9, 1996 in Mesa, AZ at the Sheraton Hotel/Mesa Convention Center. The Credentials Desk will be open from 5-7 p.m. on Friday, November 8 and from 7-10:30 a.m. on Saturday, November 9, 1996.

I (we) hereby authorize _____, a member in good standing of the _____ Toastmasters Club, Club # _____, to cast my (our) vote(s) at the District 3 Council meeting on Saturday, November 9, 1996, in Mesa, Arizona.

Club President

Club Vice President Education

Note: Reproduction of this unsigned form is acceptable; reproduction of signatures is not.

District Council Meeting

The District must notify all District Council members in writing about the upcoming business meeting at least four weeks prior to the meeting. It is recommended that the notification be published in *The Roadrunner* plus mailed to each member along with the proxy form.

The head table is set up with the District Governor, the District Secretary, and the District Parliamentarian. Optionally, other "top seven" officers may be seated there.

One microphone should be for the District Governor's use only. Another microphone should be made available for other speakers.

Before the meeting begins, the District Governor should select three Toastmasters to serve on the Minutes Approval Committee (MAC); three or more tellers; and one or more timers. The members of the MAC should be given copies of District Policy 12. The tellers and timers should be given any equipment necessary to do their job, plus appropriate instructions.

The District Governor may use a script jointly prepared with the District Parliamentarian.

Fall Council Meeting Agenda Sample

- I. Opening Ceremonies
 - A. Welcome
 - B. Introductions
 - C. Credentials Committee Report
- II. Housekeeping
 - A. Unanimous Consent
 - B. Membership
 - C. Appointments
 - 1. Minutes Approval Committee
 - 2. Tellers
 - 3. Timers
 - D. Adoption Of Agenda
- III. Minutes
- IV. Financial Reports
 - A. Audit Report for the fiscal year ending June
 - B. Approval of Proposed Budget
 - C. Approval of expenses July to date
- V. Reports Of Officers And Standing Committees
 - A. District Governor
 - B. Lt. Governor Education & Training, E&T Committee
 - C. Lt. Governor Marketing, Marketing Committee
 - D. Public Relations Officer, PR Committee
- VI. Reports Of Special Committees
 - A. Toastmasters Leadership Institute
- VII. Special Orders
 - A. Confirmation of Appointments to Office
- VIII. (Unfinished Business & General Orders)
- IX. New Business
- X. Announcements & Good Of The Order
- XI. Parliamentarian's Report

Spring Council Meeting Agenda Sample

- XII. Opening Ceremonies
 - A. Welcome
 - B. Introductions
 - C. Credentials Committee Report
- XIII. Housekeeping
 - A. Unanimous Consent
 - B. Membership

- C. Appointments
 - 1. Minutes Approval Committee
 - 2. Tellers
 - 3. Timers
- D. Adoption of Agenda
- XIV. Minutes
- XV. Financial Reports
 - A. Audit Report
 - B. Approval of expenses July to date
- XVI. Special Orders
 - A. District Reorganization
 - 1. Realignment of Divisions
 - 2. Assignment of Clubs
 - B. Confirmation of Appointments to Office
 - C. Nominations and Elections
- XVII. Reports Of Officers And Standing Committees
 - A. District Governor
 - B. Lt. Governor Education & Training, E&T Committee
 - C. Lt. Governor Marketing, Marketing Committee
 - D. Public Relations Officer, PR Committee
- XVIII. Reports Of Special Committees
 - A. Toastmasters Leadership Institute
 - B. Past District Governors Advisory Council
- XIX. (Unfinished Business & General Orders)
- XX. New Business
- XXI. Announcements & Good Of The Order
- XXII. Parliamentarian's Report

Lessons Learned, Potential Pitfalls, Checklist

Chapter 11 Contest Management

{work in progress}

Chapter 12 Supplies and Equipment

{work in progress}

Chapter 13 Postal Account and The Roadrunner

Purpose: To establish procedures for the preparation, publishing and distribution of the District 3 newsletter, *The Roadrunner*.

Responsibilities:

- I. District Governor
 - A. Each year in June, the newly-elected District 3 Governor appoints a District 3 Toastmaster in good standing from a club in good standing as editor.
 - B. Approves the printing contract.
 - C. Coordinates with the District 3 Treasurer to ensure that funds are available in the bulk mailing permit account (number 1809) at the U.S. Post Office, Bulk Mailing Office.
 - D. At least two weeks prior to the mailing date, orders "mailing labels by ZIP Code order" from Toastmasters International.
 - E. At least five days prior to sending *The Roadrunner* to the printer, approves the final copy.
 - F. Appoints the mailing coordinator by July 1.
- II. *The Roadrunner* Editor
 - A. Obtains a minimum of three bids from local printing companies and presents these bids to the District Governor for approval no later than July 31. The bids should include the following cost figures:
 1. Printing
 2. Collating
 3. Folding
 4. Stapling
 5. Turn-around time (from District to printer to District)
 - B. Submits to the District Governor for approval the following schedule:
 1. Due dates for articles to be submitted to the editor.
 2. Due dates for the final copy to be submitted to the District Governor for approval.

3. Due dates for the approved copy to be submitted to the printer.
 4. Due dates for *The Roadrunner* to be mailed in accordance with District 3 policy number 2.
- C. Mailing Coordinator:
1. Verifies with the printer the date that *The Roadrunner* will be ready for pickup.
 2. Confirms with the U.S. Post Office Bulk Mailing Division that sufficient funds are in the District 3 Bulk Mailing Permit Account.
 3. Picks up the mailing labels from the District Governor and prepares them for mailing in accordance with U.S. Postal Service procedures.
 4. Once the printer has *The Roadrunner* ready for pickup, arranges for the pickup and processing of *The Roadrunner*; in accordance with U.S. Postal Service Bulk Mailing guidelines and procedures.

Chapter 14 DG Newsletter

Frequency

Four to Six times per year.

Recipients

Members of the District Council.

District committee chairmen, as desired.

Topics

Proxies (before spring and fall District Council meetings).

Reminders of upcoming events and deadlines.

Educational ideas/tips geared to clubs and membership.

Information about new programs and procedures from WHQ.

Recognition.

Information about upcoming District Conferences, Executive Committee meetings, and District Council meetings.

Procedural guidelines for getting semi-annual dues in; electing new officers and submitting lists; conducting contests; submitting outstanding Toastmaster, Area Governor, Division Governor, or club bulletin entries; conducting club visits by Area Governors, and submitting reports; submitting names of candidates to nominating committee.

Mailing

Can use bulk when mailing more than 200 copies. Contact post office for details on size and sorting requirements, etc.