



DISTRICT 42 TOASTMASTERS

PROCEDURES

REVISED: AUGUST 2024

*Approved by District Council at a duly convened
Meeting on SEPTEMBER 2024*



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Article 1: Title and Object

District 42 shall establish, maintain and publish a document to be titled District 42 Procedures, such document to be:

- 1.1 the permanent record of resolutions adopted by District Council where such resolutions are of a permanent nature;
- 1.2 the governing authority for district procedures; and
- 1.3 for greater certainty, at all times subordinate to the [District Administrative Bylaws](#) as well as the [Articles of Incorporation](#), [Bylaws](#) and [Policy and Protocol](#) of Toastmasters International.

Article 2: Amendments

- 2.1 These District 42 Procedures may be amended at any regular or special meeting of the district council by a majority vote of the members present.
- 2.2 The District Director shall cause all resolutions adopted by District Council to be reviewed:
 - 2.2.1 to ensure that such resolutions are not invalid by reason of conflict with the District Administrative Bylaws, or the Articles of Incorporation & Bylaws and Policies and Procedures of Toastmasters International; and,
 - 2.2.2 to ascertain whether any further amendments to existing District 42 Procedures are required as a result of such new resolutions.
- 2.3 Where a dispute exists as to the validity of any article of these District 42 Procedures by virtue of any perceived conflict described in paragraph 2.2.1, the question may be referred to the Board of Directors of Toastmasters International, whose written determination shall be binding.

Article 3: Awards

3.1 District 42 Awards Procedures

- 3.1.1 District may award the following:
 - a) Rookie of the Year
 - b) Toastmaster of the Year
 - c) Public Relations of the Year
 - d) Area Director of the Year
 - e) Division Director of the Year

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- f) President of the Year (Neil Wilkinson Award)
- g) District Citation Award

3.1.2 Approval of any new awards must go to the District Council.

3.1.3 As a small token of thanks, the Immediate Past District Director shall receive a District Director plaque in recognition of their service.

3.1.4 Eligibility

- a) All award nomination forms are available on the District 42 [website](#).
- b) Nominees for any award shall be members in good standing of clubs in good standing in District 42 as of June 30.
- c) The award recipient at any level (Club, Area, Division) shall be that level's nominee for the same award at a subsequent level, subject only to that nominee being disqualified for any cause, in which case the second place the recipient at the lower level will become the nominee for that award.
- d) No nominee shall be disqualified solely by virtue of having won the same or any other awards at any other time or place, other than specifically provided for in the rules for that award.
- e) No tie shall be allowed at any level.
- f) Members are eligible to be nominated for more than one award, as long as they meet the specific eligibility criteria.

3.1.5 Nomination and Selection for Awards

- a) All nominations, at all levels, shall use the forms provided on the District 42 [website](#).
- b) Selection for each award will be based on the criteria set out in the corresponding nomination form found on the District 42 website.
- c) At each level, the respective Committee Chair shall establish a committee of no less than three members to review nominations and select the recipients of the awards. The members of the committee shall indicate their agreement with the decision by signing the submission forwarded to the next level.
- d) At Area, Division, District levels, the committee members shall not be members of the same club or the spouse of any of the nominees.
- e) The District awards committee will be chaired by the Immediate Past Director and will consist of the District Director, Program Quality Director and Club

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Growth Director. In the event of a conflict of interest outlined in d) a Past District Director/Governor or District Officer can be added to the committee.

- f) Submission deadlines are outlined on the Nominations Chart below.

Of the Year Awards	Submit Before	Submitted By	Submitted To	Awarded At	Awarded By
Club Nominations					
Rookie Toastmaster	June 30	Any member	Immediate Past President	Club Choice – recommend presenting at the year end meeting or social event	Immediate Past President
Area Nominations					
Rookie Toastmaster Public Relations	July 15	Immediate Past President	Area Director	Fall Area Contest	Immediate Past Area Director
Division Nominations					
Rookie Toastmaster Public Relations President Area Director	July 30	Area Director	Division Director	Fall Division Contest	Immediate Past Division Director
District Nominations					
Rookie Toastmaster Public Relations President Area Director Division Director	Aug 15	Division Director	District Director	Next Year District Conference	Immediate Past District Director

3.1.6 Calendar

The competition for the of the Year awards will be based on the period from July 1 to June 30, except for Rookie of the Year which is 18 months prior to June 30.

3.1.7 Presentation of Awards

- a) The presenting officer shall provide a brief description of the recipient’s activities to achieve the award, announce the recipient, and present the award.
- b) At the District level, the presenting officer shall first announce all of the nominees in sequence of the Division they represent and acknowledge each nominee before announcing the recipient and presenting the award.

3.2 Toastmaster of the Year

3.2.1 Purpose:

To recognize and honour that Toastmaster in District 42 who achieves and maintains the highest standard of excellence as a member of Toastmasters International. The recipient will be that Toastmaster in District 42 who most exemplifies the ideal Toastmaster.

3.2.2 Eligibility

Refer to the criteria outlined in 3.1.4 b) with the exception of Toastmasters who are Area Director, Division Director, Immediate Past District Director, District Finance Manager, District Administration Manager, Public Relations Manager, Club Growth Director, Program Quality Director and District Director for the award year in question.

3.3 Rookie of the Year Award

3.3.1 Purpose

To recognize and honour a new Toastmaster in District 42 who demonstrates a strong commitment to the Toastmasters standards of excellence. This Toastmaster will have shown improved performance in communication skills and will have contributed in other ways to the Toastmasters organization.

3.3.2 Eligibility

In addition to the criteria outlined in 3.1.4 b) a Rookie shall be a new member of Toastmasters International, and shall not be a reinstated member, who joins a Toastmasters club at any time during the 18 months prior to June 30 of the year for which the award is being given. Toastmasters eligible for the Rookie of the Year award are also eligible for the Toastmaster of the Year award. An eligible member may only be nominated once for Rookie of the Year by a Toastmasters club.

3.4 Public Relations Award

3.4.1 Purpose

To recognize and honour the Club Vice President Public Relations or designated member or members of a club in District 42 that creates and maintains the highest standards of a club public relations program.

3.5 Area Director of the Year Award

3.5.1 Purpose

To recognize and honour that Area Director in District 42 who achieves and maintains the highest standards of excellence in the performance of duties in the office of Area Director.

3.6 Division Director of the Year Award

3.6.1 Purpose

To recognize and honour the Division Director in District 42 who achieves and maintains the highest standards of excellence in the performance of duties in the office of Division Director.

3.7 President of the Year

3.7.1 Purpose

To recognize and honour a Club President of District 42 who has demonstrated truly exceptional leadership while serving as club president.

3.7.2 Eligibility

In addition to the criteria outlined in 3.1.4 b) any member who has served a full term (12 months) as Club President during the preceding calendar year, provided his or her club meets the following criteria (items a) to f)) for the year ending the previous June 30 and as President does not fall into one of the categories of f) or g):

- a) Achieved at least 5 goals and met the membership requirements of the Distinguished Club Program (DCP), as published by Toastmasters International in [digital format](#);
- b) Submitted semi-annual report and dues, which were received by Toastmasters International by October 1st and April 1st;
- c) Submitted the new Club Officer List to Toastmasters International by June 30 at the end of his/her term of office (as recorded on the following year's DCP report);
- d) Club President or Club VP Education must attend the virtual Fall District Council Meeting
 - a. As per Toastmasters Guidelines Article X, Section E states proxy votes are not permitted in a virtual meeting.
- e) Was represented by voting delegate(s) at the Spring District Council meeting as recorded in the district Credentials Book;
 - a. a voting delegate must be a member in good standing of a club in

good standing and have obtained proxy.

- f) Was represented by a voting delegate or proxy at the Toastmasters International Annual Business meeting;
- g) For clubs electing annually, the President is not serving a successive full term in office; or,
- h) For clubs electing semi-annually, the President is allowed to serve two six-month terms consecutively, and is not serving additional successive terms in office.

3.7.3 Deadline

Nominations must be received by the Division Director by September 15th of the following Toastmaster year (e.g., if the member's term as President ended on either December 31 or June 30, the nomination must be in by September 15).

3.7.4 Procedure

The Chairman of the Past District Governors and Directors Committee shall send a copy of the "Neil Wilkinson Award" Nomination Form as published on the District 42 [website](#) to the past Vice President Education and the current President on record of all eligible clubs, by August 15.

To nominate its Past President for this award, the club completes the Nomination Form, attaches the necessary documentation and ensures it is delivered to the Division Director not later than September 15.

The Division Director shall announce its recipient at the Fall Division Speech Contest. The Division Director shall forward the club's Nomination Form and documentation of the Division recipient to the chairman of the Past District Governors and Directors Committee no later than September 30. The Division Director will include a one-page endorsement supporting the nomination.

- 3.7.5 The Past District Governors and Directors Committee shall select one District recipient who will be recognized at the Annual Conference as the Club President of the Year and presented the Neil Wilkinson Award.

3.8 District Citation Award

3.8.1 Purpose

The District Citation has been created to recognize outstanding or unique contributions which further the Toastmaster spirit and ideals, and which are not otherwise recognized through existing district and international programs.

3.8.2 Eligibility

In accordance with the criteria outlined in 3.1.4 b) excluding any current or past

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District Director or Governor.

3.8.3 Guidelines for submissions

Nominations, using the Nomination form for District 42 Citation as published on the District 42 website, along with supporting documentation are to be submitted to the chairman of the Past District Governors and Directors Committee no later than January 1.

Written nominations can be submitted by any Toastmaster in good standing in a club of good standing in the district. Each nomination must be endorsed by at least three District 42 Toastmasters in good standing.

3.8.4 Selection and Presentation

Recipients will be selected annually by the Past District Governors and Directors Committee.

The District Citation(s) will be presented at the Annual Conference by the chair of the Past District Governors and Directors Committee.

Note: To maintain the standard of excellence for this award, the Past District Governors and Directors Committee may choose NOT to present this award in any given year.

3.8.5 Recognition

Each recipient receives the following:

- A personalized, framed citation signed by the District Director and the chairman of the Past District Governors and Directors Committee or an appropriate plaque.
- A personalized name badge bearing the words "District Citation - (Year), District 42".
- Names of the recipient(s) will be placed on a district citation banner to be displayed at the Annual Conference.

3.8.6 Calendar

The District 42 Citation is presented at the Annual Conference. The name(s) of the award recipient(s) shall not be announced until the presentation is made by the chairman of the Past District Governors and Directors Committee.

Previous recipients of the District Citation shall be introduced at the Conference District Directors Banquet, if present and as time permits.

3.8.7 Amendments

Changes to this award must be made in consultation with the Past District Governors and Directors Committee.

Article 4: Contests

4.1 General Information

- 4.1.1 All contests shall be conducted in accordance with the rules prescribed by Toastmasters International [Speech Contests](#)
- 4.1.2 The Club level contests should be held at least two weeks prior to the Area contest, the Area level contests should be held at least two weeks prior to the Division contest, and the Division contests should be at least two weeks before the District Conference.
- 4.1.3 The District level of each contest will be held at the Annual Conference.

Article 5: Annual Conference

5.1 General Information

Conference Protocols can be found at [Protocol 7.1 District Events](#) 9. Annual District Conferences and in the [District Leadership Handbook](#) under District Events

5.2 Timing and Location of Conference

The Annual Conference shall be held between March 30 and June 15 each year in conjunction with the Annual Business Meeting at a location to be determined by the District Council on the recommendation of the District Conference Rotation Committee.

Article 6: Committees

6.1 General Information

District 42 adheres to Toastmasters International District Administrative Bylaws [Article XI: Committees](#) and Protocol [7.1 District Events](#) 5. District Executive Committee Meetings regarding the District Executive Committee, District Leadership Committee, Audit Committee and Other Committees. See also District 42 [Leadership Team](#) and [Current Opportunities](#) for full descriptions of current District Committees.

Article 7: Media

7.1 Newsletter Editor

On or before July 15 each year, the Public Relations Manager shall appoint a District Newsletter Editor. The editor shall have the responsibility for assembling, editing, and publishing the newsletter in accordance with District 42 [Publications Guidelines](#).

7.2 Other Media

The Public Relations Manager and relevant Committee Leaders will follow guidelines for website blog articles, calendar events, use of images, social media posts which can be found in the District 42 [Publication Guidelines](#).

Article 8: Finances

8.1 Guidelines

8.1.1 District 42 follows the guidelines outlined in Toastmasters International [Policy 8.3 District Leader Expenses, Policy & Protocol 8.4 – District Financial Management](#).

8.1.2 All currency amounts in Article 8 are stated in Canadian Dollars (CAD) unless otherwise noted.

8.1.3 The current Mileage Chart is to be used for all travel reimbursements and can be found in the [District Administration](#) section of the District 42 website.

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8.2 District Bank Accounts

8.2.1 Toastmaster bank accounts in District 42 are limited to one District 42 bank account in Canadian Dollars, and the District 42 reserve account held in trust with Toastmaster International in US Dollars.

8.3 Within District Travel

8.3.1 When included within the approved budget, travel

- a) to meet club needs by Area Directors and Division Directors
- b) to attend District official training by District officials
- c) for the purpose of meeting District needs by the District Director, the Program Quality Director, and the Club Growth Director

can be submitted directly for payment without further approval.

8.3.2 When included within the approved budget and only once per year, the District Director may fly between Calgary and Regina for a Division event.

8.3.3 When included within the approved budget, travel for the purpose of supporting

- a) new clubs by club sponsors and mentors
- b) existing clubs by club coaches

will be approved by the Club Growth Director. Approval is required prior to the travel. If the Club Growth Director is traveling, then the District Director must approve.

8.3.4 When included within the approved budget, travel for the purpose of training other than District leader training or contests will be approved by the Program Quality Director. Approval is required prior to the travel. If the Program Quality Director is traveling, then the District Director must approve.

8.3.5 When included within the approved budget, travel by the District Executive Committee chair, Parliamentarian, etc. for the District Council meeting will be approved by the District Director. Approval is required prior to the travel.

8.3.6 All travel for District, Division, Area, or Club business not included within the approved budget shall be submitted for approval in writing to the District Director prior to travel.

8.4 Travel Reimbursement

8.4.1 Receipts to support mileage expenses are not required for travel using a personal vehicle. All other claimed expenses, including meal allowance and other travel arrangements shall be supported by receipts.

8.4.2 Whenever possible and appropriate while in the performance of their duties, all members of the District Executive Committee should consider traveling and lodging together to reduce travel expenses and the environmental impact.

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- 8.4.3 Whenever possible and appropriate while in the performance of their duties, all members of the District Executive Committee shall choose the lowest cost travel and lodging options. Exceptions must be approved by the District Director.
- 8.4.4 Travel within the District, except to the spring District Executive Committee and District Council meetings, for all District leaders where the District leadership responsibilities require them to travel between their home city and another city within District boundary, will be reimbursed at the following rates:
- a) For travel within District boundary, mileage from their home city to the destination city. Mileage will be based on the approved Mileage Chart from 8.1.3.
 - b) A meal allowance of up to \$50 per day for meals. Alcohol cannot be claimed and will not be reimbursed as part of any meal expense.
 - c) Lodging allowance will be provided to the maximum of \$100 per night.
- 8.4.5 Travel within the District boundary to attend the spring District Executive Committee and District Council meetings held at the Annual Conference will be reimbursed based on the approved budget. Reimbursements will:
- a) include mileage from their home city to the destination city.
 - b) Not include meals.
 - c) Not include accommodations.
- 8.4.6 Eligible expenses incurred in currencies other than the Canadian Dollar will be reimbursed based on the exchange rate of the expense currency and the Canadian Dollar on the date of the expense.
- 8.4.7 No other costs for in District or out of District travel expenses will be covered under any circumstance.
- 8.5 Contests and Conference**
- 8.5.1 The District purchases all certificates (International, Evaluation, Humorous, and Table Topics contests) for Area and Division level contests. The responsibility for ordering and distributing all of these certificates shall rest with the incumbent Program Quality Director.
- 8.5.2 All conference and District contest registration fees and any sponsorship money will be submitted to the District Finance Manager or his/her designate for deposit to the District 42 bank account to ensure proper tracking and to ensure the privacy of our members' financial information.
- 8.6 Division and Areas**

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8.6.1 Division contests and/or training events will be provided up to \$250 per event per division for facility rental. These funds can be combined and distributed between the contests and/or training events as required. It is expected that each event works on a break-even basis. Prior to District funds being released an income and expense statement must be provided for the division contest and/or training event.

8.6.2 No funds are available for new Areas or Area events. Areas and Area events are expected to work on a break-even basis.

8.7 Procedure for Reimbursement

8.7.1 All members entitled to receive reimbursement from District 42 funds shall request reimbursement through the electronic expense claim system monitored by Toastmasters International. To assist the District Finance Manager in planning expenditures throughout the year, all members entitled to recover expenses from District 42 shall submit an electronic expense form:

- a) within 60 days of the expense occurring; and,
- b) All May and June expenses must be submitted by July 15 for year-end reporting to Toastmasters International.

8.8 Budget and Finance Training

8.8.1 The District Finance Manager will provide budget and finance training at the Division Director training prior to July 1st.

Article 9: Fundraising

9.1 All fundraising activities will be in accordance with Toastmasters International [Protocol 8.2 Fundraising](#).

Article 10: Privacy

10.1 Refer to Toastmasters International [Privacy Policy](#).