

District 35 – Procedures Manual – REVISED APRIL 2023

General formatting, punctuation, spacing, margins, spelling, capitalization, font, and font size that does not affect the content or meaning will not be presented for approval. Changes will be automatically changed and/or corrected.

Changes throughout manual – review and approval from District – grouped together for one approval vote

1. References to Spring Convention changed to Spring Conference
2. References to District Finance Manager, District Administrative Manager, District Logistics Manager, District Public Relations Manager, and District Webmaster changed to drop the "District" from the title → it is automatic that these roles are for District 35.
3. References to District Document Manager or Document Manager changed to Administrative Manager

Specific updates for review and approval from District Council – vote on each item for approval OR grouped together for one approval vote

1. Revision Date – updated to April 2023
2. Foreword from District Director
3. Add new section – Acronyms

a. Proposed text:

Below is a listing of general acronyms used throughout this procedure manual. This is not an all-inclusive list.

- DD – District Director
- PQD – Program Quality Director
- CGD – Club Growth Director
- PRM – Public Relations Manager
- AM – Administrative Manager
- FM – Finance Manager
- DivD – Division Director
- AD – Area Director
- DEC – District Executive Committee
- SAA – Sergeant at Arms
- District – Toastmasters International District 35

4. Introduction

a. Update prior revision date

b. Current text:

May 2016

c. Proposed text:

April 2023

5. Introduction

a. Add new text

b. Proposed text:

NOTE: the links for the various documents are current as of the approval of this Procedures Manual. Links may change over time to more current versions and may not be reflected in this Procedures Manual. Always refer to the documents posted on the Toastmasters International website.

6. District Speech Contest Chair and Chief Judge

a. Section B – Qualifications

b. Updated text to change reference of Competent Communication

c. Current text:

Chief Judges must have completed a minimum of six speech projects in *Competent Communication* or a minimum of two levels in the Toastmasters Pathways learning experience and all other qualifications as outlined in the contest rulebook.

d. Proposed text:

Chief Judges must have completed a minimum of six speech projects in **the *Competent Communicator manual*** or a minimum of two levels in the Toastmasters Pathways learning experience and all other qualifications as outlined in the contest rulebook.

7. District Speech Contest Chair and Chief Judge

a. Section C – Contest Chair Scope of Duties and Responsibilities

b. Add text to match with Chief Judge

c. Proposed text:

Review the Toastmasters International Speech Contest Rulebook (Item 1171) and follow it consistently before, during, and after the contest.

8. District Speech Contest Chair and Chief Judge

- a. Section D – Chief Judge Scope of Duties and Responsibilities
- b. Add text
- c. Proposed text:
Review the Toastmasters International Speech Contest Rulebook (Item 1171) and follow it consistently **before, during, and after the contest.**

9. Newsletter Editor

- a. Section C – Scope of Duties and Responsibilities
- b. Add text to item 7
- c. Current text:
Outline and impress all correspondents with the importance of getting dates, times, places, and correct names in articles relating to all area, division and club activities
- d. Proposed text:

Outline and impress **upon** all correspondents with the importance of getting dates, times, places, and correct names in articles relating to all area, division and club activities

10. Newsletter Editor

- a. Section C – Scope of Duties and Responsibilities
- b. Remove item 12.
- c. Current text:

Establish and promote Newsletter sponsorship.

11. Newsletter Editor

- a. Section E – Accountability
- b. Add text
- c. Proposed text:

Public Relations Manager

12. Webmaster

a. Section E – Accountability

b. Add text

c. Proposed text:

Public Relations Manager

13. Credentials Committee

a. Section D – Scope of Duties and Responsibilities

b. Change text order and wording

c. Current text:

Announce the official count of the District Council members present; the total number eligible in the district, and whether quorum requirements for the conduct of business have been satisfied, prior to the conduct of any business,.

d. Proposed text:

Prior to conducting business at the District Council Meeting, announce the official count of the District Council members present; the total number eligible in the district, and whether quorum requirements for the conduct of business have been satisfied.

14. Local District Convention Committee / Spring Conference Committee

a. Section name change

b. Change name from Local District Convention Committee to Spring Conference Committee

c. Adjust all references thereafter to Spring Conference or Conference, depending on the context

15. Local District Convention Committee / Spring Conference Committee

a. Section C – Qualifications

b. Add text

c. Current text:

Toastmasters in good standing with the ability to handle the many tasks that arise within the scope of all conference duties. The Conference Chair(s) should have attended several past district conventions/conferences.

- d. Proposed text: (provided "Conference Chair" is approved)

Toastmasters in good standing with the ability to handle the many tasks that arise within the scope of all conference duties. The Conference Chair(s) should have attended several past district conventions/conferences **in order to draw upon prior experience and reference.**

16. Local District Convention Committee / Spring Conference Committee

- a. Section G – Accountability
- b. Add text
- c. Current text:

District Director
Program Quality Director

- d. Proposed text:

District Director
Program Quality Director
Finance Manager

17. Kurzer Prospecting Award

- a. Section A - General
- b. Add text to second sentence
- c. Current text:

He seemed to always have an application with him.

- d. Proposed text:

He seemed to always have **a membership** application with him.

18. District 35 Awards

- a. Section C – Awards Presented by District 35 at Spring Conference
- b. Add text to 1.a.
- c. Current text:

Director Clock
- d. Proposed text:

Director Clock (or plaque if requested)

19. District 35 Awards

a. Section C – Other Awards

b. Add text to 3.f.

c. Current text:

Club Ambassador pins

d. Proposed text:

Club Ambassador pins (if in effect during the program year)

20. District 35 Awards

a. Section C – Other Awards

b. Add text to 3.i.

c. Current text:

Net Five ribbons

d. Proposed text:

Net Five ribbons (not given to clubs earning Elite Eight)

21. District 35 Awards

a. Section E – Communications

b. Add text to 1

c. Current text:

Distribute application forms for those awards that require them. This can be done by email to the membership and District website.

d. Proposed text:

Distribute application forms for those awards that require them. This can be done by email to the membership and notice included on District website and Social Media pages.

22. Hall of Fame

a. Section C – Club Achievements

- b. Add text
- c. Current text:
 - Governor's/Director's Award
 - District Top Website
 - District Top Social Media
- d. Proposed text:
 - Governor's/Director's Award
 - District Top Website
 - District Top Social Media
 - District Top Newsletter (former award)

23. Director's Award

- a. Section D – Criteria to be Considered in Selection of Recipient (to include but not limited to):
- b. Add text – add Item 13
- c. Proposed text:

13. Current information available on "Find a Club" on Toastmasters International website

24. District Event Non-Paying Protocol

- a. Section B – Qualifications
- b. Add text of "and as budget allows" at the end of the first sentence.
- c. Current text:

At the discretion of the District Director, some of the attendees at district events shall be non-paying attendees, depending on what level of the district is hosting the event At the discretion of the District Director, some of the attendees at district events shall be non-paying attendees, depending on what level of the district is hosting the event.
- d. Proposed text:

At the discretion of the District Director, some of the attendees at district events shall be non-paying attendees, depending on what level of the district is hosting the event At the discretion of the District Director, some of the attendees at district events shall be non-paying attendees, depending on what level of the district is hosting the event and as budget allows.

25. District Event Non-Paying Protocol

- a. Section B – Qualifications
- b. Add text to the section beginning "The following individuals are non-paying at the Spring Conference..."

c. Proposed text:

The following roles may be subject to performance metrics set by the District Director

1. Division Directors
2. Administration Manager
3. Logistics Manager
4. Public Relations Manager
5. Area Directors (lunch only)

26. District Event Non-Paying Protocol

- a. Section D - Communications
- b. Add text
- c. Current text:

Inform the attendees who are non-paying.
Inform event registration chair who are non-paying attendees.

d. Proposed text:

Inform the attendees who are non-paying or have a reduced price.
Inform event registration chair who are non-paying or reduced price attendees.

27. District Event Non-Paying Protocol

- a. Section E – Accountability
- b. Add text
- c. Current text:

District Officer in charge of event
District Director

d. Proposed text:

District Officer in charge of event
District Director
Finance Manager

28. Banquet/Head Table Seating Arrangement

a. Section E – Accountability

b. Add text

c. Current text:

District Officer in charge of event
District Director

d. Proposed text:

District Officer in charge of event
District Director
Conference Chair(s)

29. Financial Procedure

a. District Events

b. Item 4 – change space to rental

c. Current text:

All district, division, and area events involving meals and/or room space are to be covered by a contract, to be signed by the District Director or designated District Officer.

d. Proposed text:

All district, division, and area events involving meals and/or room rental are to be covered by a contract, to be signed by the District Director or designated District Officer.

30. Financial Procedure

a. Financial Operations for the Year July 1 to June 30

b. Item 10 – add text

c. Proposed text:

The District may send a card of sympathy on the passing of a current District member.

31. Financial Procedure

a. Section E – Accountability

b. Add text

- c. Current text:

District Director
District Executive Committee

- d. Proposed text:

District Director
Finance Manager
District Executive Committee

32. Division and Area Contest Financing

- a. Section C – Scope of Duties and Responsibilities

- b. Add text

- c. Current text:

Financial statements are to be submitted to the District Finance Manager

- d. Proposed text:

Financial statements are to be submitted to the Finance Manager **within 30 days after the conclusion of the event.**

33. Technology Committee

- a. Section C – Scope of Duties and Responsibilities

- b. Add text – items 7 and 8

- c. Proposed text:

**Coordinate District Zoom accounts
Setup Zoom Meetings and manage online and hybrid platforms especially during
District events**

34. Technology Committee

- a. Section E - Communication

- b. Add text – items 7 and 8

- c. Current text:

Prepare semi-annual report of District technology assets and needs. January 30 and July 31.

d. Proposed text:

Prepare semi-annual report of District technology assets and needs; due on January 30 and July 31.