

Toastmasters International – District 8

PROCEDURES MANUAL

Revised April 2011



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Procedures Manual

District 8 procedures are established by the District 8 Council and apply until amended. The District 8 Council may amend procedures at any District Council meeting unless otherwise noted in the procedures description. If notice of the amendment is given the Council by mail postmarked at least 14 days prior to the Council meeting, adoption of the amendment requires a simple majority vote. If no such prior notice has been given, adoption requires a three-fourths majority. "He" and variations in this document shall mean "he and she" and variations.

Reference to Toastmasters International (TI) Policies in this document is to the policies published in the District Leadership Handbook and any subsequent Policy Bulletins from Toastmasters International Headquarters. If there is a conflict between any District procedures and Toastmasters International policy, the Toastmasters International policy shall be followed.

The District 8 Governor may perform editorial changes to the Procedures Manual that are purely grammatical in nature including spelling, grammar, capitalizations, and other typographic errors. An official control log documenting all such changes will be created and attached as an Appendix to the Procedures Manual.

If you need further information or explanation regarding the District 8 procedures, please contact the current District 8 Governor.

District 8 Directory

- ▶ District 8 Officer and Committee Chairs: (Refer to the District 8 Directory)
- ▶ District 8 Website: www.dist8tm.org

Corrections or deletions: Timothy Spezia, DTM – 5037 Reynosa Dr, Saint Louis, MO 63128-2733

Email: tspezia@earthlink.net

Region V International Director

Ron Kirchgessnet
157 Sycamore Lane, Greenwood, IN 46142
(317) 938-1488
Email: tm@ceoeditor.com

Region Advisor Marketing

Bradley Harris
3140 Lygon Cove, Memphis, TN 38119
Email: BradleyHarrisGoodbook@gmail.com

- ▶ Toastmasters International World Headquarters: www.toastmasters.org
P.O. Box 9052, Mission Viejo CA 92690-9052
(W) 949-858-TALK (8255), Fax: 949-858-1207

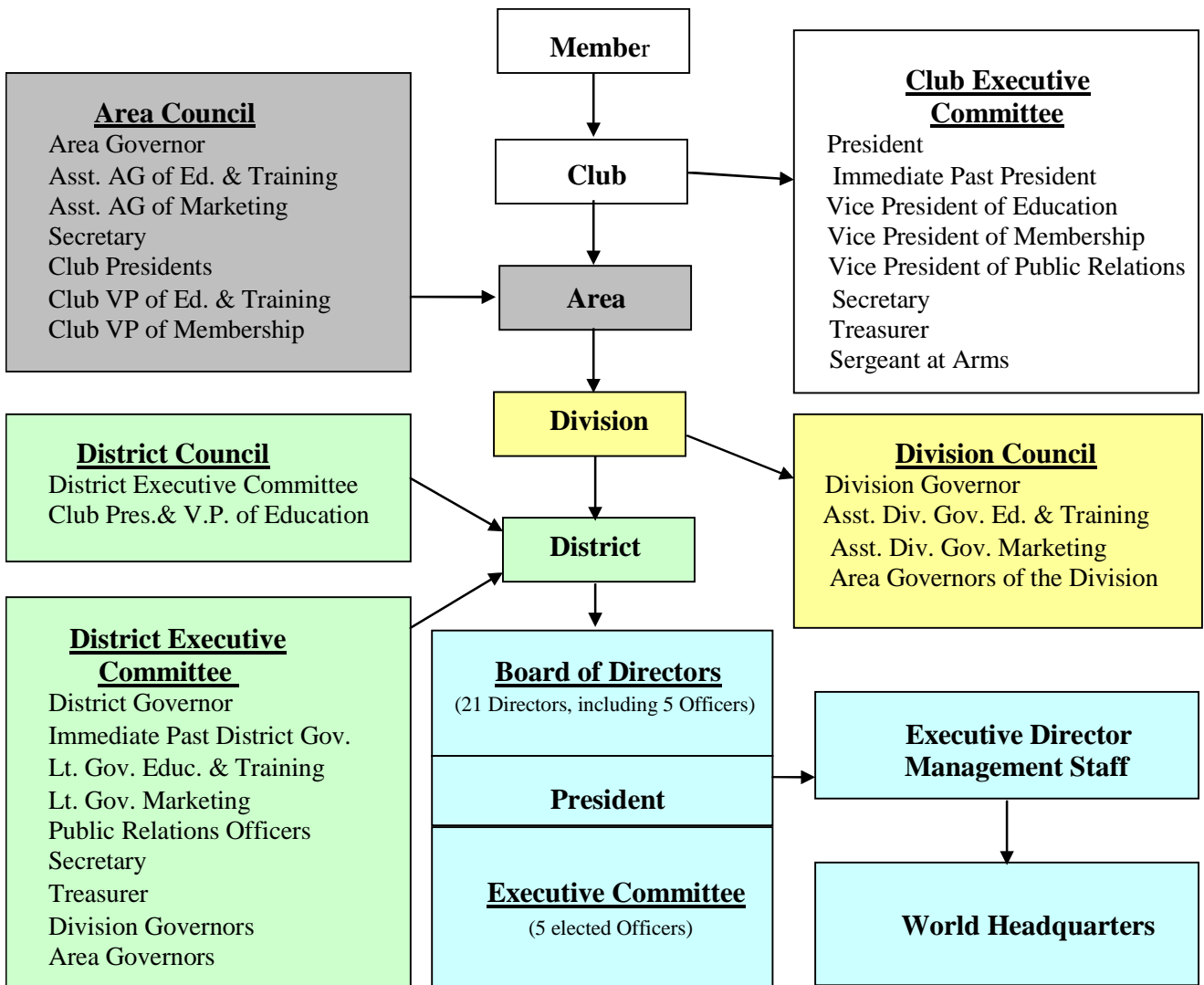
The Mission of the District

The mission of the District is to enhance the performance and extend the network of Clubs, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters education program by:

- ▶ Focusing on the critical success factors as specified by the District educational and membership goals.
- ▶ Insuring that each Club effectively fulfills its responsibilities to its members
- ▶ Providing effective training and leadership development opportunities for Club and District officers.

Toastmasters International Organizational Service Chart

This chart traces the flow of services, material and programs upward from the Board of Directors through various echelons of Toastmasters International to the ultimate beneficiary, the individual member.



District 8 Procedures Manual

PROCEDURE A - FINANCIAL

SECTION 1 - District Budget

Each administration shall operate within its budgetary limitations. The District administration shall make certain that 20% of its total income be available to the succeeding administration. This is necessary in that no income accrues to the District until after per capita payments are made by the Clubs to the World Headquarters by October 10.

SECTION 2 - Travel and Administrative Expenses

- a) The District 8 Executive Committee members shall be reimbursed for mileage, at the approved Toastmasters International rate, and parking expenses on all travel connected with semiannual Area Governor Club visits, staff meetings, Area and Division Governor Training, Executive Committee meetings, District Council meetings and Area and Division contests for the respective Area or Division Governor and the Senior District Officers (Top Three). The Lt. Governor Marketing and Club Extension Chairs shall receive a mileage reimbursement for a maximum of two trips per prospective Club over 30 miles distance one way for the purpose of starting new Clubs. The Site Chair shall receive a mileage reimbursement for a maximum of two trips over 30 miles distance one way for the purpose of finding a site for future conferences. A budget item must be submitted at the beginning of the Toastmaster year for this reimbursement. This reimbursement is dependent on available budgetary funds.
- b) Assistant Area Governors officially representing an Area Governor shall be reimbursed as listed in Section 2a.
- c) All District 8 personnel who function with an official budget category shall receive reimbursement for expenses incurred, including postage and telephone, when properly submitted with receipts or evidence of the incurred District expense.
- d) Each District officer and Committee Chair during his first 45 days of office shall submit a budget of expenses anticipated for the coming term to support development of the District budget. Such budget shall be submitted to the District Governor and shall be a prerequisite for reimbursement; however late submission of a budget shall not be grounds for non-payment during the year, providing a budget has been approved and funds are available. Assistance to Area Governors in the preparation of this budget shall be a part of the Area Governor training program and shall include a list of last year's expenses for the Area, list of typical Area Governor expenses and a list of anticipated expenses for the upcoming year. After receiving an individual's budget, the District Governor or Treasurer shall provide a detailed description to the individual of specified items that will not be paid.
- e) Long distance telephone calls are to be used only as a last resort and should be brief. Reimbursement from the District shall be no more than \$4.00 per call. Exceptions to this must be approved in advance by the District Governor, Lt. Governor Education and Training, or Lt. Governor Marketing. Approval for calls by one of the Top Three Officers must be obtained in advance from another Top Three Officer. The District Executive Committee shall be reimbursed up to \$7.00 per meeting for meal expenses or attendance charges incurred while performing official business of District 8. This shall be limited to meetings where a meal or attendance charge is required for attendance. Meals during speech contests, Club charter events and District conferences are excluded.
- f) The District shall purchase Club banners for newly chartered Clubs and present them, if possible, at the Club's charter meeting.

SECTION 3 - District Events

- a) All Area events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit.
- b) All Division and District events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit. The budget for each District event shall be approved by the Senior District officers and the budget for each Division event shall be approved by the Division Governor. Any profit shall be paid into the District treasury. Any loss will be absorbed by the District treasury upon concurrence of the District Governor.
- c) All Division and District events involving advance commitments for meals or meeting rooms will require written confirmation and the signature of the Division Governor for Division events and District Governor for District events.
- d) If complimentary meal tickets are to be furnished at District expense, they must be approved by the District 8 Executive Committee before issuance. The Executive Committee must also approve any compensation to an individual or group for services rendered at these functions.
- e) Fees received at District 8 Fall and Spring Conferences will be used to cover conference expenses. It is the intent of the District that every person attending any conference activity will pay the applicable fee. Exceptions may be approved in advance by the Executive Committee.
- f) District 8 shall reimburse the District Conference contest meal expense and one day's registration fee for each speech contestant and one guest per contestant at the District Humorous, Table Topic, Evaluation, and International Speech Contest. This reimbursement shall be included in the District Conference budget.
- g) Sale of any item at any District event shall be prohibited unless expressly authorized by the Executive Committee. Prior to granting any such authorization the Senior District officers should explore the possibility of the seller paying the District a percentage of all sales.
- h) District 8 will maintain a separate checking account to be known as the "District 8 Conference Account." This account will be utilized to process all receipts and disbursements for each conference. A Division shall host the event and coordinate conference facilities; however, it is a District event and the District shall maintain responsibility for the conference. The District Governor will select a Conference Chairman and Conference Treasurer from the host Division with advice from the Division Governor who is encouraged to promote new leadership opportunities. Not more than ninety days after the adjournment of a conference, control of the Conference account will be transferred to the new Conference Treasurer. New signature cards will be prepared. Authorized signatures will be that of the District Governor, the District Treasurer, the host Division Governor, the Conference Chairman, the Conference Treasurer and the Toastmasters International Executive Director. The Conference Treasurer will normally retain control of the checkbook until it is turned over to the next Conference Treasurer. A complete financial report, subject to audit, shall be rendered to the District Governor not more than ninety days after each conference for presentation at the next Executive Committee meeting.

SECTION 4 - International Convention Expenses

- a) Toastmasters International reimburses travel expenses of the District officers and the International speech contestant at rates defined in Toastmasters International policies.
- b) In addition to any allowance granted by Toastmasters International, District 8 will extend up to \$500.00 to each of the Immediate Past District Governor, District Governor, Lt. Governor Education and Training and Lt. Governor Marketing who attend the International Convention. If said officers' non-reimbursed (Toastmasters International) expenses are less than the District 8 reimbursement allowance, the amount paid by

District 8 to stated officer should not exceed the actual expenses. This reimbursement is dependent on available budgetary funds.

- c) To merit reimbursement, all recipients must attend the International Business meeting and at least two of the educational sessions. This attendance is subject to verification by the District Governor.

SECTION 5 – District Leader Training Expenses

In addition to any allowance granted by Toastmasters International, District 8 will extend up to \$300 to each District Governor, District Lieutenant Governor Education and Training and District Lieutenant Governor Marketing to attend District Leader Training at the International Convention. In addition they will receive another \$300 each to attend Mid-Year Training. Reimbursements will cover hotel, food, transportation, and registration costs. If remaining reimbursements after Toastmaster International reimbursements are less than the District 8 reimbursement allowance, the amount paid by District 8 shall not exceed actual expenses. The reimbursement is dependent on available budgetary funds.

SECTION 6 - District 8 Omer Roberts Inmate Scholarship Fund

The purpose of the fund is to fund inmate Toastmaster dues.

Documents to TI requesting payments must be signed by the District 8 Treasurer and a member of the Top 3. A specific dollar amount must be referenced. For new members, a completed new membership application needs to be submitted. For renewals, member number, name and Club number need to be submitted. Faxes and scanned documents will be accepted. Payment processing by TI will usually be made a few days after receipt of the request. TI will send the District 8 Treasurer periodic updates disclosing the current dollar amount and any recent activity in the fund.

SECTION 7 - Expense Reimbursement Procedure

- a) A District 8 expense form, provided by the District Treasurer, is to be used for submitting expenses for reimbursement in accordance with the District 8 Financial Policy.
- b) Expense vouchers are to be submitted to the District Treasurer. Reimbursement claims should be submitted to the District Treasurer within 60 days of incurring the expense or by July 31 for expenses incurred in June. Any payments not made prior to closing of the books for annual audit shall be submitted to the Audit Committee for inclusion in the Audit Report as Past Administration Obligations. The District Treasurer will pay submitted vouchers monthly.
- c) Missouri Tax-Exemption Letter: The District has a Missouri Tax-Exemption letter which allows all purchases made in Missouri to be tax-exempt. Members who purchase items for Toastmaster functions in Missouri and expect District reimbursement are required to use the Missouri Tax-Exemption letter. The District will not reimburse members for the tax portion on Missouri purchases except in extenuating circumstances i.e. purchases made at a Sam's Club where the District is required to be a member to purchase items tax-free. Copies of the tax-exemption letter may be obtained from the District Treasurer.
- d) Two of four signatures shall appear on checks drawn from the District 8 bank accounts. Such signature shall be two of the following persons: 1) District Governor, 2) District Treasurer 3) Lt. Governor Education and Training, or 4) Lt. Governor Marketing.
- e) The Treasurer shall provide a written detailed report of all District expenditures to the District Executive Committee members at an Executive Committee meeting during August and February. These reports shall be distributed through the mail if such Executive Committee meetings are not conducted.

- f) Audits shall be performed in accordance with Toastmasters International Policy Bulletin No. 17, which states in part the following requirements: The District Governor shall appoint a District Audit Committee by November 1. The Audit Committee shall submit, by February 15, an audit report for the period July 1 to December 31, and a final audit report for the entire year by August 31. A complete District Audit for the prior year ending June 30 shall be presented at the first District Council Meeting following the International Convention. A Midyear Audit shall be presented to the District Council at the District's Annual Meeting in May.

PROCEDURE B - DISTRICT 8 OFFICER ELECTION PROCEDURES

SECTION 1 - Nominating Committee

The District Governor shall appoint no more than two members from each Division to the Nominating Committee for a one-year term running from January through December. The Immediate Past District Governor shall serve as Chairman. If the Immediate Past District Governor is unable to serve, the District Governor shall appoint any past District 8 Governor to serve as Chairman. Division representation shall be recommended by the respective Division Governors. If possible, the appointees shall have attended, by the time of their appointment three (3) District and three (3) Area and/or Division meetings within the last three years. The District Governor may fill vacancies at any time. No member shall have served on the Nominating Committee the previous year.

SECTION 2 - Selection of Nominees

Candidate names may be submitted by the membership directly to the Nominating Committee no later than February 15 of each year.

The Nominating Committee members shall search throughout the District for persons interested in and qualified for the District Offices. The Nominating Committee shall meet within 14 days after the published close of nominations. A quorum shall be 50% of the committee. For the voting items requiring a percentage of the entire committee, the absent members shall be allowed to submit votes by mail one week after the meeting. Each candidate shall be interviewed in person or through a letter of candidacy by a member of the Nominating Committee.

Excerpted from Article VII Toastmasters International bylaws:

(d) Qualifications. At the time of taking office, the District Governor shall have served at least six consecutive months as a Club president and at least 12 consecutive months as a lieutenant governor or Division Governor or a combination thereof.

SECTION 3 - Pre-Election Activities

Campaign speeches shall be permitted only at the District Spring Conference. Candidates may be introduced at Area and Division speech contests if all candidates who are present are introduced. Candidates may distribute campaign materials at Area and Division contests. Also they may display campaign materials in a Candidates Corner if space is available and all candidates have equal access to it. Candidates shall not place materials on walls, chairs, or tables outside the Candidates Corner. All candidates will be given equal space for an election statement in the District Bulletin published immediately preceding the elections.

The Credentials Chairman shall be a Past District Governor (or any Past District Governor if the Immediate Past District Governor is unavailable). The Credentials Chairman shall issue all election ballots to the District Council members. A list of ballots issued including office and proxy shall be appended to the minutes. Any candidate may have an observer at the Credentials Desk. No member of the District Executive Committee may endorse a candidate for District office.

SECTION 4 - Nomination and Election Procedures

The District Governor, Lt. Governors and Division Governors shall be elected at the Spring Conference. The District Governor shall serve as Election Chairman or may appoint a Past District 8 Governor to serve as Election Chairman. The Election Chairman shall appoint a parliamentarian, familiar with Robert's Rules of Order and with this document. The Election Chairman shall use an agenda containing the names of slated candidates and add the names of additional candidates as they are nominated. The Election Chairman shall read the entire nomination slate. The sequence of elections shall be the office of District Governor, Lt. Governor Education and Training, Lt. Governor Marketing and Division Governor. No member of the District Executive Committee may endorse a candidate for District office.

The names submitted by the Nominating Committee shall be announced for each office. The chair shall then call, three (3) times, for nominations from the floor. Motions to close nominations shall be out-of-order before the third call or if it is apparent that additional nominations are intended for that office. Evidence of willingness to serve must be submitted by each unslated candidate before voting takes place.

Candidates shall present their own two-minute nominating speech. Only if the candidate is not present may a representative speak on a candidate's behalf.

Ballot Counters shall collect ballots after each vote and commence counting immediately. Write-ins shall be tallied as legitimate ballots. Tallying shall be on a Ballot Counter's tally sheet and results forwarded, via the tally sheet, to the Election Chairman immediately upon completion. The completed tally sheet should be attached to the Election Agenda for eventual inclusion in the minutes of the election. Each candidate may delegate an observer to witness the ballot count.

In the event a candidate runs unopposed, a motion may be made from the floor and seconded, to instruct the Secretary to place one vote for the candidate.

Any candidate who receives a majority of the votes cast shall be declared elected. In the event no candidate receives a majority of votes cast for a contested office, voting shall continue with the use of special ballots and without the name of the candidate receiving the fewest votes. Such procedure shall continue until one of the candidates receives a majority of the votes.

The Chairman shall announce that all candidates are qualified for lower ranked offices, except as excluded by the District Bylaws to wit: "No District Officer may be re-elected to the same office for succeeding terms in which a full term has been served except that the Division Governors may be re-elected to succeed themselves for one term." Ballots will be held by the Credentials Chairman until June 30 of the election year.

Upon adjournment of the District's Annual Meeting, all election results are final. Results of the election shall be displayed in the Registration Area as soon as possible following the adjournment of the meeting.

PROCEDURE C - DISTRICT OFFICERS:

SECTION 1 – District Executive Committee

- a) **Senior District officers:** District Governor, Lt. Governor Education and Training, Lt. Governor Marketing, and Immediate Past District Governor.
- b) **Division Governors.**
- c) **Secretary, Treasurer, Public Relations Officer, and Sergeant-at-Arms:** These offices shall be appointed offices. The same individual shall not hold two offices concurrently.
- d) **Area Governors:** The District Governor will appoint all the Area Governors. Area councils are encouraged to recommend candidates for Area Governor to the District Governor.

SECTION 2 - District 8 Staff

- a) District 8 Staff: Shall consist of the Senior District officers, all Division Governors, Secretary, Treasurer and Public Relations Officer. The Sergeant-at-Arms shall be a non-voting member.
- b) Meetings of the Staff may be convened as required. The Staff should meet in any month when neither an Executive Committee nor a District Council meeting takes place.

SECTION 3 - District 8 Executive Committee

- a) District Executive Committee: Shall consist of the District Staff and the Area Governors per the District Bylaws. The District Governor may invite a District Committee Chairman to present relevant business.
- b) The District Executive Committee shall hold regular meetings no less than once in each calendar quarter. To the extent possible the Executive Committee should meet in June, August, October, December, February and April.
- c) The Lt. Governor Marketing is responsible for mailing notice of the time and place for each meeting and if possible, an agenda, for the meeting to each member of the Executive Committee and to the Chairmen of all District Committees. The notice shall be mailed at least 14 days prior to the meeting.
- d) Special meetings may be called by the District Governor or by a majority of the Executive Committee.
- e) A quorum is deemed to be a majority of voting members. Proxies shall not be valid at any Executive Committee meeting.
- f) All meetings shall be conducted according to Toastmasters International governing documents and policies and procedures adopted by the Board of Directors. Robert's Rules of Order, Newly Revised, shall be used as a guide for the conduct of a meeting in the absence of Toastmasters International policies and procedures.

SECTION 4 - District Council Meeting

- a) District Council: Shall consist of the members of the District Executive Committee and Club Presidents and Vice Presidents of Education of all District 8 Clubs. Proxies of the Club Presidents and Educational Vice Presidents may be carried by an active member of their Club. No other proxies are valid (per the District Bylaws.)
- b) The District Council shall meet at the spring and fall conferences. Special meetings may be called in accordance with District Administrative Bylaws, Article X, Subsection b.

SECTION 5 - District Conferences

- a) Conference hosting shall be rotated among the Divisions. Insofar as practical, no Division shall host successive District conferences.
- b) Selection of a site within a Division shall be coordinated with the District Governor and the Lt. Governor Education and Training. Insofar as practical, the Conference Chairman should be a member of the Division where the conference will be held.
- c) Conference dates should be scheduled well in advance, several years if feasible. The District should strive to schedule Fall Conference in mid November and the Spring Conference in mid May. It shall be the responsibility of the District Governor to publish the Conference location information in an appropriate format to the District.

PROCEDURE D - DISTRICT NEWSLETTER AND WEBSITE

- a) The District Newsletter and Website shall serve as a principal source of information to the members. The Newsletter and Website should include noteworthy events and notices and reports of meetings, elections and amendments.
- b) Additional notices may need to be sent to District Officers, Club Presidents and Vice President Education and Training concerning special meetings, candidates and amendments per the preamble of the Procedures Manual.

PROCEDURE E - DISTRICT MAILING PROCEDURES

- a) In addition to the District Council, District Council mailings shall be sent to Club Vice Presidents Membership and to active Past District Governors.
- b) The Lt. Governor Marketing shall be responsible for all mailings made under the District Non-profit Mailing permit. Any mailings must be coordinated

PROCEDURE F - GOVERNOR'S MEMBERSHIP RIBBONS

Once a year, at the Fall Conference, the District Governor shall recognize the membership retention awards.

PROCEDURE G - CONTESTS

SECTION 1 - Responsibility

The Lt. Governor Education and Training (LGET) is responsible for the conduct of the District International Speech, Humorous Speech, Evaluation and Table Topics contests. The LGET is the general advisor for the conduct of Club, Area, Division and District contests.

SECTION 2 - Awards and Recognition

- a) Contest eligibility will be based on the latest International Speech Contests Rules as published by Toastmasters International.
- b) At each Area, Division and District contest, the Chief Judge is encouraged to present certificates of participation to the Contest Judges.
- c) The District provides award certificates, judging forms and other contest forms for use in Area, Division and District contests. The Lt. Governor Education and Training will ensure that these forms are distributed and/or obtained.
- d) The District will provide trophies for the Division and District Speech Contests and other District level awards. The Lt. Governor Education and Training will ensure that these trophies and/or other awards are available.

- e) The District will reimburse Area Governors for trophies at Area Contests for a maximum of \$6 per trophy. Area Governors should only order the number of trophies required based on the number of contestants. The requested amount should be included in the Area Governors' budget request.

SECTION 3 - Judging

District 8 shall sponsor a training program for judges to encourage Toastmasters to improve and maintain their judging abilities. The Lt. Governor Education and Training and the Contest Judging Committee Chairman will be responsible for operating the program, developing seminars, training instructors, and providing training opportunities at least twice a year for Toastmasters in the District.

SECTION 4 - Area Contest Scheduling

The dates for Area contests shall be selected by each Area Council and announced to the Clubs at least one month prior to the contest. The Spring Area Contests should be scheduled in March. Fall Area Contests should be scheduled in September.

SECTION 5 - Division Contest Scheduling

The dates for Division contests shall be selected by each Division Council and announced to the Clubs at least two months prior to the contest. The Spring Division Contests should be scheduled in April. Fall Division contests should be scheduled in October.

PROCEDURE H - DISTRICT DIRECTORY

The Lt. Governor Marketing shall publish a District Directory no later than September 1 of each year. The District Directory shall contain the name, E-mail address and telephone number of all members of the Executive Committee, all Chairmen of District Committees and all Club officers. A supplement shall be published by March 1 updating the Club officers for Clubs electing officers semiannually. The District Directory shall be distributed to members of the Executive Committee, District Committee Chairmen, all Division and Area Council Officers, all Club Presidents, Vice Presidents of Education and Vice Presidents of Membership and all active Past District Governors. Copies shall also be sent to the Region V International Director, Region V Advisor and the current Region V District Governors.

PROCEDURE I - PDG COMMITTEE

If formed, the Past District Governors Committee shall meet and work in support of the District and its officers, and may not engage in District political activity. The Past District Governors Committee shall meet and work under the direction of the District Governor and may only work on tasks assigned by the District Governor. The Past District Governors Committee shall consist of all Past District Governors who are currently members in good standing of a District 8 Toastmasters Club.

The PDG Committee Shall:

- a) Provide advice and counsel to the District officers.
- b) Review and offer recommendations in all District procedure matters.
- c) Be the review committee for any Division realignment.
- d) Coordinate and provide leadership in the development of the District's long range planning.
- e) Assist in the documenting of credentials at all District Council meetings.
- f) Undertake any such studies or activities as may be requested by the District Governor or the Executive Committee.

PROCEDURE J - LONG RANGE PLANNING COMMITTEE

The Past District Governor shall be the chairman of the Long Range Planning committee. The committee's primary function will be to develop and maintain a long-range plan for District growth, as well as inform and assist the Executive Committee and Senior staff of procedures necessary to accomplish these goals. The committee will present a report annually that will be published in the District Bulletin for all Toastmasters of the District. The committee shall consist of any Past District Governor wishing to serve, and three past or current members of the Executive Committee. The Senior District officers shall be non-voting, advisory members.

PROCEDURE K- TI BALLOTS

On or about April 1st all Toastmaster Club Presidents will receive an e-mail from Toastmasters International with instructions for casting ballots at the International Business Meeting held at the International Convention in August of that year. Included will be the slate of candidates running for International President, International President-Elect, First Vice President, Second Vice President and any issues that have come before the Board of Directors for a vote. The Club President shall present this information to the Club for a vote and discussion. The Club President shall then cast the ballot or delegate the District Governor as proxy via the Toastmasters International Website. If that Club President or Club representative does not cast the vote before Club elections in July, then they will relinquish the vote to the next elected Club President or the newly elected Club President's representative. This ballot should be cast or proxy given before the annual International Business Meeting held in August. Should the Club President or a representative of the Club attend the International Convention they may request a ballot from the District Governor and vote at the International Business Meeting.

PROCEDURE L - AREA GOVERNOR OF THE YEAR AWARD

The Area Governor of the Year is awarded a plaque provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Governors and Division Governors at or before the first Executive Meeting of the Toastmasters year.

RECIPIENTS ARE TO BE LISTED IN THE DISTRICT HALL OF FAME.

PROCEDURE M - DISTRICT TOASTMASTER OF THE YEAR AWARD

The Toastmaster of the Year is awarded a plaque provided by the District. This award is presented annually to a District 8 Toastmaster for outstanding service to District 8 in the current administrative year or for outstanding service to District 8 in past years. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual.

The recipient shall be recognized at the Spring Conference.

RECIPIENTS ARE TO BE LISTED IN THE DISTRICT HALL OF FAME.

PROCEDURE N - DIVISION GOVERNOR OF THE YEAR AWARD

The Division Governor of the Year is awarded a plaque provided by the District. The selection shall be made in accordance with the criteria and procedures specified in the District Leadership manual. The District shall distribute copies of the criteria to Area Governors and Division Governors at or before the first Executive Meeting of the Toastmasters.

RECIPIENTS ARE TO BE LISTED IN THE DISTRICT HALL OF FAME.

PROCEDURE O - RETIRED TOASTMASTER OF THE YEAR AWARD

The Retired Toastmaster of the Year is awarded at the discretion of the District Governor. If chosen, a plaque shall be provided by the District.

PROCEDURE P - DISTRICT PHYSICAL PROPERTY

District 8 physical property will be the responsibility of the District Governor, Lt. Governor Education and Training, and/or Lt. Governor Marketing and will be used exclusively for Division and District 8 functions.

PROCEDURE Q - DISTRICT RECORD KEEPING

All requests for District records should be submitted to the District Governor. The Immediate Past District Governor is responsible for collecting records from his or her administration as outlined below. The records should be submitted to the District Historian by 12/31 of the following fiscal year.

Records to be kept:	Source
Informative correspondence with TI concerning District operations	District Governor
Informative correspondence between Governor and staff (not sensitive)	District Governor
District Contest Winners	LGET
Summary of Judges Trained	LGET
District Performance Records Submitted to TI	LGET
Procedures Manual	LGM
Minutes of Council, Executive, Staff & Standing Committee Meetings	District Secretary
District Treasurer’s Report	District Treasurer
District Audit Report	District Audit Chair
Copies of Communic-8s published	Communic-8 Editor
Conference Flyers/Registration Forms/Programs/Staff Rosters	Conference Chairs

In addition to the above records, District Governors are encouraged to submit other information covering their years in office to the District Historian for possible inclusion in the District Archives.

District 8 Hall of Fame

YEARLY AWARDS

Toastmaster of the Year Award

1970s

1970 Harold Proffitt	1971 Forest Nelson	1972 Clarence Fultz	1973 Van D. Psimits
1974 J. Leo Wissbaum	1975 H. Mack Stewart	1976 Wilbur J. Fox	1977 W. B. Finufit
1978 Eugene Tesreau	1979 Diane Reeve		

1980s

1980 Clifford Schahl	1981 Howard Brandt	1982 Phil Vonder Haar	1983 George Peo
1984 Adam Bock	1985 Bob Chunn	1986 Bill Newgent	1987 Mohamed Alim Kazi
1988 Darline Lewis	1989 John Mohr		

1990s

1990 Richard Chadwick	1991 Ralph Kreigh	1992 Steve E. Watkins	1993 Mary Hose
1994 Michael Lewis	1995 Paul Kremer	1996 Mary Kerwin	1997 Lorraine Newgent
1998 Floy Westermeier	1999 Charles Rodgers		

2000s

2000 Angell Chisholm	2001 Joyce Jackson	2002 Carole Breckner	2003 Terry Rolan
2004 Carol Warner	2005 Robert C. Gergen	2006 Dawn Tucker	2007 Kevin Desrosiers
2008 Margaret Walker	2009 Dan Darnall		

2010s

2010 Joann York

Division Governor of the Year Award

1980s

1983 Dick Weber	1984 Jack Rardin	1985 Calvin Jackson	1986 David Smith
1987 Jerry Troyer	1988 Louis Smith	1989 Nick Greles	

1990s

1990 Persis Mehta	1991 Bob Darque	1992 Greg Andrus	1993 Floy Westermeier
1994 James Schwarz	1995 Joyce Jackson	1996 Edwin Rowold	
1997 Cindy Larm	1998 Angell Chisholm	1999 Shash Bhave'	

2000s

2000 Kelly J Stohl	2001 Dick Chadwick/ Dori Drummond	2002 Cheryl Passanise	2003 Michael Lewis
2004 Robert C. Gergen	2005 Tony Gartner	2006 Kevin Desrosiers	2007 Sue Harrington
2008 Dawn Tucker	2009 Curtis Scroggins		

2010s

2010 Kathryn
Mokriakow/Curtis
Scroggins

Area Governor of the Year Award

1960s

1966 Robert Downey	1967 Ross Poppenphol	1968 Richard Guignard	1969 Leroy Holiday
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1970s

1970 Joseph Seidel	1971 Tom Dillon	1972 Paul Altire	1973 Gilbert Moorman
1974 William Mcquire	1975 Clifford Schahl	1976 Frank Hirt	1977 Robert Clark
1978 Harry Pleis	1979 Gene Collins		

1980s

1980 Harold 'Sam' Friebig	1981 Gary White	1982 Jack Rardin	1983 Tom Moore/ Dick Pennington
1984 Peggy Isgrigg	1985 Lois Maddox	1986 Jerry Troyer	1987 George W Peterson
1988 Ron Snider	1989 Ralph Kreigh		

1990s

1990 Charles Carpenter	1991 Greg Andres	1992 Floy Westermeier/ Virginia Bolton	1993 James Schwarz
1994 Mary Kerwin	1995 Cindy Larm/ Ed Rowold	1996 Anton Vanderpool	1997 Angell Chisholm
1998 Dori Drummond	1999 Cheryl Norsic		

2000s

2000 Richard Chadwick	2001 David Mallory	2002 Michael Lewis	2003 Janet Harmon
2004 Terry Rolan	2005 Sharon Scott Moyer	2006 Bernadine Chapman	2007 Cindy Hoeflein & Dawn Tucker
2008 Sylvester (Sly) Brooks	2009 Kathryn Mokriakow		

2010s

2010 Raymond Allen /
Dossie "D.J." Randle

Retired Toastmaster of the Year Award

2000s

2002 Joe Passanise	2003 Ken Oster	2005 Lorraine Newgent	2006 Nancy Jones
2007 Mary Kerwin	2008 N/A	2009 N/A	

2010s

2010 Bob Blattman

CONTEST AWARDS

International Speech Contest

1980s

1988 Gary Fowler	1989 Marian Guidry
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1990s

1990 William Stanley	1991 William Stanley	1992 Michael Lewis	1993 John Mohr
1994 Jack Rardin	1995 Paul Dugo	1996 Michael Brundy	1997 Michael Brundy
1998 Joe High	1999 Joe High		

2000s

2000 Kelly Standing Regnier	* 2001 Kelly Standing Regnier	2002 Samson Burrell	2003 Matthew McCready
2004 Rolando Berry	2005 Ranjeet Singh	2006 Sade Tagbo	2007 Jill Kennedy Broughton
2008 John Baranzelli	2009 John Mohr		

2010s

2010 Jef Williams

* Won at Region V Conference

Humorous Speech Contest

1980s

1982 Helen Tharpe	1983 Ernest Morganegg	1984 Joyce Hinze	1985 Tom Hornunng
1986 Tom Carr	1987 Martha Tupert	1988 John Mohr	1989 David Grand

1990s

1990 Bob Winters	1991 Vonnieta Trickey	1992 Cristine West	1993 Paul Kremer
1994 Stephan Springmeyer*	1995 Judy Campbell*	1996 Pat Mathias	1997 Nate Randall
1998 John Mohr	1999 Mary Ann Paille		

2000s

2000 Ann Noonan	2001 Sandy Abrizzi	2002 Lois Ann Marler	2003 Wayne Allen
2004 Tom Carr	2005 Marlyn Whitney	2006 Bob Marx	2007 John Murphy
2008 John Barry	2009 Margaret Walker		

2010s

2010 Brenda Knight

* Won at Region V Conference

Table Topics Contest

1980s

1986 John Mohr	1989 Hubert Williams
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1990s

1990 Tony Montgomery	1991 Frank Lloyd	1992 Kathy-Jo Gacteau	1993 Paul Kremer
1994 Gerald Hoeflein	1995 Ernestine Ledbetter	1996 Anne Hilchen	1997 Dan Malan
1998 Lynda Espinosa	1999 Elaine Laura		

2000s

2000 Kathy Babis	2001 Mary Buchanan	2002 Carol Buening	2003 Bob Glidewell
2004 Yolanda Wood	2005 Nate Randall	2006 David Poland	2007 John Baranzelli
2008 Gerald Hoeflein	2009 Gerald Hoeflein		

2010s

2010 Gerald Hoeflein

Evaluation Contest

1980s

1983 John Mohr 1989 Marianne Ronan

1990s

1990 Wilbur J. Fox 1991 Dan Coughlin 1992 Metha Sizemore 1993 Glenn Knudson
1994 Paul Kremer 1995 Rita Brigman 1996 Rachel Hassenyager 1997 Carol Warner
1998 Kelly Regnier 1999 Vanessa Goodwin

2000s

2000 Rachel Hasen 2001 Steve Watkins 2002 Ellen White 2003 Barbara Hunt
2004 Dan Darnall 2005 Robert C. Gergen 2006 Sade Tagbo 2007 Robert C. Gergen
2008 Kevin Desrosiers 2009 Jef Williams

2010s

2010 John Murphy

PAST DISTRICT 8 GOVERNORS

Year	Name	Year	Name
1940-41	Robert Williamson, Chicago IL	1976-77	Virgil Greene, ATM, O'Fallon MO
1941-43	Wesley Olson, Quincy IL, PID	1977-78	Clifford Schahl, ATM, Lincoln IL
1943-44	Clinton Sandusky, Danville IL	1978-79	Ed Richfield, ATM, Hillsboro, MO
1944-45	Alvin Otto, Jacksonville IL	1979-80	Ted Randall, DTM, O'Fallon IL, PID
1945-46	Wilbert Metzger, Alton IL	1980-81	Phil Vonder Haar, DTM, St. Louis MO
1946-47	Betram Mann, Jr. St. Louis MO, PID	1981-82	Calvin King, ATM, East St. Louis IL (Died in office, term completed by Ted Randall)
1947-48	Norman Higgs, Chicago IL	1982-83	Harry Pleis, ATM, St. Louis MO
1948-49	William J. Bueckma, St. Louis MO	1983-84	Paul Lloyd, ATM, Cape Girardeau MO
1949-50	Russell Pugey, Chicago IL, PIP	1984-85	Jack Rardin, DTM. Charleston IL
1950-51	George B. Perry, Webster Groves MO	1985-86	Gary White, DTM, Affton MO
1951-52	Aubrey Hamilton, St. Louis MO, PIP	1986-87	Charles Rodgers, DTM, PID, Collinsville IL, PID
1952-53	Harry Hodde, Springfield IL, PID	1987-88	Albert Ott, DTM, Fairview Heights IL
1953-54	Phil Ogden, East St. Louis IL	1988-89	George Peo, DTM, Cape Girardeau MO
1954-55	Godfrey Hartnett, Webster Groves MO	1989-90	David Smith, DTM, Quincy IL
1955-56	Joe Tragresser, East St. Louis IL	1990-91	Lorraine Newgent, DTM, Fairview Hts IL
1956-57	Paul Gnadt, St. Louis MO	1991-92	Nicholas Greles, CTM, St. Louis MO
1957-58	Arnold Denkert, Springfield IL	1992-93	Charles N. Carpenter, DTM, PID, St. Louis MO
1958-59	George Brown, Creve Couer MO	1993-94	Ted Wear, DTM St. Peters MO
1959-60	Guy Thompson, Decatur IL	1994-95	Steve E. Watkins, DTM, Rolla MO
1960-61	Carlos Harrison, Kirkwood MO	1995-96	Floy Westermeier, DTM, PID, Rolla MO, PID
1961-62	Earl Potter, Jr. Belleville IL, PIP	1996-97	James Schwarz, DTM, Maryland Hts MO
1962-63	Jerome Marrin, Springfield IL	1997-98	Jean Inabinett, DTM, Maryland Hts MO
1963-64	Malcolm McLean, East St. Louis IL	1998-99	Ed Rowold, DTM, Chesterfield MO
1964-65	Leo Seiffert, St. Louis MO	1999-00	Carole Breckner, DTM Arnold MO
1965-66	Junior Edwards, Belleville IL	2000-01	Cindy Larm, DTM, Boonville MO
1966-67	Adam Bock, Lincoln IL, PID	2001-02	Shashikant Bhavé, Fenton MO
1967-68	Ken Miller, St. Louis MO	2002-03	Omer Roberts, DTM, Jefferson City MO
1968-69	Bob Downing, Springfield, IL	2003-04	George Noll, ATMG, CL, St. Louis, MO
1969-70	Wilbur Fox, Florissant MO	2004-05	Nancy Jones, DTM, St. Louis, MO
1970-71	Ross Poggenpohl, Lincoln IL	2005-06	Mary Kerwin, DTM, Wildwood, MO
1971-72	Earl Drennen, DTM, O'Fallon MO	2006-07	Dan Darnall, DTM, Fenton, MO
1972-73	P. J. Hill, ATM, Belleville IL	2007-08	Barbara Kryvko, DTM, St Charles, MO
1973-74	Joe Seidel, Bridgton MO	2008-09	Tony Gartner, DTM, St. Peters, MO
1974-75	Tom Dillon, DTM, Edwardsville IL	2009-10	Dori Drummond, DTM, Jefferson City, MO
1975-76	Gene Tesreau, DTM Ballwin MO		

CHANGE RECORD

Changes recorded prior to 2007:

Nov 1984, May 1986, May 1987, Sep 1987, May 1988, June 1989, May 1990, Oct 1990, May 1991, Nov 1991, July 1992, May 1993, Sep 1993, May 1994, Nov 1995, May 1996, May 1997, May 2000, May 2001, May 2002, May 2003, June 2004, June 2006

Revision Date	Written/Revised by	Description of Change
05/2007	Dan Darnall, Ron Norgard and approved by the District Council 05/12/2007	
10/2007	Dan Darnall	Updated Hall of Fame and ID contact information
4/2008	Dan Darnall	Updated Hall of Fame and corrected typos throughout the document. Typo changes were approved by the DEC.
5/14/2008	Dan Darnall	Updated Policy M – Removed the sentence requiring the District to maintain a list of trained Judges. Also added speech winner from Eval and International contests.
8/31/2009	David Mallory	Updated Hall of Fame, ID contact information, and 2008/2009 District Contest winners
5/8/10	Mary Kerwin	All references to Regional Conference and the words “Policy” have been changed to the word standard or standards per Toastmasters International. Page 6 has been changed to explicitly cite that Area and Division Governor training shall be reimbursed. Page 8 Section 5 The Omer Roberts Inmate Scholarship Fund has been added. Section 6 wording has been changed to explain time frames for reimbursement; clarification of signature card authorization; and audit time frame. Page 8 Information about the Missouri State Tax Exempt Letter has been added. Page 9 Nomination of District Officers has been changed to agree with TI’s bylaws. Page 10 the date has been changed for ballot retention from District Election at the annual meeting in May. Page 13 District reimbursement for Area Contest trophies has been added. Contest scheduling has been clarified. Page 14 ...of the year awards will no longer be provided by TI and will be recognized by the District only. All changes have been made by the District Procedures Committee and approved by the District Council as of May 2010.
4/30/11	Debra Morrissey	All references to the words Standard(s) and Resource(s) have been changed to Procedure(s) and Directory. Pages 3 & 4, District 8 Information Line removed. Page 6, Section 2, Changes referring to LGET, Club Extension Chair and Site Chair were added. Page 8, Section 5, District Leader Training Expenses, has been added. Omer Roberts Inmate & Scholarship Fund and Expense Reimbursement Procedure have been moved to Sections 6 and 7. Updated Region and District Contacts. All changes have been made by the District Procedures Committee and approved by the District Council as of April 2011.