DISTRICT 115
Operations Manual
Updated: April 10, 2025

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DISTRICT 115 - Operations Manual

Updated: September 7, 2024

1. ABSTRACT

1.1 Purpose

This manual is intended to provide District 115 Officers with a reference source on the operating procedures of District 115.

1.2 Scope

The procedures outlined herein are based on requirements of the District 115 Constitution and By-Laws and incorporate the operating practices that have been established by the Executive Committee and the District Council.

1.3 Authority

Under the authority of Article XII of the By-Laws of Toastmasters International, the District Constitution and District Administrative By-Laws are the foundation of this document.

Executive Committee and District Council actions, as recorded in the minutes for District 115 serve as the authority for those items outside the scope of the District Constitution and By-Laws. In the event of conflict with the Articles of Incorporation and By-Laws of Toastmasters International, the latter shall prevail.

1.4 Revisions

The District Director, with the assistance of the Operations Committee, shall be responsible for periodically reviewing and revising this document for approval by the Executive Committee and District Council. Changes to this document shall be identified with the date of the revision, and an explanation of the revision, and distributed electronically to authorized holders of this document.

1.5 Accessibility

The District 115 Operations Manual will be permanently available on the District 115 website.

2. TERRITORY

The Territory of District 115 includes:

Nevada: Clark County, Lincoln County, and those parts of Mineral, Esmeralda, and Nye Counties lying south of U.S. Highway 6, excluding cities intersected by U.S. Highway 6.

Arizona: The area north of the Colorado River and the Community of Page
Utah: Counties of Washington, Kane, Iron, and Garfield.
These boundaries were approved by the District Council on September 19, 2020, and approved by Toastmasters International. *Effective July 1, 2021.*

2.1 Divisions

District 115 is divided into Three (3) Divisions. The Divisions are within the territory as described above and are not determined by any specific location within the district territory.

Division A
Division B
Division C

2.2 Areas

Each Division is divided into Areas. The number of Areas to be determined at the annual meeting of the District council with an effective date of July 1. The current areas of District 115 are:

Division A: A1; A2; A3; A4
Division B: B1; B2; B3; B4
Division C: C1; C2; C3; C4

3. AFFILIATION

District 115 is a part of Toastmasters International and is subject to the rules and regulations of the Board of Directors thereof. All existing Clubs and all Clubs organized hereafter within the specified territory shall be affiliated with this District.

4. OFFICERS

4.1 Elected officers

The elected senior officers of District 115 shall be:

- a District Director (DD)
- a Program Quality Director (PQD)
- a Club Growth Director (CGD)
  NOTE: The top three officers (DD, PQD, and CGD) are referred to as the “Trio”.
- a Director from each Division.

4.2 Appointed Officers/Leaders

4.2.1 Managers, Chairs, and Officers

The officers of District 115 appointed by the District Director shall be an Administration Manager (AM), a Finance Manager (FM), Public Relations

Manager (PRM), a Logistics Manager, a Chief Judge, a Parliamentarian, and other offices as determined by the District Director.

4.2.2 Area Directors

Each Area shall be under the direction of an Area Director appointed by the District Director and confirmed by the Executive Committee and the District Council.

4.3 Term of Office

All District 115 Officers shall serve for a term of one year, beginning on July 1, except for the Operations Committee Chair, who shall serve on a calendar year basis.

4.4 District Council

The District Council shall consist of the Immediate Past District Director (IPDD), the District Director, the Program Quality Director, the Club Growth Director, the Division Directors, the Area Directors, the Club Presidents, the Club Vice Presidents of Education, the Administration Manager, the Finance Manager, and the Public Relations Manager.

4.5 Vacancies

A vacancy in any elective office shall be filled by the Executive Committee based on the recommendation of the District Director or upon recommendation of the highest elected officer, if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role. Such appointments by the District Director shall become effective immediately and will run until the next succeeding District Council meeting, at which time such appointment is approved, or another member elected to the office. *Reference: District Administrative Bylaws, Article VII Section g.*

4.6 Resignation or Removal

Any officer may resign at any time. Any member of the Executive Committee may be removed from office by a two-thirds vote of the Executive Committee. Any appointed officer may be removed from office by the District Director. Such removal of an appointed officer shall become effective immediately. Appointment of a replacement shall be by the same procedure as the original appointment. *Reference: District Administrative Bylaws, Article VII, Section h*.

4.7 Elected Officers Responsibilities

4.7.1 District Director

a. Responsible to the District Council.
b. Execute the instructions of the Board of Directors of Toastmasters International.

c. Preside at all meetings of the District Council and Executive Committee.
d. Appoint committees as prescribed herein subject to approval of the District Executive committee and/or District Council.
e. Establish District policy and point of emphasis and direction for that year.
f. Authorize disbursement of funds by the Finance Manager.
g. Responsible for submitting reports on time to Toastmasters International.
h. Responsible for overview of the Division and Area Director Training
i. Present Charters to new Clubs.
j. Responsible for the representation of all Clubs at International meetings.
k. Make regular contributions to the District Website and/or Newsletter.
1. Responsible for the overall program at all District meetings.
m. Prepare the District calendar.
n. Guide the development and implementation of the District Success Plan.
o. In conjunction with the Program Quality Director (PQD), Club Growth Director (CGD), Public Relations Manager (PRM), and Finance Manager (FM), develop and monitor the district's annual budget.
p. Ensure that District Website is monitored and updated by the Website administrator.
q. Award the District Toastmaster and Sparkplug of the Year and the District Division and Area Directors of the Year Awards at the Fall Hall of Fame ceremony.
r. Attend International Convention and Mid-Year training
s. Perform other duties as assigned and/or needed.

4.7.2 Program Quality Director

a. Responsible to the District Council through the District Director.
b. Preside in the absence of the District Director.
c. Responsible for the Division and Area Director training.
d. Chair of the Educational Committee/TLI Committee
e. Plan and coordinate the district contests.
f. Acts as liaison between District Director and Speechcraft, Youth Leadership, and TLI Committees.
g. Make regular contributions to the District 115 website and/or Newsletter.
h. Attend International Convention and Mid-Year training
i. Perform other duties as assigned and/or needed.

4.7.3 Club Growth Director

a. Responsible to the District Council through the District Director.
b. Preside in the absence of the District Director and the Program Quality Director.

c. Develop and implement strategies to build new Clubs and retain existing Clubs.
d. Develop strategies to help Clubs build their membership.
e. Oversee Division, Area and Club Public Relations operations in conjunction with the Public Relations Manager.
f. Chair and appoint the Club Growth Committee, Club Extension, Club Retention, Club Prospecting, and other chairs needed to strengthen the District and keep the District in good standing with Toastmasters International active club requirement.
g. Oversee the assignment and training of Club Coaches, New Club Sponsors, and New Club Mentors.
h. Act as liaison between District Director and Club Growth Committee.
i. Make regular contributions to the District 115 Website and/or Newsletter.
j. Attend International Convention and Mid-Year training
k. Perform other duties as assigned and/or needed.

4.7.4 Division Director

a. Responsible to the District Council through the District Director.
b. Carry out administrative duties assigned by the District Director.
c. Arrange and preside over Division educational meetings as directed by the Program Quality Director.
d. Plan, prepare and conduct Division Speech Contest(s).
e. Assist and guide Area Directors in planning, preparing and presenting Club Officer training and Area Speech contests as directed by the Program Quality Director.
f. Ensure Area Directors complete and submit Area Director Club visit reports in accordance with TI requirements and due dates.
g. Assist Area Directors with Club meetings and the Area Council meetings as requested.
h Contribute to the District 115 Website and/or Newsletter.
i. Attend District Officer Training, District Council meetings and Executive Committee meetings.
j. Award the Division Toastmaster and Sparkplug of the Year during the Spring Contest Season.
k. Perform other duties as assigned and/or needed.

4.7.5 Area Director

a. Responsible to the District Director through the Division Director.
b. Act as liaison between District Director and area clubs by keeping the Division Director informed on club status.
c. Hold Area Council Meetings quarterly or more often as needed.
d. Plan, prepare and conduct Area Speech Contest(s).
e. Promote inter-Club meetings in the Area, if requested.

f. Assist Clubs in administrative procedures such as membership renewals, club officer lists, officer and member installations, and International Business Meeting proxies.
g. Provide Club officer training when appropriate.
h. Visit each Club in the Area at least once in the first six months and once in the second six months of the term and submit the Area Director's Club Visit Report (#1471) to Toastmasters International by the established due dates.
i. Attend District Officer Training, District Council Meetings and Executive Committee Meetings.
j. Award the Area Toastmaster and Sparkplug of the Year during the Spring contest Season
k. Perform other duties as assigned and/or needed.

4.8 Appointed Officers Responsibilities

4.8.1 Administration Manager

a. Responsible to the District Director.
b. Custodian of District records, documents and stationery.
c. Keep the minutes of District Council and Executive Committee meetings. Publish reports on the D115 website.
d. Transmit District records and documents to Toastmasters International and successor as outlined in the District Leadership Handbook.
e. Attend District Council meetings and Executive Committee meetings.
f. Perform other duties as assigned and/or needed.

4.8.2 Finance Manager

a. Responsible to the District Director.
b. Collect and disburse District funds as directed by the District Director.
c. Act as authorized cosigner for District checking account.
d. Maintain District financial records and report regularly to the District Director.
e. Arrange for two audits during the term (mid-year and year-end).
f. Attend District Council meetings and Executive Committee meetings.
g. Perform other duties as assigned and/or needed.

4.8.3 Public Relations Manager

a. Responsible to the District Council through the District Director.
b. Monitor Division, Area and Club Public Relations operations.
c. Provide liaison between District Director and Public Relations Committee.
d. Responsible for District 115 public relations and for implementing District Communication Plan.
e. Chairman of the Public Relations Committee.

f. Assist with District Website and District Newsletter activities upon request.
g. Attend District Council meetings and Executive Committee meetings
h. Perform other duties as assigned and/or needed.

4.8.4 District Chief Judge

a. Responsible for providing a judging plan and procedures for Area, Division, and District level contests.
b. Act as Chief Judge for District level contests when permitted.
c. Assist with training and oversight for additional voting judges and Chief Judges at the Area and Division level contests.
c. Secure qualified individual (member/voting) judges for all District level contests. Please see current Contest Rule Book for Pathways progress and length of membership for Area and above judging.
d. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required. Please see current Contest Rulebook for current numbers and rules.
e. Assist Areas and Divisions as required in selecting qualified judges.
f. Perform other duties as assigned and/or needed.

4.8.5 Logistics Manager

a. Responsible to the District Director.
b. Assist the District Director, the District Officers and the Conference Coordinator in physical arrangement for District meetings.
c. Maintain safety and order at District meetings.
d. Open District meetings and introduce presiding officer.
e. Responsible for District banner and District assets. Refer to the Fixed Asset Template for a complete listing of District assets. A blank Fixed Asset Template can be found on the TI Website under Resources tab and searching for Fixed Asset Template. A current District FAT maybe available from previous Logistics Manager, Finance Manager, or District Director.
f. Perform other duties as assigned and/or needed.

4.8.6 District Parliamentarian

a. Responsible to the District Director.
b. Knowledgeable in the aspects of meeting management and Parliamentary Procedure in accordance with Roberts Rules of Order, Newly Revised.
c. Upon Request, prepare agendas for posting by deadlines for District Executive Committee meetings and District Council meetings.
d. Attend all District meetings.
e. Act as final authority on arbitration on disagreements.
f. Perform other duties as assigned and/or needed.

4.8.7 Contest Coordinator (optional at discretion of Program Quality Director)

a. Advise Area and Division Directors of their contest responsibilities at the beginning of the year.
b. Coordinate District contest activity with the District Chief Judge.
c. May appoint representatives in each Division to assist.
d. Perform other duties as assigned and/or needed.

4.8.8 Conference Chair

a. Advise Division Directors of their conference responsibilities.
b. Coordinate educational program requirements with the Program Quality Director.
c. Follow up and report to the District Director on the status of the conference after conference planning meetings.
d. May appoint representatives in each Division to assist.
e. Perform other duties as assigned and/or needed.

4.8.9 Additional Appointed Officers

Additional appointed officers may include:

Audit Chair
Realignment Chair
Club Coach Training Coordinator
New Club Sponsor and New Club Mentor Coordinator
Club Lead Generation Coordinator
Toastmasters Leadership Institute (TLI) Chair
Audio Visual (AV) Manager
Webmaster
Youth Leadership Chair
Historian
District Photographer
Zoom Master
Pathways Mentor
Transitions Chair and Co-Chair

4.9 Elected Officers Qualifications

4.9.1 District Director

At the time of taking office, the District Director shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Program Quality Director, Club Growth Director or Division Director or a combination thereof.

4.9.2 Program Quality and Club Growth Director

The Program Quality and Club Growth Director shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Program Quality Director, a Club Growth Director, a Division Director, or an Area Director or a combination thereof.

4.9.3 Division Directors

The Division Directors shall have served at least six (6) consecutive months as a member of a District Council. A Division Director is eligible for re-election for one (1) consecutive term.

4.9.4 Area Directors

The Area Directors shall have served as a member of a District Council, when possible. An Area Director is eligible for re-appointment for one (1) consecutive term.

5. COMMITTEES

5.1 Standing Committees

The Standing Committees of District 115 shall be the Executive, District Leadership, Audit, Alignment, Operations, Protocol, and Credentials

Other (Recommended) Committees

The District may establish other committees including, but not limited to, Education and Training, TLI, Club Growth, Public Relations, Youth Leadership, Club Coach Program, Speech Craft, Website, and other committees as needed.

5.1.1 District Executive Committee (DEC)

5.1.1.1 Purpose:

To develop and implement District management policies and procedures.

5.1.1.2 Membership:

All elected District Officers, including Division Directors, Immediate Past District Director, Administration Manager, Finance Manager, Public Relations Manager, and Area Directors.

5.1.1.3 Responsibility:

To perform the management functions for the District as directed by the District Council and to recommend actions required for District operations to the District Council for consideration and disposition.

5.1.1.4 Procedure:

a. The District Executive Committee shall meet a minimum of four times per year including two (2) training sessions.
b. Give interim approval of appointed officers at the start of each administrative year, subject to confirmation by the District Council.
c. Receive and evaluate reports from standing committees, Division Directors, Administration Manager, Finance Manager, Public

Relations Manager, Club Growth Director, and Program Quality Director.

d. Fill any vacancies in elected offices, subject to approval of the District Council.
e. May remove any elected officer from office by a two-thirds vote.
f. Give interim approval of the budget at the start of the fiscal year, subject to approval of the District Council.
g. Confirm alignment of Clubs into Areas and Divisions, subject to approval of the District Council.
h. Give interim approval of By-Laws changes, subject to final acceptance by the District Council, for submittal to the Board of Directors of Toastmasters International.

5.1.1.5 Quorum:
A majority of the committee constitutes a quorum.

5.1.2 District Leadership Committee (DLC)

5.1.2.1 Purpose:
To identify qualified and willing candidates for the elective offices of District 115.

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5.1.2.2 Membership:
A Chairman and two representatives from each Division. When possible, the Chair will be a Past District Director. When the District has 5 Divisions, then one representative from each Division is permissible.

5.1.2.3 Responsibility:
To select candidates and submit a written report of all nominated candidates to the District Director six weeks prior to the election. For the election to be valid, selected candidates must include at least one candidate for District Director, Program Quality Director and a Division Director for each division and a minimum of <u>two</u> candidates for Club Growth Director. If applicable, please refer to current rules for submitting a District Ballot with one candidate for Club Growth Director. *(Protocol 9.0: District Campaigns and Elections)*

5.1.2.4 Procedure:
a. The District Director shall appoint the District Leadership Committee Chair within the first 120 days of taking office and report the DLC Chair to Toastmasters International no later than November 1st.
b. The District Leadership Committee Chair will use *Protocol 9.0: District Campaigns and Elections* as a guide and reference.
c. The DLC members are recommended by the DLC Chair and approved by the District Director no later than December 1st.
d. The call for candidate declarations shall happen no later than January 15th. The deadline for candidates to declare will be

determined by the DLC Chair and published with the call for candidate declarations.

e. The committee members shall seek out and ask qualified members to become candidates from their respective divisions and throughout the district for all the district offices. The committee members will encourage the candidates to submit their names to the District Leadership Committee Chair before the published deadline.

f. The DLC Chair shall verify the eligibility of each candidate using the forms provided by Toastmasters International.

g. The Chair and the committee shall interview each candidate, meet to verify the qualifications of the candidates and determine which candidates will be nominated by the committee based on guidelines issued by Toastmasters International.

h. The DLC Chair shall submit a report indicating the eligible candidates along with their District Leader Agreement and Release Statement and their biographical forms to the District Director, in a timely manner so that the names can be published at least 4 weeks prior to the election.

5.1.3 Audit Committee

5.1.3.1 Purpose:

Areas, divisions and districts (all referred to hereafter as “district” or “districts”) are legally considered as a legal entity of Toastmasters International. Therefore, regardless of the source, district funds are considered funds of Toastmasters International. Members of the district audit committee are responsible for reviewing and substantiating whether district funds have been spent in accordance with the mission and governing documents of Toastmasters.

5.1.3.2 Membership:

Each year the District Director shall appoint an Audit Chair and Committee members consisting of at least three (3) individual members who are not members of the District Executive Committee.

5.1.3.3 Responsibility:

To review the district’s financial transactions twice during the year and provide reports for the six months ending December 31, and for the year ending June 30.

The reports must be submitted to World Headquarters by February 15 and August 31, respectively. The committee must present the audit for the entire year ending June 30 at the first district council meeting following the International Convention (Fall). The committee must present the complete midyear audit for the period July 1 through December 31 to the District Council at the district’s annual meeting (Spring).

5.1.3.4 Procedure:

Follow the audit committee guidelines issued by Toastmasters International.

5.1.4 Alignment Committee

5.1.4.1 Purpose:

To annually review the alignment of the District's Clubs, Areas and Divisions.

5.1.4.2 Membership:

A Chairman and a representative from each Division.

5.1.4.3 Responsibility:

To review the current alignment of the Clubs, Areas and Divisions within the boundaries of District 115 and determine if changes are needed. To construct a plan that serves the Clubs in the most effective way possible while meeting Toastmasters International policy requirements

To consider Club growth as well as Club loss when creating the realignment recommendation. Then propose changes to the District Executive Committee for consideration and/or implementation.

5.1.4.4 Procedure:

a. Review the current alignment of Clubs in each Area, and the Areas in each Division, gather input from Area and Division Directors as needed.
b. Prepare the alignment proposal and provide to District Executive Committee for review.
c. The Committee will use Protocol 7.0 Section 1 as a guide when reviewing the alignments and any proposed changes.
d. The District gives appropriate notice to Clubs affected by the alignment being considered.
e. The District Council approves final alignment at the Spring/annual District Council meeting.
f. Alignment approved by District Council is submitted to Toastmasters International for final approval. New alignment is effective July 1.

5.1.5 Operations Committee

5.1.5.1 Purpose:

To provide continuity of District 115 plans, procedures and administrative policies through changes of administration. To assist and advise District 115 Officers in District activities.

5.1.5.2 Membership:

A Chair (who must be a Past District Director of District 33 or District 115) and a representative from each Division (at least two of whom must be Past District Director of District 33 or District 115). No member of the committee may hold an elected District office.

5.1.5.3 Term of Office:
The Chair and each member of the committee shall serve for the calendar year, beginning January 1 through December 31.
The Chair (also known as the Operations Chair) is limited to serving only one (1) consecutive year term. Committee members may serve consecutive terms as requested or needed.

5.1.5.4 Responsibility:
To observe all District operations and to suggest improvements. To review and suggest updates to the District 115 Operations Manual, as required and to submit changes for approval to the District Director. To prepare and present changes to the District Council at the direction of the District Director. To maintain record of contests selected by the District Executive Committee, the names of District award recipients, and the Communication and Leadership Award recipients.

5.1.5.5 Procedure:
a. Report Operations Manual revisions to the District Director, the District Executive Committee and the District Council.
b. Update Operation Manuals exhibits each year for the categories listed.

5.1.6 Education and Training/TLI Committees

5.1.6.1 Purpose:
To develop and implement the educational program of the District and to establish the educational point of emphasis for the administrative year.

5.1.6.2 Membership:
The Program Quality Director as Chair, the Chief Judge, the Conference Chair, the Contest Coordinator (if one has been appointed), Pathways Mentor, and other members appointed by the Program Quality Director.

5.1.6.3 Responsibility:
To prepare and present educational programs for District Conferences, Toastmaster Leadership Institutes, District Council and Executive Committee meetings. To assist Clubs, Areas and Divisions with educational programming. To assist members to complete their individual learning paths and to recognize them for contributing to the Club's Distinguished Club Program goals.

5.1.6.4 Procedure:
a. Plan and present the District Annual Conference educational program held in the Spring.

b. Plan and present educational programs at District Executive Committee meetings.
c. Plan and present educational programs for use by Area and Division Directors upon request.
d. Assist the District Director in developing plans necessary for District management planning.
e. Plan and implement progress recognition for the accomplishment of club goal completions.
f. Assist the Area Directors in the development of Speechcraft and Youth Leadership programs.
g. Help organize leadership training sessions and Toastmaster Leadership Institute (TLI) trainings.
h. TLI trainings may include Early Bird training for officers who have held the same office within previous years, or officers who are DTMs and currently hold multiple officer roles, or when it is considered appropriate based on experience and/or circumstance.
i. Ensure speech contests are conducted according to current Contest Rule Book.

5.1.7 Club Growth Committees

5.1.7.1 Purpose:
To develop plans and promote the chartering of new Clubs in District 115. Plan and implement strategies, methods, and actions in coordination with the Club Growth Director.

5.1.7.2 Membership:
The Club Growth Director (CGD), or the appointed Chair, one representative from each Division, other special members as required by the Chair.

5.1.7.3 Responsibility:
To promote and implement programs and methods to achieve the Districts goals for new Clubs. To assist Areas and Divisions in the forming new Clubs. To train and inform District personnel on new Club formation procedures.

5.1.7.4 Procedure:
a. Establish a plan of action for the identification, organization and chartering of new Clubs.
b. Establish methods whereby new Club inquiries from Toastmasters International are processed effectively.
c. Train Club, Area and Division personnel on how to form new Clubs.
d. Work closely with the Program Quality Director to provide Distinguished Toastmaster (DTM) candidates with the opportunity to form a new Club and achieve DTM status.

e. Develop and implement plans and methods to monitor Area, Division and District progress toward the accomplishment of goals for new Clubs.
f. Emphasize new Club formation on a regular basis.

5.1.8 Public Relations Committees

5.1.8.1 Purpose:

To promote Toastmasters International benefits for clubs and membership. Public Relations efforts include but are not limited to social media, traditional marketing approaches, and new and innovative technology efforts that strive to always support district and club mission statement and encourage Toastmasters core values. To assist in tracking all marketing efforts for the best return on investment and growth in membership. To develop and implement methods and procedures for Clubs and the District to achieve favorable public relations in local communities.

5.1.8.2 Membership:

The Public Relations Manager, as Chair, and other members selected by the Chair or the District Director.

5.1.8.3 Responsibility:

To evaluate public relations efforts used by clubs in the district. To recommend methods that the district can achieve maximum membership and club growth as well as favorable community relations and publicity.

5.1.8.4 Procedure:

a. Assist the District Director in developing plans and programs to achieve District goals.
b. Assist Clubs, Areas and Divisions in their efforts to strengthen their membership through better participation, attendance and member retention.
c. Establish plans for membership growth in the district.
d. Work closely with the Club Growth Director to effectively utilize community relationships as tools for membership growth.
e. Prepare and recommend promotional programs to the District Director, District Executive Committee and District Council and report on the progress of these programs.
f. Work with Webmaster to ensure content on the website is current and presented in the manner that best promotes the District.

5.1.9 Youth Leadership Committee

5.1.9.1 Purpose:

To develop plans and promote the Youth Leadership programs throughout District 115. The Youth Leadership Program is a workshop consisting of four to eight one- to two-hour sessions that enable the youth to develop their

communication and leadership skills through practical experience. Coordinate activities with the Program Quality Director.

5.1.9.2 Membership:
The Program Quality Director (PQD), or the appointed Chair, and one representative from each Division with special advisors as required.

5.1.9.3 Responsibility:
To promote and implement plans and methods for the accomplishment of District Youth Leadership goals. To promote and implement educational programs to show the value of Youth Leadership Programs.

5.1.9.4 Procedure:

a. Establish a plan of action for identification, organization and presentation of Youth Leadership programs.
b. Identify potential community organizations as prospects.
c. Follow through on Youth Leadership prospects.
d. Train and educate Club, Area and Division personnel on how to conduct effective Youth Leadership programs.
e. Work closely with the Program Quality Director to identify DTM candidates who need Youth Leadership programs to earn their DTM award.
f. Develop and implement plans to monitor Area, Division and District progress toward the Youth Leadership goals.
g. Regularly promote the benefits of the Youth Leadership program at all district events and district public relations avenues.

5.1.10 Credentials Committee

5.1.10.1 Purpose:
To implement and conduct credential verification, ballot collection and vote counting for the District Executive Committee (DEC) and the District Council (DC) meetings and District Officer Elections.

5.1.10.2 Membership:
A Chair and members as required to credential all eligible voters and provide a credentials report when called upon to do so. The credentials report is used to determine when the respective committee/council has achieved a quorum. The Credential Chair shall be appointed by the District Director and shall be, when practicable, a Past District Director or a DTM.

5.1.10.3 Responsibility:
To examine the credentials of all voters and to ensure their eligibility. To ensure that proper procedure is followed for issuing ballots and voting procedures.

5.1.10.4 Procedure:

Virtual Meetings Procedures:
Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In-Person Meetings Procedures (District Elections):

a. The District Director, or the Credentials Chair, shall obtain a list of qualified voters from World Headquarters for each District Council Meeting. This list shall be used by the Credentials Committee to verify eligibility of delegates to vote during the conference.
b. The Credential Chair selects members for the committee. Individuals who serve on this Committee are not permitted to wear or display campaign paraphernalia.
c. The Credentials Committee shall establish a well-identified desk in a conspicuous position at the conference.
d. The Credentials Chair shall maintain service as necessary for the time period required for all attending delegates to register prior to the business meeting or election.
e. Qualified delegates must register at the Credentials Desk prior to the meeting before casting their votes.
f. All delegates acting as proxies for their Clubs must present a District written preapproved proxy statements signed by the Club President or Vice President, Education
g. In the event a qualified voter's name does not appear on the World Headquarters' list, their eligibility must be certified by their current Area Director, who will attest by signature that the applying delegate is qualified. Any conflict between the list and a signed proxy will be handled this way. It is the responsibility of the applying delegate to obtain the Area Director's signature, if needed.
h. After certification of eligibility, the Credentials Committee shall issue a badge, sticker, or other item which will signify visually the number of votes that each delegate may cast on each item requiring Council vote. The delegates shall be instructed that their badge, sticker or other item must be displayed for their vote(s) to be counted on any issue requiring a visual count, or before they can speak on any issue before the assembly.
. The Credentials Committee shall select the necessary personnel to report on credentials and quorum and to collect ballots, if applicable, and to count votes and report results.

5.1.11 Club Coach Committee

5.1.11.1 Purpose:
To bring Clubs with 12 or fewer members up to Charter strength and/or DCP status of Distinguished or better.

5.1.11.2 Membership:

The Club Growth Director (CGD), or the appointed Chair, and one representative from each Division.

5.1.11.3 Responsibilities:
To encourage District Toastmasters to volunteer to become a Club Coach to help Clubs regain charter strength.

5.1.11.4 Procedure:

a. Provide each District Officer with the purpose of the Club Coach Program and how it can help Clubs throughout the District to maintain or regain Charter strength.
b. Coordinate training for potential Club Coaches.
c. Maintain a list of trained club coach members to share with district leaders. Distribute the list upon request.
d. Review semiannual reports identifying low membership (12 or fewer members) clubs within the District and match them with a volunteer Club Coach.
e. Develop a Club Coach training program to train new club coaches.
f. Recognize members who completed their club coach assignment successfully.

5.1.12 Protocol Chair/Committee

5.1.12.1 Purpose
To provide District Leaders information and guidelines to make appropriate protocol choices. To enable District Leaders to introduce dignitaries consistently and professionally.

5.1.12.2 Membership
One Chair and committee members as needed.

5.1.12.3 Responsibilities
To provide District officers with an accurate and updated Dignitary List.
To help District Director and other officers with protocol issues.

5.1.12.4 Procedure

a. At the beginning of the current Toastmaster year, update the Dignitary List with the current District 115 officers and current Toastmasters International officers according to the guidelines and the Dignitary List Template in Exhibit D.
b. Post the updated Dignitary List on the District 115 website and send copies to current District Leaders.
c. Replace the previous year's document with the updated version.

6. MEETINGS

6.1 Conduct

All District 115 meetings shall be conducted in accordance with the Toastmaster publication "Mr./Madame Chairman". Roberts Rules of Order, Newly Revised, shall be the final authority on parliamentary procedure.

The district uses Zoom as the platform for online meetings. Any of the meeting procedures included in this manual for in-person meetings may be modified as needed for online meetings defined by Toastmasters International. Refer to Toastmasters International website for best practices for guidance in conducting online meetings, contests, and other business.

6.1.1 District Council Meeting Frequency and Requirements

a. The District Council is required to hold at least two meetings each year. One of these meetings shall be proximate to the annual conference in the format approved at the beginning of the year by the DEC and the DC. The Spring meeting is referred to as the annual DC meeting and takes place between March 15 and June 1.
b. All other meetings may be conducted virtually. The first virtual meeting must take place no later than September 30 to approve the District budget, confirmation of appointed District leaders and other requested reports from Toastmasters International.
c. The DC meeting notice must be sent to the council 4 weeks before the meeting. The agenda is sent and/or posted on d115tm.org 2 weeks prior to the meeting.
d. A quorum consists of one-third of all eligible Club Presidents and Vice Presidents Education. A majority of the votes cast is required to pass a motion. In the event that any business is transacted at a District Council meeting when a quorum is not present, the action shall be deemed as valid as if a quorum were present if it is thereafter expressly approved in writing, personally, by mail, fax, e-mail, electronic transmission or other reasonable means by affirmative vote of a majority of the Member Clubs in the District on the basis of two (2) votes per club.
e. For any District Council meetings held in person or online, Club Presidents and Vice Presidents Education, carry one vote each. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a Club President and/or Vice President Education for their club.
f. District meeting dates listed above may be changed, by a vote of the DEC before the date change is announced to the membership and if possible a 30-day advance notice distributed to District membership.
g. Events at the Annual Conference in conjunction with the Annual District Council meeting shall include educational sessions, business meetings, awards and recognitions, speech contests as described below, and District Officer elections.

6.1.2 Speech Contest Selection

a. The International Speech Contest is required to be held by the district each year. *Reference: Speech Contest Rule Book*

b. The district may conduct up to three (3) additional speech contests each year. The District Director recommends which contests are to be conducted, subject to the approval of the District Executive Committee, at its first meeting of the program year. The additional contests sanctioned by Toastmasters International are Evaluation, Humorous, Table Topics and Tall Tales. *Reference: Speech Contest Rules and Policy 6.0, Section 1B.*

c. The district 115 Executive Committee will vote at the first DEC meeting of the program year for the additional contest(s) to be conducted during that program year.

d. A record of the additional contest(s) selected by the Executive Committee shall be maintained in Exhibit A of this document.

6.1.3 Communication and Leadership Award

Reference: Presenting the Communication Achievement Award – Item 1972A.

This award is presented by the district each year at the annual conference to a non-Toastmaster who has distinguished himself or herself in the community as a leader or outstanding speaker.

a. The recipient should be able to personally accept the award.

b. The recipient can be a former Toastmaster who has gone on to become successful in business or other fields.

c. The District Director should solicit input from other District leaders for identifying potential candidates for the award.

d. The criteria and nomination forms shall be posted on the district's website.

e. No award shall be presented if no candidate merits the award is identified that year.

f. The award presentation should be promoted in the community with a news release and any other means identified by the Public Relations Manager, including the district website.

g. A record of the names of the recipients shall be maintained in Exhibit A of this document.

6.1.4 District Council Meetings Procedures

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In-Person Meeting Procedures:

a. All delegates must register with the Credentials Committee.

b. All items for vote or discussion must be placed on the agenda at least 14 days prior to the District Council meeting.

c. All members should be seated five (5) minutes before the meeting convenes.
d. There shall be no smoking during the meeting.
e. There shall be no use of noise makers, such as cell phones, pagers, beepers etc.
f. Debate shall be limited to three (3) minutes per member and ten minutes on each question. A delegate may not speak a second time if one who has not spoken wishes the floor.
g. To obtain the floor, a delegate must rise, address the Chair and when recognized, give name and position on the District Council.
h. Nominations from the floor must have the consent of the nominee to be eligible.
i. Standing rules may be temporarily suspended by a majority vote.

6.2 District Executive Committee (DEC) Meeting Frequency

a. The District Executive Committee shall meet a minimum of four (4) times per year and hold District Officer Training meetings as needed. The District Officer Training (DOT) sessions are not the same as the official DEC meetings and maybe held when requested.
b. The first official meeting of the District Executive Committee must be held before September 30. The purpose of the first official meeting is to approve all documents presented to the District Council and to choose the additional contest(s) for upcoming contest season.
c. The second meeting can be scheduled between November 1st and December 31. The purpose of the second meeting is to address any changes necessary, updates to District operations, and to approve the upcoming Contest Season schedule of Area, Division, and District contest dates.
d. The third meeting is held between January 1 and February 28. The purpose of this meeting is approving updates or changes, review final rounds of Area Director reports, plan Annual Conference and final meetings of DEC and DC and District Elections.
e. The fourth DEC meeting may be held virtually or at the Spring Conference.
f. Dates listed on the approved District Calendar. If a date needs to be changed, a vote of the DEC is required to change a published date. Efforts are made to not be in conflict with existing or standing meetings of club. The approved District calendar will be used as the reference.

6.2.1 District Executive Committee Meetings Procedures

Virtual Meetings Procedures:
Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In-Person Meeting Procedures:

a. Only members of the Executive Committee may speak, make motions or vote.
b. All items for vote or discussion must be placed on the agenda at least 14 days prior to the District Executive Committee meeting.
c. All members should be seated five (5) minutes before the meeting convenes.
d. To obtain the floor, a member must rise, give name and District Office held to request permission to speak.
f. District Executive Committee members are allowed one vote each.
g. A standing rule may be temporarily suspended by a majority vote.

6.2.2 Other Committees Meeting Frequency

The frequency of meetings of all other Committees shall be at the discretion of the respective Committee Chair and their committee members.

6.3 District Meetings Location and Planning

6.3.1 Site Selection

When held in person, the District Executive Committee and Council meetings shall be held within the territory of District 115. The site locations shall be determined by the District Director, Logistics Manager and other appointees of the District Director.

6.3.2 Host Division

Each District event may be hosted by a division to be determined by an alphabetical rotation (at the discretion of the Program Quality Director). The host division for each event may be announced at the last District Executive Committee of the preceding year.

6.3.3 Meeting Planning

a. The District Director, the Program Quality Director, the Club Growth Director, the Public Relations Manager, Logistics Manager and the Conference Committee shall outline conference guidelines, conference marketing, conference flow, etc. for a successful Annual Conference.
b. The district 115 **Conference Guide** and Publication No. 220, **Put on a Good Show**, are reference documents to assist with preparation and successful conference procedures.
c. A Conference budget is mutually agreed upon between the District Director and the Finance Manager. Other leaders are included for suggestions and assistance. Conference expenses shall be paid by District 115.
d. The budget for the Annual Conference is a zero budget. Little to no profit or loss from the event. Fundraising is allowed according to TI Fundraising rules.

6.4 Other Committee Meetings Location and Procedures

The location and procedure of other Committee meetings shall be at the discretion of the respective Committee Chair.

6.5 Election Procedures

6.5.1 District Officers Elections

District Officer elections shall be conducted each year proximate to the District 115 Annual Conference.

6.5.1.1 Election Procedures:

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In-Person Meeting Procedures:

Reference: District Leadership Handbook, Protocol 9.0, Section 11

a. The District Director, or a person designated by the District Director, shall conduct all District Officer elections.
b. The list of nominees by the District 115 Leadership Committee shall be read and posted conspicuously for the benefit of the voters.
c. The order of elections shall be: 1) District Director, 2) Program Quality Director, 3) Club Growth Director, 4) Division Directors in alphabetical order of their Division.
d. Beginning with the office of District Director, the District Director shall announce the names of the nominated candidates and ask for nominations from the floor.
e. Additional nominations of qualified candidates may be made from the floor with the consent of the person(s) being nominated. Prior to running from the floor, a candidate for District Director, Program Quality Director, Club Growth Director, or Division Director must have completed the District Leadership evaluation process in the same election cycle in which the candidate stands for election at the annual Council meeting.
f. After each nomination is closed for a specific office, each candidate is be allowed two (2) minutes for a speech by an advocate, the candidate, or a combination of these, but total time for each candidate shall not exceed two (2) minutes.
g. The vote shall be by secret ballot except when only one candidate is nominated for an office. When the candidate is not opposed for the office, a motion may be presented to suspend the rules and allow the Administration Manager to cast a single ballot for the unopposed candidate.
h. In the event that three or more candidates are competing for an office, a candidate receiving the majority of the votes is elected. If a

majority is not received by any candidate on the first ballot, the two candidates receiving the highest number of votes shall be retained for a second ballot and all others shall be excluded from further balloting. In the event of a tie, the balloting will be repeated until the tie is broken.

i. This procedure will be repeated for each office in the order noted in Paragraph 6.5.1.1c

j. District leader candidates may appoint an observer to monitor the integrity of the voting and ballot counting processes.

k. When the elections have been completed to the satisfaction of the District Council, a motion to destroy all ballots shall be presented.

6.5.2 **Area Directors**

a. Per *District Administrative Bylaws, Article VII, Section C*, Area Directors may be elected by the Area Councils or appointed by the District Director.

b. Area Directors for District 115 are appointed by the District Director and confirmed by the District Executive Committee and the District Council.

c. All prospective Area Directors must provide their signed District Leader Agreement and Release Statement to the District Director.

7. GENERAL

7.1 Toastmasters International Annual Business Meeting: Proxy handling
Reference: (International By-Laws, Article X, Section 2).
Each Club is entitled to two (2) votes at the Toastmasters International Annual Business Meeting. The Club's representation at this meeting must be designated by the Club President or Club Secretary.

A Club can assign its proxy in one of three ways

- Designate a delegate from the Club to cast the Club votes
- Designate the District Director to act as the proxy holder
- Designate another active member to act as the Club proxy

The interests of the individual Clubs may best be represented by assuring that all Club proxies are registered at the Annual Business Meeting. It has been general practice for the Clubs to entrust their proxies to the District Director when Club representatives are unable to vote in person.

7.1.1 Procedure

a. The Toastmasters International proxies are assigned electronically.

b. All Club Presidents and Secretaries receive email notification regarding assigning Club proxies electronically to a specific Club

member who will attend the Toastmasters International Annual Business Meeting or to the District Director.

c. Club must have updated their club officer list to assign proxies. Please make sure the club officer list is current and accurate.
d. The Toastmasters International proxy system does not automatically assign the Club's proxy to anyone. If the Club President or Secretary does not assign the proxy, the system will show it as unassigned.
e. To assign the proxy to themselves or anyone else, the President or Secretary must log into the Toastmasters International website and follow the instructions in the Club Central portal, Annual Business meeting portal.
f. The District Officers shall follow up with the Clubs to ensure that proxies have been assigned by the deadline prior to the start of the Annual Business Meeting.

7.2 District Awards

District 115 has established three types of awards including individual awards, discretionary awards, and one traveling trophy award.

The individual awards include:

District Toastmaster of the Year
District Spark Plug of the Year
Division Director of the Year
Area Director of the Year

The discretionary awards include:

District Toastmaster Couple of the Year
District Mentor of the Year
Behind the Scenes Award
Director's Award
Most Improved Award
Legacy Award
Champions Division Award (traveling award)

The traveling trophy is the Champions Division Award.

7.2.1 District Hall of Fame (Fall)

D115 holds a Fall Hall of Fame event to recognize the above-mentioned award recipients and year ending (June 30) club, area, division, and district award winners. The goal of this event is to recognize accomplishments throughout the district. The format of the event is determined by the Trio. Consideration is recommended if the event is more than 90 minutes to provide refreshments, but this is determined by the District budget.

7.2.2 Procedure

Prior to each District Conference, the District Director shall obtain the traveling award so that it will be available for the next recipient. The District Director will obtain and engrave all trophies/awards prior to the awards ceremonies.

7.2.3 Criteria

The District Director shall determine the recipients of the following individual awards:

a. District Toastmaster of the Year – This award recognizes a Toastmaster who makes a significant contribution to the goals and mission of the District and is not a member of the District Executive Committee.
b. District Spark Plug of the Year – This award recognizes the Toastmaster who provides the spark to help the district accomplish its goals and mission.
c. Division Director of the Year – This award recognizes the Division Director whose dedication, commitment, and Area team significantly contributed towards achieving the District's mission as outlined by Toastmasters International criteria.
d. Area Director of the Year – This award recognizes the Area Director whose dedication, commitment, and Area team significantly contributed towards achieving the District's mission as outlined by Toastmasters International criteria.

The District Director shall also determine the recipients of the following discretionary awards, which may or may not be awarded at the discretion of the District Director.

e. District Toastmaster Couple of the Year – The award shall be given to a couple who has worked as a team to contribute to District efforts.
f. District Mentor of the Year Award - The award shall be given to a District Toastmaster who has provided outstanding guidance, support and mentoring to Toastmasters at the Club, Division, and/or District level.
g. Behind the Scenes Award – The award shall be given by the District Director to a Toastmaster who contributes to the goals and mission of the District without seeking recognition.
h. Director's Award – The award shall be given by the District Director to a Toastmaster for contributions to the success of the district during the current Toastmaster year.
i. Most Improved Award – The award shall be given by the District Director to a Toastmaster, an Area Director, a Division Director, or a District Officer for improvements over their previous performance.
j. Legacy Award - This award shall be given by the District Director to a Toastmaster who has excelled in leadership and contribution to District 115 for an extended time.

The traveling award: Champions Division Award

a. Champions Division Award – The Champions Division Award shall be given to the Division that has the highest percentage of Club voters at the Annual District 115 Council Meeting, based on the April Club officer lists provided by Toastmasters International.

7.2.4 Historical Record of Awards

A record of the recipients of each award shall be maintained in Exhibit B of this document.

7.2.5 Division and Area Trophies

a. The District Director shall order trophies for contests, Toastmasters of the Year, Sparkplugs of the Year from Toastmasters International for each Division and Area. Trophies shall be delivered to the Division Directors before contest preparation begins.
b. The Division or the Area Directors shall arrange and pay for any additional engraving, ex. recipient's name. The Division and Area Directors may be responsible for reimbursing the District for the cost of the awards from the proceeds of the contest, if applicable.
c. Trophies and awards must meet Toastmasters International branding guidelines.

8.0 Transitions Recommendations

Effective September 2024

Managing the transition from one District administrative year to the next is critical to a District's long-term success. Creating an effective transition process ensures that a District preserves its knowledge base, which in turn enables the district to continue to serve clubs in an effective and efficient manner.

a. The 8.1 section recommends the TI website location/s for information.
b. Sections 8.2 covers specific details and definitions.
c. Sections 8.3.1 through 8.3.11 covers D115 specific recommendations by roles.
d. For security purposes, logins and passwords will NEVER be contained in a public document.
e. Always schedule a meeting between the outgoing leader with the incoming leader to exchange confidential information, logins, passwords, and best practices.
f. The optimal time for this joint meeting to occur is no later than a few days before or after June 30 annually.

8.1 Toastmasters International Transitions Recommendations

Toastmasters International updates their website randomly. Please remember to check the website periodically for additional information and/or updated information. As of July 2024, the leadership transition section with various checklists, documents, and recommendations is located through the following drop-down menu links. From a member's home page, click on the Membership tab, next click on Leadership Central, then District Leaders tools, next District Management, find Election Toolkit option and click on that menu. Towards the bottom of the Election Toolkit menu choices is the Leadership Transition menu.

The current District Leadership handbook is an extremely valuable document that is updated annually. For example, the March 2024 District Leadership Handbook edition has a Roles Checklist found after the Calendar section. Please review the TI created checklist and coordinate task lists for both outgoing and incoming leaders.

Another method for discovering content on the TI website is to use the search box in the upper right corner on the TI home page. When searching for content, articles, and/or documents, please remember "less" is more. Consider typing the word "transitions" and then sort through the options to discover the most beneficial option.

All District leaders are encouraged to attend their role or task-specific training classes and participate in international and/or regional meetings.

8.2 D115 Transition specific recommendations

This section is organized by District leader roles beginning on 8.2.5. Please understand many tasks involve multiple leaders to accomplish. If you discover an improvement, please send your suggestion to the current District 115 Operations Chair.

8.2.1 Deadlines

The deadline for sharing/exchange of documents is no later than June 30th or July 1st. Please coordinate this meeting individually and with respect to the exchange of confidential information.

8.2.2 Year of Service or Terms defined

a. Terms are defined by Toastmasters International. For example, the TI year of service or term for 2022-2023 identifies the incoming (start) date as July 1, 2022, and the outgoing (end) of the 2022-2023 as June 30, 2023.
b. District 115 provides for consistency between district leader teams by defining the District Operations Chair by calendar year. This joint district chair can advise and update the D115 Operations Manual in a more effective manner.

8.2.3 Outgoing Leaders

Outgoing leaders are defined as the elected district officers in the roles of district director, program quality director, club growth director, division directors and appointed managers, directors, and chairs. The appointed leaders may include the public relations manager, administration manager, finance manager, logistics manager, area directors, and appointed chairs.

Provide documents or website links for documents used and approved during the outgoing term. These documents serve as historical data and a starting point for the leader following in your leadership role. Please keep confidential information “confidential” and in compliance of Toastmaster polices and protocols.

8.2.4 Incoming Leaders

Incoming leaders are defined as the elected district officers in the roles of district director, program quality director, club growth director, division directors and appointed managers, directors, and chairs. The appointed leaders may include the public relations manager, administration manager, finance manager, logistics manager, area directors, and appointed chairs.

Obtain documents or website links for documents used and approved during the outgoing term. These documents serve as historical data and a starting point for the incoming leader in each role. Update and save new passwords.

Please keep confidential information “confidential” and in compliance of Toastmaster polices and protocols. Update and save new passwords.

8.3.1 District Director (term beginning on 7/1)

The outgoing District Director transfers or identifies the online location for printed and electronic copies of all contracts, agreements, District Success Plan, internal planning documents, policy or precedent setting communications, documents and notes from the District Executive Committee and District Council Meetings, and a list of user credentials required to access electronic files in the name of the District or District Director.

The District Director has ultimate responsibility for the operation of the district. Teamwork is vital due to the many direct and indirect interactions with District elected officers, appointed leaders, and club leaders.

D115 List

a. Work with the incoming Finance Manager to fill out paperwork to transfer credit cards from outgoing DD to incoming DD. Note: The current District Director is the only District officer permitted to have access to District 115’s credit card.
b. The outgoing District Director provides either electronically or printed copies of reports submitted to District Services during their term.

Note: This is easier when documents are posted to the district's website or Google drive.

c. Documents shared include contracts both open and closed, agendas, minutes, working timelines, emails pertaining to district business, meeting schedules for Trio, division director, committee meetings, DEC business, DC business, any confidential actions, training sessions, and other pertinent information not found on the District website.
d. Request outgoing appointed chairs to share important documents with incoming appointed chairs.
e. Request division and area directors from previous term to share important documents with incoming division and area directors. In particular, please share area director reports submitted.

8.3.2 Program Quality Director (term beginning on 7/1)

The outgoing Program Quality Director transfers or identifies the online location for printed and electronic copies of all contracts, agreements, and sales orders to which s/he was a party; agendas and planning documents for all trainings; planning documents, contracts, attendance figures (both RSVP and actual), banquet event orders for the conference and other events hosted at a public venue; contest training materials, contest aids, contest flyers and agendas, contest attendance for district contests; handouts and details related to events and incentives; policy or precedent setting communications, a list of user credentials needed to access any electronic resource in the name of the district or Program Quality Director.

D115 List

a. District Officer Training Agendas with trainers and subjects covered.
b. (TLI) Club Officer Training Agendas with Trainers and subjects covered.
c. Additional Training Sessions held during the year. For example, D115 offers an Enrichment Training monthly, Pathways Labs,
d. Annual Conference flyers, registration forms, conference agendas, etc.
e. Fall Hall of Fame announcement, flyer, agenda, etc.

8.3.3 Club Growth Director (term beginning on 7/1)

The outgoing Club Growth Director transfers or identifies the online location for printed and electronic copies of all contracts, agreements, and sales orders to which s/he was a party; agendas and planning documents for all membership events and demo/kick-off meetings; notes, contact information, and plans for club leads; handouts and details related to events and incentives; policy or precedent setting communications, and a list of user credentials needed to access any electronic resource in the name of the district or Club Growth Director. Incoming CGD meets with outgoing CGD to discuss the following:

D115 List

a. The Club Building Strategy Guide for Districts and how it pertains to D115.
b. Review D115's goal achievement over the past year.
c. Address any pressing business that may impact the incoming D115 CGD
d. Review D115's club-building initiatives and marketing programs/campaigns.
e. Review D115's Club Sponsor, Club Coach and Club Mentor programs.
f. Attend D115 transition meeting with the outgoing CGD.
g. Read the Club Building Strategy Guide for Districts
h. Read the District Strategies Guide
i. Create draft plan District Marketing Team plan, which includes goals and customized committees.
j. Recruit volunteers for Marketing Team
k. Submit your Toastmasters Leads Management team request to the District Growth and Support team.
l. Familiarize yourself with the Toastmasters Lead Management (TLM) system and brainstorm how you think you can leverage the TLM with your future Marketing Team.

8.3.4 Public Relations Manager (term beginning on 7/1)

The outgoing Public Relations Manager transfers or identifies the online location for printed and electronic copies of log in credentials with the incoming Public Relations Manager and appointed chairs, provides a list of software annual renewals paid by the district, copies of past documents both electronically and printed, District website map, naming and formatting standards for file names of documents, website sections/tabs, social media accounts, and other pertinent information.

D115 List

a. Assist with District Plans as requested. The plans may include the District Marketing Plan, the District Communications Plan, District Success Plan, District Budget, District public relations promotions, and other reports as requested.
b. Appointed Chairs working with the PRM may include the District Website Manager, either separately or combined social media chairs, district photographer, and others as needed.
c. Maintain the cloud storage of District photographs taken. Include photographs of members who have agreed to use their images or words in official Toastmaster media promotions.
d. Software logins may include, but are not limited to, Canva, Zoom, Word Press, Constant contact, Site Ground, Google Drive access,

8.3.5 Division Directors (term beginning on 7/1)

The outgoing Division Directors transfers or identifies the online location for printed and electronic copies of all reports, newsletters, and other informational updates; contest materials, agendas, venue information, attendance figures, accounting of conference income and expenses; Division Success Plan; and any internal strategy and planning documents. The Distinguished Division Report are found on the TI website by accessing the appropriate dates/years. There is no need to share downloaded copies of reports. Incoming Division directors can access past reports as needed.
MAJOR EXCEPTION to this rule is TI does **NOT** provide historical copies of Area Director Reports by club, and the clubs do NOT have access to Area Director reports submitted. Therefore, Area or Division Directors who submit Area reports by club need to provide a PDF copy of reports submitted.

D115 List

Review previous years of Division Success Plans, Alignment reports, Contest flyers and results, and Division member awards (Division Sparkplug / Toastmaster of the year)

8.3.6 Area Directors (term beginning on 7/1)

The outgoing Area Directors transfers or identifies the online location for printed and electronic copies of all informational updates; contest materials, agendas, venue information, attendance figures, accounting of conference income and expenses; Area Success Plan; Club Visit Reports; and any internal strategy and planning documents. The Distinguished Division Reports are found on the TI website by accessing the appropriate dates/years. There is no need to share downloaded copies of reports. Incoming Area directors can access past reports as needed.
MAJOR EXCEPTION to this rule is TI does **NOT** provide historical copies of Area Director Reports by club. And the clubs do NOT have access to Area Director reports submitted. Therefore, Area or Division Directors who submit Area reports by club need to provide a PDF copy of reports submitted.

D115 List

Review previous years of Area Success Plans, Alignment reports, Contest flyers and results, and Division member awards (Area Sparkplug / Toastmaster of the year)

8.3.7 Finance Manager (term beginning on 7/1)

The outgoing Finance Manager transfers or identifies the online location for printed and electronic copies of the YTD Profit and Loss / Budget report and the Balance Sheet, all sales or event contracts, all invoices or receipts, District Reserve statements, and a list of user credentials needed to access any electronic resource in the name of the district or Finance Director.

Please consider including Audit reports as sent to the District Finance department, District Fixed Asset listing, and other reports pertaining to the financial health of the district.

D115 List

a. Maintain a list of annual renewals for district budget.
b. Provide a spreadsheet or information sheet of Vendor/software name, date and renewal amounts as requested.
c. The current Finance Director will set up a credit card payment system if a previous credit card payment system was not set up by the previous Finance Manager.

8.3.8 Administration Manager (term beginning on 7/1)

The outgoing Administration Manager transfers or identifies the online location for printed and electronic copies of the official District documents including but not limited to DEC and DC agendas, minutes, attachments, reports, and pertinent information for the district.

8.3.9 Logistics Manager (term beginning on 7/1)

The outgoing Logistics Manager transfers or identifies the online location for printed and electronic copies of the assets of the district including, but not limited to, the District Banner, District Gavel, District marketing materials of table covers, retractable banners, and other items purchased with District Funds.

D115 List

a. District Banner
b. District Gavel
c. District Cameras and USB speakers or microphones
d. District Electronic Cables and/or extension cords
e. District Table Covers

8.3.10 Chief Judge (term beginning on 7/1)

The Chief Judge transfers or identifies the online location for printed and electronic copies of contest winners, judge's workshops with attendance records.

The Chief Judge coordinates training sessions with the Program Quality Director for judging workshops and contest officials to ensure District contests are in compliance with the current Toastmasters contest rule book.

8.3.11 Transition Chair/Co-Chairs

The Transition Chair will assist in the collection and distribution of documents between outgoing and incoming leaders. This appointed chair is strongly recommended to help outgoing and incoming leaders accomplish a smooth and timely transition. The Transition Chair will start

working with district leaders after the election of new officers (May) and continue until the incoming leaders have all documents, passwords, information, and materials. (anticipated by end of July) A Co-Chair is recommended for s smoother and more thorough transition from year to year.

The Transition Chair will:

a. Read the District 115 Operations Manual Transitions section 8.0 to 8.3.11.
b. Read the most current Toastmasters International transition documents and procedures.
c. Collect current district documents or confirm the documents are posted on the D115 website.
d. Ensure that outgoing and incoming leaders transfer all district documents, passwords, pertinent information, and materials in a timely manner.
e. Act as a reference and coordinator for district leaders during the transition period.

Exhibit A

Speech Contests Selection

Year	Required Contest	Additional(s) Contests Selected by DEC
2019-2020	International	Humorous
2020-2021	International	Tall Tales
2021-2022	International	Evaluation
2022-2023	International	Humorous
2023-2024	International	Table Topics
2024-2025	International	Tall Tales
2025-2026	International	

Communication and Leadership Award Recipients

Year	Recipient	Company/Organization
2019-2020	Mayor Debra March	City of Henderson
2020-2021	Sonja Bankston-Collins	Sun City Aliante
2021-2022	Adrienne O'Neal	Red Rock Counseling, LLC
2022-2023	Linda Smith	Linda Smith Consulting
2023-2024	Dr. Leana Ramirez	The LGBTQ+ Center of Southern Nevada
2024-2025		
2025-2026		

Exhibit B

Awards Recipients

Award	2019-2020	2020-2021	2021-2022
Individual Awards			
Toastmaster of the Year	Robert Avila, DTM	Jennifer Smith	Phyllis Tribby, DTM
Sparkplug of the Year	Nadia Gilkes, DTM	Anita Della Croce	Jason LeDuc, DTM
Division Director of the Year	Jean Williams, DTM	Michelle Patrick	Malik M.L. Williams DTM
Area Director of the Year	Anita Della Croce, ATM	Rick Sparrow	Kathleen Kingston/ Jan Richardson DTMs
Discretionary Awards			
Couple of the Year	N/A	N/A	N/A
Mentor of the Year	N/A	N/A	N/A
Behind the Scenes Award	Sherrie Parker, DTM, PDD	Jesse Oakley, DTM	N/A
Director's Award	N/A	N/A	N/A
Most Improved Award	N/A	N/A	N/A
Legacy Award	N/A	Georgia Vice	N/A
Traveling Award			
Champions Division Award		Karen Moirao – Divison D	

Award	2022-2023	2023-2024	2024-2025
Individual Awards			
Toastmaster of the Year	Jesse Oakley DTM PID	Kristin Harrell DTM PDD	
Sparkplug of the Year	Phyllis Tribby, DTM PDD	Kay Collis DTM, PDD, PRA	
Division Director of the Year	Anita Della Croce, DTM	Warren Stender	
Area Director of the Year	Kathy Kingston, DTM	Shawna Glasser	
Discretionary Awards			
Couple of the Year	Kristin & Anthony Harrell	N/A	
Mentor of the Year	Sherrie Parker, DTM PDD	N/A	
Behind the Scenes Award	Steve Goldstein, DTM PDD	N/A	
Director's Award	Dana Wall-Oakley, DTM	N/A	

Most Improved Award	Edda Bevilacqua, DTM	N/A	
Legacy Award	Bobby Williams, DTM PDD	N/A	
Traveling Award			
Champions Division Award			

Exhibit C - Record of Revisions

(recent to oldest)

1. Effective 5/1/2025
    a. Change in the Division and Area alignment.
    b. Deletion of Relationship Conflict of Interest section.
    c. Update of award recipients.

2. Effective 9/7/2024
    a. Added Transitions Recommendations section 9.0
    b. Updated Exhibit B Award Recipients for 2022-2023
    c. Updated Page numbers, edited line and page breaks, and verbiage corrections.
    d. Added section for D115 Hall of Fame Fall event (7.2.1)

3. Effective 9/16/2023
    a. Eliminate areas A4, B4, C4 & D4 from each division due to realignment (2.2)
    b. Add Exhibit C – Operations Manual Revisions History
    c. Add Protocol Chair/Committee to Standing Committees. (5.1.12)
    d. Add Exhibit D – District Officer Dignitary Template
    e. Add Effective Date of Current Operations Manual
    f. Add Page Numbers (ex. 1 of 38)
    g. Eliminate DLC section on interviewing Area Directors, not a function of the DLC (5.1.2.4.i)

4. Eliminate District Proxies per Toastmaster's International Proposal L – 9/24/2022 (6.1.1.d)
    a. Club Presidents and Vice Presidents, Education can carry one vote each. May assign their individual vote to the other officer (President or Vice President, Education)
    b. District Executive Committee members carry one vote but also may carry up to two votes representing their club

5. Add Relationship Conflict of Interest Section. Approved 7/1/2021 (8.0)

6. Add Exhibit A – 5/1/2021
    a. Each year speech contest selection in addition to required International Speech Contest
    b. Each year Communication & Leadership award recipient

7. Add Exhibit B – 5/1/2021
    a. District 115 award recipients for each year beginning in 2019/2020 (Toastmaster of the Year, Area Director of the Year, etc.)

8. Add new district boundaries to include Utah (Mesquite, St. George and Cedar City.) Approved 9/10/2020. Effective 7/1/2021 (2.0)

Exhibit D

DISTRICT 115 Dignitary List
TEMPLATE

This TEMPLATE is available to download at d115tm.org
Always announce a dignitary in this order: Office, Designation, Name.
Announce only Distinguished Toastmaster or highest Pathways level achieved.
Do NOT announce any dignitary who is competing in a contest. ex. a Past District Director

1. **Introduction of non-Toastmaster guests (IF ANY)** *ex. A government official, C&L recipient*
2. **Introduction of special Toastmaster guests (Optional time permitting - IF ANY)** *ex. World Champion of Public Speaking*

Current International Officials: (IF PRESENT)
Ex. International Director Region 1, Distinguished Toastmaster, Jane Doe

3. **Past officials above the club level: (IF PRESENT)**

Listed in reverse order, starting with most recent. This may include PIDs from other Regions. Recognize D115 & D33 PDD before other District's PDD regardless of year of service.)

Ex. Past International President, Distinguished Toastmaster, Pat Johnson
Past International Director, Distinguished Toastmaster Jesse Oakley,
Past International Director, Distinguished Toastmaster, Lydia Boyd
Past Region Advisor, Distinguished Toastmaster, Kay Collis

4. **Past District Directors (IF PRESENT)**

(Listed in reverse order, starting with most recent. This may include PDDs from other districts Recognize D115 & D33 PDD before other District's PDD regardless of year of service.)
Past District Director, Distinguished Toastmaster, Ken Richardson
Past District Director, Distinguished Toastmaster, Jean Williams
Past District Director, Distinguished Toastmaster, Carol Campbell
Past District Director, Distinguished Toastmaster, Kristin Harrell
Past District Director, Distinguished Toastmaster, Steve Goldstein
Past District Director, Distinguished Toastmaster, Guy Dawson
Past District Director, Distinguished Toastmaster, Phyllis Tribby
Past District Director, Distinguished Toastmaster, Sherrie Parker
Past District Director, Distinguished Toastmaster, Maria Martinez-Riach
Past District Director, Distinguished Toastmaster, D. George Lund
Past District Director, Distinguished Toastmaster, Pam Raneri

5. Visiting Past dignitaries (PIP, PID, PRA, PDD)

6. Current officials above club level (IF PRESENT)

District 115 Director, *Designation - Name*
Program Quality Director, *Designation - Name*
District 115 Club Growth Director, *Designation - Name*
District 115 Immediate Past District Director, *Designation - Name*
District 115 Public Relations Manager, *Designation - Name*
District 115 Administration Manager, *Designation - Name*
District 115 Finance Manager, *Designation - Name*

Division A Director, *Designation - Name*
Division B Director, *Designation - Name*
Division C Director, *Designation - Name*

D 115 Area Directors: (IF PRESENT)
Area A1 Director, *Designation - Name*
Area A2 Director, *Designation - Name*
Area A3 Director, *Designation – Name*
Area A4 Director, *Designation – Name*

Area B1 Director, *Designation - Name*
Area B2 Director, *Designation - Name*
Area B3 Director, *Designation - Name*
Area B4 Director, *Designation – Name*

Area C1 Director, *Designation - Name*
Area C2 Director, *Designation - Name*
Area C3 Director, *Designation – Name*
Area C4 Director, *Designation – Name*