

District Newsletter



T O A S T M A S T E R S I N T E R N A T I O N A L ®

Deadline: June 30

An important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2003-04 Distinguished District, Division, Area and Club programs.

Items pertaining to club charters, dues renewals, membership applications and education award applications must be postmarked on or before **June 30, 2004**, and received at WHQ no later than July 7, 2004. Items submitted online or by e-mail must be received at WHQ on June 30, 2004, by 11:59 p.m. PT. Faxed documents must be received at WHQ by 5 p.m. PT Wednesday, June 30.

WHQ now accepts dues renewals, new member applications and educational award applications through the Toastmasters International Web site, www.toastmasters.org.

Although WHQ has a fax and e-mail available to receive information, it is the sender's responsibility to make sure the submission is successfully transmitted.

Do not send duplicate copies of documents to WHQ. Choose only one method of transmission.

What Does It Mean To Be a Proxy Holder?

When a club signs over its proxy to you, it appoints you as its agent or attorney-in-fact. If a choice is indicated on any proxy card, that card must be voted as marked. In the case of uninstructed proxies, which will be used this year since there are no proposals on which delegates will be voting, you are authorized and obligated to cast the two votes for the candidates you believe are best qualified for the job. This means your vote must not be governed by any other person, group or caucus, and you are not obligated to report on how you cast your vote.

This doesn't mean caucuses serve no purpose. Properly conducted, they give delegates an opportunity to become better acquainted with the candidates and the issues. However, caucuses must not interfere with each proxy holder's right and obligation to vote according to his or her own conscience, even though it may be contrary to the views of the majority or to other members of the group.

Don't Delay—Register Online for the Convention in Reno, Nevada!

Register online by visiting our Web site at www.toastmasters.org! Promote the convention in your district and register early so your tickets packet will be waiting for you when the registration desk opens at 10 a.m. on Wednesday, August 18. Read more about the International Convention in the April issue of *The Toastmaster* magazine or visit our Web site. Get ready for fun in Reno!

Club Charters Not Transferable

When struggling clubs are losing the battle, the question often comes up about transferring the club charter to another group. Transfer of a club charter is specifically prohibited by Toastmasters International policy, as follows: "There shall be no transfer of an issued charter from an inactive club to another group whose members are either interested in organizing a new club or in joining an existing club."

History shows that clubs operating under a 'transferred charter' have a higher failure rate than those clubs meeting all chartering requirements. Why are 'real' new clubs more successful?

- ▶ When a new club has 20 members, they have a much better change of success.
- ▶ They are eligible for sponsors and mentors to keep that success going.
- ▶ Toastmasters International will provide materials to help them successfully manage their club.

No Cash Awards Allowed

All districts conduct programs and contests for which awards are given. Often the awards consist of merchandise from TI's Supply Catalog or similar items.

A few districts, however, have conducted programs and contests advertising cash awards. Awarding cash violates the Articles of Incorporation and Bylaws of Toastmasters International, which states that no member may profit monetarily.

A better choice for recognizing contest winners is to award merchandise or gift certificates from the Supply Catalog (available in denominations of \$5, \$10 and \$25). Order gift certificates online at www.toastmasters.org/store or contact the Member Services Department at WHQ.

Base Recognition on Achievement

A wide range of recognition awards are available to members, clubs, areas, divisions and districts. Earning an award is an outstanding accomplishment of which every recipient should be proud.

Unfortunately, in the heat of competition, fraud sometimes occurs. Such misconduct diminishes the value of the awards. It discourages those who adhere to the rules and is contrary to the principles and purposes of Toastmasters International.

To ensure that Toastmasters awards are based solely on achievement with no cutting corners, the Board of Directors has established a policy to intercede with individuals, areas, divisions and districts that take advantage of the award system. The policy states: "Every award program and system at any level of the Toastmasters organization shall be in the best interests of Toastmasters International and consistent with its policies, principles and purposes. The Executive Director is authorized and instructed to either delay or deny the granting of any individual, club, area, division, district or international award—or the acceptance at World Headquarters of any such documentation in support of any such award—if it appears misrepresentations were made by or on behalf of the individual, club or district seeking the award. The final decision to deny recognition rests with the president of Toastmasters International. There is no right of appeal." This policy ensures that those members, clubs and districts worthy of awards will be recognized for their achievements.

Wanted: Photos of New District Governors

Attention District Governors-elect of 2003-04: Please send a **professional-quality** photograph of yourself to the Publications Department at WHQ.

- ▶ If you mail a photograph, it needs to be at least 2 x 3 inches.
- ▶ If you send a picture via e-mail, it must be scanned at a resolution of **no less** than 300 dpi and the image should also be scanned at no less than 2 x 3 inches. E-mail your pictures to klacascia@toastmasters.org.

Your photo will be included in the "Your District Governors" article that will appear in the September issue of *The Toastmaster* magazine and in the district governor brochure distributed at the International Convention. **Photos must be received at WHQ no later than June 10.**

District Scoreboard

One hundred twenty clubs were chartered in March, compared with 82 in 2003, and 91 in 2002. Our year-to-date total of new clubs is 535.

The leaders in Club Extension are:

District	# of Clubs
51	38
47	31
60	24

Corporate Leads

Thinking of starting a corporate club? Here are some companies that already have:

Company clubs were Chartered at: Yellow Roadway Corp., Overland Park, KS; Honda R&D Americas, Inc., Raymond, OH; Geico Insurance Co., Tucson, AZ; & Gainey Spa, Scottsdale, AZ.

Corner the Market

It's no secret that some clubs have a hard time attracting new members. Occasionally, the club's meeting time or location may not be quite right. In some cases it may be that the club's officers and members don't realize they need to actively promote the club and invite guests to meetings.

The Membership Building Ideas and Resources section of the Toastmasters International Web site contains a variety of items that can help a club jump-start its membership-building efforts. To access this information, go to www.toastmasters.org, find "Information for Members," and select "Membership Building Ideas & Resources" from the drop-down menu.

2004 Regional Conferences

I	June 18-19	Seattle, WA Hilton Seattle Airport & Conference Center	Kyle Hall, ATM-S	kyle.s.hall@att.net
II	June 11-12	Ontario, CA Ontario Airport Marriott Hotel	Paul Clark, DTM	paulc25629@aol.com
III	June 18-19	Albuquerque, NM Albuquerque Marriott Hotel	Ralph Wallace, DTM	rwallace@phs.org
IV	June 4-5	Des Moines, IA Renaissance Savery Hotel	Pat Amadeo, DTM	pamadeo@cpmi.com
V	June 25-26	Milwaukee, WI Four Points by Sheraton Milwaukee Airport	Judith Bauer, DTM	jbauertm@hotmail.com
VI	June 11-12	East Lansing, MI East Lansing Marriott	Beverly Wall, DTM	bevwall@aol.com
VII	June 4-5	Westford, MA Westford Regency Inn & Conference Center	Carmen Lowe, DTM	carmen@carmenlowe.com
VIII	June 25-26	Jacksonville, FL Omni Jacksonville Hotel	Barbara Bergstrom, DTM	leadship1@aol.com

District Checklist/Calendar

MAY

Distinguished District Program

- ❑ **Urgent!** Review April District Performance Reports, compare progress to goals, and determine actions needed to ensure District achieves its Distinguished District program goals by year end.
- ❑ **URGENT! Begin a final push to achieve Distinguished District program goals** for membership, net club growth, CTMs, and ATMs by June 30.

Distinguished Division and Area Program Deadlines

- ❑ April semiannual reports due May 15 for credit in the Distinguished Area Program. Complete April semiannual reports must be received at WHQ no later than 5 p.m., May 15.
- ❑ District Governor submits Area Report of Club Visit forms to WHQ by May 31. Forms must be postmarked on or before May 31 and received at WHQ by June 10 in order to receive credit in the Distinguished Area Program.

District Officer Training

- ❑ Division Governor Kits, Area Governor Kits, Club Officer Kits for incoming Division/Area Governors mailed to Lt. Governor Education and Training.

Distinguished Club Program Deadlines

- ❑ All clubs elect officers during first meeting in May. To receive credit in next year's Distinguished Club program, lists must be postmarked on or before June 30 and received at WHQ by July 7.

Financial Deadlines

- ❑ Treasurer's report for the July 1 – March 31 period are due at WHQ on or before May 15.
- ❑ Treasurer's report for the July 1 – March 31 period must be submitted to the district governor and Lt. governors by May 15.

Membership and Club Growth

- ❑ Follow up on overdue semiannual reports.
- ❑ Promote Toastmasters International's Annual Membership Program. Individual members receive recognition for sponsoring five, 10 or 15 members during the year. Recognition is given to clubs beginning the year under charter strength and ending the year with 20 or more members. Clubs which demonstrate net growth of five members also receive recognition.

Mission-Focused Meetings

- ❑ District Conference, District Council Meeting and District Executive Committee Meeting. Use these meetings to focus upon end-of-year efforts needed to achieve goals in Distinguished District, Division, Area and Club programs.

At District Council meeting the following business must occur:

- Adoption of the alignment of clubs within divisions and areas
- Report of the Nominating Committee
- Nominations from the floor (if any)
- Election of district officers
- Audit Committee Report (Midyear Audit)
- Presentation of most recent Treasurer's Report

Conduct International Speech Contest at District Conference

Administrative

- ❑ Report new district officers to WHQ.
- ❑ WHQ mails Club Officer Kits to District Governors, Lt. Governors and club presidents.
- ❑ **Proxies:** Continue follow-up with clubs. If clubs will not have delegates attending Regional Conference and/or International Convention, ensure that clubs send proxies to the district governor.

JUNE

Distinguished District, Division, Area and Club Programs Deadlines

- ❑ Final month for reporting membership, new clubs, educational accomplishments, and pertinent administrative activities for inclusion in Distinguished District, Distinguished Division, Distinguished Area and Distinguished Club Programs. (See program brochures for deadline requirements.)
- ❑ Follow up on overdue semiannual reports. Clubs must submit complete semi reports by June 30 to be counted in district year-end club total.
- ❑ Intensify final push to achieve in the Distinguished District Program goals for membership, net club growth, CTMs and ATMs.

Financial Deadlines

- ❑ Prepare for district year-end audit.
- ❑ Treasurer's report for the July 1 – April 30 period must be submitted to the district governor and Lt. governors by June 15.
- ❑ Treasurer's report for the July 1 – May 31 period must be submitted to district governor and Lt. governors by July 15.

Administrative

- ❑ Complete transfer of all district records to new administration by July 1.

Nominations and Elections for the Toastmasters International Board of Directors

- ❑ Current district governor votes proxies at Regional Conference. He or she gives proxies for the Annual Business Meeting at the International Convention to newly elected district governor. The newly elected district governor is responsible for carrying and voting the proxies at the International Convention Annual Business Meeting.

New Administration

(Immediately following District Conference and elections)

Training

- ❑ Division and Area Governor Training should be held in June, but no later than August 31. Report of Division and Area Governor Training (with at least 85 percent of Division and Area Governors trained) must be submitted to WHQ by September 30 to qualify for the Distinguished District program.
- ❑ District conducts Club Officer Training. Training must be conducted in June, July or August for clubs to receive Distinguished Club program credit. Officer training reports must be submitted to WHQ postmarked on or before September 30 in order for clubs to receive credit in the Distinguished Club program.