

Section VI B 1

Toastmasters International
POLICIES AND PROCEDURES

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FORMATION OF PROVISIONAL DISTRICTS, CONSOLIDATION AND REFORMATION OF EXISTING DISTRICTS, AND FORMATION OF NON-DISTRICT ADMINISTRATIVE UNITS

Administrative units of Toastmasters International should provide the highest potential for continued club and membership growth. Thus, it is the policy of the Board of Directors that new districts should be created and existing districts consolidated or reformed only after the Board of Directors has determined that there are enough existing clubs in the territory to be included within the proposed new or consolidated districts, and that these clubs are of sufficient membership strength to assure efficient and financially sound administration of such proposed districts. In addition, a district once formed should continue to operate as a district only so long as it meets certain minimum standards.

Therefore, in the absence of unusual circumstances and conditions which convince the Board that special action on its part is justified, no new district shall be created and no existing district or districts shall be consolidated or reformed except in accordance with procedural rules and regulations adopted by the Board of Directors and in accordance with the following guidelines:

1. The Board, on its own initiative, may grant authority initially for territorial council operations, for provisional district operations, and eventually for full district operations; and
2. Forty-five is the minimum number of clubs that may apply for provisional district formation, although the Board establishes 60 clubs in good standing and an average of 20 members per club as the basis for development of a sound district administration; and
3. All clubs within the boundaries of any provisional, consolidated or reformed district shall become a part of such district and no club within that territory shall thereafter have the right to maintain an independent operation, unless there are unusual circumstances or conditions which convince the Board that special action on its part is justified; and
4. Nothing in policy shall be construed as abrogating the right of the Board to form, consolidate or reform districts on its own initiative for the best interests of Toastmasters International; and
5. Applications to form a territorial council or provisional district and applications to be granted full district status shall be submitted to the Executive Director, who shall report his or her recommendation to the Board before the Board shall authorize either provisional or full district status for the clubs in any territory, or the creation of any non-district administrative unit.

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TERRITORIAL COUNCILS

1. In addition to districts, the Board of Directors may create non-district administrative units, such as territorial councils, in any undistricted territories for the purpose of forming new districts.
2. The criteria for the creation of a territorial council by the Board of Directors shall be the evidence of potential growth of clubs and members in a specific geographical area within five years, and evidence of the desire of at least 20 existing clubs therein for eventual district status.
3. The clubs within a territorial council may organize an informal operating structure, electing such officers as needed to coordinate and guide a club growth program for district status. In addition, the clubs may plan and participate in training sessions, educational programs, speech contests and any other activities which will contribute to an effective group effort toward district status.
4. Any finances involved in the council's operation will be sustained by the member clubs therein.
5. World Headquarters will provide such information, materials and assistance as will support the council and its officers in fulfilling its purpose.

PROVISIONAL DISTRICTS

1. Council may apply for provisional district status when the following requirements are met: (a) the council has 45 or more clubs in good standing for two (2) consecutive semiannual reporting periods; (b) the council submits an application to the Executive Director requesting granting of provisional district status who then shall report his or her recommendations to the Board of Directors; and (c) clubs, which are council members, accept an annual dues increase from \$42.00 to \$54.00 (U.S.). A council considering applying to become a provisional district should direct a request to the Executive Director to begin the process.
2. When the Board grants provisional district status, such a provisional district is entitled to: (a) administrative materials, official district mailings, and regular district progress reports from World Headquarters; (b) official participation in the Distinguished District Program; (c) establishment of a district reserve account and the payment of \$13.50 per member annually (\$6.75 for each membership dues payment) to the district treasury; and (d) training of top three (3) district officers. A provisional district governor is eligible to be nominated for election to the Board of Directors.
3. Within three (3) years after granting provisional district status, the Board of Directors shall review the progress of the provisional district. Performance in the Distinguished District Program and achieving distinguished district status shall be considered in the decision whether to grant full district status. After reviewing district progress, the Board of Directors

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may allow the provisional district to continue to function as a district or to take such action as it considers to be in the best interests of Toastmasters International.

4. When a provisional district reaches 60 or more clubs in good standing, it may apply to the Board of Directors for district status.
5. If granted, and depending on geography, full district entitlements would include: participation in the International Speech Contest; if practical, assignment to a region of Toastmasters International, and if so assigned, visits from international officers and directors and region advisors, reimbursement for travel to official district leader trainings and International Conventions.

REFORMATION OF DISTRICTS

1. The forming of two or more districts from an existing district or districts shall be at the initiative of the Board of Directors only. The Board shall review the status of districts with more than 240 clubs every three years or sooner, if necessary, to determine if reformation is in the best interests of the organization. If it is determined that reformation of a district may be in the best interests of the organization, then that district will be directed to proceed as outlined in Policies and Procedures VI B 1.1.

CONSOLIDATED OR REFORMED DISTRICT

1. In the event that any existing district has less than sixty (60) clubs or a membership total of less than 900, the Board shall, on its own initiative, consider consolidating said district with another existing district or districts.

Reference: Policies and Procedures, Section VI B 1.1