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Toastmasters International
POLICIES AND PROCEDURES

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RULES AND REGULATIONS SUPPLEMENTING THE POLICY CONCERNING FORMATION AND RE-FORMATION OF DISTRICTS

PROVISIONAL DISTRICTS

1. All applications to operate as a Provisional District shall be filed with World Headquarters, accompanied by the required resolutions.
2. The required initial operating period of each newly created Provisional district shall be a minimum of nine months ending on June 30 before it shall become eligible for possible full District status.
3. During the initial period, each newly created Provisional District shall:
 - a. Adopt the District Administrative Bylaws;
 - b. Elect officers, establish an organizational structure and subdivide itself into areas; and
 - c. Conduct satisfactory programs of district services in accordance with accepted principles of Toastmasters International.
4. Any authorization to operate as a provisional district shall continue until full district status is granted or until it is otherwise terminated by the Board of Directors.
5. As to any provisional district wholly organized in undistricted territory:
 - a. The reserve fund from undistricted clubs for district purposes should not be withdrawn until full district status is granted; but, for cause shown, the Executive Director may allocate funds for provisional district operations not in excess of seventy-five per cent (75%) of the estimated income for district purposes during the provisional period of operation as reflected by the Club semiannual reports.
 - b. No activities of any such provisional district (except speech contests) shall be officially recognized unless prior approval for recognition shall have been given by the Board of Directors.
 - c. During the initial period the boundary lines shall be exactly determined without affecting the territory of any previously established district.

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REFORMED DISTRICTS

1. Only the Board of Directors may initiate the reformation of districts from existing districts.

Any district with 200 or more clubs may submit a letter of inquiry which shall be reviewed by the Executive Committee. The Board reserves its authority to act under Article XII, Section 1, of the Bylaws of Toastmasters International.

2. In the case of districts reformed from an existing district or districts, records to the time of reformation shall be retained by the reformed district which retains the number of the original district; but copies of any records essential to the proper administration of other reformed districts shall be furnished to them; and separate records shall be maintained subsequent to the reformation.
3. As to any districts reformed out of an existing district:
 - a. If the Board determines that it may be in the best interests of Toastmasters International to reform two districts from an existing district, then the Board shall direct the district to develop a proposal and plan for reformation that follow the guidelines as outlined in paragraph 6 hereof. Such a proposal and plan shall include the proposed boundaries of the reformed districts and a recommendation for the division of all existing funds.
 - b. The reformed district that retains the original district number shall be determined by lot at the Board of Directors meeting prior to the reformation date.
 - c. If the recommendations are conflicting concerning division of funds, all funds shall be divided upon the ratio of the number of active clubs in each reformed district.
 - d. When the district is reformed, World Headquarters shall place to the credit of the reformed districts, on the basis agreed upon or on the ratio provide above, any funds in the Reserve Account of the existing district.
 - e. Each of the reformed districts operating shall be treated as an established district with reference to officially recognized activities, district reserve account receipts and expenditures, minimum standard requirements, service patterns, policies, and travel and speech contest allowances.
4. As to any district or districts reformed, either from portions of, or from all of the territories of two or more existing districts, the rules and regulations set forth in paragraph 3 hereof shall be applicable.
5. As to a district reformed by adding un-districted territory, the rules and regulations set forth in paragraph 3 hereof shall be applicable.

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6. Guidelines for a District considering reformation:

a. Needs Analysis Committee

Upon direction from the Board, the district governor should appoint a committee to conduct a needs analysis addressing reformation of the district and to develop a strategy for division.

The district's intent would then be brought to the attention of the Executive Committee of Toastmasters International.

b. Study/Needs Analysis Conducted by district

A thorough needs analysis must be performed by the district. The following questions need to be answered: "Why is it necessary for the district to divide?"; "Is it in the best interests of Toastmasters International, the district operating structure and the clubs within the district?"

Through this analysis, the district must prove the necessity of reformation.

c. Strategy for Division

The district must define a plan for division. The plan must contain the following criteria:

- 1: Number of clubs: The division should not result in the creation of a district(s) with fewer than 100 clubs unless the Board determines it is in the best interests of the reformed district(s) to divide with fewer than 100 Clubs.
- 2: Leadership: Toastmasters International will need assurance that the newly formed district(s) would have the quality and continuity of leadership to help them sustain themselves and provide the impetus for future growth.
- 3: Growth Plan and Identifying Markets: It is required that the newly formed district(s) would have sufficient potential for growth and evidence that the Toastmasters marketing efforts would be continued and growth goals met.

d. The district considering division and the newly formed district(s) would have to show an awareness of the impact on the following:

- 1: Service to clubs and members.
- 2: The potential, spirit and enthusiasm of district leadership.
- 3: The severe cut in revenue derived from a large membership and the loss of flexibility accompanying that revenue cut.
- 4: The impact on area and division structure and the training of officers.
- 5: Sufficient funds for newly-formed districts to operate.
- 6: Newly-formed districts would have to show evidence that inexperienced officers could move into leadership roles.
- 7: Potential of increased educational opportunities for members.

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e. Report to the Executive Committee of Toastmasters International

In September of each year, a district that is considering division and is beginning work on a plan to reform will be asked to submit a progress report to the office of the Executive Director. The Executive Director, in turn, will present these findings to the Executive Committee in the form of an update.

f. Transition for Reformation

The district requesting reformation must operate with a district governor, two lt. governors of education and training and two lt. governors of marketing in the year prior to reformation. This will include a lt. governor education and training and a lt. governor marketing in each geographic area of the reforming districts all operating under the district governor. The intent of this is for the district to work together as a team during the formative year, putting into place the leadership framework for each geographic area of the reforming district in preparation for the final split.

g. Additional Requirements

Additional requirements may be determined necessary by the Board of Directors due to special circumstances.

CONSOLIDATION OF DISTRICTS

1. The consolidation of any existing district shall be at the initiative of the Board of Directors. The Board shall review the status of districts with fewer than 60 Clubs every three years, or sooner if necessary, to decide if consolidation is in the best interests of the organization.
2. When determining whether consolidation is appropriate, factors such as the number of clubs in the district, market potential within the district, past performance, leadership, geography, and other relevant factors shall be taken into consideration.
3. If it is determined that consolidation may be in the best interests of the clubs and Toastmasters International, then the district will be advised that it is being considered for consolidation. If the district wishes to remain a district and not be consolidated, it shall be given the opportunity to develop and present a growth plan to the Board. The growth plan should identify potential markets within the district and provide a specific strategy and reasonable time line for reaching 60 clubs and beyond.
4. If a growth plan is accepted, the Board shall review the progress of the district each year and take what action is in the best interests of Toastmasters International.
5. If a district is to be consolidated, the clubs in that district will be notified of the date of consolidation. The Board also may take whatever action necessary to ensure that the clubs involved have the opportunity to participate in any elections or speech contests that may be conducted by the district which is absorbing the clubs.

Reference: Bylaws of Toastmasters International, Article XII, Section 1