



Minutes of the 2018-2019 Board of Directors Meeting July 24, 2019

The 2018-2019 Toastmasters International Board of Directors convened July 24, 2019, with International President Lark Doley, DTM, presiding. The officers and directors present were: Deepak Menon, DTM; Richard E. Peck, DTM; Margaret Page, DTM; Balraj Arunasalam, DTM; Don Bittick, DTM; Reginald Darnell Ford, DTM; Joan Lewis, DTM; Anthony J. Longley, DTM; Larry Marik, DTM; Morag Mathieson, DTM; Mary Morrison, DTM; Carol Prahinski, DTM; Radhi Spear, DTM; David Templeman, DTM; Tracy Thomason, DTM; Tuire Vuolasvirta, DTM; Derek Wong, DTM; Susan Zhou, DTM; and Chief Executive Officer Daniel Rex. Chief Information and Digital Officer Sam Farajian, Chief Member Engagement and Support Officer Darci Maenpa, District Growth and Support Manager Jonathan Lam, Business Research Manager John Lurquin, Secretary-Treasurer Angela Mennenga and Executive Services Manager Mona Shah were also present.

BOARD OF DIRECTORS

1. The Board reviewed the agenda and accepted it without objection.
2. The report of the Executive Committee was presented by International President-Elect Deepak Menon. The report consisted of the following items considered at its July 16, 2019 meeting:

The 2018-2019 Executive Committee convened on July 16, 2019, with International President Lark Doley, DTM, presiding. The other officers present were: International President-Elect Deepak Menon, DTM; First Vice President Richard E. Peck, DTM; Second Vice President Margaret Page, DTM; and Chief Executive Officer Daniel Rex. Chief Member Engagement and Support Officer Darci Maenpa, District Growth and Support Manager Jonathan Lam, Training and Development Manager Kate Rynerson-Wingrove, Secretary-Treasurer Angela Mennenga and Executive Services Manager Mona Shah were also present. Immediate Past International President Balraj Arunasalam, DTM was not in attendance.

1. The Committee received an update on the organization's performance.
2. The Committee received an update from the following Board Committees: District Fiscal Effectiveness, Club Leadership Roles and Responsibilities, District Leader Success Plans, and Disciplinary Committee. The Committee also received an update from the Future Board Competencies and Experience Task Force.
3. The Committee reviewed a proposed modification to Protocol 7.1: District Events that would expand the timeframe to conduct club officer training. The amendments to Protocol 7.1: District Events (attached) were adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect, effective immediately.
4. The Committee reviewed reformation proposals from District 86 and the joint District 60 and 86 Reformation Committee. The Committee recommends the Board approve a hybrid of the district boundaries proposed by both reformation committees, effective July 1, 2020, as follows:
 - District 60 (approximately 130 clubs):



- North: city of Toronto—east Mississauga city border, south of Dixon Road, west of Scarlett Road, south of Lawrence Avenue to Pickering border
- West: city of Toronto / Mississauga border
- South: city of Toronto / Lake Ontario
- East: city of Toronto / Pickering border
- District 86 (approximately 140 clubs):
 - North: counties of Bruce and Grey
 - West: counties of Huron, Lambton, and Middlesex
 - South: Elgin County, electoral district of Haldimand-Norfolk, municipality of Niagara
 - East: city of Hamilton, municipality of Halton, Wellington County; west Mississauga city border, south of Highway 401, west of Highway 403, south of Eastgate Parkway; east Mississauga border
- District 123 (approximately 170 clubs):
 - North: Cochrane District
 - West: Algoma District, Manitoulin Island, city of Sudbury, town of Parry Sound, municipality of Muskoka, Simcoe County, Dufferin County, cities of Caledon and Brampton
 - South: counties of Durham, Northumberland, and Prince Edward; city of Toronto—west Peel County border, north of Highway 401, east of Highway 403, north of Eastgate Parkway, east Peel County border; north of Dixon Road, east of Scarlett Road; north of Lawrence Avenue to Pickering border
 - East: county of Lennox and Addington, Hastings, Nippising, and Timiskaming

The Committee directs World Headquarters to collaborate with the leaders of Districts 60 and 86 to develop a method to ensure proper elections for each of the three districts.

5. The Committee received a request submitted by District 46 Director and Past International Director Mark LaVergne relating to adding an additional district public relations manager role to districts that are reforming. The Committee reviewed the topic and took no action.
6. The Committee reviewed potential modifications to Policy 8.3: District Leader Expenses, Protocol 10.0: Region Advisor Expenses, and Protocol 11.2: Board of Directors Expenses that would bring Toastmasters International into compliance with the United States Internal Revenue Service reimbursement rates for non-employees of not-for-profit organizations. The Committee recommends the Board approve the proposed modifications to Policy 8.3: District Leader Expenses (attached). The amendments to Protocol 10.0: Region Advisor Expenses (attached) and 11.2: Board of Directors Expenses (attached) were adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect contingent upon approval of the recommended amendments to Policy 8.3.
7. The Committee reviewed and discussed proposed modifications to Policy 8.3: District Leader Expenses that would align current terminology relating to reimbursement for district directors attending the International Convention with current practices. The Committee recommends the



Board approve the proposed amendments to Policy 8.3: District Leader Expenses (attached), effective immediately.

8. The Committee discussed the establishment of Toastmasters International bank accounts in Canada and Hong Kong. As per Policy 11.4: Board of Directors Committees, Section 1.H, "all signatories on Toastmasters International's corporate bank accounts, including district bank accounts, must be approved by the Executive Committee, or by unanimous written consent." The Committee approved the signatories on these bank accounts.

The Board discussed and accepted the Committee's recommendations as presented in items #4, 6, and 7.

BOARD OF DIRECTORS

3. The Board received an update on the organization's performance.
4. The Board received an update from each of the following Board Committees: District Fiscal Effectiveness, Club Leadership Roles and Responsibilities, District Leader Success Plans, and Disciplinary Committee. The Board also received an update from the Future Board Competencies and Experience Task Force. The Board Committee Reports will be given in August 2019.
5. **HIGHLY CONFIDENTIAL**

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted."

Angela Mennenga
Secretary-Treasurer

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors

District Events

1. District Events

- A. All district events, including but not limited to district conferences, club officer training, district leader training and district council meetings, must not be held jointly with any other district.

2. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district leaders and club officers provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.
- C. If unable to attend training in their home District, a club officer may get credit for training in another District. An attending club officer is responsible for notifying both Districts.

3. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:

- I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
 - VI. Conducting effective Area and Division Council meetings to reinforce club support
 - VII. Succession planning
- E. Such additional training of division and area directors may include other elected and appointed district leaders and is conducted at division or district meetings.

4. Club Officer Training

- A. Districts train club officers **a minimum of twice yearly: between in June 1 and July, or August 31 and between November 1 and in December, January, or February 28 (or February 29 in leap years).**
- B. The Toastmasters Leadership Institute (TLI) is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district leader and club officer training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club officers or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.

- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. One meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- E. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the district website four weeks in advance of the vote opening.
 - II. The district posts the proposed agenda item at least 14 days in advance of the vote.
- F. District executive committee meeting information is included in the district calendar and in other district communications.
- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented to the District Executive Committee prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. The Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. At the meeting prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.

- VII. The district director's recommendations to fill any vacancies in office are approved.
- VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article XII, Section 3(c) of the Bylaws of Toastmasters International and by Article X of the District Administrative Bylaws.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the district website four weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. The District posts the proposed budget at least 14 days in advance of the vote.
 - IV. The District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others, whose participation the council requires, may attend. Members, who are not voting members of the council or their proxyholders, may attend the meeting but do not participate in council deliberations.
- F. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.

- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first district council meeting.
- VII. The district executive committee's action to fill any vacancies in district office is confirmed.
- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and district public relations manager report on progress toward district goals.

7. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director program quality, assistant division director club growth, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area Success Plan and progress in the Distinguished Area Program are presented.
 - II. Club Success Plan and progress in the Distinguished Club Program are presented.
 - III. The club officer training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.

- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director program quality, assistant area director club growth, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club Success Plan and progress in the Distinguished Club Program are presented.
 - II. Club officer training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.
 - IV. In accordance with the district council's decision to elect or appoint area directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess area director candidates in order to either:
 - a. Provide one or more appointment recommendations to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The recommendations are subject to alignment changes by the district council, or
 - b. Elect the following year's area director and provide the results of the election to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The elections are subject to alignment changes by the district council.

9. Annual District Conferences

- A. The purpose of the annual district conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the district calendar and in other district communications.
- C. The following events occur at the annual district conference:
 - I. The in-person district council meeting.

- II. The International Speech Contest and any other district-level speech contests. These district-level contests may only take place at this event.
- III. Educational sessions that focus on achieving the club and district missions.

10. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Leader Expenses

1. District Leader Expenses Paid by World Headquarters

- A. District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International.
- B. World Headquarters reimburses the travel expenses of the district director, program quality director, and club growth director (including for provisional district leaders and equivalent leadership roles for territorial councils) for the mid-year and August trainings as follows:
 - I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.
 - II. World Headquarters reimburses motor vehicle transportation at the current ~~business~~ **charitable** standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.
 - III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.
- C. District directors attending the International Convention each receive a \$30 USD per diem (not exceeding \$120 USD) when the district director attends the Candidate Corner, Candidate Showcase, and the Annual Business Meeting; one complimentary basic convention registration; and one complimentary President's Dinner Dance ticket, if ticketed separately.
- D. World Headquarters does not provide reimbursement for travel or expenses for territorial council leaders except as specified above.

2. District Leader Expenses Paid by Districts

- A. District expenses paid by districts are governed by Article XII, Section (a) of the District Administrative Bylaws. Expense reimbursements to district leaders must be included in the district budget.
- B. For Mid-Year District Leader Training, districts may reimburse the district director, program quality director, and club growth director for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- C. For August District Leader Training, districts may reimburse the district director, program quality director, and club growth director, and other leaders for whom training is provided and authorized by Toastmasters International, for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.

- D. For International Convention, districts may reimburse the district director, program quality director, and club growth director for registration, lodging, and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- E. For International Convention, districts may reimburse the immediate past district director for registration, lodging, and transportation expenses not paid by World Headquarters.
- F. Districts do not reimburse any other individuals for travel outside the district or for items related to travel outside the district.
- G. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.
- H. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.
- I. All expenses listed in this section must be substantiated by receipts.

3. General District Leader Expense Provisions

- A. Reimbursement of travel expenses is based on full participation and attendance.
- B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current **business charitable** standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking.
- C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.
- D. If a district leader moves out of the geographic boundaries of the district from which that district leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.
- E. Districts do not provide any expense payments to speech contestants attending the International Convention.

Region Advisor Expenses

1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for Mid-year Training, district leader training sessions, district visits, and International Convention as follows:
 - A. Lowest rate round-trip airfare and up to \$50 USD per segment to secure a seat.
 - B. Public transportation (coach or discount) or mileage at the current **business charitable** standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, by the most direct route. Mileage reimbursements require documentation that includes the travel date, distance traveled, and travel purpose.
 - C. Other public transportation, shuttle, taxi, or mileage driven to and from the RA's home, and to and from the passenger terminal to the event, up to \$50 USD per segment.
 - D. Hotel accommodations, including applicable taxes, for the number of nights required for attendance at training events. Incidental expenses and all additional nights' lodging are the responsibility of the RA.
 - E. A per diem of \$30 USD for each day that event attendance is required.
2. RAs submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Board of Directors Expenses

1. Board members are issued a credit card to be used only for Toastmasters business expenses specified in this protocol. Expenses are subject to the approval of the Chief Executive Officer or the International President.
2. Board members may charge or be reimbursed by World Headquarters for travel expenses for Mid-year Training, district leader training sessions, Board meetings and Executive Committee meetings, district visits, and International Convention as follows:
 - A. Round-trip airfare and up to \$50 USD per segment to secure a seat. International Officers may receive business class airfare when traveling more than three time zones or more than 8 hours total flight time.
 - B. Public transportation (coach or discount) or mileage at the current **business charitable** standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, by the most direct route. Mileage reimbursements require documentation that includes the travel date, distance traveled, and travel purpose.
 - C. Other public transportation, shuttle, taxi, or mileage (which must be accompanied by authentication documentation) to and from the Board member's home, and to and from the passenger terminal to the event, up to \$50 USD each segment.
 - D. Hotel accommodations, including applicable taxes and internet usage fees up to \$15 USD per day, for the number of nights in attendance at the event plus any additional days requested and agreed to in advance by World Headquarters, the district, and the officer or director, for marketing visits. Additional room nights are at the Board member's expense.
 - E. A per diem allowance of \$30 USD for the days when event attendance is required plus two travel days. Additional per diem allowance for any additional days spent conducting marketing visits agreed to in advance by World Headquarters, the district, and the officer or director.
 - F. Phone charges, postage, and stationery expenses incurred in the conduct of their duties.
 - G. District conference registration when not provided by the district.
 - H. The International President may charge or be reimbursed for additional expenses:
 - a. Dinner with the District Executive Committee.
 - b. Airfare for the International President's spouse when traveling with the International President on official business.
3. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.

4. Board members must submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days.
5. In addition to the expenses listed above, the following reimbursements apply for the International Convention:
 - A. Continuing and departing international officers and directors receive one complimentary convention registration and one complimentary ticket to each of the official meal functions and speech contests, if ticketed separately.
 - B. The outgoing International President receives one complimentary hotel suite (of one to two bedrooms) including entertainment costs, two complimentary convention registrations, two complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - C. The incoming International President receives one complimentary hotel suite (of one to two bedrooms), two complimentary convention registrations, and two complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - D. The Immediate Past International President receives two complimentary convention registrations and two complimentary President's Dinner Dance tickets, if ticketed separately.
 - E. Past international presidents receive one complimentary convention registration and one complimentary President's Dinner Dance ticket, if ticketed separately.
6. The following reimbursements apply specifically for newly-elected international directors and the newly-elected Second Vice President for the International Convention:
 - A. Incoming international directors receive the return portion of round-trip airfare or other public transportation (coach or discount) or mileage. Mileage is reimbursed at the current **business charitable** standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Hotel accommodations, including applicable taxes, for any day between their installation and the Board meeting; a \$30 USD per diem allowance for any day they attend the Board meeting following the Convention; one travel day; and one complimentary President's Dinner Dance ticket, if ticketed separately, will also be reimbursed. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.
7. If an international director moves out of the region from which elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.

District Leader Expenses

1. District Leader Expenses Paid by World Headquarters

- A. District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International.
- B. World Headquarters reimburses the travel expenses of the district director, program quality director, and club growth director (including for provisional district leaders and equivalent leadership roles for territorial councils) for the mid-year and August trainings as follows:
 - I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.
 - II. World Headquarters reimburses motor vehicle transportation at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.
 - III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.
- C. District directors attending the International Convention each receive a \$30 USD per diem (not exceeding \$120 USD) when the district director attends the Candidate Corner, Candidate Showcase, and the Annual Business Meeting; **and one discounted complimentary basic convention registration; and one complimentary President's Dinner Dance ticket, if ticketed separately.**
- D. World Headquarters does not provide reimbursement for travel or expenses for territorial council leaders except as specified above.

2. District Leader Expenses Paid by Districts

- A. District expenses paid by districts are governed by Article XII, Section (a) of the District Administrative Bylaws. Expense reimbursements to district leaders must be included in the district budget.
- B. For Mid-Year District Leader Training, districts may reimburse the district director, program quality director, and club growth director for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- C. For August District Leader Training, districts may reimburse the district director, program quality director, and club growth director, and other leaders for whom training is provided and authorized by Toastmasters International, for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.

- D. For International Convention, districts may reimburse the district director, program quality director, and club growth director for registration, lodging, and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- E. For International Convention, districts may reimburse the immediate past district director for registration, lodging, and transportation expenses not paid by World Headquarters.
- F. Districts do not reimburse any other individuals for travel outside the district or for items related to travel outside the district.
- G. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.
- H. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.
- I. All expenses listed in this section must be substantiated by receipts.

3. General District Leader Expense Provisions

- A. Reimbursement of travel expenses is based on full participation and attendance.
- B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking.
- C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.
- D. If a district leader moves out of the geographic boundaries of the district from which that district leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.
- E. Districts do not provide any expense payments to speech contestants attending the International Convention.