

Yukon-Alaska Council of  
Toastmasters

# Operations Manual

A Territorial Council of  
Toastmasters International

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# 1.0 INTRODUCTION

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## 1.1 Geographic Boundaries

The geographic boundaries of this Council shall be as follows:

- The entire state of Alaska; and,
- The entire Yukon Territory.

The current Council Governor is responsible for the alignment of the Council's Divisions and Areas.

## 1.2 Purpose of this Manual

From every administration of council officers and committees, from the members and clubs, and from Toastmasters International, we gain a new set of ideas, opinions, forms, policies and procedures. In this way we evolve, building on our past, leading to a better future for the Toastmasters of the Yukon-Alaska Council of Toastmasters (YACT).

The purpose of this manual is to document our current operation. It answers the question: How do we do things in YACT? It will give our council leaders a perspective of where we are, so that they may then take us into the future.

To this purpose, the Council will attempt to keep this manual up-to-date. To do so, we need members to tell us of innovations, insights and developments. With your assistance, this manual will live to serve future YACT officers.

The manual contains Procedures (See Section 2), which must be adopted by the Executive Committee or the YACT Council, and Practices (See Section 3), which may be implemented, altered, or discontinued in the course of any given officer's normal duties and do not require authorization by the Executive Committee or YACT Council.

Please note that this manual is not intended to replicate other manuals or documentation of Toastmasters International and nothing in the manual may contradict or supersede any applicable Toastmasters International publication or information. It may, however, refer you to such material.

## 1.3 Maintenance of this Manual

The Past Council Governor Committee is responsible for reviewing and updating this Council Operations Manual. Any suggestions for changes should be brought to the attention of any member of the Past Council Governor Committee or the Council Governor for consideration.

## 2.0 COUNCIL PROCEDURES

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### CHAPTER 2 COUNCIL PROCEDURES Council Procedure #1

Approved by YACT Executive Committee April 16, 2010  
Approved by YACT Council N/A

#### **Purpose**

- To authorize the use of Procedures in this Council.
- To define the procedure and the methods to develop them, submission for review, approval and final implementation.

#### **Definition**

Procedures may be used to:

- Clarify Council Administrative Bylaws
- Establish Council operational procedures and functions supplemental to the Council Administrative Bylaws.
- Provide a vehicle for clubs to propose a new procedure or function.
- Provide a vehicle to amend existing Council Procedures.

#### **Origination**

Procedures may be proposed by any Council member in good standing.

#### **Review**

The proposed procedures must be submitted to the Council Governor. The Council Governor may choose to assign the procedure to the Executive Committee or to an advisory committee for review and recommendations.

The review process must insure that the procedure's content is not in conflict with the Council Administrative Bylaws or any other TI governing documentation, is in compliance with the provisions of this procedure, and does not subjugate the management prerogatives of the Council Governor to plan, organize, or direct the Council. The Council Governor may return the proposed Procedure or amendment to the originator for modification, appoint a committee to review and ensure compliance, including formatting and language, or submit it to the Past Council Governor's Committee to ensure compliance, before presenting it to the Executive Committee for consideration.

#### **Approval Cycle**

When the review process has insured the proposed procedure meets formatting, language, and compliance requirements, the Council Governor or the advisory committee will submit the proposed procedure, or amendment to procedure, to the Council Executive Committee. The members of the Executive Committee must be notified of, and supplied with, the proposal two weeks prior to the meeting at which it will be presented for consideration. The Executive Committee may adopt the recommended procedure, with or without amending it, by a two-

thirds vote. The Council Executive Committee may, by majority vote, recommend it be presented for ratification before the next Council meeting.

### **Content**

Every procedure must state:

- Purpose
- Description
- Council Executive Committee approval date, if applicable
- Full Council approval date, if applicable

To facilitate open discussion and debate, every procedure submitted for consideration must be accompanied with a background explanation clearly identifying:

- An explanation of the unusual circumstances and conditions which prevent existing governing documents from covering the situation in question.
- Any governing documents which relate to the problem and procedure.
- A summary of all attempts to seek clarification and guidance through the leadership and support levels of Toastmasters International.

## 2.2 Council Procedure #2 - Travel Expenses

Approved by YACT Executive Committee April 11, 2008

Approved by YACT Council April 11, 2008

### **Purpose**

To support travel, education and training expenses associated with the operation and expansion of Toastmaster's Clubs in Alaska and the Yukon Territory.

### **Definition**

#### Travel Expense:

##### Policy:

- 1.) YACT will reimburse ½ of the travel expense up to \$200 for the following Toastmasters in good standing to attend a Toastmaster function:
  - a) Club President (Conference only; must attend all business meetings; business meeting includes Sunday session, if held.)
  - b) Club VP-Education (Conference only; must attend all business meetings; business meeting includes Sunday session, if held.)
  - c) YACT Officers (Conference only; must attend all business meetings; business meeting includes Sunday session, if held.)
- 2.) YACT will reimburse 100% of the travel expense for:
  - a) YACT Officer club visits outside of the community in which the officer resides for the semi-annual club visits, up to however much is in the Officer's budget for that fiscal year.

#### Procedures:

Evidence of travel (airline boarding pass, ticket receipt, invoice, statement of mileage, or other receipt clearly showing total travel costs) must be submitted to the YACT Treasurer with a cover letter requesting reimbursement no later than 30 days from completion of the travel. Mileage claims are paid at twenty-five cents per mile per vehicle, must include receipt for gas from the conference site, and must be over 60 miles each way. Reimbursement requests submitted later than 30 days from the termination of travel will be reimbursed on a case by case basis as determined by the Treasurer. Travel Reimbursement expense shall not exceed \$200. Appeals are to be made to the Council Governor. The decision of the Council Governor will be final.

## 2.3 Council Procedure #3 - Education and Training Expenses

Approved by YACT Executive Committee           N/A            
Approved by YACT Council May 15, 2007

### **Purpose**

To support travel, education and training expenses associated with the operation and expansion of Toastmaster's Clubs in Alaska and Yukon Territory

### **Definition**

#### Education and Training Expense:

##### Policy:

Funds available for YACT Officers pursuant to the annual budget adopted at each Fall Conference, or by a quorum vote of the eligible YACT Officers. Reimbursements are for training supplies, educational materials or contest materials only.

#### Procedures:

Evidence of the education or training expense (receipt, invoice, or other document clearly showing total costs) must be submitted to the YACT Treasurer with a cover letter requesting reimbursement. Reimbursement requests must be submitted no later than 30 days from when they are incurred. Reimbursement requests submitted later than 30 days will be reimbursed on a case-by-case basis as determined by the Treasurer. Appeals are to be made to the Council Governor. The decision of the Council Governor will be final.

### **Expenses Not Covered**

Meals at any event, except as specifically mentioned above. Meeting room expenses for any Area or Division event, except those approved by the Council Governor in advance. Expenses directly related to a campaign for any Toastmaster office. Expenses for meetings that are primarily social in nature.

### **Miscellaneous Expenses**

Any expense not covered by this procedure may be reimbursed at the discretion of the Council Governor with prior written approval in accordance with Toastmasters International policy.

### **Expenses Paid by International**

Certain expenses, such as travel to Regional or International Conferences, may be reimbursed by Toastmasters International. In cases where the individual has received reimbursement from Toastmasters International, no reimbursement will be made from YACT for the same expenses.

## 2.4 Council Procedure #4 – Publications

Approved by YACT Executive Committee January 21, 2009  
Approved by YACT Council N/A

### **Purpose**

To authorize the creation of a media to officially publicize news and related information concerning the Yukon Alaska Council of Toastmasters, and to define a publication schedule.

### **Name**

The name of the Yukon Alaska Council of Toastmasters Newsletter shall be, "The Northern Outlook". The name of the Yukon Alaska Council of Toastmaster's Interim Newsletter shall be the "Northern Express."

### **Publishing Schedule**

The Public Relations Officer or his/her designated representative (herein after referred to as the "Northern Outlook Editor") shall prepare, publish, and distribute its Council newsletter, "The Northern Outlook," at least quarterly. Periodically, it may be necessary to share time sensitive, Toastmasters related, information with Council Members between regularly scheduled issues of the "Northern Outlook." In such instances, the Public Relations Officer may, at his/her discretion, distribute such information via the "Northern Express."

### **News Contributions**

All members are encouraged to submit news articles directly to "The Northern Outlook" Editor. All reports and news articles are to be in good, legible form when submitted. The Editor reserves the right to edit submitted content for taste, libel, and format. Time sensitive information may be submitted directly to the Public Relations Officer, who will determine whether it is appropriate for distribution via the "Northern Express."

### **Newsletter Distribution**

Both the "Northern Outlook" and "Northern Express" shall be made available electronically to all YACT Toastmaster members in good standing.

### **Publication Funds**

The Council Governor will budget sufficient funds for preparation of the "Northern Outlook" and "Northern Express. "Sufficient funds" is defined as adequate operating funds to allow the newsletters to be published and distributed as noted above. To support this definition, the newsletter editor shall provide, upon request, the last two year's operating costs and evidence of any cost increases for the upcoming budget year.

## **2.5 Council Procedure #5 – Council Leadership Elections**

Approved by YACT Executive Committee November 16, 2007

Approved by YACT Council N/A

### **Purpose**

To clarify the Council's position regarding the election of various leadership positions within YACT.

### **Definition**

Measure 1) The offices of Secretary, Treasurer, Public Relations Officer, and Area Governors shall be elected positions.

Measure 2) The Council shall have a Sergeant at Arms, which shall be an elected position.

Measure 3) The Area Governor may be elected by the Area Council if the Area Council holds said election prior to the Spring Conference.

## **2.6 Council Procedure #6 – Speech Contests**

Approved by YACT Executive Committee April 16, 2010  
Approved by YACT Council N/A

### **Purpose**

To designate the speech competitions to the semi-annual educational conferences in order to coincide with Toastmasters International practices

### **Definition**

The Council will conduct the International Speech Competition and the Evaluation Competition at the Spring Conference and conduct the Humorous Speech Competition and the Table Topics Competition at the Fall Conference.

Another contest may be substituted for the Table Topics Contest, at the discretion of the Council Executive Committee.

All speech contests shall follow contest guidelines for districts as described in official rulebooks published by Toastmasters International. This includes all contestant eligibility rules.

Due to geographic and logistical considerations, contestants from designated remote clubs are allowed to compete in the Council level speech competitions without having to compete at their respective area competitions. Clubs granted this exemption are listed in the practices Section 3.5. The Council Governor may designate any newly formed club so eligible at the time of chartering and such designation will be effective immediately and ratified by a vote of the executive committee at the next scheduled meeting.

## **2.7 Council Procedure #7 – Adherence to District Bylaws**

Approved by YACT Executive Committee May 22, 2009

Approved by YACT Council May 22, 2009

### **Purpose**

To clarify and confirm adherence to, and implementation of, Toastmasters International's District Administrative Bylaws and other governing documents.

### **Definition**

The Yukon Alaska Council of Toastmasters will implement all Toastmasters International governing documents including, but not limited to, the District Administrative Bylaws, Code of Conduct and Ethics, and Speech Contest Rulebook, as if the Council were in fact a District unless specific exemptions are published in this Operations Manual.

The District Administrative Bylaws are the uniform bylaws shared by every district and council within Toastmasters International. Those sections offering an option for local implementation and the Council's adopted procedures are defined in this Council Operations Manual.

The geographic boundaries in Section V are the political boundaries of the State of Alaska and the Yukon Territory.

Under the provisions of Article XVII (c) of the District Administrative Bylaws (the Bylaws), the Territorial Council or Yukon Alaska Council of Toastmasters (the Council) shall use the Bylaws in conducting the business of the Council, with the following exception(s) and clarification(s):

- All occurrences within the Bylaws referencing the "District" or "District Council" shall be understood to mean the Council.
- Article III(a), shall not apply as long as individual members are assessed dues to Toastmasters International at the "undistricted" rate.
- So long as the Council is not funded by Toastmasters International, all references in Article XII or elsewhere within the Bylaws referring to requesting funds from or reporting use of funds provided by Toastmasters International shall not apply to the Council.
- So long as the Council is not funded by Toastmasters International, all references in Article XII or elsewhere within the Bylaws referring to disbursement of funds and use of funds shall be subject to approval of the Council Governor and in accordance with the approved budget, unless otherwise approved by the Council.

In addition to the Bylaws, the Council shall follow the District budgeting and auditing procedures, with the following exception(s):

- In developing a budget, the Council shall attempt to match the allocation of funds by category with those set forth by Toastmasters International, except that percentage limit on transportation costs shall not apply.

This procedure shall have an effective date of July 1, 2009.

## 3.0 COUNCIL PRACTICES

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### 3.1 Council Conferences

The District Administrative Bylaws require two business meetings per year, which is addressed by the Council hosting semiannual educational conferences. The first meeting and conference must be held anytime after the International Convention and before December 1. Consider the Canadian Thanksgiving holiday, the 2<sup>nd</sup> Monday in October, to allow more time for travel.

The second conference must be held between March 15 and May 31. Consider Victoria Day in Canada, the last Monday before or on May 24, to allow more time for travel. This second conference includes the annual business meeting.

The conferences will be planned and conducted under the guidance of the Lt. Governor Education and Training in accordance with the procedures covered in the District Leadership Handbook under the section titled Planning a District Conference.

The Council Governor will appoint a Conference Chair to organize and lead the conference. The Lt Governor of Education and Training is responsible for all speech contests.

Speech contests are also held during these gatherings, which typically are organized as follows:

Friday night:

- YACT Business meeting

- Opening reception

Saturday AM

- Opening ceremonies

- Educational workshops

Saturday noon

- Luncheon speech contest (Table Topics or Evaluation)

Saturday PM

- Educational workshops

- Dinner reception

- Dinner speech contest (Humorous or International)

- Fund raising auction

Sunday AM

- YACT officer training and/or Club Officer training

## **3.2 Recognition Awards**

YACT provides a few awards each year to members and community members who distinguish themselves in various ways. This section describes the award(s) and applications for those that are based on member nominations.

### **3.2.1 YACT Travel Gavel**

The YACT Travel Gavel is given to the club at each conference with the most members who have traveled the longest distances, that is, the club with the greatest value of:

(# members attending conference) x (distance traveled)

The distance is determined as a great circle distance as calculated by <http://www.indo.com/distance/index.html>. You can download an [Excel spreadsheet](#) with the official calculations; this is the only official version and is the final say once the award is presented at each conference. Get your members to the YACT conferences; it's great fun and wonderfully educational!

### **3.2.2 Council Outstanding Toastmaster of the Year**

Typically awarded to a Toastmaster who is not a district officer, division governor or area governor, but who makes a significant contribution to the goals and mission of the district. All district 'Toastmaster of the Year' award resources and form templates are available on the TI Web site at <http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/Recognition/LocalRecognition.aspx>

### **3.2.3 Division Governor of the Year**

Given annually to the division governor with the most outstanding performance in membership building and retention, club extension, education/training, leadership and other areas critical to district success. All district 'Division Governor of the Year' award resources and form templates are available on the TI Web site at: <http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/Recognition/LocalRecognition.aspx>

### **3.2.4 Area Governor of the Year**

Awarded to the area governor who makes the most outstanding contributions to district goal achievement. All district 'Area Governor of the Year' award resources and form templates are available on the TI Web site at: <http://www.toastmasters.org/Members/OfficerResources/DistrictOfficerResources/Recognition/LocalRecognition.aspx>

### **3.2.5 Communication and Leadership Award**

#### **Purpose of the Award:**

To honor a non-Toastmaster who has made substantial contributions in the areas of communication and leadership.

### **Criteria on Which the Award is Given:**

- Nominee must be a resident of the geographical area covered by YACT (i.e. Alaska or the Yukon Territory);
- Must be a non-Toastmaster, although former Toastmasters qualify;
- Should have distinguished himself/herself as a leader or spokesperson for a worthy cause, especially as this relates to communication and leadership;
- Must be able to personally accept the award; give an acceptance address at our Spring or Fall Conference; and,
- Must be a skilled communicator/speaker.

### **Procedures:**

- 1) Generally YACT will award no more than one Communication and Leadership Award per fiscal year.
- 2) Any YACT Toastmaster in good standing may make a nomination for the award.
- 3) Nominations must be made in writing on the Nomination Form, or a substantially similar form, putting forth the reasons why this nominee should be given the award.
- 4) Nominations must be given to a member of the YACT Executive Committee by the date announced by the YACT Governor. This date should be sufficiently early to allow the Executive Committee to review all nominations and to reach a decision as to the winner at least four weeks prior to the Conference. Or, if the Toastmaster making the nominations chooses, he/she may personally present the written nomination to the Executive Committee on the date announced by the YACT Governor.
- 5) The Executive Committee will consider all nominations made by the specified date.
- 6) The Executive Committee will decide which nomination, if any, is worthy of the award. Decision will be made by a majority vote of the Executive Committee at which a Quorum is present.
- 7) If no nomination has been made which the Executive Committee feels merits the award, no award will be made for that year.
- 8) If an award is to be given, the YACT Governor will personally contact the recipient, tell him/her that he/she has been chosen to receive the award, advise the recipient that he/she must make an acceptance address at the lunch at the Spring or Fall Conference as a condition of receiving the award, and advise of all other pertinent details.
- 9) If the chosen recipient cannot make an acceptance address or personally accept the award, or chooses not to accept the award, the YACT Governor will advise the Executive Committee, which may choose to select another recipient, or not to give the award for that year. If another recipient is chosen, the YACT Governor contacts that individual in accordance with #7 above.

### **Application Form:**

The application form is "YACT Communication and Leadership Award Nomination Form," a copy of which is attached.

**When the Award is Given**

This Award, if made for the year, is given at the Spring or Fall Conference, usually at lunch at which the recipient has given the appropriate address.

**Form the Award Takes:**

The award is given in the form of a plaque, purchased from Toastmasters International, and appropriately engraved with the winner's name, year of the award, name of award, and other pertinent information.

## YACT COMMUNICATION AND LEADERSHIP AWARD

### Nomination Form

The YACT Communication and Leadership Award is a prestigious award which may be given annually to a non-Toastmaster who has made outstanding contributions in the areas of communication and leadership.

Guidelines for recipients of the award follow. Recipient:

- 1) Must be a resident of the geographical area covered by YACT; i.e. Alaska or the Yukon Territory of Canada;
- 2) Must be a non-Toastmaster, although former Toastmasters qualify;
- 3) Should have distinguished himself/herself as a leader or spokesperson for a worthy cause, especially as this relates to communication and leadership;
- 4) Must be able to personally accept the award; give an acceptance address at our Spring Conference; and,
- 5) Must be a skilled communicator/speaker.

If you know of a person who meets the guidelines and who merits this award, please fill in the form below. The YACT Executive Committee will consider this nomination; however, the award will not be presented unless the committee feels the high standards of the award are met.

Nomination for the YACT Communication and Leadership Award:

Name: \_\_\_\_\_  
Company or business affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Please provide information about the individual that you feel make him/her a worthy candidate for the award. Include specifics about what the individual has accomplished and why you feel the individual merits the award. Please do not exceed one page.

Send the completed form to the Council Governor.

Nomination submitted by:

Name: \_\_\_\_\_  
Club Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### **3.3 Keeping of Meeting Minutes**

The purpose of the minutes of a meeting is primarily to record what was done at the meeting, not what was said by the members.

#### **CONTENT**

The first paragraph should contain the following information:

- The kind of meeting (regular, special, adjourned regular, or adjourned special). This is almost always “regular.”
- The name of the assembly. This is either “the YACT Executive Committee” or “the YACT Council.”
- The date, time and place of the meeting.
- The statement that the Council Governor and the Council Secretary were present or, in their absence, the names of their substitutions. Also list the name of any voting eligible members in attendance.
- Whether the minutes of the previous meeting (of the same body) were approved, and any corrections.

The body should contain a separate paragraph for each subject, with information on the important motions, including the following:

- All main motions or motions to bring a main question again before the assembly, stating:
  - a) The wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically).
  - b) The disposition of the motion, including any primary and secondary amendments.
- Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity.
- All notices of motions.
- All points of order and appeals, together with the reasons for the chair’s ruling.

The last paragraph should indicate the time of adjournment.

The minutes should be signed by the person taking notes, and kept by the Secretary.

### **3.4 Council Publications**

The YACT Public Relations Officer is responsible for two official YACT Publications: the Northern Outlook and the Northern Express. These publications will be distributed to all members in good standing electronically. Club Officers are responsible for ensuring that members who do not have e-mail access receive printed copies of these publications.

A list of current member email addresses on record with Toastmasters International can be obtained from the YACT Governor. The Public Relations Officer should obtain an updated list on at least a bi-monthly basis in order to ensure that active members have access to the most current YACT information.

The Northern Outlook will be posted in PDF format on the YACT web site with a link to the publication sent via email to every member. The publication schedule of the Northern Outlook is such that an issue is usually published immediately before and immediately after the Fall and Spring Conferences. As such the deadlines for article submission is generally:

- September 15
- November 15
- March 15
- May 15

There is not a publication schedule for the Northern Express. It is a tool for the Public Relations Officer to distribute time sensitive information to the YACT membership between issues of the Northern Outlook and takes the form of an email message that is sent directly to every member. Information that is sent via the Northern Express should be of general interest to all (or a significant number) of YACT members. Submissions can come from any YACT member, but the primary contributors will be members of the YACT Executive Council.

### **3.5 Remote Clubs**

Clubs currently granted the exemption in the YACT procedure on Speech Contests in Section 2.6 (i.e., clubs that are allowed to compete in the Council level speech contests without having to compete in their respective area competitions) are listed in the following table:

<u>Club #</u>	<u>Name</u>	<u>City</u>
6412	First City	Ketchikan
8961	Denali Stars Of Gold	Denali Park
9321	Soldotna	Soldotna
1172241	Tundra Toastmasters	Bethel

This designation is at the Council Governor's discretion and could be changed with each Area reorganization. The Council Governor may designate any newly formed club so eligible at the time of chartering and such designation will be effective immediately and ratified by a vote of the executive committee at the next scheduled meeting.