



District 28
Standing Rule 2019-01
Easing Leader Transitions by
Providing Additional Information and Resources

Article I: Purpose

District 28 shall implement a system to ensure that knowledge and information that can be easily transferred to the incoming leadership **is** transferred to the new leadership in an organized and facilitated fashion.

Article II: Officer Submissions

Section 1. The District Director shall transfer copies of all contracts, agreements, District Success Plan, internal planning documents, policy or precedent setting communications, documents and notes from the District Business Meetings, and a list of user credentials needed to access any electronic resource in the name of the district or District Director.

Section 2. The Program Quality Director shall transfer copies of all contracts, agreements, and sales orders to which s/he was a party; agendas and planning documents for all trainings; planning documents, contracts, attendance figures (by registration option) and Banquet Event Orders for the conference and any other event hosted at a public venue; contest training materials, contest aids, contest agendas, and contest attendance for district contests; handouts and details related to events and incentives; policy or precedent setting communications, a list of user credentials needed to access any electronic resource in the name of the district or Program Quality Director.

Section 3. The Club Growth Director shall transfer copies of all contracts, agreements, and sales orders to which s/he was a party; agendas and planning documents for all membership events and demo/kick-off meetings; notes, contact information, and plans for club leads; handouts and details related to events and incentives; policy or precedent setting communications, and a list of user credentials needed to access any electronic resource in the name of the district or Club Growth Director.

Section 4. The Division Directors shall transfer copies of all reports, newsletters, and other informational updates; contest materials, agendas, venue information, attendance figures, accounting of conference income and expenses; Division Success Plan; and any internal strategy and planning documents.

Section 5. The Area Directors shall transfer copies of all informational updates; contest materials, agendas, venue information, attendance figures, accounting of conference income and expenses; Area Success Plan; Club Visit Reports; and any internal strategy and planning documents.

Section 6. The Finance Manager shall transfer copies of the YTD Profit and Loss / Budget report and the Balance Sheet, all sales or event contracts, all invoices or receipts in excess of \$500, and a list of user credentials needed to access any electronic resource in the name of the district or Finance Director.

Article III: Procedure and Format

Section 1. The District shall facilitate the transfer of the aforementioned documents and shall provide access to an online system in which to store these documents such that they can be accessed, with appropriate safeguards, by incoming.

Section 2. A checklist shall be provided by the district and used by the officers so that no information is omitted.

Article IV: Deadline for Submission

Section 1. All information cited to be transferred to the District shall be transferred no later than June 30th of the current Toastmasters year, with the exception of financial invoices and receipts, which are to be transferred no later than September 30th of the next Toastmaster year or by the date of the audit report submission.

Adopted as debated and amended by the District 28 District Council on March 30, 2019 as authorized by Article VIII, Section (a) of the Toastmasters Administrative Bylaws which states, in part,

The district officers shall have such obligations, responsibilities, and duties as may be set forth in policies prescribed from time to time by the Board of Directors or in the Articles of Incorporation or Bylaws of Toastmasters International, in these administrative bylaws, or in standing rules or policies adopted by the district council of this district.