



DISTRICT 112 PROCEDURES PART 2 OPERATING

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Preamble

Toastmasters' International governing documents

District 112 is governed by the Articles of Incorporation and Bylaws of Toastmasters International, the District Administration.

Bylaws and Toastmasters International Policies and Protocols, which are common to all Districts.

No procedure of District 112 may conflict with these governing documents.

District D112 Procedures

District 112 Procedures provide guidance where Toastmasters International policies or procedures are silent or vague. This defines District 112 traditions and unique aspects of our district culture. Details related to awards, trophies and other district traditions provide historical context and help preserve the richness of District 112 culture.

There are two levels of procedure:

District 112 Procedures Part 1 Administrative

These are procedures and practices which do not directly affect clubs and cover matters normally dealt with by the District Executive Committee. These procedures are approved by the District Executive.

District 112 Procedures Part 2 Operating

These are procedures and practices which directly affect clubs. These procedures are approved by the District Council.

Where applicable, references to the *District Administrative Bylaws (DAB)* and *Toastmasters International Policies and Protocols (TIP)* are shown to the right of headings.

Any question as to whether a matter should be covered in District or Administrative procedures, is determined by the District Director in consultation with the District 112 Parliamentarian, unless overturned by a simple majority vote at the District Council.

Unless stated otherwise, all procedures take immediate effect from the close of the meeting at which they were approved.

Officer responsibilities

Members of the District Council are encouraged to review District 112 Procedures and District 112 Administrative Procedures together with the source governing documents.

All Toastmasters International governing documents listed above can be found at the Toastmasters International website under Leadership Central / Governing Documents.

DP 1 District Objective

The District Mission as defined by Toastmasters International is 'We build new clubs and support all clubs in achieving excellence'.

District 112 covers a large geographical area and is committed, as much as practicable, to providing the benefits of Toastmasters to rural and urban areas and to ensuring that urban and rural members take advantage of the communication and leadership opportunities in the District.

DP 2 Areas and Divisions

TIPP VI B2

- 2.1 The District shall organise Areas into Divisions. *DAB Article VI*
- 2.2 New clubs shall be assigned to an Area. *Protocol 7.0 [1B]*
- 2.3 Excluding Easter, Division Conferences shall be held on three weekends in April as follows:
- Weekend 1 Divisions A, H and M
 - Weekend 2 Divisions B, F and K
 - Weekend 3 Divisions D, and J

Explanatory Note:

Allocation of Division Designations.

Division A is Northland and the Northern North Shore

Division B is the southern North Shore and West Auckland

Division D is the clubs in the outer ring of central Auckland

Division F is the Auckland wider CBD and Waiheke island

Division H is East and South Auckland

Division J is the pre 01/07/2018 Division D less the Hawke's Bay Clubs

- 2.4 Subject to the approval by the District Director, a division may hold an additional Division Conference, in July or August for the presentation of Division Awards, and/or educational purposes. The District Director Elect must be advised of this intention no later than the 30th of June. Division Finals for contests may only be held at the events specified in sub-clause 2.3 above.

DP 3 District Officers and Field Officers

DAB Article VII

- 3.1 The roles of Finance Manager, Administration Manager and Public Relations Manager are appointed by the District Director and confirmed by the District Council.
- 3.2 The District Director may make ex-officio appointments to hold office during the District Director's term. These ex-officio appointees are known as District Field Officers. They provide support in areas not covered by the Toastmasters District structure. Examples of District Field Officer positions are Web Master, Parliamentarian and Statistician.
- 3.3 The District Parliamentarian shall provide advice on questions concerning Toastmasters International governing documents and parliamentary procedure as requested by the presiding officer or members of the District Council.
- 3.4 Under the direction of the District Director, the District Parliamentarian, shall organise and oversee the running of the credentials desk at the May District Council Meeting, which at all times shall be in accordance with Toastmasters International Policies and Protocols.

DP 4 District Conference

- 4.1 The Annual District 112 Conference shall be held, on a weekend occurring in May, and where possible on a different weekend to the Annual District 72 Conference.

4.2 The duration of the Annual District Conference be three days, commencing on Friday morning and concluding on Sunday afternoon to accommodate the District International, Humorous, Evaluation and Table Topics Speech Contest finals, an educational programme, the Annual District Council Meeting and District Awards.

4.3 The Annual District Conference shall:

- [a] Include a Candidates Showcase (question and answer session) for all candidates for District Director, Program Quality Director, and Club Growth Director (whether or not the candidate is opposed), and Division Director (on the advice of the District Leadership Committee). All candidates for an office shall have the same allocated speaking time and be asked the same questions in the same order. The session is arranged and run by the chair of the District Leadership Committee and shall follow the procedure defined in Protocol 9.0, 9(C).
- [b] Provide a “Candidates’ Corner” from the start of the Conference until one hour prior to the start of the District Council.
- [c] Have the formal opening of the Conference on Saturday morning and where practical finish by early afternoon on the Sunday.
- [d] Give priority to the provision of District Officer training.
- [e] Include the presentation of those awards as specified in Appendix A.

4.4 The Program Quality Director shall report to:

- [a] The District Council on educational achievements in the District year to date and on summarized attendance at District and Club Leadership training.

This report shall be included with the District Director’s report.

4.5 The Club Growth Director shall report to:

- [a] The District Council new clubs, club losses and net changes in membership in the District year to date.

This report shall be included with the District Director’s report.

4.6 A proposer of a motion has two (2) minutes, with a one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments.

4.7 The location of the District Conference is to be determined at least two years in advance by the District Council on the recommendation of the District Executive.

[a] A Club or Clubs wishing to bid must:

(i) Submit their bid on the official bid form to the Program Quality Director at least 21 days prior to the meeting of the District Executive meeting.

(ii) Be able to meet certain requirements e.g. Hotel(s), ease of Air/Road access. Details of these minimum requirements are available from the Program Quality Director.

[b] Where no Club or Clubs bid for a specific year, then the District Executive will determine the location for the Conference. In that event the Conference shall be managed by a conference committee appointed by the District Director.

[c] Should changes to the venue (building or hotel) become necessary, they shall be approved by the Program Quality Director and District Director in consultation with the District Conference Committee.

4.8 The District Executive for the year commencing 1 July shall assume total responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.

The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the Conference committee.

The District Executive committee is responsible for:

[a] Other members of the conference committee are appointed by either the District Director or the Program Quality Director.

- [b] Approving the conference programme, including presenters of educational sessions.
- [c] Providing the conference committee with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference.

4.9 Conference Finance

- [a] The Conference committee shall comply with any written requirements from the District Finance Manager relating to financial management, records and related areas.
- [b] The Conference budget shall be approved by the District Executive. The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director and the District Finance Manager.
- [c] Contracts in excess of \$500 must be signed by either the District Director or the Program Quality Director.

4.10 The minutes of a District Council meeting are to be published on the District Website within thirty-five days of the close of the meeting.

4.11 When any changes are made to either the District Procedures or the District Administrative Procedures, those documents are to be updated and published on the District Website within thirty-five days of the close of the meeting.

DP 5 District Executive and District Management

*DAB Article XI
Protocol 7.1 (4)*

5.1 The District 112 Executive Committee shall comply with the provisions of DAB Article XI and Protocol 7.1 (4).

5.2 There are two sub-committees of the District Executive.

5.2.1 The “Management Committee” which shall consist of the District Director, Programme Quality Director, Club Growth Director and such other members of the “Top Table” as determined by the District Director. The committee shall meet electronically at least once a month and has the roles of planning and operational coordination. This committee

does not exercise any of the roles allocated to the District Executive Committee or the District Administration Committee.

- 5.2.2 The “District Administration Committee” which shall consist of the District Director, Programme Quality Director, Club Growth Director, District Public Relations Manager, Immediate Past District Director, District Administration the District Parliamentarian. Meetings are convened as required either by the District Director or at the request from half of the Division Directors. The quorum is a majority of the Division Directors. Decisions are made by a simple majority of those voting. Meetings are in person, electronic or a combination.

The roles of the District Administration Committee include:

- [a] Administering the District between meetings of the District Executive Committee in accordance with the decisions adopted by the District Council and the District Executive.
- [b] Reviewing and monitoring the status of Clubs, Areas and Divisions.
- [c] Other matters as determined by the District Director.

- 5.2.3 Should an issue arise, that the TI Governing Documents specifically allocate to the District Executive, and there is either not time, or the finance to bring the full District Executive together, then the District Administration Committee may consider the matter, develop options and submit those options to the full District Executive Committee for determination by electronic voting.

- 5.2.4 The minutes of the District Executive Committee and the District Administration Committee shall be published on the District Website within twenty-eight days of the close of the meeting.

Explanatory Note:

Possible shortcomings were recently identified in the existing DP covering this area.

- 1 The proposed new DP recognises the existence of what has been known in different years as the "Trio Calls, Quintet Call or Top table call. It specifies their role and limits their role. Some District Governors/Directors have limited this gathering to the trio; others have preferred a larger group. It is the District Director's call.
- 2 In re drafting the clause for the District Administration Committee, the common clauses in several Australian Districts for their equivalent bodies have been consulted.
- 3 Sometimes a situation may arise which the TI Governing Documents state as a District Executive matter. If the District Director has the view that the matter should be resolved prior to the next scheduled meeting of the full District Executive, then Sub Clause 5.2.3 establishes a procedure for this.

DP 6 District Councils

DAB Article IX

- 6.1 The Annual District Council shall be held on the Saturday of the District Conference.
- 6.2 The Semi-Annual District Council shall be held in accordance with the criteria specified by Toastmasters International.
- 6.3 The District Council shall be run in accordance with TI Policies and Protocols. (eg: voting rights and agenda items).
- 6.4 A member of the District Council, wishing to have an item or motion included on the District Council agenda, including any proposed change to procedures, shall do so by giving notice to the Administration Manager at least six weeks prior to the Council meeting at which it is to be considered. Items or motions that are outside this period shall only be considered with the consent of two-thirds of the District Council Members present and voting.
- 6.5 A proposer of a motion has two (2) minutes, with a one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments.
- 6.6 The Program Quality Director and Club Growth Director shall report to the District Council on all areas of their responsibility as specified by the TI Governing Documents and these procedures.

- 6.7 The minutes of a District Council meeting are to be published on the District Website within thirty-five days of the close of the meeting.
- 6.8 When any changes are made to either the District Procedures or the District Administrative Procedures, those documents are to be updated and published on the District Website within thirty-five days of the close of the meeting.

DP 7 District Procedures Review

- 7.1 It is the responsibility of the current year District Director to review all District Procedures to ensure no changes need to be made, and that the documents are still relevant. The District Director may appoint a District Procedures Review Committee to assist with this review.
- 7.2 Recommendations regarding changes shall be presented for approval in compliance with the lead times below:
 - [a] District Procedures Part 2 Operating at least eight weeks prior to the District Council at which they are to be considered.
 - [b] District Procedures Part 1 Administrative at least six weeks prior to the District Executive meeting at which they are to be considered.

DP 8 District Leadership Committee

*DAB Article XI
Protocol 9.0 (1)-(4)*

The procedures and rules for District elections are as in TI Protocol 9.0.

DP 9 Speech Contests

- 9.1 All District 112 Speech and Evaluation contests shall be conducted in accordance with Toastmasters International Speech Contest Rules.
- 9.2 Areas with four or fewer clubs shall allow the two highest placed available contestants in the four speech contests from each club, to compete in the Area contest. This clause is perpetual communication of the rule in the Speech Contest Rulebook.

- 9.3 Provided that TI protocol and recommended practice are complied with, all contests at District and Division level may be recorded and all contestants must be prepared to use any amplification or recording equipment supplied.
- 9.4 The Program Quality Director is responsible for District Level Contests, including appointing Contest Chairs and Chief Judges.
- 9.5 Area Councils determine the dates of Area Finals, which must be completed at least ten days prior to the Division Final.

DP 10 District Awards and Incentives

10.1 There shall be a District Awards event, to be held no later than the 30th of September, where the awards pertaining to the previous Toastmasters year shall be presented. The appendix specifies which awards are presented at this event and which are presented at the District Conference.

10.2 District 112 Incentives

10.2.1 This District Procedure applies to all District 112 Incentive Programmes. It does not apply to Speech Contests, which are TI Protocol and are contained in the annual Speech Contest Rule Book.

10.2.2 A District Award is an ongoing award as specified in the Appendix to these District Procedures. A District Incentive Programme is a programme established by the District Leadership to run during their year of office.

10.2.3 District Incentive Programmes may take the forms of:

- [a] An incentive where every participant meeting the criteria receives the specified recognition or reward, or
- [b] An incentive where the specified first number of participants meeting the criteria receive the specified recognition or reward, or
- [c] An incentive where the successful entry is drawn at random, from entries received.

- [d] A competition, where entries will be judged and a specified number of prizes awarded.
- 10.2.4 The rules of the District Incentive must clearly specify
- [a] The purpose of the District incentive.
 - [b] The entry criteria, and any exclusions,
 - [c] The time lines,
 - [d] The reward/s,
 - [e] How winners will be determined (for competitions the judging criteria and practices),
 - [f] Anything else which aids transparency and clarity.
- 10.2.5 The written rules must be approved by the Management Committee.
- 10.2.6 Once a District Incentive is launched, changes to the areas specified in sub clause 10.2.4 should only be made with the approval of the District Administration Committee.
- 10.2.7 Prizes or rewards for District Incentives must meet the criteria specified in TI Policy 8.4 and Protocol 8.4., or have specific prior approval from WHQ. Appropriate funding must have been provided for in the District Budget.
- 10.2.8 A District Incentive will come under the auspices of one or more senior District Officer. To ensure that clubs, which a District Officer is a member of are not disadvantaged, and to avoid the perception of a conflict of interest, where their club qualifies for or enters the District Incentive, (except in situations covered in 3 [a] above), the District Officer is recused and the District Director or the District Administration Committee appoints an independent person to determine the successful entries.
- 10.2.9 For District Awards the procedure in clause 10.2.8 also applies for District Officers other than the Immediate Past District Director.

DP 11 Finance

TI Policy 8.4 & Protocol 8.4

- 11.1 All District bank accounts are to be held at the same bank. The bank is to be designated by the District Executive. Divisions and Areas will not have separate bank accounts. The Finance Manager will track Division income and expenses against each Division Budget.

Conference committees will be allocated a District account by the Finance Manager and may not establish separate bank accounts.

11.2 Approval and Disbursements

- [a] The approval of expenditure and disbursements shall be in accordance with Clause 4 of Toastmasters International Protocol 8.4: District Fiscal Management.
- [b] Prior to the item being submitted to the District Director for approval and then to the Finance Manager for payment:
 - (i) For disbursements against Division and Area activities, approval from the relevant Division Director is required.
 - (ii) For disbursements from Conference bank accounts the approval of the Conference Chair is required.

11.3 Reporting: In addition to the reporting required by TI Polices and protocols:

- [a] Conference Treasurers are to have read only access to online bank statements.
- [b] The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the budget set as at the beginning of the Toastmaster year (1 July). Whenever possible, this should be distributed by the 20th of the following month from September onwards.

11.4 Bank Account ownership and signing authority.

- [a] The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts.
- [b] All District Accounts shall have signing authority vested in any of the following offices jointly signing: District Director, Program Quality Director, Club Growth Director and Finance Manager.

11.5 From time to time the District Director shall specify at a District Executive Committee meeting the travel reimbursement rate per kilometre for internal travel on Toastmasters business by District Officers and District Field Officers using private cars. The amount

shall not exceed the NZ\$ equivalent of the current US\$ amount as specified by Toastmasters International.

11.6 Each year the District Executive may request a District Service Charge from clubs. The District Service Charge is to cover expenses at Division and Area level, except for those expenses budgeted for as a District Expense, such as Area Directors travel for their two official visits to clubs in the area.

11.7 In addition to the Accounting Policies specified by Toastmasters International, the following apply:

[a] The budget presented to the semi-annual District Council meeting shall be in NZ \$, and show comparative figures (actual and budgeted) for the previous year, or if this is not possible for specific items, an explanation. Any expenditure item which is more than 25% of total expenditure shall be further broken down into significant components.

[b] The annual and half year accounts to be presented to the District Councils shall be audited and/or reviewed as required by Toastmasters International, and applicable New Zealand Law. They shall be in NZ \$ and include such other details as are required by New Zealand generally accepted accounting practice as prescribed by the External Reporting Board and the Charities Act 2005.

DP 12 International

12.1 The District will budget and pay for the District Director, Program Quality Director and Club Growth Director to attend the Toastmasters International August Training, Midyear Training and the International Convention, as provided for in the current Toastmasters International Policy 8.3 (Section 2)

12.2 When District 112 makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention, the District will budget and pay for the Immediate Past District Director to attend the full Toastmasters International Convention, as provided for in the current Toastmasters International Policy 8.3 (Section 2).

- 12.3 In all cases reimbursement is dependent on receipts being provided. The reimbursement of expenditure as covered in sub-clauses 1 and 2 shall be made as soon after the expense was incurred as practical. Note that no payments may be made in advance.
- 12.4 District expects the District Director, Program Quality Director and Club Growth Director to attend the Open Board of Directors meeting, the Annual Business meeting, the Candidates showcase, any other Convention events specified by either the District Director or Immediate Past District Director and interview all candidates for the Board of Directors and Second Vice President. Reimbursement as provided above is dependent on this.
- 12.5 Members of clubs in District 112, who are International Directors or Region Advisors, shall have speaking rights at all District Executive Committee meetings and District Council meetings.
- 11.6 On their return from the International Convention the District Director shall provide a written report to the District Council members.
- 12.7 When attending the Annual District Conference in their official capacity, an International Officer or International Director Region 12, shall be entitled to full reimbursement of convention registration/convention meals and accommodation based on the single convention room rate when travelling alone or the double convention room rate when accompanied by partner, provided that these are not reimbursed by Toastmasters International.

APPENDIX District Award Criteria

The ranking of awards is a guideline to the District Trio and Conference committees regarding the relative timings of the presentations at the District Conference. The higher the ranking, the higher the profile of the presentation.

PART 1 Presented at the District Awards Ceremony (DP 10.1)

Award: Distinguished Toastmaster	Presented at Awards Ceremony or Annual Conference	Ranking 1
Responsibility & Criteria A TI Educational award. Programme Quality Director. The PQD arranges the ceremony and introduces each recipient. The District Director makes the presentation.		
Presented by: District Director	Award Type: Personal Plaque (provided by TI) & DTM Medal (provided by the District)	
Duration Held: Permanent	Personal Trophy Yes	

Award: <u> </u> Trophy for the Outstanding Division Director of the Year	Presented at Awards Ceremony	Ranking 2
Responsibility & Criteria Immediate Past District Director's discretion having taken into account the Division Directors contribution to the District and the development of their Division.		
Presented by: IPDD	Award Type: Trophy	
Duration Held: One year	Personal Trophy Miniature provided by District	
History & Notes:		

Award: Len Jury Trophy for the Outstanding Area Director of the Year	Presented at Awards Ceremony	Ranking 3
Responsibility & Criteria Each Immediate Past Division Director awards a Division Area Director of the year, and these become the finalists for the District award. (Note: the Division award criteria are a division matter). In addition, the past Program Quality Director and the past Club Growth Director may each nominate one finalist. The Immediate Past District Director selects from list provided		
Presented by: IPDD	Award Type: Trophy	
Duration Held: One Year	Personal Trophy Miniature provided by District	
History & Notes: A Past President of Auckland Toastmasters Club, Len Jury DTM served as the 1989/90 District 72 Governor and was President of Toastmasters International in 1997-1998		

Award: _____ Award for District Toastmaster of the year	Presented at Awards Ceremony	Ranking 4
Responsibility & Criteria This award recognizes one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional” Up to five finalists are determined from the completed TI forms by the previous year’s trio (DD, PQD, CGD). The Immediate Past District Director then selects the winner from the finalists Entry Criteria: <ol style="list-style-type: none"> 1. A member must be nominated by another member, using the current TI District Outstanding Toastmaster of the Year form. This is available from the TI website. 2. Completed applications MUST BE with the outgoing District Director by 30th July 3. Candidates must be a financial member, of a Club in District 112, at the time of application and presentation. 4. Only achievements in District 112 for the Toastmasters year, beginning 1 July and ending 30 June will be considered. Achievements outside of this period will be disregarded. 5. Where a claim cannot be verified from TI data, evidence needs to be supplied. 6. Members who belong to multiple District 112 Clubs can combine their achievements (considered to be in the interest of this District). 7. To avoid double credit only activities which do not count towards an educational award gained in that year may be counted. 8. Any Toastmaster who has received this award three times (consecutively or otherwise in District 112 and/or District 72 prior to the reformation) is not eligible. They shall receive a permanent plaque which details the years in which the award was earned. 		
Presented by: IPDD	Award Type: Trophy	
Duration Held: One Year	Personal Trophy Miniature provided by District	
History & Notes:		

Award: Award for Club Coach of the Year	Presented at Awards Ceremony	Ranking 5
Responsibility & Criteria Determined by the outgoing trio. There are three parts of the nomination: Part A Statistically based (source is the TI reports)		
Area	Points Available	Points Claimed
Club has achieved Charter Strength (20 members with only 3 Dual members)	15 points	
Club has achieved Distinguished Club Status.	12 points for PDC, 8 points for SDC, 5 points for Distinguished	
New growth in membership	3 points multiplied by the net increase	
Education awards registered with TI by the club (except those for the Coach)	2 points per award	
Club Officers attended Club Leadership Training (either round)	2 points per member	
Club has a full committee going into the new TM year	2 points per officer (a member holding two offices is counted only once)	
Total Points Claimed		
Part B Area Directors Visit Reports for the club during the year Part C Based on a Narrative Covering:		
1. The Club Success plan, how well it was implemented (and adapted if required) 2. Membership building initiatives undertaken. 3. Any other matters, indicating that the Club coach is deserving of this award.		
Presented by: IP Program Quality Director	Award Type: Trophy	
Duration Held: One Year	Personal Trophy Miniature Trophy	
History & Notes: Nominations may be made either by: the Club President, Area Director or Division Director. Where there are two club coaches assigned the award may be to one or both club coaches. The nomination must be received by the Club Growth Director no later than 30 th July		

Award: _____ for Outstanding Division.	Presented at Awards Ceremony	Ranking 6
Responsibility & Criteria This award recognises the Division which made the greatest contribution to the District achieving its goal of Distinguished Status. The award is determined by the immediate past trio on the end of year TI reports and the following criteria: <ol style="list-style-type: none"> 1. Percentage growth in the Division's Membership Payments over the previous year. 2. Percentage growth in the number of paid clubs in the Division over the previous year. 3. The Divisions Retention percentage (the formula is: Membership at year end divided by the sum of the membership at beginning and the number of new members). 4. The percentage attendance by the Divisions Director and Area Directors at District Officer Training (all DOTs during the year and based on a full roster of officers) <p>The Division must have been distinguished or better, to be considered for this award</p>		
Presented by: IPDD	Award Type: Ribbon for Division banner	
Duration Held: Permanent	Personal Trophy No	
History & Notes:		

Award: _____ Award for Club Public Relations	Presented at Awards Ceremony	Ranking 7
Responsibility & Criteria Entries are digital and made by either a Club or a District officer to the IPDPR Manager by 30 th July. The Criteria are innovation and effectiveness and impact on the club membership. The award is determined by the IPDPR Manager , IPPQD and IPCGD		
Presented by: IP Club Growth Director	Award Type: Ribbon for club banner	
Duration Held: Permanent	Personal Trophy No	
History & Notes: The winning entry and any meritorious entries are added to the District Website, as ideas for other clubs. This award replaces former District 72 separate awards for club, bulletins, websites and community service.		

Award: Club Leadership Excellence Awards	Presented at Awards Ceremony	Ranking 8
Responsibility & Criteria Awarded to every club which has achieved Presidents Distinguished Club for the last three consecutive years.		
Presented by: IPDD	Award Type: Ribbon for Club banner showing year awarded	
Duration Held: Permanent	Personal Trophy No	
History & Notes:		

Award: Distinguished Division Awards	Presented at Awards Ceremony	9
Responsibility & Criteria Determined by TI.		
Presented by: IPDD	Award Type: TI Certificate plus a D112 Ribbon for the Division banner	
Duration Held: Permanent	Personal Trophy No	
History & Notes:		

Award: Long Service Awards	Presented at Awards Ceremony	Ranking 10
Responsibility & Criteria (Current) Club Growth Director. 25 years cumulative membership with Toastmasters International.		
Presented by: IPDD. The CGD reads the citation.	Award Type: Plaque presented by D112	
Duration Held: Permanent	Personal Trophy The plaque	
History & Notes: If a recipient does not attend the event, then the award is presented by a Senior District Officer at the member's Division Conference, or in special cases (approved by the District Director) at the recipient's club.		

Award: Triple Crown	Presented at Any District 112 Event	Ranking 11
Responsibility and Criteria Program Quality Director [a] The activities must all achieved in the same Toastmasters year and listed in the TI dashboard. [b] Personally sponsored one new member and either: <ul style="list-style-type: none"> i. From the “Traditional Programme” one educational award and one leadership award (excluding Distinguished Toastmaster and Leader Excellence) or ii. From Pathways two level completions at level 3 or above, they can be from one or more paths. or iii. One level 3+ completion and one traditional completion (excluding Distinguished Toastmaster and Leader Excellence) 		
Presented by: either the District Director/ Program Quality Director/Club Growth Director.	Award Type: TI Triple Crown Pin	
Duration Held: Permanent	Personal Trophy The pin	
History & Notes:		

PART 2 Presented at the May District Conference

Award: Distinguished Toastmaster	Presented at Awards Ceremony or Annual Conference	Ranking 1
Responsibility & Criteria A TI Educational award. Program Quality Director. The PQD arranges the ceremony and introduces each recipient. The District Director makes the presentation.		
Presented by: District Director	Award Type: Personal Plaque (provided by TI) & DTM Medal (provided by the District)	
Duration Held: Permanent	Personal Trophy Yes	

Award: District 112 Citations	Presented at Annual Conference	Ranking 2
Responsibility & Criteria Nominations may be made by any current or past Club President or District Officer and must be received by the District Director by 31 March. The awards are determined by the current trio (DD, PQM, CGD), who separately vote as follows 5 points for the most deserving nominee 4 points for the next most deserving nominee 3 points for the next most deserving nominee 2 points for the next most deserving nominee and 1 point for the next most deserving nominee		
Presented by: District Director	Award Type: Plaque (from the District)	
Duration Held: Permanent	Personal Trophy As above	
History & Notes: Whilst the District 'Toastmaster of the Year' awards recognises achievement in the previous Toastmasters year (only), there is a need to recognise members who make an ongoing contribution to Toastmasters in New Zealand over several years. Some become familiar faces at District level, but some work away in the background at Area or Division level. This is the District equivalent of the TI Presidential Citation. The District 112 Citations are presented to deserving members of our organization each year to acknowledge outstanding Toastmasters who have made contributions to their Club(s) Division and District as well as the organisation, usually over several years. Contributions in D72 before the reformation are included. The number of District 112 Citations to be awarded each year are determined by the current trio (DD, PQM, CGD) having cognisance of this being a prestigious award to be sparingly given. Past recipients of this award are ineligible.		

Award: Long Service Awards	Presented at Annual Conference	Ranking 3
Responsibility & Criteria (Current) Club Growth Director. 25 years cumulative membership with Toastmasters International.		
Presented by: IPDD. The CGD reads the citation.	Award Type: Plaque presented by D112	
Duration Held: Permanent	Personal Trophy The plaque	
History & Notes: If a recipient does not attend the event, then the award is presented by a Senior District Officer at the member's Division Conference, or in special cases (approved by the District Director) at the recipient's club.		

Award: _____ Shield for attendance	Presented at Annual Conference	Ranking 4
Responsibility & Criteria Club Growth Director The formula is the number of club members attending the Conference as a percentage of the club membership; multiplied by the distance from the club's meeting venue to the Conference venue. <ol style="list-style-type: none"> 1. Attendance at a District Conference is based on the number of full registrants (i.e. not one day registrants) actually in attendance. The information is provided by the Conference Registrar. 2. Clubs need to be in good standing and the membership is the Paid membership as at the TI District membership list 1 week prior to Conference 3. Any District Officers in the club are excluded from the registrations and from the club membership for this calculation. 4. The clubs meeting location is as listed on the TI website. 		
Presented by: Club Growth Director	Award Type: Shield	
Duration Held: One year	Personal Trophy Ribbon for the club banner	
History & Notes:		

Award: Triple Crown	Presented at Any District 112 Event	Ranking 5
Responsibility and Criteria Program Quality Director [a] The activities must all achieved in the same Toastmasters year and listed in the TI dashboard. [b] Personally sponsored one new member and either: <ul style="list-style-type: none"> i. From the “Traditional Programme” one educational award and one leadership award (excluding Distinguished Toastmaster and Leader Excellence) or ii. From Pathways two level completions at level 3 or above, they can be from one or more paths. or iii. One level 3+ completion and one traditional completion (excluding Distinguished Toastmaster and Leader Excellence) 		
Presented by: either the District Director/ Program Quality Director/Club Growth Director.	Award Type: TI Triple Crown Pin	
Duration Held: Permanent	Personal Trophy The pin	
History & Notes:		

PART 2 Contests:

The Program Quality Director is responsible for the contest and presents the awards.

Medals and Certificates for all four Contests:

- The Winners receive a TI “Gold” Medal and TI first place Certificate.
- The Second Placed Contestants receive a TI “Silver” Medal and TI second place Certificate.
- The Third Placed Contestants receive a TI “Bronze” Medal and TI third place Certificate.
- All District Finalists receive the TI Participation Certificate.

Trophies awarded to the Contest Winner:

Table Topics Contest – John Fauvel Cup

A Past President of Auckland Toastmasters Club, John Fauvel DTM served as the 1978/79 District 72 Governor and in 1987 was elected as the first President of Toastmasters International from outside of North America

Humorous Speech Contest - _____

International Speech Contest – _____

Evaluation contest – _____

DISCONTINUED D72 AWARDS

- *Trophy for the Most Outstanding Contribution to the Professionalism of Toastmasters in District 112*
- *ANZAC trophy for service as a District Director*
- *Jack Duffy Memorial Rose Bowl for Community Service*
- *Dale Hartle Award for the best Toastmasters New Zealand Club website*
- *Alf Baker Cup for Best Club Bulletin*
- *Cup for Most Entertaining Speaker as a contestant in the International Speech Contest*

Table of additions, deletions and changes

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