



# **DISTRICT 72 PROCEDURES PART 1 ADMINISTRATIVE**

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## **Preamble**

### **Toastmasters' International governing documents**

District 72 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 72 may conflict with these governing documents.

### **District D72 Procedures**

District 72 Procedures provide guidance where Toastmasters International policies or procedures are silent or vague. This defines District 72 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 72 culture.

There are two levels of procedure:

#### **District 72 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 72 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 72 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 72 Procedures and District 72 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.

The group comprising District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, the Immediate Past District Director and the Division Directors is referred to as the District Administration Committee (DAC). When extended to include Area Directors, the group is referred to as the District Executive Committee (DEC).

## 1. AP 1 Administration

- 1.1. Division Directors, the District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, and the Immediate Past District Director will provide a written report to the Administration Manager at least 35 days prior to District Administration/Executive Committee meetings. The Division Directors' report shall include their Area Directors' reports.
- 1.2. The order papers for District Council Meetings and District Administration/Executive Meetings shall be posted on the website at least 28 days prior to the date of each meeting.
- 1.3. TI Distinguished Division and Area Certificates are to be presented at the District Awards event. If they have not arrived by then they will be distributed to current Division Directors at the next District Administration/Executive Committee meeting for them to distribute.
- 1.4. Each year by the first meeting of the District Administration/Executive Committee, the District Director shall issue an organisation chart for the District, showing lines of accountability and reporting. These lines shall comply with the District Administrative Bylaws were applicable, and shall otherwise be as determined by the District Director. Where the District Director does not issue such a chart, the previously issued chart shall apply.
- 1.5. Every 5 years, effective July 1 2018, the District Director in conjunction with the Administration Manager shall review all documents held. Out-of-date documents shall be passed to the District Historian who shall deal with them at his/her discretion.
- 1.6. [a] A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures.  
  
[b] Proposed new administrative procedures, amendments to or deletions of the administrative procedures shall be advised to the Administration Manager at least six weeks prior to the meeting at which they are to be considered. The Administration Manager shall advise all members of the District 72 Executive Committee, by posting these on the District website at least 28 days prior to the Executive Committee meeting.

## 2. AP 2 Education and training

- 2.1. Each Area and Division Director-elect shall be issued with a District Leader Manual and given a tutorial period comprising education and administration prior to taking office on July 1<sup>st</sup>. *TI Protocol 7.10*

### **3. AP 3 Marketing and public relations**

- 3.1 All advertising on the District Website shall comply with Toastmasters International guidelines, policies and protocols as well as New Zealand law. *TI Protocol 4.0 (2)*.

### **4. AP 4 Finance**

- 4.1 The District 72 Budget shall comply with TI policies and protocols, District 72 Procedures and District 72 Administrative Procedures.

- 4.2 By the first of July each year the District Director shall issue instructions to all District Officers and Field Officers covering:

- [a] Claimable expenses, with reference to the appropriate TI policy, protocol or District procedure and any applicable criteria.
- [b] The procedure for expense claims.
- [c] Account codes/classifications to be used in the preparation of Area and Division Budgets.

- 4.3 In addition to the travel expenses covered in Toastmasters International Policies and protocols, the District shall specifically budget for other travel as follows:

- [a] The attendance by the District Parliamentarian at meetings of the District Council and District Administration/Executive Committee.
- [b] The attendance by the District Supplies Officer at District Conferences to manage the District Supplies facility.
- [c] The attendance by any other person considered essential at meetings of the District Council or District Administration/Executive Committee.

- 4.4 All expense claims must be made on the current official District 72 Expense Claim Form available from the District 72 website. Travel claims must clearly specify the event the travel was for. All expense claims must be accompanied by a GST receipt, except for:

- [a] Travel by private motor vehicle
- [b] Other expenditure where the vendor was not registered for GST (this must be noted on the expense claim).

All claims must be received by the Finance Manager within 60 days of the expenditure, except that June expenditure must be received before 31<sup>st</sup> July otherwise reimbursement may not be made.

- 4.5 The budgeted/allocated expenses for the District 72 Supplies Officer shall be a charge against the District 72 supplies budget only.

- 4.6 The Divisions are responsible for the registration/meal costs of the District Director or Program Quality Director or Club Growth Director attending their Conference.

- 4.7 Payment for supplies ordered from District 72 Supplies must be made in full before the supplies will be released. The District Director, Program Quality Director, Club Growth Director or Public Relations Manager may requisition items to be charged against their budget.
- 4.8 The District 72 Finance Manager (or their nominee) shall arrange for the audit of District Supplies stock at least once during the year. The Audit report(s) on stock shall be made available to the District Administration/Executive Committee for the May meeting. Any recommendations for the better administration of District Supplies will be made known to the incoming District Director and incoming Finance Manager. The District 72 Supplies Officer shall be responsible for maintaining perpetual Inventory records.

## **5. AP 5 Conferences**

- 5.1 The Program Quality Director shall present to the District Administration/Executive Committee reports on the District Conference preparations. The reports shall cover:
  - [a] The progress against the timeline in the District Conference book.
  - [b] The current updated budget, with any changes identified.
- 5.2 At the District 72 Conference and when possible at all Division Conferences, a selection of educational and administration supplies as available through the District Supplies Officer, shall be on display with provision for ordering.
- 5.3 The District Supplies Officer attendance at the Division Conference will be subject to an invitation from the Division along with payment of the expenses involved in travelling to and from that conference by the Division, including accommodation and meals while there.
- 5.4 In recognition of the office held, the District Director when attending the District Conference shall be entitled to full reimbursement of conference registration, meals and accommodation based on the single conference room rate when travelling alone or the double room rate when accompanied by a partner. This shall be a District expense.
- 5.5 The District Supplies Officer when attending the District Conference shall be entitled to full reimbursement of conference registration, meals and accommodation based on the single conference room rate. This shall be an expense against the District Supplies budget.
- 5.6 Where Conferences incur operational expenses in advance of receiving income, the Program Quality Director may apply to the District Director for a float to cover such expenses as are necessary. Items covered may include, but are not limited to: an operational float, venue hire deposits and similar costs. The amount of such a float to be at the discretion of the District Director, to be transferred back to the consolidated account as soon as the conference account is cash flow viable and recorded in the conference budget.
- 5.7 The District 72 Conference Handbook is

- [a] The guide to be followed by District Conference Committees; except where it is incompatible with District 72 Procedures, Administrative Procedures or Toastmasters International Policy or Protocols.
- [b] Adopted or amended under the joint authority of the District Director and the Program Quality Director.

5.8 District Finalists will meet their own optional meals, travel and accommodation.

- [a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration.
- [b] If attending the full conference will be charged the early bird or first timer rate whichever is lower.
- [c] If attending for one day only they shall be charged 80% of the daily rate.

5.9 The costs of recording the District final of the International Speech costs are a district cost, and not covered by conference registrations.

## Table of additions, deletions and changes

|  | <b>Version Number</b> |
|--|-----------------------|
| DAP adopted by Council November 2011   | V1                    |
| DAP 1 (6) added – approved by Council 5 May 2012   |                       |
| DAP 5 (7) added – approved by Council 5 May 2012   | V2                    |
| DAP 5 (8) added – approved by Executive 9 November 2012  | V3                    |
| DAP Change of District Leader Titles – approved by Council<br>8 November 2014 ( <i>effective 1 July 2015</i> ) | V4                    |
| DAP 5 (8) revised – approved by Executive 8 May 2015   | V5                    |
| DAP revised for Reformation – approved by Council May 2018<br>( <i>Effective 1 July 2018</i> )                 | V6                    |