



DISTRICT 72 PROCEDURES PART 2 OPERATING

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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.

DP 1 District Objective

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

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 C and D
- Weekend 2 Divisions E and G
- Weekend 3 Divisions H and J

- 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

*DAB Article IX
Protocol 7.1 (5) & (8)*

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

4.2 The duration of the District Conference shall 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 officer training, educationals, and the District finals of the International, Humorous, Evaluation and Table Topics Speech Contests.
- [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 Administration/Executive committee is responsible for:

- [a] Approving the Conference Committee Chair.
- [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 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

*DAB Article XI
Protocol 7.1 (4)*

- 5.1 The District 72 Executive Committee shall meet face to face at such times during the District year that finance is available to meet the expense costs associated with bringing all or part of this Committee together.
- 5.2 Where sufficient finance is not available, or in the case of emergency, the District Director may conduct the District 72 Executive Committee meeting by electronic means.

DP 6 District Procedures Review

- 6.1 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.
- 6.2 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 7 District Leadership Committee

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

The District Leadership Committee shall consist of at least one representative from each Division.

DP 8 Speech Contests

- 8.1 All District 72 Speech and Evaluation contests shall be conducted in accordance with Toastmasters International Speech Contest Rules.
- 8.2 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.
- 8.3 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.
- 8.4 The Program Quality Manager is responsible for District Level Contests, including appointing Contest Chairs and Chief Judges.
- 8.5 Area Councils determine the dates of Area Finals, which must be completed at least ten days prior to the Division Final.

DP 9 Finance

TI Policy 8.4 & Protocol 8.4

- 9.1 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.
- 9.2 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.

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

- [a] Conference Treasurers are to have read only access to on line 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.

9.4 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.

9.5 From time to time the District Director shall specify at a District Executive or Administrative Committee meeting the travel reimbursement rate per kilometer 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.

9.6 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.

9.7 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 10 International

10.1 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)

10.2 When District 72 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).

10.3 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.

10.4 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.

10.5 Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all District Administration/Executive Committee meetings and District Council meetings.

10.6 On their return from the International Convention the District Director shall provide a written report to the District Council members.

10.7 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 A

This appendix consists of Part 1 which is a summary of the District awards and Part 2 which contains more detailed award criteria.

The ranking of awards is a guideline regarding the relative timings of the presentations at a Conference. The higher the ranking, the higher the profile of the presentation.

Abbreviations used:

CC – Contest Chair
CGD – Club Growth Director
DD – District Director
IPDD – Immediate Past District Director
PQD – Program Quality Director
PRM – Public Relations Manager
TI – Toastmasters International
TM - Toastmasters

PART 1

Presented at the May District Conference

Award	Ranking/ Conference	Presented by/when	Determined by	Award Period	D 72 Trophy	Duration Held	Personal Trophy	Notes
Distinguished Toastmaster	1	DD Opening Ceremony	TI	Open	No	N/A	TI plaque + medal	Member brings plaque to the Conference. DTM medal purchased by D72
TI Presidential Citation	2	Senior TI Rep	International President	Open	No	N/A	TI plaque	Provided by TI. No District 72 trophy.
District 72 Citations	3	DD	DD	Current year	No	N/A	Trophy	

Terry Bellamy Trophy for the Outstanding Division Director of the Year	4	IPDD	IPDD	Previous TM year	Yes	1 year	TI trophy	
Len Jury Trophy for the Outstanding Area Director of the Year	5	IPDD	IPDD	Previous TM year	Yes	1 year	TI trophy	
Ken Haines Award for District Toastmaster of the year	6	IPDD	IPDD	Previous TM year	Yes	1 year	TI trophy	
Don Harden Memorial Trophy for the Most Outstanding Contribution to the Professionalism of Toastmasters in District 72	7	IPDD	IPDD	Previous TM year	Yes	1 year	Trophy	
District 72 Retention and Membership Award	8	IPDD	IPDD	Previous TM year	Yes	1 year	Banner ribbon	Ribbon for Division banner
District 72 ANZAC trophy for service as a District Director	9	DD	Awarded to IPDD	Previous TM year	Yes	1 year	TI trophy	
Club Leadership Excellence Awards	10	IPDD	IPDD	Previous 3 years	No	N/A	Banner ribbon	
Distinguished Division Awards	11	IPDD	TI	Previous TM year	No	N/A	TI certificate + banner ribbon	Banner ribbon purchased by D72
Jack Duffy Memorial Rose Bowl for Community Service	12	PQD	DD, PQD, CGD, IPDD,PRM	Previous TM year	Yes	1 year	N/A	
Long Service Awards	13	CGD	CGD	Open	No	N/A	TI plaque	

Contests

Award	Presented by/when	Determined by	Award Period	D 72	Duration Held	Personal Trophy	Notes
All contests – 2 nd place	PQD	2 nd place getter	Current year	No	N/A	Certificate + TI silver medal	May
All contests – 3 rd place	PQD	3 rd place getter	Current year	No	N/A	Certificate + TI bronze medal	May
All contests – participants	CC	Finalists	Current year	No	N/A	Certificate	May
Table Topics Contest – Joy Ackrill Award	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	May
Humorous Speech Contest	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	May
International Speech Contest – Jolyon Firth/Bryan Buchanan cup	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	May
Evaluation contest – Rob Hendry cup	PQD	Contest winner	Current year	Yes	1 year	Certificate + TI gold medal	May

PART 2

May: Distinguished Toastmaster

- Rationale: The Distinguished Toastmaster Award is the highest Communication and Leadership award available from Toastmasters International.
- Responsibility: Program Quality Director. The PQD arranges the ceremony and introduces each recipient. The District Director makes the presentation.

May: TI Presidential Citation

When a member of District 72 receives a Toastmasters International Presidential Citation, suitable recognition of the recipient of this award, is appropriate by the senior representative of Toastmasters International (International Officer/Director, Regional Advisor or District Director) present at the District Conference.

The following four awards shall be presented at a function arranged by the outgoing District Director in conjunction with the incoming District Director

1. Terry Bellamy Trophy for the Outstanding Division Director of the Year

Immediate Past District Director's discretion having taken into account the Division Directors contribution to the District and the development of their Division.

2. Len Jury Trophy for the Outstanding Area Director of the Year

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.

Immediate Past District Director selects from list provided

3. Ken Haines Award for District Toastmaster of the year

This award recognises one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional”

Entry Criteria:

- 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 August
- 3 Candidates must be a financial member, of a Club in District 72, at the time of application and presentation.
- 4 Only achievements in District 72 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 Clubs can combine their achievements (considered to be in the interest of District 72).
- 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) is not eligible. They shall receive a permanent plaque which details the years in which the award was earned.

Up to five finalists are determined from the completed TI forms by the previous year's trio (DD, PQD and CGD). The Immediate Past District Director then selects the winner from the finalists

4. Don Harden Memorial Trophy for the Most Outstanding Contribution to the Professionalism of Toastmasters in District 72

The current District Officer or District Field Officer who has made the most Outstanding Contribution to the Professionalism of Toastmasters in District 72 during the previous Toastmasters year.

District 72 ANZAC trophy for service as a District Director

As specified in Part 1. To be presented at the District Conference in the year of service (May).

Club Leadership Excellence Awards

Awarded to every club which has achieved Presidents Distinguished Club for the last three consecutive years. Sent to each club by post.

Distinguished Division Awards

As specified in Part 1

Jack Duffy Memorial Rose Bowl for Community Service

Award entries must be received by the Program Quality Director by 31 March. Award to be presented in the year of service (May).

Criteria: The most outstanding contribution to the community, and/or community activity or activities (s) raising the profile of Toastmasters by a Toastmasters club.

While the number of times, a specific activity occurs is important, so is a range of different community based activities. Types of activity which may meet the criteria include (but are not limited to):

- Club presents a Youth Leadership programme.
- Club presents a Speechcraft course.
- A club member talks about Toastmasters either on TV or Radio (excluding phoning talkback).
- Members judge a school speech contest, or school debate contest.
- A member presents a speech to a non-Toastmasters audience and Toastmasters is highlighted either by the speaker, or when they are being introduced.
- An outside event e.g.: running a Local communication award, participating or chairing a public friendly debate, say with a Lions club, or a speaking engagement/activity as part of a local festival.

- NOTE: Any of the activities listed above and any additional activities need to be supported with documentation showing that in fact the club has carried out the activity.

Questions to ask yourself when submitting your application

1. How has your club promoted Toastmasters in the community?
2. What community events has your club been involved in?
3. How has your club benefited your community?
4. How is your club regarded by your community?

May: Long Service Awards

Criteria: 25 years cumulative membership with Toastmasters International.

Note: If a recipient does not attend the Conference, 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.

May: District 72 Citations

Rationale: 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 72 equivalent of the TI Presidential Citation.

The District 72 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 72, as well as the organization, usually over several years.

The number of District 72 Citations to be awarded each year are determined by the current trio (DD, PQM, CGD) having cognizance of this being a prestigious award to be sparingly given.

Past recipients of this award are ineligible.

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

Table of additions, deletions and changes

	Version No
DP adopted by Council November 2011	V1
DP A11 criteria amended – approved by Council 5 Nov 2011	V2
DP9 (2) amendments adopted by Council May 2013	V3
DP6 – amendments adopted by Council May 2013	V3
DP10 – amendments adopted by Council May 2103	V3
DP2 (3) amendment adopted by Council November 2013	V4
DP9 –amendment adopted by Council 8 November 2014	V5
DP - Change of District Leader Titles – approved by Council 8 November 2014 (<i>effective 1 July 2015</i>)	V6
DP11 new clause added adopted by Council May 2015	V7
Appendix A Part 1 and Part 2 revised adopted by Council May 2015	V7
DP9 Finance 2.[d] amendment adopted by Council 7 November 2015	V8
DP9 Finance Items 6, 7 and 8 removed adopted by Council 7 November 2015	V8
Removal of the C&L Award adopted by Council 19 November 2016 (<i>Effective 1 December 2016</i>)	V9
Criteria for the Dale Hartle Award updated and adopted by Council 19 November 2016	V9
DP revised for reformation approved and adopted by Council May 2018 (<i>Effective 1 July 2018</i>)	V10