

TOASTMASTERS INTERNATIONAL



DISTRICT 72

POLICY RESOLUTIONS

Last revised November 2009

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Policy A - Preamble

These Policy Resolutions comprise the rules of District 72 and are in addition to the rules in the Toastmasters International Constitution and Bylaws, the Standard Toastmasters International District Constitution and Bylaws and the Policies of Toastmasters International. These Policy Resolutions are the final authority as to the organisation and conduct of District 72 insofar as they do not conflict or exceed any of the rules/directions contained in any of the publications stated in the first sentence of this preamble.

Unless stated otherwise, all policies take immediate effect from the time of approval by the District 72 Council.

Policy B - District 72 Objective

1. That in order to improve the promotion of Toastmasters International within New Zealand, the Toastmaster members of Clubs within District 72, shall aim to achieve in each year, the minimum of Distinguished District, through the use of the District 72 Marketing Plan.

Policy C - District 72 Administration

1. A member shall hold no more than one District Office at one time.
2. The Area and Division Governors-elect shall be given a tutorial period comprising education and administration, and be issued with guidelines and/or Area/Division Management Manuals, prior to taking office on July 1st. This shall be the responsibility of the current Lt. Governor Education & Training.
3. Area Governors shall report to their Division Governor prior to District Administration/Executive meetings.
4. Division Governors shall report to the District Governor prior to District Administration/Executive meetings.
5. The reports of Lt. Governor Education & Training and Lt. Governor Marketing for the year ended June 30th, shall respectively show statistics on educational achievements, gains and losses of clubs and losses of members during that year. These reports shall be included with the District Governor's report to the November Council Meeting.
6. The five District 72 Club Achievement Awards shall be the responsibility of the Immediate Past District Governor. The Award criteria are:
 - a) New Member Trophy –
The first Club to achieve and register with World Headquarters both New Membership Goals.
 - b) Educational Trophy –
The first Club to achieve and register with World Headquarters all CC & AC Educational Goals.
 - c) Leadership Trophy –
The first Club to achieve and register with World Headquarters all CL, AL or DTM Leadership Goals.
 - d) Distinguished Club Trophy –
The first Club to achieve and register with World Headquarters any 5 DCP Goals.
 - e) President's Distinguished Club Trophy –
The first Club to achieve and register with World Headquarters any 9 DCP Goals.

Special Criteria:

To be eligible for an Award, the Club must be a minimum of Distinguished at 30th June.

In the event of a tie, all tied Clubs will be recognised for that Award.

The Lt. Governor Education & Training will record data from the monthly Distinguished Club Program reports of Clubs as they achieve in each goal.

7. The nomination requirements for the Toastmaster of the Year Award shall be formalised by the use of standard guidelines laid down by Toastmasters International and printed in the Guide to Effective Club Leadership manual entitled 'When You are the President'.
 - a) The nomination requirements for the District 72 Toastmaster of the Year Award are as defined in Appendix 1.
8. The District 72 Executive Committee shall comprise the District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, Immediate Past District Governor, Public Relations Officer, District Secretary, District Treasurer, together with all Division and Area Governors. A majority of the Committee shall constitute a quorum. This Executive Committee shall meet 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. Ref. Policy G: items 1 & 3.

When invited by the District Governor, those having business before the committee may attend. No others may attend. (Refer Toastmasters International Policies and Procedures Section VI B 7).

District 72 shall also include in its structure, provision for a District Administration Committee.

This Committee shall comprise the District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, Immediate Past District Governor, Division Governors, District Treasurer, District Secretary and Public Relations Officer. Each member of the District Administration Committee shall be entitled to one vote. All voting decisions shall require seven members of the Committee voting in the affirmative to be binding.

9. The District shall have in every year, a Nominating Committee, appointed by the District Governor. The role of this Committee is:
 - a) To accept nominations for the Elected Offices;
 - b) To ensure that all nominations are in good order.
 - c) To inform all validated nominees of their acceptance within two [2] weeks of nominations closing.
 - d) To present all valid nominations to the District Secretary for circulation to all clubs four [4] weeks prior to the May District 72 Council Meeting.
10. Area Governors should, prior to the closing nominations for District Office, take all possible steps to provide for the election of their successor by their Area Council.

Where an Area Council does not provide through an election a successor to their Area Governor, the District Governor-elect shall through consultation with the Area Governor and Club Presidents of that Area, appoint a successor. This appointment is subject to confirmation by the District Council.

11. District, Division and Area records are the property of Toastmasters International and not of any individual, Area, Division or District. The responsibility for the storage and preservation thereof shall rest with the District Council who shall direct the District Secretary. All such records shall be made freely available to District Officers and to individual Toastmasters for purposes of inspection and review. The Executive Director of Toastmasters International shall inform each incoming District Governor of his/her record-keeping responsibilities, designating the records required by the District, Divisions and Areas. District 72 shall of its own direction require that a copy of each of the following documents be kept in a secure (where possible fire-proof and burglar proof) location for a period of five years unless legal requirements specify a longer period - District 72 financial statements, minutes of all District Council, Administration and Executive meetings, a register of District assets, and a register of trophies.

Every five years, effective from July 1 1994, the District Governor in conjunction with the District Secretary 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.

12. That District 72 recognises its member clubs for excellence of performance in the Toastmasters International 'Distinguished Club Programme' by awarding a ribbon of recognition to those clubs who achieve 'President's Distinguished Club' status for 3 years in succession.
13. Any Toastmaster who receives the District 72 Toastmaster of the Year award more than three times shall receive a District 72 Governor's Citation which details the years in which the award was earned.

Policy D - District 72 Conferences/Conventions

1. The District 72 Council will hold at least two (2) regular meetings during the year. One of these shall be the 'Annual Meeting' and held in May on a date to be fixed by the District Council from time to time. The other shall be the 'Semi-Annual Meeting' and held in November on a date as fixed by the District Council from time to time.
2. The District 72 Executive will host, in conjunction with each District Council meeting, a District Convention, where practical commencing on the Saturday morning and finishing at noon or thereabouts on the Sunday of the fixed weekend in May and November.
3. District Conventions must give priority to the provision of Officer Training, Educationals, Speech/Evaluation Contests and Awards.
4. The District Executive for the year commencing 1 July shall assume total responsibility for the organisation of the November Council Meeting/Convention/District Contests and the May Council Meeting/Convention/District Contests.

Areas of responsibility for the organisation of these Council Meetings/Conventions/Contests shall be advised by the Lt Governor Education and Training elect, in consultation with the District Governor elect and Lt Governor Marketing elect, to the Host Convention Committee and District Executive at the first District Executive meeting for their term commencing 1 July for the May Convention (the year following Annual convention). At the November District Executive for the November Convention (the year following Semi-annual Convention).

The selection of the geographic location for the Conventions (refer Policy D6) shall be made 2 years in advance by the District Council. Changes to the venue (building or hotel), should it become necessary, shall be made by the Lt Governor Education and Training in consultation with the District Convention Committee.

5. A District Convention Committee consisting of the Lt Governor Education and Training, Lt. Governor Marketing, Public Relations Officer and local Area Governor(s) will be responsible for all operational aspects of the May District Convention and the November Semi-Annual Convention. Ex Officio members of the committee will be the District Governor and the District Treasurer. Non-District Executive members can be co-opted onto the committee.
6. A Club or Clubs within an Area of District 72 may bid to host the May or November Council Meeting/Convention in their city. A Club or Clubs within an Area seeking to bid for May or November should lodge for a minimum of two (2) years in advance. A Club or Clubs wishing to bid must be able to meet certain requirements i.e. Hotel(s), ease of Air/Road access. Details of these minimum requirements are available from the Lt Governor Education and Training. Where no Club or Clubs bid for May or November for a specific year, then the District Executive will determine the location for the Council Meeting Convention.

7. The Lt. Governor Education & Training shall present to the District Administration/ Executive Committee:
 - a) At its November (May) meeting preceding the May (November) Convention, a report of the preparations including venues, accommodation, District 72 requirements, an outline of the proposed programme, and a budget incorporating District 72 Convention expenses;
 - b) At its March (September) meeting preceding the May (November) Convention, a report of the preparations including the proposed programme and an updated budget incorporating District 72 Convention expenses;
 - c) At its May (November) meeting during the May (November) Convention, a report including an updated budget incorporating District 72 Convention expenses;
 - d) By 30 June following the May Convention, a report including unaudited financial statements and all documentation must be in the possession of the District Treasurer.

By 31 January following the November Convention, a report including unaudited financial statements and all documentation must be in the possession of the District Treasurer.
 - e) At its November (May) meeting following the May (November) Convention, a final report including final audited financial statements.

8. Effective November 2003, the presentation of the following District 72 Awards at District 72 Conventions shall be the responsibility of:

The Lt. Governor Marketing

November

- a) Dan Coomey Shield for attendance
- b) Long Service Awards for 25 years cumulative membership with Toastmasters
- c) The Doris Moore Award for the longest serving toastmaster attending at that convention.

May

- a) Dan Coomey Shield for attendance
- b) Long Service Awards for 25 years cumulative membership with Toastmasters
- c) The Doris Moore Award for the longest serving toastmaster attending at that convention.

The Lt. Governor Education & Training

November

- a) Jack Duffy Rose Bowl Memorial Award for Community Service
- b) John Fauvel Cup for Table Topics Contest
- c) Toastmasters New Zealand Humorous Speech Champion Cup

May

- a) Jolyon Firth/Bryan Buchanan Cup for International Speech Contest
- b) Morris Hayes Cup for Most Entertaining Speaker as a contestant in the International Speech Contest.
- c) Rob Hendry Cup for Evaluation Contest
- d) Alf Baker Cup for Best Club Bulletin words (Refer Appendix 3)
- e) Dale Hartle Award for the Best Toastmasters New Zealand Club Website (Refer Appendix 2)

The District Governor

November

- a) District 72 'Anzac' Trophy for service as a District Governor.

May

- a) Don Harden Memorial Trophy for Professionalism in District 72.

The Immediate Past District Governor

November

- a) Club Achievement Awards (Refer Policy C6 for criteria).
- b) Ken Haines Award for District Toastmaster of the Year (Refer Appendix I for criteria).
- c) Distinguished Division Awards.
- d) Len Jury Trophy for Outstanding Area Governor of the Year.
- e) Terry Bellamy Trophy for the Outstanding Division Governor of the Year.
- f) Club Leadership Excellence Awards. (Refer Policy C12 for criteria).

May

- a) District 72 Communication and Leadership Award. (Refer Policy F for criteria).

- 9. The net profit (G.S.T. inclusive) made by any District 72 (Nov/May) Convention shall be paid to the District funds to provide a financial reserve to meet any losses arising from a future District Convention and any official visit of an International President (refer Policy I: District 72 International, item 4).
- 10. The District 72 (May) Convention shall provide a District final in the following contests:
 - a) International Speech Contest
 - b) Evaluation Contest

The District 72 (November) Convention shall provide a District final in the following contests:

- c) Table Topics Contest
- d) Humorous Speech Contest

NB: The International, Evaluation, Table Topics and Humorous Speech contests shall be conducted in accordance with the Toastmasters International Rules.

- 11. The travel costs of District Contestants for all Speech and Evaluation Contests conducted in either November or May, shall be a charge on their respective Divisions.

12. At the District 72 November/May Conventions, and when possible at all Division Conferences, a selection of educational and administration supplies as available through the District 72 Supplies Officer, shall be on display with provision for ordering.
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 traveling to and from that conference by the Division, including accommodation and meals whilst there.
13. All Speech/Evaluation contests at District level may be recorded and all contestants must be prepared to use any amplification or recording equipment supplied.
14. At all District 72 Conventions and Division Conferences, where a husband/wife (both Toastmasters) make a joint registration, the fee for that registration shall not exceed the combined amounts of the registration fee/partner registration fee.
15. Smoking is not permitted in any of the business, speech or educational sessions, meal events or other meeting(s) during the District 72 November Council Meeting/Convention, May Council Meeting/Convention and all District 72 Division Conferences. Smoking is only permitted in designated areas.
16. The District Administration/Executive Committee shall confirm the appointment of the Host Chairman of the District November (May) Convention organising committee, not later than at the May (November) Administration/ Executive meeting preceding the Convention.
17.
 - a) Effective 1 January 2006, Divisions shall have the option of holding either one (April) or two (April and October) Conferences per calendar year. At these conferences Divisions shall select contestants in accordance with District 72 Policy D10; and
 - b) Should Divisions chose to run two conferences, this decision shall be communicated to the District Governor by September 30th of each year, for the conferences in the following calendar year; and
 - c) The April conferences of Division A, Division B and Division C shall be held on the first weekend in April each year. The April Conferences of Division D, Division E, Division F and Division G shall be held on the second weekend in April each year. In those years when Easter falls on the first weekend in April, the conferences of Division A, Division B and Division C shall be held on the third weekend in April. In those years when Easter falls on the second weekend in April, the conferences of Division D, Division E, Division F and Division G shall be held on the third weekend in April; and

- d) Should Division A, Division B or Division C choose to run two conferences, the October conference of that Division shall be held on the first weekend in October. Should Division D, Division E, Division F or Division G chose to run two conferences, the October conference of that Division shall be held on the second weekend in October. The only contests that may be conducted at the October Conferences are the Humorous and the Table Topics Contests.
 - e) Any Division wanting to hold its conferences on different dates from those specified in D17 c) and D17 d) above must obtain approval from the District Governor. The written request to change dates, including the reason(s) for the change, must be sent to the District Governor prior to September 30th for the conferences in the following calendar year. The reason(s) must be substantial and exceptional. The conferences must be held during the months of April and October.
18. Distinguished Area certificates shall be presented at Division Conferences by the District Governor or his/her deputy except when a Division does not hold an October Conference, in which case, Distinguished Area Certificates for that Division shall be presented at an Area event or the recipient's home club.

Policy E - District 72 Council Meeting

1. Voting members of the District Council include the District Executive Committee, Club Presidents and Vice Presidents Education of each club. The Club Presidents and Vice Presidents Education may designate any member of their club to act as a proxy. No other proxies are allowed.

Committee Chairman and others may participate if invited by the District Governor.

Toastmasters attending the District Convention and who are not voting members of the council or their proxies may attend but not participate in council deliberations (Refer Toastmasters International Policies and Procedures Section VI B 7).

2. 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. Only members of the District Council may move and vote on a Policy Motion.

3. A District 72 Council Member (District Officer, President and Vice President Education of each Club), wishing to propose, delete or amend a Policy Resolution shall do so by giving notice to the District Secretary at least six weeks prior to the November or May Council meeting. Proposals that are outside this period shall only be considered with the consent of two-thirds of the District Council Members present and voting.
4. Each year, the Lt. Governor Marketing shall review all Policy Resolutions, make recommendations regarding their standing and present them at the November or May Council Meeting for approval by the delegates.
5. Two copies of the Convention Papers for the November and May Council Meetings shall be supplied to each club at least four weeks prior to the date of each meeting. District Officers shall receive one copy of these papers as shall all active Past District Governors (refer back page for specifics).

6. **District Reports - November**

The District Governor shall provide a report to the November Council Meeting. This report shall also include the final and audited statement of accounts for the District 72 year ended June 30th. The District Governors Annual Report for the year ended June 30th shall also be provided at this time for adoption at the November Council Meeting. The District Treasurer shall present a report for the period July 1 to September 30. All reports required from these Officers shall be included in the distribution of all Convention Papers (refer District 72 Council Meeting Policy E, item 5).

District Reports - May

The District Governor shall provide a report to the May District Council Meeting. The District Treasurer shall present a report for the period July 1 to March 31 covering all income and expenditure, at the May District Council Meeting. All reports required from these Officers shall be included in the distribution of all Convention Papers (Refer District 72 Council Meeting Policy E, item 5).

7. The Administration/Executive Committee shall supply a proxy form with all notices of Council Meetings. This proxy form or an electronic confirmation shall be the only evidence in writing acceptable to the appointed Credentials Officer for the purpose of issuing ballots.
8. The District Parliamentarian shall provide advice on questions concerning Toastmasters International Constitution and Bylaws and parliamentary procedures as requested by the presiding officer or members of the District Council.
9. The District Parliamentarian, under the direction of the District Governor, shall organise and oversee the running of the credentials desk at the November and May District Council Meetings, which at all times shall be in accordance with Toastmasters International Policies and Procedures Section VI E 9.

Policy F - Communication and Leadership Award

1. This award shall be presented to a person who makes an outstanding contribution to New Zealand in the field of communication and leadership and who is able to present a feature address at the May District 72 Convention. The award shall be presented annually if a suitable recipient is available.
2. The Communication and Leadership Award shall be under the direction of the Immediate Past District Governor who shall report nominations to the District Administration/Executive Committee who shall be responsible for the selection of the recipient.

Toastmasters of District 72 are encouraged to make suggestions to the Immediate Past District Governor, who shall report to the first District Administration/Executive meeting of the calendar year.

All charges (transport/accommodation/meals etc.) for the recognition of this award shall be the responsibility of District 72, and shall also include, if required, a spouse or partner.

Policy G - District 72 Financial Reimbursements

1. The District 72 Budget shall provide specific funding amounts for travel and administration expenses to cover the following Officers - District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, Immediate Past District Governor, Division Governors, District Secretary, District Treasurer, Public Relations Officer, Area Governors, District Supplies Officer and District Parliamentarian.

NB: The budgeted / allocated expenses for the District 72 Supplies Officer shall be a charge against the District 72 supplies budget only

2. Claims for reimbursement of expenses entitled by District Officers shall only be recognised when made on the standard District 72 Claim Form and must at all times be accompanied by supporting evidence of the claim made, together with a Goods and Services Tax Invoice showing the G.S.T. number. All claims shall be subject to approval by the District Governor and reimbursements shall be made by the District Treasurer as soon as possible / practical after the lodgement / approval of the claim. Claim(s) for entitled financial reimbursement(s) by District Officers, whose term ends June 30th, must be lodged with the District Governor not later than July 31st of that same year. Any claim lodged / received after this date will not be recognised for reimbursement.
3. Within the Budgeted amount provided for their office, District Officers shall be entitled to claim for:
 - a) Travel: by motor vehicle shall be reimbursed at the rate determined by the District Governor and District Treasurer and included in the District 72 budget. This rate shall:
 - i) be less than the rate published in Toastmasters International Manual of Management Operations
 - ii) equal or be greater than 25 cents per kilometre.At the discretion of the District Governor and District Treasurer, travel by any other means (air / coach / train) shall be reimbursed on the basis of the most reasonable round trip fare available.
 - b) International / Inland Tolls;
 - c) International / Inland fax;
 - d) Postage;
 - e) Photocopying.
4. District 72 November / May Convention - In recognition of the Office held, the following scale of reimbursements by District 72 shall apply:
 - a) International Director not assigned to regions (based outside of New Zealand) when visiting the November / May Convention shall be entitled to full reimbursement of convention registration / meals and accommodation based on the single conference / convention room rate when travelling alone or the double convention room rate when accompanied by spouse.
 - b) District Governor November / May - shall be entitled to full reimbursement of convention registration / meals and accommodation on basis Policy G, item 4a).

5. District 72 November / May Convention and Division Conferences - in recognition of the position held and / or position maintained, the following scale of reimbursements by District 72 Supplies shall apply:

a) District Supplies Officer shall be entitled to the full reimbursement of convention/conference registration / meals and accommodation based on the single convention/conference room rate.

6. The Budget provisions to provide for all reimbursements at the November / May Conventions and April/October Division Conferences, shall be the responsibility of:

District 72:

- a) International Director not assigned to regions (based outside New Zealand).
- b) District Governor (District Conventions).

District 72 Supplies:

- a) District 72 Supplies Officer (District Conventions).

Division Conference Committee:

- a) District Governor or alternative (Division Conferences).
- b) District 72 Supplies Officer (Division Conferences).

7. a) In recognition of Policy I, items 5 and 6 - District 72 Toastmasters International: - the District Treasurer shall make provision to reimburse:

i) the prescribed per diem payments provided for the District Governor, Lt. Governor Education & Training, Lt. Governor Marketing attending for training at the Toastmasters International Convention in August of that year, and the Immediate Past District Governor attending for recognition when the District makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention. The calculation for per diem shall be as advertised in the Toastmasters Magazine and shall include any provision for Tax as advertised only in this publication.

ii) The air travel (unless provided for by Toastmasters International) for the Immediate Past District Governor attending the Toastmasters International Convention for recognition when the District makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention.

b) In recognition of Policy I, items 8 and 9 - District 72 Toastmasters International: - the District Treasurer shall make provision to reimburse the prescribed payments provided for the District Governor, Lt. Governor Education & Training and Lt. Governor Marketing. Reimbursement requirements shall follow standard District 72 and Toastmasters International practice.

- c) Reimbursement shall be made to all persons by the District Treasurer on or about August 1st.

Reimbursements for travel costs for District Officers attending training shall be done by Toastmasters International.

Reimbursement for travel costs for the Immediate Past District Governor attending for recognition when the District makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention shall be done as soon as possible after the submission of airline ticket (or photocopy) to the District Treasurer.

- d) The payments described in G7 a) and c) for the Immediate Past District Governor are effective from and including the Toastmasters year ending 30 June 2008.
8. The District 72 Supplies Officer will release supplies to a District Officer, Club or individual member only on the receipt of full payment.

District 72 General Accounting Procedures

9. 1) All District funds, regardless of sources of these funds, are Toastmasters International funds. These funds are to be used to carry out the mission of Toastmasters International. Refer Toastmasters International Policies and Procedures Section VI D 6.

These funds are to be used by Districts in ways that benefit the members of Toastmasters International within the District, and promote education, growth and development of membership and new clubs. All District funds, bank statements, cancelled cheques and any other financial records are the property of the District Administration in office and Toastmasters International.

Such funds and records shall be delivered to the new District Treasurer or new District Governor no later than July 1 of the new District Administrative year.

- 2) The District 72 financial year shall operate on a July 1 to June 30 basis
- 3) At the November District 72 Council Meeting the District Treasurer shall:
 - a) ensure that the audited statement of accounts for the District 72 year ended June 30th are presented, together with comments if necessary. District audits shall account for all District income and expenses. All District bank accounts and funds shall be included in the District budget and audits, including any accounts held at the Division and Area level. Amalgamation of District funds with funds in personal accounts, club accounts or any other accounts is prohibited. The District Governor and Treasurer shall have signatory authority on all accounts established by the District, including any Division and Area

accounts. For the purpose of access to District records, it is recommended that at least one Lieutenant Governor also be a signer on all District accounts.

If a District budget or audit does not include a complete accounting of District income funds and expenses, then no requisition for funds will be honoured unless and until the budget or audit is made complete and an amendment to it is submitted to World Headquarters

- b) present the District 72 Budget for the current year. This budget will include all details of all District bank accounts and funds, including any accounts held at the Division and Area level.
 - c) present a written report on the state of the District 72 finances for the period July 1 to September 30, showing actual cash receipts and payments against budget. (Due consideration shall be given to timing differences).
- 4) At the May District Council Meeting the District 72 Treasurer shall:
- a) present a written report on the state of the District 72 finances for the period July 1 to March 31, showing actual cash receipts and payments against budget (due consideration shall be given for timing differences), and an explanation of variances as to volume and price shall be given.
 - b) the report on District Supplies shall also include details of stock movements and a list of stock on hand.
 - c) present a complete midyear audit.
- 5) The District Accounts to be reported on shall consist of:
- a) General Funds.
 - b) Special Funds (an individual account for each fund).
 - c) District Supplies Account (consisting of a Trading Account and a Profit and Loss Account).
 - d) Balance Sheet
 - e) Historical Comparatives
- 6) The District 72 Supplies Officer shall be responsible for maintaining perpetual Inventory records.
- 7) The District 72 Treasurer (or their nominee) shall arrange to have the stock audited 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 to the District 72 Supplies Officer for the better administration of the position shall be made known to the succeeding District Governor and succeeding District Treasurer.
10. The District 72 cheque signing authority to operate the District 72 account held at the Bank of New Zealand, in each year, shall be vested in any two of the following officers, jointly signing:

District Governor, Lt. Governor Education & Training, Lt. Governor Marketing, District Secretary and District Treasurer.

11. Removed
12. From time to time Districts may conduct fund-raising activities to offset costs for educational sessions and to raise funds to further the purpose of Toastmasters International. Revenue derived from fund-raising can be used for the training of Club and District officers, for seminars or clinics connected with the Toastmasters education programme, for the purchase of educational programme materials. Any residual funds raised in connection with a District event or activity (such as a convention) sponsored by a Club, Area or Division shall be distributed in accordance with Policy D9. If the event or activity results in a loss, that also shall be met in accordance with Policy D9.

Policy G12 must at all times be read in conjunction with Toastmasters International Policies and Procedures Section VI D 11.

13. Division Governors and Area Governors each shall submit an annual budget to the District Treasurer prior to the September Committee meeting for all activities held under the name of Toastmasters International. These include, but are not limited to, Division/Area meetings and contests, Division/Area travel and expenses.

Policy H - District 72 Education

1. All Toastmaster New Member Kits shall be forwarded directly to the Club Secretary of note, and the President or Vice President Membership shall be responsible for the presentation of same to each new member.
2. All District 72 Speech and Evaluation Contests shall be conducted on the following lines:
 - a) Each Club may provide two entries for each Area contest final.
 - b) Each Area to conduct its own contests and shall provide one entry for each Division contest final
 - c) Each Division to conduct its own contests and shall provide one entry for each District contest final.
3. Each year a Club Bulletin Award shall be made at the May District 72 Convention. This award shall be under the direction of the Lt. Governor Education & Training.
4. Web Site Advertising Policy

The District Governor, as publisher of the District 72 Web site may accept or reject any and all advertising, sponsorship and publicity for the web site, considering, but not limited to, the following guidelines:

- a) District / Division / Area / Club activities are not advertising, but publicity and will be publicised on the web site at the discretion of the District 72 Webmaster in accordance with the purpose of the web site.
- b) Advertising may not be accepted from Toastmasters or ex-Toastmasters where conflict of interest could arise, for example in advertising communication / leadership / training businesses where it could be construed that Toastmasters was endorsing said businesses.
- c) Acknowledgement of sponsorship will only be made by prior arrangement with the District 72 Webmaster and approval by the District Governor.
- d) Advertisements must be tasteful and fit the corporate image of Toastmasters. Nothing crude or amateurish in design, no sexual innuendoes, no sexist or racist inferences.
- e) Advertisements must not advocate antisocial behaviour.
- f) Advertisements for products of doubtful value will not be accepted without acceptable proof of claims to the District 72 Webmaster and District Governor.
- g) Mail order ads must comply strictly with the Privacy Act (1993) Fair Trading Act (1986) and Consumer Guarantees Act (1993), and there must be provision for refunds or replacement goods to dissatisfied customers. Customers must be notified immediately if there is a delay in supplying the goods they have ordered.
- h) Ultimate definition of this policy shall be defined by the Human Rights Act.

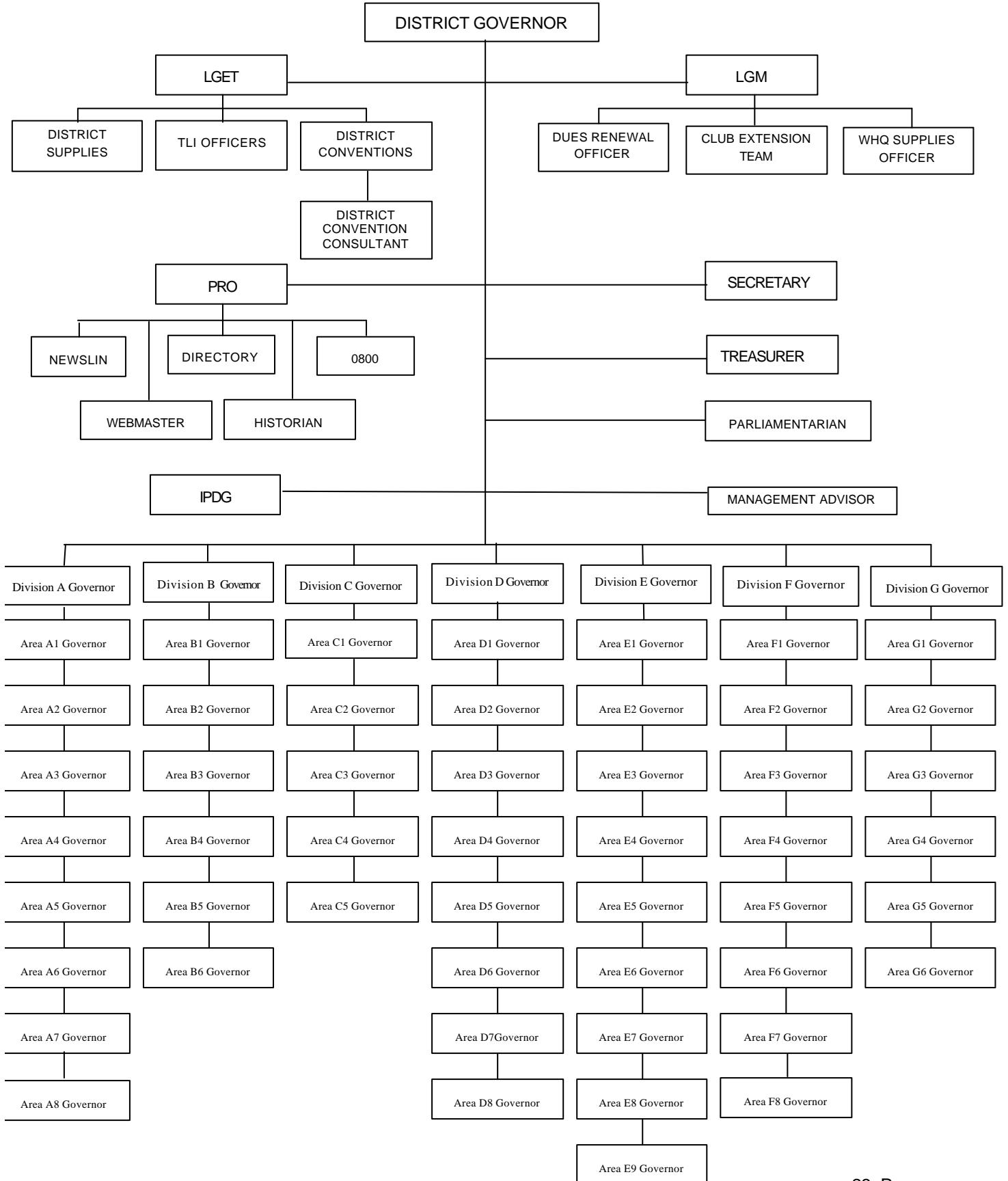
Policy I - District 72 Toastmasters International

1. Should a Toastmaster from District 72 be elected to the International Board of Directors, that person shall be welcome and have speaking rights at all District Administration / Executive and District Council meetings.
2. The District Governor attending the International Convention shall take into consideration the direction, if given, of the District 72 Council and on return from the International Convention provide a written report to all District Officers and Clubs.
3. Provision shall be made for all Clubs within District 72 to be asked to donate, in March of each year, One (1) Dollar per financial member as per October 10 Semi-Annual Report, for the purpose of contributing toward the cost of the District 72 Speech Contestant at the Toastmasters International Convention.
4. The District Administration/Executive Committee may, at its discretion, withdraw up to half of the Convention Reserve Account, to meet the cost of an official visit by an International President to District 72.
5. District 72 shall provide a per diem allowance for Convention/Hotel accommodation for the District Governor, Lt. Governor Education & Training and Lt. Governor Marketing attending at Officer Training at the Toastmasters International Convention in August of each year, effective 1990 on; the per diem allowance shall be for the days each officer is actually in attendance at the training, plus one day of travel to it and one day of travel returning, on the basis of the single occupancy rate of the Convention Hotel in that year.
6. When the District makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention and the Immediate Past District Governor is attending the International Convention for recognition, District 72 shall provide the following to the Immediate Past District Governor (provided these costs are not covered by Toastmasters International):
 - a) A per diem allowance for Convention/Hotel accommodation. The per diem allowance shall be for the day(s) the Immediate Past District Governor attends the Golden Gavel Luncheon and the Hall of Fame, plus one day of travel to the International Convention and one day of travel returning, on the basis of the single occupancy rate of the Convention Hotel in that year.
 - b) Support to cover air travel – full reimbursement, round trip at the lowest rate (air fare or discounted fare if applicable) between the commercial airport nearest the International Convention site and the home of the Immediate Past District Governor.
 - c) The payments described in I6 a) and I6 b) are effective from and including the Toastmasters year ending 30 June 2008.

7. In recognition of the importance in each year of specific events at the Toastmasters International Convention, the District 72 Council recommends attendance at – the Open Board of Directors Meeting, the Annual Business meeting, the Candidates Showcase and the Inter-district Speech Contest, by the District Governor, Lt. Governor Education and Training and Lt. Governor Marketing. This shall apply when the officer elects to attend at the International Convention following his/her attendance at their official training.
8. District 72 shall reimburse the District Governor, Lt. Governor Education & Training and the Lt. Governor Marketing the cost of attending the Inter-district Speech contest at the Toastmasters International Convention in August of each year, effective August 2004 on.
9. District 72 shall reimburse the Lt. Governor Education & Training and the Lt. Governor Marketing the cost of registration for the Toastmasters International Convention in August of each year, effective August 2004 on.

Policy J - District 72 Reporting

Toastmasters International District 72 New Zealand Organisation Chart and Areas of Responsibility



Appendix 1

District 72 Toastmaster of the Year Award Criteria

- To recognise a member in District 72, who is not a District Officer, who has gone 'beyond the call of duty' by helping with membership growth and promotion of Toastmasters.
- To enable members who belong to multiple Clubs to combine their achievements (that is considered in the interest of District 72).
- To enable any member other than a District Officer in District 72 or a member who has received this award more than three times to be considered for this award.

Membership Building and Retention	
New Member Sponsored	5 per member
New Member Mentor	2 per member
Guest(s) Brought to Club Meetings	1 per guest
Club Coach (completed successfully)	10
Club Rescue	10
Training to Promote Retention	2 per session
Organised Membership Campaign	5 per campaign
Club Extension	
Club Sponsor	10
Club Mentor	10
Community Contact Team (0800, etc)	10
Participation in Demo Meetings(s)	5
Attended Charter Presentation(s)	2
Education and Training	
Conducted Educational/Training Session at Area Event	5 per session
Conducted Educational/Training Session at Division Event	5 per session
Conducted Educational/Training Session at District Event	5 per session
Conducted/Coordinated Division Governor Training	5 per session
Conducted/Coordinated Area Governor Training	5 per session
Conducted/Coordinated Club Officer Training	5 per session
CC Award	12
AC Bronze Award	10
AC Silver Award	10
AC Gold Award	10
CL Award	10
AL Bronze Award	10
AL Silver Award	10
DTM Award	15
Speaker Evaluator Exchange	2
Speechcraft Coordinator	5
Success Leadership or Success Communication Coordinator	2
Youth Leadership Coordinator	2

District 72 Toastmaster of the Year Award Criteria (continued)

Leadership	
Serves on District Committee	2
Assistant to Division Governor	2
Chairman of Division Committee	2
Serves on Division Committee	2
Attends Division Event(s)	1
Assistant to Area Governor	2
Chairman of Area Committee	2
Serves on Area Committee	2
Attends Area Event(s)	1
Club Officer – Current year	3
Attended Club Officer Training	2 each
Public Relations	
Serves as Public Relations Official for District (appointed by	3
Serves as Public Relations Official for Division	3
Serves as Public Relations Official for Area	3
Arranged or made TV Appearance/Promotion	5
Arranged or made Radio Appearance/Promotion	5
Toastmasters' Item/Article Published in Newspaper/Magazine	5
Outside Speech at a non-Toastmasters event	2
Visit or Appearances outside Organisation as TM	4
District Newsletter Editor	5
Club Newsletter Editor	3
District Web Master	5
Club Web Master	3
Commitment and Support: Toastmasters International Activities	
District Conference Chairman/Convenor	5
Other District Event Chairman/Convenor	3
Participates in Planning, Setup or Presentation of District Event	2
Attends District Conventions	5
Amended International Convention	3
District Speech Contest Winner	3
District Speech Contest Participant	2
District Speech Contest Judge	1
Division Speech Contest Winner	3
Division Speech Contest Participant	2
Division Speech Contest Judge	1
Area Speech Contest Winner	3
Area Speech Contest Participant	2
Area Speech Contest Judge	1
Area Speech Contest Chairman	2

District 72 Toastmaster of the Year Award Criteria

Criteria for entry

1. Candidates must be a financial member, of a Club in District 72, at the time of application.
2. Completed applications **MUST BE** with the outgoing District Governor by 15 July.
3. All qualified candidates may be interviewed by a panel.
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. District Officers who were in office in the above Toastmaster year are not eligible
6. Any Toastmaster who has received this award more than three times (consecutively or otherwise) is not eligible.
7. The Panel's decision will be final.

Appendix 2

Dale Hartle Award for the Best Toastmasters New Zealand Club Website.

Purpose of Award

The purpose of this award is to:

- improve the standard and quality of New Zealand club websites to make sure they are meeting the needs of club members and visitors
- ensure websites are compliant with Toastmasters International Guidelines.

Type of Award

The Best Club Website award will be a 'virtual' award, in the form of a specially designed image which the winner(s) can place on their website's home page.

The Award will be announced at the District's May Convention.

Entry/Judging Criteria

The Best Club Website Award is open to all New Zealand toastmaster clubs with a website. To enter, clubs must email the Public Relations Officer and the District Webmaster by 1 March with the following information:

- name of Club
- website url – home page
- name of Webmaster
- email of Webmaster.

Sites will be judged by the Public Relations Officer and District Webmaster and may consist of several visits to each site during the March/April period.

Websites must meet the following criteria:

- the Toastmasters International Internet Guidelines for Club Websites (minimum)
- the checklist found on the Club Websites page of the District Website (desirable)
- links to club websites must be found on the Club Listing in the Club Finder on the Toastmasters International and Toastmasters New Zealand websites.

Appendix 3

Alf Baker Cup for Best Club Bulletin Criteria

Club Bulletins will be judged on how well they help fulfill the Club's Mission '*...To provide a mutually supportive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth...*'. Specifically, the bulletins should help the Club achieve goals related to educational completions, Club Officer training, and membership growth.

Entry Requirements

Simultaneously submit three different issues of your bulletin, by April 30, with a cover letter to:

LT Governor Education and Training
District 72 Toastmasters
NEW ZEALAND

- The cover letter must include:
 - The name, mailing address and email address of the editor, who must be an active Toastmaster.
 - The club number the bulletin represents.
- All three issues must be published between July 1 and April 30 and dated as such; volume numbers alone are not acceptable.
- Each of the three bulletins making up the single entry must clearly indicate which Club it represents. Entries without this information will be disqualified.
- Entries without all of the above information will be disqualified.
- Entries must be received by April 30.
- Bulletins must be sent to the District 72 LT Governor Education and Training in hard-copy format. Hard-copy formats **MUST** be made available to all members in your Club, but it's not required that all members receive the newsletter in a hard-copy format.
- Bulletins should be composed primarily of original Club generated material of educational value. When articles or other items are reprinted from other sources, a credit line should be included. The judges reserve the right to disqualify any entry not resembling a bulletin. For example, one page meeting schedules or lists of speakers will be considered fliers and do not qualify for this contest.

Judging Standards

All Club bulletins are judged on the following criteria:

<u>Judging Criteria</u>	<u>Points</u>
<u>Content (worth 55 points)</u>	
Is the content focused on achieving Club's mission?	8
Does it contain Educational articles?	8
Is there recognition of member/Club/District achievement?	7
Encouragement to participate in Toastmasters activities?	7
Does the bulletin promote understanding of Toastmaster programs, promotions and policies?	7
Is the bulletin informative and entertaining?	5
Does the bulletin prominently feature editor's and publisher's name, address and phone number in each issue?	6
Does the bulletin clearly show Club's name, District and Club number?	3
Does the bulletin clearly show the meeting time and place?	4
<u>Readability (worth 20 points)</u>	
Does the writing meet acceptable standard of sentence structure?	5
Does the writing meet acceptable standard of spelling?	5
Is there acceptable standard of punctuation?	5
Is there acceptable standard of grammar?	5
<u>Layout & Presentation (worth 25 points)</u>	
Does the bulletin's appearance stimulate reader interest?	5
Does the layout indicate careful attention to white space?	5
Does the layout indicate careful attention to page balance?	5
Does the layout indicate effective use of graphics?	5
Does the layout indicate importance and organisation of articles?	5
TOTAL	100

November District Council Meeting

Agenda/Proxy Form/Notices of changes to Policy Resolution(s)/Notices of Motion.

May District Council Meeting

Agenda/Proxy Form/Notice of changes to Division and/or Area Boundaries (Alignment)/Notices of Motion.

The above directions also apply for all District 72 Officers and active Past District 72 Governors. However, these persons shall not receive a Proxy Form unless they hold a District Office.

Revised July 1990:

Resolved November 1990:

Revised August 1991:

Resolved November 1991:

Revised August 1992:

Resolved November 1992:

Resolved May 1994:

Revised May 1995:

Updated November 1995: (to reflect International Policy changes and typing omissions)

Resolved May 1996:

Resolved May 1997: (to reflect International Policy changes and other updates)

Resolved Nov 1997:

Resolved May 1998:

Revised Nov 1998:

Revised May 1999:

Revised Nov 1999:

Revised May 2000:

Revised February 2001: (to reflect typing corrections)

Resolved May 2001: (to reflect Awards criteria and Presentations)

Revised May 2002: (to reflect changes to Toastmaster of Year and Area realignments)

Revised May 2003: (to reflect changes to awards criteria and award names)

Revised Nov 2003: (to reflect International Policy changes and other updates)

Revised May 2004: (to reflect updates)

Revised Nov 2005: (to reflect Additions, International Policy changes and other updates)

Revised May 2006: (to reflect changes to awards criteria and award names)

Revised May 2007: (to reflect addition of Club Bulletin Criteria)

Revised Nov 2007: (to reflect changes of CTM to CC and ATM to AC, and add AL Silver Award to the criteria for Toastmaster of the Year)

Revised May 2008: (remove all references to Form 400 Officer, Remove reference to travel payments to Inter-district Speech Contestant, Add Area Governors C1 and F7. Add criterion for long service awards.)

Revised Nov 2008: (to provide payment for IPDG to attend International Convention for recognition; remove fixed mileage allowance and allow Divisions to change conference dates.)

Revised Nov 2009: (to add the Doris Moore memorial trophy under Policy D8, item C and to remove Policy H4 and renumber H5.

Active Past District Governors

Year	Name
1970 – 1971	Rob Hendry ATM
1974 – 1975	Clive Pryme ATM
1978 – 1979	John Fauvel DTM
1983 – 1984	Judith Bartlett DTM
1985 – 1986	David Gore DTM
1987 – 1988	Mark von Dadelszen DTM
1989 – 1990	Len Jury DTM
1991 – 1992	Gaelle Deighton DTM
1993 – 1994	Laurel Francis DTM
1994 – 1995	Carl Horn DTM
1995 – 1996	Glen Murphy DTM
1996 – 1997	Leo Baxendale DTM
1997 – 1998	Richard Logan DTM
1998 – 1999	Jenny Latta DTM
1999 – 2000	Joan Hook DTM
2000 – 2001	Robyn Murphy DTM
2001 – 2002	Joy Ackrill DTM
2002 - 2003	Warwick Lowndes DTM
2003 – 2004	Ray Wolken DTM
2005 – 2006	Kevin Warwood DTM
2006 – 2007	John Reimers DTM
2007 – 2008	Geoff Trotter DTM
2008 – 2009	Chrissy Meyer DTM