



# **DISTRICT 72 PROCEDURES**

**Part 1: Administrative  
&  
Part 2: Operating**

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## **Introduction**

### **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 (TIPP)* are shown to the right of headings.

Any question as to whether a matter should be covered in District 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 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.

# DISTRICT 72 PROCEDURES

## PART 1: ADMINISTRATIVE

### A1 Administration

- A1.1** Each year by the first meeting of the District 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 where 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.
- A1.2** All Senior Officers - District Director, Programme Quality Director, Club Growth Director, Public Relations Manager, Immediate Past District Director and Division Directors - will provide a written report to the Administration Manager at least 35 days prior to District Executive Committee meetings.
- A1.3** The order papers (reports) for District Council Meetings and District Executive Meetings shall be posted on the website at least 21 days prior to the date of each meeting.
- A1.4** [a] A member of the District Executive may propose new administrative procedures amendments to, or deletion of existing administrative procedures. Any change shall be accompanied by an explanation.
- [b] Proposed new administrative procedures, amendments to or deletions of the administrative procedures shall be advised to the Administration Manager at least 42 days 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.
- A1.5** 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.
- A1.6** TI Distinguished Division and Area Certificates are to be presented at the Division Conference event, or at another event deemed suitable by the Immediate Past Division Director, or a designated Toastmaster.

### A2 Education and training

- A2.1** Each Area and Division Director-elect shall be issued with a digital copy of District Leadership Handbook and be invited to attend District Leader training comprising education and administration prior to taking office on July 1<sup>st</sup>. *TIPP 7.1 (3a)*

### **A3 Marketing and public relations**

- A3.1** All advertising on the District Website shall comply with Toastmasters International guidelines, policies and protocols as well as New Zealand law. *TIPP 4.0 (2)*

### **A4 Finance**

- A4.1** The District 72 Budget shall comply with TI policies and protocols, and District Procedures.
- A4.2** 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.
- A4.3** In addition to the travel expenses covered in Toastmasters International Policy and Protocols, the District shall specifically budget for the attendance by the District Parliamentarian at meetings of the District Council and District Executive Committee.
- A4.4** 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.
- A4.5** The Divisions are responsible for the registration/catering costs of the visiting District Director or Program Quality Director or Club Growth Director during their attendance at the Division Conference.

### **A5 Conferences**

- A5.1** The Program Quality Director shall present to the District 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 budget, with any variations identified.
- A5.2** 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 standard conference room rate, to a maximum of 3 nights. This shall be a District expense.

**A5.3** 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.

**A5.4** 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, or Toastmasters International Policy or Protocols.
- [b] Adopted or amended under the joint authority of the District Director and the Program Quality Director.

**A5.5** 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. *TIPP 6.0 (5)*
- [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.

**A5.6** 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 (Administrative Procedures)

	Version Number
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 8 November 2014 (effective 1 July 2015)	V4
DAP 5 (8) revised – approved by Executive 8 May 2015	V5
DAP revised in full for Reformation – approved by Council May 2018 (Effective 1 July 2018)	V6
DAP 1.2, 1.3, 4.3, 4.6, 5.1, 5.4, 5.5 – approved by Council 22 September 2018	V7
DAP Preamble (Officer Responsibilities), 1.1, 1.2, 1.3, 1.6 (a), 2.1, 5.8(a) approved by District Executive 8 February 2020 & Electronic Vote 19 March 2020	V8
DAP 1.6(b), 1.1 to 1.6 re-sequenced approved District Executive 8 May 2020, and District Procedures: Part 1 - Administrative and Part 2 - Operating Procedure documents combined into one document. Prefix of Administration Procedures changed from "AP" to "A" and Prefix of Operating Procedures changed from "DP" to "B". Approved District Council 9 May 2020.	

*continued in*

*Table of additions, deletions and changes (District Procedures), see page 20.*

# DISTRICT 72 PROCEDURES

## PART 2: OPERATING

### **B1 District Objective**

**B1.1** The District Mission as defined by Toastmasters International is:

'We build new clubs and support all clubs in achieving excellence'. *TIPP VI B2*

### **B2 Areas and Divisions**

**B2.1.** The District shall organise Areas into Divisions. *DAB Article VI*

**B2.2.** New clubs shall be assigned to an Area. *Protocol 7.0 [1B]*

**B2.3.** Each Division is permitted to hold either one or two Division Conferences each year. All Division Conferences must be completed at least four weeks prior to the District Conference. The dates of the intended Division Conferences are to be advised to the District Director-elect by 20 June each year prior to the commencement of their term.

### **B3 District Officers and Field Officers**

*DAB Article VII*

**B3.1.** [a] The roles of Finance Manager and Administration Manager are appointed by the District Director and confirmed by the District Council.

[b] The role of Public Relations Manager is to be an elected role.

**B3.2.** 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 Webmaster, Parliamentarian and Statistician.

**B3.3.** 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.

**B3.4.** Under the direction of the District Director, the District Parliamentarian (or a District appointed nominee), 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.



## **B4 District Conference**

*DAB Article X (a), Protocol 7.1 (9)*

**B4.1** The District 72 Conference shall be held, on a weekend occurring in April or May.

**B4.2** 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.

**B4.3** The Annual District Conference shall:

- [a] Include a Candidates Showcase (question and answer session) for all candidates for District Director, Program Quality Director, Club Growth Director, and Public Relations Manager (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 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 either on Friday or on Saturday morning. The conference will finish on the Sunday afternoon.
- [d] Give priority to the provision of District Council Meeting, 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.

**B4.4.** The Program Quality Director shall report to the District Council on educational achievements in the District year to date and on summarised attendance at District and Club Leadership training.

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

**B4.5.** The Club Growth Director shall report to 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.

**B4.6.** At District Council Meetings and District Executive Committee Meetings 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.

**B4.7.** The District Council, on the recommendation of the District Executive, shall determine the venue and location for the following year's District Conference.

- [a] A Club or Clubs wishing to bid to organise a District Conference 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.

**B4.8.** The District Executive for the year commencing 1 July shall assume overall responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.

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

The District Executive committee is responsible for:

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

**B4.9.** Conference Finance

- [a] The District Conference Committee shall comply with any written requirements from the Finance Manager relating to financial management, records and related areas.
- [b] The District 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.

**B4.10.** 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.

**B4.11.** When any changes are made to the District Procedures, the District Procedures document is to be updated and published on the District Website within thirty-five days of the close of the meeting.

## **B5 District Executive**

*DAB Article XI, Protocol 7.1 (5)*

- B5.1.** 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.
- B5.2.** 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.

## **B6 District Procedures Review**

- B6.1.** 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.
- B6.2.** Recommendations regarding changes shall be presented for approval in compliance with [A1.4\(b\)](#).

## **B7 District Leadership Committee**

*DAB Article XI, TIPP 9.0 (1)-(4)*

- B7.1** The District Leadership Committee shall consist of at least one representative from each Division.

## **B8 Speech Contests**

- B8.1.** All District 72 Speech contests shall be conducted in accordance with the current Toastmasters International Speech Contest Rules.
- B8.2.** Areas with four or fewer clubs in good standing 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](#).
- B8.3.** 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.
- B8.4.** The Program Quality Director is responsible for District Level Contests, including appointing Contest Chairs and Chief Judges.
- B8.5.** Area Councils determine the dates of Area Finals, which must be completed at least ten days prior to the Division Final.

## **B9 Finance**

*TIPP 8.4*

- B9.1.** 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.
- B9.2.** Approval and Disbursements
- [a] The approval of expenditure and disbursements shall be in accordance with Clause 4 of TIPP 8.4
  - [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.
- B9.3.** Reporting: In addition to the reporting required by TI Polices and protocols:
- [a] Conference Treasurers are to have read only access to online bank statements.
  - [b] The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the approved budget for the current Toastmaster year. Whenever possible, this should be distributed by the 20<sup>th</sup> of the following month from September onwards.
- B9.4.** 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. *Policy 8.4 (5)*
  - [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.
- B9.5.** From time to time the District Director shall specify at a District Executive 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.

- B9.6.** 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.
- B9.7.** 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.

## **B10 International**

- B10.1.** 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)
- B10.2.** When District 72 makes Distinguished, Select Distinguished, President's Distinguished or Smedley 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).
- B10.3.** 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.
- B10.4.** 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.
- B10.5.** Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all District Executive Committee meetings and District Council meetings.
- B10.6.** On their return from the International Convention the District Director shall provide a written report to the District Council members.

**B10.7.**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 standard 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	Rank	Presented by/when	Set by	Award Period	D 72 Trophy	Period Held	Personal Trophy	Notes
Distinguished Toastmaster	1	DD Opening Ceremony	TI	Open	No	Life	TI plaque + medal	Member brings plaque to the Conference.  DTM medal purchased by D72
TI Presidential Citation	2	Senior TI Rep	Int'l President	Open	No	Life	TI Plaque	Provided by TI. No District 72 Trophy
District 72 Citations	3	DD	DD	Current year	No	Life	Trophy	
Terry Bellamy Trophy for the Outstanding Division Director of the year	4	IPDD	IPDD	Previous TM year	Yes	1 year	Trophy	
Len Jury Trophy for the Outstanding Area Director of the year	5	IPDD	IPDD	Previous TM year	Yes	1 year	Trophy	
Ken Haines Award for District Toastmaster of the year	6	IPDD	IPDD	Previous TM year	Yes	1 year	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	Trophy	
Club Leadership Excellence Awards	10	IPDD	IPDD	Previous 3 years	No	Life	Banner ribbon	
Distinguished Division Awards	11	IPDD	TI	Previous TM year	No	Life	TI certificate + banner ribbon	
Jack Duffy Memorial Rosebowl for Community Service	12	PQD	DD, PQD, CGD, PRM, IPDD	Previous TM year	Yes	1 year	Trophy	
Long Service Awards	13	CGD	CGD	Open	No	Life	Plaque	

## Contests

Award	Presented by	Determined by	Award Period	D 72 Trophy	Period Held	Personal Trophy	Notes
All contests – 2 <sup>nd</sup> place	PQD	2 <sup>nd</sup> place getter	Current year	No	Life	Certificate + TI Silver Medal	May
All contests – 3 <sup>rd</sup> place	PQD	3 <sup>rd</sup> place getter	Current year	No	Life	Certificate + TI Bronze Medal	May
All contests – participants	CC	Finalists	Current year	No	Life	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 - Award Criteria

### May: Distinguished Toastmaster

Rationale: The Distinguished Toastmaster Award is the highest Communication and Leadership award available from Toastmasters International.

Responsible: 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 (Operating Procedures)

	Version Number
DP adopted by Council November 2011	V1
DP A11 criteria amended – approved by Council 5 Nov 2011	V2
DP6, DP9 (2), DP10 amendments adopted by Council May 2013	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, Appendix A Part 1 and Part 2 revised, adopted by Council May 2015	V7
DP9 Finance 2.[d] amended and DP9 Finance 6,7,8 removed adopted by Council 7 November 2015	V8
Removal of the C&L Award and Criteria for the Dale Hartle Award updated adopted by Council 19 November 2016 ( <i>Effective 1 December 2016</i> )	V9
DP fully revised for reformation approved and adopted by Council May 2018 ( <i>Effective 1 July 2018</i> )	V10
DP's 3.1, 3.4, 4.3, 4.7, 6.2, 8.2, 9.5 Amended and approved Adopted by Council 22nd September 2018	V11
DP 3.1 amended and approved District Council May 2019 (Not incorporated into document until May 2020 District Procedures publication.)	
DP's 4, 4.3d, 4.6, 4.7a, 4.8, 4.9, 5,9.4 (a), 8.1, 10.2, 10.5, revised. Approved District Council 9 May 2020, and	
District Procedures: Part 1 - Administrative Procedures document and Part 2 - Operating Procedures document combined into one document. Prefix of Administration Procedures changed from "AP" to "A" and Prefix of Operating Procedures changed from "DP" to "B". Approved District Council 9 May 2020.	

*continued in*

*Table of additions, deletions and changes (District Procedures), see page 20.*

## Table of additions, deletions and changes (District Procedures)

	Version Number
District Procedures (Combined publication effective May 2020) Administrative Procedures prefixed by "A" and Operating Procedures prefixed by "B" Approved District Council 9 May 2020.	V1
Brief History removed. A4.2: reference to Division and Area budgets removed. A4.3, 4.5, 4.7, 4.8, 5.2, 5.3, 5.5.	V2
B2.3: specific weekends for Division Conferences removed and Division Conferences required to be held at least four weeks before the District Conference. B3.1b: irrelevant date was removed. B4.1: added April as a possibility for the District Conference (as per governing documents) and removed reference to D112's conference. B4.7: changes the time of determination of the District Conference location and venue from at least two years prior to the conference to being 'for the following year's conference'.	V3