



# **DISTRICT 112 PROCEDURES**

**VERSION 8**

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## **PREAMBLE**

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

District 112 is governed by the Articles of Incorporation and Bylaws of Toastmasters International, the District Administration Bylaws and Toastmasters International Policies and Protocols, which are common to all Districts.

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

### **District D112 Procedures**

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

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 Procedures, is determined by the District Director in consultation with the District 112 Parliamentarian, unless overturned by a simple majority vote at the District Council.

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

### **Officer responsibilities**

Members of the District Council are encouraged to review District 112 Procedures 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.

To improve the promotion of Toastmasters International within New Zealand, each year District 112 shall aim to achieve, through the use of the District Success Plan, the minimum of Distinguished District.

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

## **DP 2 AREAS AND DIVISIONS**

- 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 The following separate Agenda Items to be included at Division Conferences and Contests:
- (i) An address by the District Director or their representative.
  - (ii) Recognition of members from the Division who have achieved a Distinguished Toastmaster Award or Received a District 112 awards.
  - (iii) Promotion of the District Conference
  - (iv) Other matters as advised by the District Director
- 2.4 Division Directors shall, in consultation with their Immediate Past Division Director, arrange and hold a suitable ceremony sometime in the first six months of the Toastmaster year for the purpose of presenting Division awards and honouring achievement. This ceremony may be held in conjunction with another event.

## **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 Webmaster, 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.

- 3.5 The Area and Division Directors-elect shall be given a tutorial period comprising education and administration and be issued with guidelines and/or District Leader Manuals, prior to taking office on 1<sup>st</sup> July. This shall be the responsibility of the Program Quality Director.

*TI Protocol 7.10*

## **DP 4 DISTRICT CONFERENCE**

- 4.1 The District 112 Annual Conference shall be held on a weekend occurring in May, and where possible on a different weekend to the District 72 Annual Conference.
- 4.2 The duration of the Annual District Conference to 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:
- 4.3.1 Include a Candidates Showcase on the Friday Evening for candidates for District Director, Programme Quality Director, Club Growth Director and Division Director, and shall follow the procedure defined in Protocol 9.0, 9(C).
  - 4.3.2 Provide a "Candidates' Corner" from the start of the Conference until one hour prior to the start of the District Council.
  - 4.3.3 Have the formal opening of the Conference on Friday morning and where practical finish by early afternoon on the Sunday.
  - 4.3.4 Include those matters specified in DAB X (a) and Protocol 7.1 (8), as well as including the presentation of those awards specified in Appendix A.
- 4.4 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.
- 4.4.1 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 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.
  - 4.4.2 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.

- 4.4.3 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.
- 4.5 The District Executive for the year commencing 1<sup>st</sup> July shall assume total responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.
- 4.6 Membership of the Conference Committee:
  - 4.6.1 The Conference Committee Chair and Treasurer are appointed by the District Director.
  - 4.6.2 The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the Conference committee.
  - 4.6.3 Other members of the conference committee are appointed by either the District Director or the Program Quality Director.
- 4.7 The District Executive Committee:
  - 4.7.1 Approves the conference programme, including presenters of educational sessions, by email vote.
  - 4.7.2 Provides the conference committee with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference.
- 4.8 Conference Finance:
  - 4.8.1 The Conference committee shall comply with any written requirements from the District Finance Manager relating to financial management, records and related areas.
  - 4.8.2 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.
  - 4.8.3 Contracts in excess of \$500 must be signed by either the District Director or the Program Quality Director.
  - 4.8.4 Where Conferences incur expenses in advance of receiving income, the Program Quality Director may apply to the District Director for the expenses to be met from general funds and charged against the conference budget.

- 4.9 The District 112 Conference Handbook, adopted or amended under the joint authority of the District Director and the Program Quality Director, is the guide to be followed by District Conference Committees except where it is incompatible with District 112 Procedures, or Toastmasters International Policy or Protocols.

## **DP 5 DISTRICT EXECUTIVE AND DISTRICT MANAGEMENT**

- 5.1 The District 112 Executive Committee shall comply with the provisions of DAB Article XI and Protocol 7.1 (4).
- 5.2 There are two sub-committees of the District Executive.
- 5.2.1 The "Management Committee" which shall consist of the District Director, Programme Quality Director, Club Growth Director and such other members of the "Top Table" as determined by the District Director. The committee shall meet electronically at least once a month and has the roles of planning and operational coordination. This committee does not exercise any of the roles allocated to the District Executive Committee.
- 5.2.2 The minutes of the District Executive Committee shall be published on the District Website within 28 days of the close of the meeting.
- 5.3 Division Directors, the District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, and the Immediate Past District Director will provide a report to the Administration Manager at least 35 days prior to District Executive meetings.
- 5.4 The order papers for District Council Meetings and District Executive Meetings shall be posted on the website at least 28 days prior to the date of each meeting. All clubs shall be advised when papers are made available on the website.
- 5.5 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.
- 5.6 In addition to the requirements of Policy 7.2: District Management Clause 1. District Records:
- 5.6.1 Every five years, effective 1<sup>st</sup> July 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.
- 5.6.2 Financial records shall be retained as required by the Governing Documents or New Zealand law, whichever is longer.

- 5.7 All advertising on the District Website shall comply with Toastmasters International guidelines, policies and protocols as well as New Zealand law.
- 5.8 When any changes are made to the District Procedures those documents are to be updated and published on the District Website within 28 days of the close of the meeting.

## **DP 6 DISTRICT COUNCILS**

- 6.1 The Annual District Council shall be held on the Saturday of the District Conference.
- 6.2 The Semi-Annual District Council shall be held in accordance with the criteria specified by Toastmasters International.
- 6.3 The District Council shall be run in accordance with TI Policies and Protocols.  
(e.g.: voting rights and agenda items). *DAB Article IX and Protocol 7.1 (5)*
- 6.4 The reports specified in Protocol 7.1 (5E) are to be published on the District Website at least four weeks prior to the meeting. Whilst District Council members may raise any matter at the meeting, without notice, if they give notice of an item or motion to the District Administration Manager at least four weeks prior to the meeting, then that item or motion on notice will be included with the meeting papers.
- 6.5 A proposer of a motion has two (2) minutes, with a one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However only members of the District Council may move a procedural motion and vote on substantive and procedural motions or amendments.
- 6.6 The minutes of a District Council meeting are to be published on the District Website within 28 days of the close of the meeting.

## **DP 7 DISTRICT PROCEDURES REVIEW**

- 7.1 It is the responsibility of the current year District Director to review all District Procedures to ensure no changes need to be made, and that the documents are still relevant. The District Director may appoint a District Procedures Review Committee to assist with this review.
- 7.2 Recommendations regarding changes shall be presented for approval at least four weeks prior to the District Executive meeting at which they are to be considered.



## **DP 8 DISTRICT ELECTIONS AND THE DISTRICT LEADERSHIP COMMITTEE**

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

## **DP 9 SPEECH CONTESTS**

- 9.1 All District 112 Speech and Evaluation contests shall be conducted in accordance with Toastmasters International Speech Contest Rules.
- 9.2 District 112 will conduct the International, Humorous, Table Topics and Evaluation contests.
- 9.3 Areas with four or fewer clubs shall allow the two highest placed available contestants in the four speech contests from each club, to compete in the Area contest. This clause is perpetual communication of the rule in the Speech Contest Rulebook.
- 9.4 Divisions with four or fewer areas shall allow the two highest placed available contestants to proceed from area to division. This clause is perpetual communication of the rule in the Speech Contest Rulebook.
- 9.5 Provided that TI protocol and recommended practice are complied with, all contests at District and Division level, may be recorded and all contestants must be prepared to use any amplification or recording equipment supplied.
- 9.6 The Program Quality Director is responsible for District Level Contests, including appointing Contest Chairs and Chief Judges.
- 9.7 The groupings below reflect the weekends over which the Division Conferences will be held. This facilitates representation of one of the Trio (DD, PQD and CGD) at each Division Conference:
  - Group 1 Divisions K, O and R
  - Group 2 Divisions L, N and Q
  - Group 3 Divisions M and P
- 9.7.1 There shall be a gap of at least two weekends between the last group and the District Conference. This is to allow the Program Quality Director time to Appoint Judges who meet the criteria in the rulebook.
- 9.7.2 Draft Division Conference(s) dates set by the current District Team, need to be ratified by the Trio Elect after consultation with the Division Directors Elect no later than 30 June.

## 9.8 Division Speech Contests:

9.8.1 Division Table Topics and Humorous Speech Contests are to be held in the months of October/November each year.

9.8.2 Division Evaluation and International Speech Contests are to be held in the months of March/April each year.

9.9 Unless the Division Council, after discussion with the PQD, determines otherwise by 30<sup>th</sup> June, the Area Contests shall be held in a three-week window, ending two weeks prior to their Division Contest.

9.10 No Area or Division Contest/Conference may be held on a weekend which clashes with either:

(i) District Officer Training; or

(ii) A neighbouring Division's Conference/Contest or Club Officer Training.

9.11 District Finalists will meet their own costs for, optional meals, travel and accommodation.

9.11.1 If they attend only the contest and the contest briefing, and no other part of the conference, they shall pay no registration.

9.11.2 If attending the full conference, will be charged the early bird or first timer rate whichever is lower.

9.11.3 If attending for one day only they shall be charged 80% of the daily rate.

9.12 For the purposes of District Procedure 9, should the office of Area Director be vacant, or the Area Director is unable or unwilling to act, then the Division Director or the Division Director Elect is authorised to convene the Area Council, and may, if appropriate appoint an independent non-voting chair for the meeting. Should the office of Division Director be vacant, the District Director or District Director Elect shall appoint someone to convene and chair the Division Council.

## **DP 10 DISTRICT AWARDS AND INCENTIVES**

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

10.2 District 112 Incentives:

- 10.2.1 This District Procedure applies to all District 112 Incentive Programmes. It does not apply to Speech Contests, which are TI Protocol and are contained in the annual Speech Contest Rule Book.
- 10.2.2 A District Award is an ongoing award as specified in the Appendix to these District Procedures. A District Incentive Programme is a programme established by the District Leadership to run during their year of office.
- 10.2.3 District Incentive Programmes may take the forms of:
- [a] An incentive where every participant meeting the criteria receives the specified recognition or reward, or
  - [b] An incentive where the specified first number of participants meeting the criteria receive the specified recognition or reward, or
  - [c] An incentive where the successful entry is drawn at random, from entries received.
  - [d] A competition, where entries will be judged, and a specified number of prizes awarded.
- 10.2.4 The rules of the District Incentive must clearly specify:
- [a] The purpose of the District incentive.
  - [b] The entry criteria, and any exclusions,
  - [c] The timelines,
  - [d] The reward(s),
  - [e] How winners will be determined (for competitions the judging criteria and practices),
  - [f] Anything else which aids transparency and clarity.
- 10.2.5 The written rules must be approved by the Management Committee.
- 10.2.6 Once a District Incentive is launched, changes to the areas specified in sub clause 10.2.4 should only be made with the consent of a majority of the Division Directors.
- 10.2.7 Prizes or rewards for District Incentives must meet the criteria specified in TI Policy 8.4 and Protocol 8.4. or have specific prior approval from WHQ. Appropriate funding must have been provided for in the District Budget.
- 10.2.8 A District Incentive will come under the auspices of one or more senior District Officer. To ensure that clubs, which a District Officer is a member of are not disadvantaged, and to avoid the perception of a conflict of interest, where their club qualifies for or enters the District Incentive, (except in situations covered in 3

[a] above), the District Officer is recused and the District Director appoints an independent person to determine the successful entries.

10.2.9 For District Awards the procedure in clause 10.2.8 also applies for District Officers other than the Immediate Past District Director.

10.3 TI Distinguished Division and Area Certificates are to be presented at the District Awards event. If they have not arrived by then they will be distributed to current division Directors at the next District Executive Meeting for them to distribute.

## **DP 11 FINANCE**

TI Policy 8.4 & Protocol 8.4

11.1 All District bank accounts are to be held at the same bank. The bank is to be designated by the District Executive. Divisions and Areas will not have separate bank accounts. Conference committees will be allocated a District account by the Finance Manager and may not establish separate bank accounts.

11.2 Approval and Disbursements:

11.2.1 The approval of expenditure and disbursements shall be in accordance with Clause 4 of Toastmasters International Protocol 8.4: District Fiscal Management.

11.2.2 Prior to the item being submitted to the District Director and Finance for approval and payment the following preliminary approvals are required:

- (i) By the Division Director, for expenses relating to Division and Area Conferences / Speech contests as well as Division and Area Council meeting costs.
- (ii) By the Program Quality Director, for expenses relating to Education and Training.
- (iii) By the Conference Committee Chair, for expenses and refunds relating to the conference.

All other expense claims (including travel) go direct to the District Finance Manager.

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

11.3.1 Conference Treasurers are to have read only access to online bank statements. They shall receive regular updates from the District Finance Manager on their budget.

11.3.2 The Finance Manager is to provide each Division Director with an indicative Division Budget by the 30<sup>th</sup> June and any updates once the overall District budget is approved by the District Council. Division Directors are responsible for managing the budget items as specified in Sub Clause 11.2.2 (i). Additional Divisional level expenditure may be authorised by the District Trio.

#### 11.4 Bank Account ownership and signing authority.

11.4.1 The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts.

11.4.2 Except as provided in 11.4.3 below, all District Accounts shall have signing authority vested in any two of the following officers jointly signing: District Director, Program Quality Director, Club Growth Director and Finance Manager.

11.4.3 The District Director has the sole authority to make disbursements from the “Debit Card Account” (003) which can only be used for items where payment by Debit card is required. In addition to the controls specified by the TI Governing Documents, any transfers to this bank account from the operating account require the approval of the District Finance Manager and one of the Program Quality Director or Club Growth Director.

11.5 From time to time the District Director shall specify at a District Executive Committee meeting the travel reimbursement rate per kilometre for internal travel on Toastmasters business by District Officers and District Field Officers using private cars. The amount shall not exceed the NZ\$ equivalent of the current US\$ amount as specified by Toastmasters International.

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

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

11.7.1 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.

11.7.2 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.

11.8 By the first of July each year the District Director shall issue notes to all District Officers and Field Officers covering the procedure for expense claims and what expenses are claimable, with reference to the appropriate TI policy, protocol or District Procedure and any applicable criteria.

- 11.9 In addition to the travel expenses covered in Toastmasters International Policies and protocols, the District shall specifically budget for other travel as follows:
- 11.9.1 The attendance by the District Parliamentarian at meetings of the District Council and District Executive meetings.
  - 11.9.2 The attendance by any other person considered necessary by the District Director at meetings of the District Council or District Executive Committee.
- 11.10 All expense claims must be made on the current official District 112 Expense Claim Form available from the District 112 website. Travel claims must clearly specify the event which the travel was for. All expense claims must be accompanied by a GST receipt, except for: Travel by private motor vehicle; or, other expenditure where the vendor was not registered for GST (this must be noted on the expense claim).
- 11.11 In recognition of the office held, the District Director when attending the District Conference shall be entitled to full reimbursement of conference registration, meals and accommodation based on the single conference room rate when travelling alone or the double room rate when accompanied by a partner. This shall be a District expense.
- 11.12 The costs of recording the District final of the International Speech contest are a district expense, and not covered by conference registrations.

## **DP 12 INTERNATIONAL**

- 12.1 The District will budget and pay for the District Director, Program Quality Director and Club Growth Director to attend the Toastmasters International August Training, Midyear Training and the International Convention, as provided for in the current Toastmasters International Policy 8.3 (Section 2)
- 12.2 When District 112 makes Distinguished, Select Distinguished or President's Distinguished in the District year immediately preceding the International Convention, the District will budget and pay for the Immediate Past District Director to attend the full Toastmasters International Convention, as provided for in the current Toastmasters International Policy 8.3 (Section 2).
- 12.3 In all cases reimbursement is dependent on receipts being provided. The reimbursement of expenditure as covered in sub-clauses 1 and 2 shall be made as soon after the expense was incurred as practical. Note that no payments may be made in advance.
- 12.4 District expects the District Director, Program Quality Director and Club Growth Director to attend the Open Board of Directors meeting, the Annual Business meeting, the Candidates showcase, any other Convention events specified by either the District Director or Immediate Past District Director and to interview all candidates for the Board of Directors and Second Vice President. Reimbursement as provided above is dependent on this.

- 12.5 On their return from the International Convention the District Director shall provide a written report to the District Council members.
- 12.6 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, transportation 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.
- 12.7 Members of clubs in District 112, who are International Directors or Region Advisors, shall have speaking rights at all District Executive Committee meetings and District Council meetings.

### **DP 13 PARLIMENTARY PROCEDURE**

- 13.1 The current edition of “Members Meetings” by Mark von Dadelszen DTM PDG be used as the authority for Parliamentary Procedure in District 112 in terms of District Administrative Bylaws Article XIII.

### **DP 14 ACCESSIBILITY**

- 14.1 In accordance with Article III, Section 2 of the Bylaws of Toastmasters International, and relevant New Zealand Law, the following District 112 Procedure establishes minimum standards relating to members with disabilities, applicable at all levels of the District. These do not apply to clubs; however, Clubs are recommended to follow these as guidelines.

- 14.1.2 District Leaders of an event are to take all reasonable steps to ensure that all members eligible to attend the event, have the facilities to fully participate in all aspects of that event.

These include, but are not limited to:

- (a) All District documents shall be in an accessible format which is readable and usable by all Toastmasters, regardless of the device they use. (This includes, but is not limited to, text to speech conversion software, magnification and specialist keyboards. Formats to be used include Microsoft Word and Excel, HTML and PDF. All materials need to be provided prior to the event).
- (b) All venues used must have wheelchair access and reserved mobility parking places.

- (c) Where a stage is used, which is more than 200 mm above floor level, suitable access and egress is to be provided for mobility impaired members. (This generally means a ramp.)
- (d) Where a member has hearing issues, at their request reserved seating is provided at the front of the room and consideration is given to the use of a microphone.

**DP 15 HEALTH AND SAFETY**

15.1 The NZ Health and Safety at Work Act 2015 (HSWA) does not apply to Toastmasters as voluntary organizations are currently exempt from the full health and safety requirements under New Zealand Law. However, as a responsible Organisation and in terms of our international values, the District should ensure that our events have an environment that is free from risks to health and safety.

15.1.1 These best practice guidelines apply to all District 112 events, including Division and Area level events. Whilst these guidelines do not apply to individual clubs, it is strongly recommended that all clubs consider the issues raised and adopt such practices to ensure that their events will also take place in a safe and secure environment.

15.1.2 The following individuals are responsible for implementing these guidelines at District-sponsored events:

Event/Level	Officer responsible for implementing these guidelines
District Conference	Program Quality Director assisted by the District Logistics Manager and Conference Chair
District Executive Meetings (& DAC)	District Logistics Manager
District Officer Training	District Logistics Manager
Division Events – Division Conference, Club Officer Training, Division Council.	Division Director
Area Events – Area Council, Contests	Area Director

15.1.3 BEFORE THE EVENT

This section provides District Best Practice the actions needing to be performed before the start of the event.

- (a) Ascertain whether the hired venue has a current “Building Warrant of Fitness”. If it does not, consider the health and safety implications.
- (b) Review the venue’s emergency plan, identifying evacuation assembly areas, locations of fire alarms, first aid kits and other relevant information.



- (c) Ensure that you have the name and contact details for the venue representative who should be contacted if safety and security issues occur during the event. Ascertain whether there will be any first aiders on site during the event.
- (d) If you are not very familiar with the area, identify the nearest Medical Centre / A&E which will be open during the event.
- (e) Check that emergency exits are clearly identified and are not blocked or obstructed.
- (f) Ensure that there is a sign in sheet available when the attendees start arriving.
- (g) If there are no venue staff on site during your event, designate appropriate members as fire wardens.
- (h) Once the set-up is complete, do a walk through to identify and remedy any hazards. This includes any potential tripping hazards and other hazards wherever attendees could be walking, including between the parking areas and the buildings. In room set up, ensure that the isles are wide enough in the event of an evacuation and that tables etc. are not blocking easy access to emergency exits.
- (i) All electrical cables on the floor are to either be covered or taped to the floor.
- (j) Electrical appliances used must comply with NZ electrical standards.
- (k) Develop your script/notes for the Health and Safety/Housekeeping announcements at the commencement of the event.

#### 15.1.4 DURING THE EVENT

- (a) The Health and Safety/Housekeeping announcements are made at the start of each day's events. If the numbers attending are likely to increase later during the event, consider whether a reiteration is appropriate.
- (b) Ensure that every person attending the event has signed in (and that their name is legible). In the event of an evacuation take that sheet with you, to verify that everyone is out.

## APPENDIX District Award Criteria

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

### PART 1 Presented at the District Awards Ceremony (DP 7.1)

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

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

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

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

Award: <b>Laurel Francis Award for Club Coach of the Year</b>	Presented at Awards Ceremony	Ranking <b>5</b>
Responsibility & Criteria Determined by the outgoing trio. There are three parts of the nomination: <b>Part A</b> Statistically based (source is the TI reports) <ul style="list-style-type: none"> <li>• Area Points Available Points Claimed</li> <li>• Club has achieved Charter Strength (20 members with only 3 Dual members) 15 points</li> <li>• Club has achieved Distinguished Club Status. 12 points for PDC, 8 points for SDC, 5 points for Distinguished</li> <li>• New growth in membership 3 points multiplied by the net increase</li> <li>• Education awards registered with TI by the club (except those for the Coach) 2 points per award</li> <li>• Club Officers attended Club Leadership Training (either round) 2 points per member</li> <li>• Club has a full committee going into the new TM year 2 points per officer (a member holding two offices is counted only once)</li> <li>• Total Points Claimed</li> </ul> <b>Part B</b> Area Directors Visit Reports for the club during the year <b>Part C</b> Based on a Narrative Covering: <ol style="list-style-type: none"> <li>1. The Club Success plan, how well it was implemented (and adapted if required)</li> <li>2. Membership building initiatives undertaken.</li> <li>3. Any other matters, indicating that the Club coach is deserving of this award. E.g.: Their level of personal contribution to the club, including attendance.</li> </ol>		
Presented by: <b>Immediate Past Program Quality Director</b>	Award Type: Trophy	
Duration Held: One Year	Personal Trophy Miniature Trophy	
History & Notes: Nominations may be made either by the Club President, Area Director or Division Director. Where there are two club coaches assigned the award may be to one or both club coaches. The nomination must be received by the Club Growth Director no later than 30 <sup>th</sup> July.		

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

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

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

Award: <b>Distinguished Division Awards</b>	Presented at Awards Ceremony	9
Responsibility & Criteria Determined by TI.		
Presented by: <b>Immediate Past District Director</b>	Award Type: TI Certificate plus a D112 Ribbon for the Division banner	
Duration Held: Permanent	Personal Trophy No	
History & Notes:		

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



Award: <b>Triple Crown</b>	Presented at Any District 112 Event	Ranking 11
<p>Criteria</p> <p><b>1 July 2019 to 30 June 2020</b></p> <p>Any three of the following educational awards listed on the TI dashboard during the same Toastmasters year:</p> <p>Competent Communicator, Advanced Communicator Bronze, Advanced Communicator Silver, Advanced Communicator Gold, Competent Leader, Advanced Leader Bronze, Advanced Leader Silver, Pathways Level 3, Pathways Level 4, Pathways Level 5, Pathways Distinguished Toastmaster.</p> <p>Note: The same level completions from two or more different paths also qualify.</p> <p><b>Effective 1 July 2020</b></p> <p>Three or more educational awards achieved during the same Toastmasters Year as listed on the Toastmasters International Triple Crown report on the TI Dashboard.</p>		
Presented by either the District Director / Program Quality Director / Club Growth Director.	Award Type: TI Triple Crown Pin	
Duration Held: Permanent	Personal Trophy The pin	
History & Notes:		

## PART 2 Presented at the May District Conference

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

Award: <b>District 112 Citations</b>	Presented at Annual Conference	Ranking <b>2</b>
<b>Responsibility &amp; Criteria</b> 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, PQD, CGD), who separately vote as follows 5 points for the most deserving nominee 4 points for the next most deserving nominee 3 points for the next most deserving nominee 2 points for the next most deserving nominee and 1 point for the next most deserving nominee		
Presented by: <b>District Director</b>	Award Type: Plaque (from the District)	
Duration Held: Permanent	Personal Trophy As above	

History & Notes:

Whilst the District "Toastmaster of the Year" award recognises achievement in the previous Toastmasters year (only), there is a need to recognise members who make an ongoing contribution to Toastmasters in New Zealand over several years. Some become familiar faces at District level, but some work away in the background at Area or Division level. This is the District equivalent of the TI Presidential Citation.

The District 112 Citations are presented to deserving members of our organization each year to acknowledge outstanding Toastmasters who have made contributions to their Club/s Division and District as well as the organization, usually over several years. Contributions in D72 before the reformation are included.

The number of District 112 Citations to be awarded each year are determined by the current trio (DD, PQD, CGD) having cognisance of this being a prestigious award to be sparingly given.

Past recipients of this award are ineligible.

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

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

Award: <b>Triple Crown</b>	Presented at Any District 112 Event	Ranking <b>5</b>
Criteria Any three of the following educational awards listed on the TI dashboard during the same Toastmasters year: Competent Communicator, Advanced Communicator Bronze, Advanced Communicator Silver, Advanced Communicator Gold, Competent Leader, Advanced Leader Bronze, Advanced Leader Silver, Pathways Level 3, Pathways Level 4, Pathways Level 5, Pathways Distinguished Toastmaster. Note: The same level completions from two or more different paths also qualify.		
Presented by either the District Director/ Program Quality Director/Club Growth Director.	Award Type: TI Triple Crown Pin	

Duration Held: Permanent	Personal Trophy The pin
History & Notes:	

## **PART 2 Contests:**

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

### **Medals and Certificates for all four Contests:**

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

### **Trophies awarded to the Contest Winner:**

- **Table Topics Contest** – John Fauvel Cup

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

- **Alun Chisholm Trophy for Humorous Speech Contest**
- **Toni Sharp Trophy for International Speech Contest**
- **Joan Hook Trophy for Evaluation contest**

**PART 3 Ribbons:**

(i) To comply with the Brand Manual, the preferred font for engraving and on ribbons is Arial.

(ii) Ribbons associated with District 112 Awards.

- The ribbon size is 250 mm X 60mm.
- The TI Logo is in Black
- The Conference Committee selects the colour of the Conference Attendance Ribbon
- The IPDD selects the colour of the other ribbons.

The wording on the ribbons are:

<b>Award</b>	<b>Wording for the Ribbon</b>
<b>Murray Coutts Award for Outstanding Division</b>	<b>DISTRICT 112</b>  <b>OUTSTANDING DIVISION OF THE YEAR</b>  <b>20xx – 20xx</b>  <b>Division X</b>
<b>Kingsley Moody Award for Club Public Relations</b>	<b>DISTRICT 112</b>  <b>CLUB PUBLIC RELATIONS AWARD</b>  <b>20xx-20xx</b>

<p><b>Club Leadership Excellence Awards</b></p>	<p><b>DISTRICT 112</b></p> <p><b>CLUB LEADERSHIP EXCELLENCE AWARD</b></p> <p><b>20xx - 20xx</b></p>
<p><b>President's Distinguished Division Awards</b></p>	<p><b>DISTRICT 112</b></p> <p><b>PRESIDENT'S DISTINGUISHED DIVISION</b></p> <p><b>20xx – 20xx</b></p>
<p><b>Select Distinguished Division Awards</b></p>	<p><b>DISTRICT 112</b></p> <p><b>SELECT DISTINGUISHED DIVISION</b></p> <p><b>20xx – 20xx</b></p>
<p><b>Distinguished Division Awards</b></p>	<p><b>DISTRICT 112</b></p> <p><b>DISTINGUISHED DIVISION</b></p> <p><b>20xx – 20xx</b></p>



<p><b>O'Leary-Wightman Shield for attendance</b></p>	<p><b>DISTRICT 112</b></p> <p><b>BEST</b></p> <p><b>DISTRICT</b></p> <p><b>CONFERENCE</b></p> <p><b>ATTENDANCE</b></p> <p><b>BY A CLUB</b></p> <p><b>20xx</b></p>
<p><b>Conference Attendance</b></p>	<p><b>DISTRICT 112</b></p> <p><b>20xx9</b></p> <p><b>Location and theme of the District Conference</b></p>

## Table of additions, deletions and changes

	Version No
DP adopted by District Executive May 2018 ( <i>effective 1 July 2018</i> )	V1
DP 2.5 Change of wording ( <i>8 September 2019</i> )	V2
DP10.2.8 words <i>the District Administration Committee</i> deleted ( <i>8 September 2019</i> )	V2
DP11.11 District Supplies deleted ( <i>8 September 2019</i> )	V2
DP 13 added re Parliamentary Procedure guidelines ( <i>8 September 2019</i> )	V2
Name changes to District 112 Awards ( <i>8 September 2019</i> )	V2
Triple Crown Award change of word <i>educational</i> to <i>communication</i> ( <i>8 September 2019</i> )	V2
Template for the Ribbons added as Part 3 of the Appendix. ( <i>March 2019</i> )	V3
Triple Crown Criteria changed ( <i>March 2019</i> )	V3
Updates to DP 9 including moving some items from DP 2 ( <i>3 March 2019</i> )	V4
Additional clause to DP 2 ( <i>3 March 2019</i> )	V4
Switch names on Evaluation and Humorous Trophies ( <i>14 June 2019</i> )	V5
Addition of DP 14 Accessibility ( <i>14 June 2019</i> )	V5
Addition of DP 15 Health and Safety ( <i>14 June 2019</i> )	V5
Updates to DP 15.1.1. and 15.1.3 (a) Health and Safety ( <i>28 September 2019</i> )	V6
Update to DP2.4 Division Awards ( <i>15 March 2020</i> )	V7
Update to DP11.1 and 11.4 Establish a District Debit Card ( <i>15 March 2020</i> )	V7
Update to DP11.2, 11.3 and 11.10 Changes to Approval of Expense Claims ( <i>15 March 2020</i> )	V7
Update to DP9 Speech Contests ( <i>15 March 2020</i> )	V7
Update to District Award Criteria/Triple Crown ( <i>15 March 2020</i> )	V7
Update to DP9.7 and DP9.8 Speech Contests ( <i>13 September 2020</i> )	V8