

DISTRICT 112 PROCEDURES

Version 10.3

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PREAMBLE

Toastmasters' International governing documents

District 112 is governed by the Toastmasters International Governing Documents comprising the Articles of Incorporation, Bylaws of Toastmasters International, District Administration Bylaws, Club Constitution and the Toastmasters International Policies and Protocols, which are common to all Districts. No procedure of District 112 may conflict with or duplicate these governing documents.

District D112 Procedures

District 112 Procedures provide guidance where the Toastmasters International Governing Documents are silent or vague. They define 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 an aspect of District Procedure is covered in the Governing Document – the reference to the appropriate clause is shown.

These are living documents and are amended from time to time by the Board of Directors. Where the clause in the Governing Documents is amended or renumbered, the District Parliamentarian and the District Director may jointly amend the reference in the District Procedures.

Officer responsibilities

Members of the District Council are encouraged to review District 112 Procedures together with the source governing documents. These Governing Documents consist of: The Articles of Incorporation for TI, the Bylaws of TI, the Standard Club Constitution; and those ones which affect Districts – the District Administration Bylaws and the Policies and Protocols. They can be found at

<https://www.toastmasters.org/leadership-central/governing-documents>

Abbreviations Used:

TI means Toastmasters International

DAB means TI District Administrative Bylaw

Pol means TI Policy

Pro means TI Protocol

PART A District Procedures which are most applicable to Clubs and Area Directors.

DP 1 DISTRICT OBJECTIVES

- 1.1 The District Mission as defined by Toastmasters International is: **We build new clubs and support all clubs in achieving excellence.**
- 1.2 To improve the promotion of Toastmasters International within New Zealand, each year District 112 shall aim to achieve, using the District Success Plan, a minimum of Distinguished District.
- 1.3 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. Pro 7.0 [1B]
- 2.3 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
- 2.4 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 30th June.
- 2.5 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
- 2.6 There shall be a District Awards event, to be held no later than the 30th of September, where the awards pertaining to the previous Toastmasters year shall be presented. Wherever possible the District Awards Event shall be in person. If that is not possible due to circumstances beyond the Districts control, a virtual event shall be held and the trophies etc are then forwarded direct to the recipients.
- 2.6.1 The appendix specifies which awards are presented at this event and which are presented at the District Conference.
- 2.7 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 District 112 awards.

- (iii) Promotion of the District Conference
- (iv) Other matters as advised by the District Director

2.8 Area Directors and Area Councils

2.8.1 Area Councils have the activities and role as specified in Pro 7.1 Section 8.

2.8.2 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 Area Council.

3 **SPEECH CONTESTS**

3.1 All District 112 Speech and Evaluation contests shall be conducted in accordance with Toastmasters International Speech Contest Rules.

3.2 Once the selection of the optional contests has been approved by the first meeting of the District Executive (Policy 6.0 [1B]), the Program Quality Director shall advise the selection to all clubs, within one week of the meeting.

3.3 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.

3.4 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.

3.5 Provided that Toastmasters International 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.

3.6 The Program Quality Director is responsible for District Level Contests, including appointing Contest Chairs and Chief Judges.

3.7 Scheduling of Contests

3.7.1 The District Executive, on the recommendation of the Program Quality Director, may at its first meeting approve a timetable which specifies, the weekends during which the different Divisions shall hold their Division finals, and which contest finals shall be held at that Division Conference.

3.7.2 The proposed dates of Area Contests need to be approved by the Division Director.

3.7.3 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.

- 3.8 District Finalists will meet their own costs for, optional meals, travel, and accommodation.
- (i) If they attend only the contest and the contest briefing, and no other part of the conference, they shall pay no registration.
 - (ii) If attending the full conference, will be charged the early bird or first timer rate whichever is lower.
 - (iii) If attending for one day only they shall be charged 80% of the daily rate.

DP 4 ACCESSIBILITY

- 4.1 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.
- 4.1.2 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.
- 4.1.3 The term “document” includes pages published on the D112 website (www.d112tm.org.nz), links from the District’s social media accounts and others as determined by the District. The target accessibility standard is WCAG 2.1, level AA. Members and other viewers are invited to evaluate and submit feedback on the achievement of that standard to the District Webmaster.
- 4.1.4 Text documents stored on the website may be in any valid format – normally, Microsoft Word or Adobe PDF. They are usually used as information links, such as the documents required for District Executive and Council meetings. All documents, except for those with limited retention, are grouped and categorised as determined by the District Webmaster and Leadership Team

DP 5 HEALTH AND SAFETY

- 5.1 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.

- 5.1.1 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.
- 5.1.2 All District events are to adhere to the Government’s pandemic regulations. All clubs are recommended to comply with the Government’s pandemic regulations.
- 5.1.3 The following individuals are responsible that these guidelines are implemented at District 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	District Logistics Manager
District Officer Training	District Logistics Manager
All Division Events – Division Conference, Division Council.	Division Director
Area Events – Area Council, Contests	Area Director

5.2 BEFORE THE EVENT

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

- (i) Ascertain whether the hired venue has a current “Building Warrant of Fitness”. If it does not, consider the health and safety implications.
- (ii) Review the venue’s emergency plan, identifying evacuation assembly areas, locations of fire alarms, first aid kits and other relevant information.
- (iii) 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.
- (iv) If you are not familiar with the area, identify the nearest Medical Centre/A&E which will be open during the event.
- (v) Check that emergency exits are clearly identified and are not blocked or obstructed.

- (vi) Ensure that there is a sign in sheet available when the attendees start arriving.
- (vii) If there are no venue staff on site during your event, designate appropriate members as fire wardens.
- (viii) 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 aisles are wide enough in the event of an evacuation and that tables etc. are not blocking easy access to emergency exits.
- (ix) All electrical cables on the floor are to either be covered or taped to the floor.
- (x) Electrical appliances used must comply with NZ electrical standards.
- (xi) Develop your script/notes for the Health and Safety/Housekeeping announcements at the commencement of the event.

5.3 DURING THE EVENT

- (i) 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.
- (ii) 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.

DP 6 MISCELLANEOUS

6.1 Communications

6.1.1 The District will provide club email aliases which the clubs are expected to use.

6.1.2 Clubs are to establish and maintain a valid list of current club officers on the TI website. (D112 distribution lists are based on the TI records).

6.1.3 District Officer aliases are updated at the July 1st officer changeover, and other times as required.

6.2 Parliamentary Procedure

The current edition of "Members' Meetings" by Mark von Dadelszen DTM PDG to be used as the authority for Parliamentary Procedure in District 112. DAB Article XIII.

6.3 District Roll of Honour

The District Administration Manager shall maintain a perpetual D112 Roll of Honour on the District Website and a soft copy. Each year it shall contain the following details:

- (i) District Director, their home club, and the result in the Distinguished District program.
- (ii) Winners of the District Trophies and their home club.

- (iii) Winners of the District Contests and their home club
- (iv) Recipients of the Distinguished Toastmaster award during the year and their home club
- (v) Recipients of the Triple Crown award during the year

PART B District Procedures which are more applicable to the Top Table and Sub Committees.

DP 7 DISTRICT OFFICERS AND FIELD OFFICERS

- 7.1 The roles of Finance Manager, Administration Manager, Public Relations Manager and Area Directors are appointed by that year's District Director and confirmed by the District Council.
- 7.2 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, Zoom Master and Statistician.
- 7.3 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.
- 7.4 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 Meetings, which always shall be in accordance with Toastmasters International Policies and Protocols.
- 7.5 The incoming 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 1st July. This shall be the responsibility of the Program Quality Director. *Pro 7.1 Section 3*

DP 8 DISTRICT CONFERENCE

- 8.1 Hosting the District Conference
A Club or Clubs wishing to bid to host the District 112 Conference must submit their bid on the official bid form to the Program Quality Director at least 21 days prior to the District Executive meeting. The Bid form and details of the requirements are to be available as a downloadable word document from the District website.
- 8.2 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.
 - 8.2.1 Whenever possible the Annual District Conference is held physically over three days commencing on Friday morning and concluding on Sunday afternoon.
 - 8.2.2 Should a virtual Annual District Conference be necessary the district shall strive to provide as much content and benefit to the virtual attendees as they would

have received if attending physically. The District Council and related activities, as well as the contest finals shall be held over a minimum of a two-day weekend. Educational sessions may also be held on the days prior and subsequent to that weekend.

8.2.3 The purpose of the Annual District Conference is to:

- i. Hold the Annual District Council Meeting on the Saturday afternoon.
- ii. Hold a Candidates Showcase sometime prior to the District Council for candidates for District Director, Program Quality Director, Club Growth Director and Division Directors, and at a time suitable for voting members to attend. The showcase shall follow the procedure defined in *Pro 9.0, (9)*.
- iii. At an in-person District Conference, provide a "Candidates' Corner" from the start of the Conference until one hour prior to the start of the District Council meeting.
- iv. At an online District Conference provide a "Candidates' Corner" that may begin at any time at the discretion of the District Director and be available until 9:00 am on the day of the District Council Meeting.
- v. Accommodate the District International, Humorous, Evaluation and Table Topics Speech Contest finals.
- vi. Provide a varied educational programme.
- vii. Present those awards specified in Part Three.

8.3 The location of the District Conference is to be determined by the District Executive.

8.3.1 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.

8.4 The Conference Committee:

8.4.1 The conference committee is a subcommittee of the District Executive Committee and is responsible to the Executive, through the Program Quality Director.

8.4.2 The Conference Committee Chair, Registrar and Treasurer are appointed by the District Director.

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

8.4.4 Other members of the conference committee are appointed by either the District Director or the Program Quality Director.

8.4.5 If a member of the committee resigns, their replacement is appointed by either the District Director or the Program Quality Director as provided for in 8.4.2 and 8.4.4.

8.5 Role of the District Executive Committee:

8.5.1 Approves the conference programme, including presenters of educational sessions.

8.5.2 Provides the conference committee with a list of Toastmasters International Policies, Protocols and Bylaws as well as District Procedures relating to the conference.

- 8.5.3 Approves the conference budget, including the registration fees and any terms and conditions relating to the fee structure. Note that the conference budget becomes a component of the District Budget and is fixed once submitted to Toastmasters International by 30th September.
- 8.6 Conference Finance:
- 8.6.1 The District Director is the only District Officer authorised to sign contracts on behalf of the District.
- 8.6.2 The Conference committee shall comply with any written requirements from the District Finance Manager relating to financial management, records, and related areas.
- 8.6.3 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.
- 8.6.4 Conference expenditure shall comply with the District expenditure controls outlined in DP 12.
- 8.6.5 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.
- 8.7 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.
- 8.8 At least six months prior to the conference, the District conference shall be promoted on the District website. The District Conference committee will provide content to be displayed on the District website promoting the District Conference. This will be updated and will include contest dates, details of keynote speakers and workshops. This may include a link to the District Conference site or page(s). The current year's District Conference content is to be removed from the District website prior to the start of the next Toastmasters Year.

DP 9 DISTRICT EXECUTIVE AND DISTRICT MANAGEMENT

- 9.1 The District 112 Executive Committee shall comply with the provisions of DAB Article XI (a) and *Pro 7.1 (5)*.
- 9.2 The Incoming District Executive Committee shall hold its first meeting in July of each year, to facilitate amongst other things TI Policy 6.0 Section 1B.
- 9.3 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.
- 9.4 There shall be a committee consisting of the of the District Director, Program Quality Director, and Club Growth Director. This committee's role is restricted to operational coordination and planning, and it may not exercise any of the roles or powers allocated to the District Executive Committee. The committee shall meet virtually at least once a month. The District Director may,

occasionally, invite other District officers and the District Parliamentarian to attend as required.

- 9.5 Division Directors, District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, will provide a report to the Administration Manager 21 days prior to District Executive meetings. The Immediate Past District Director has the option of providing a report. The agenda, reports, notices of motion received, and any other item specified in Pro 7.1 (5) are to be published on the District Website at least 14 days prior to the meeting. All clubs and District Officers shall be advised when papers are made available on the website.
- 9.6 The minutes of the District Executive Committee meetings shall be published on the District Website within 28 days of the close of the meeting.
- 9.7 District Procedure Changes
 - 9.7.1 Recommendations regarding changes to the District procedures shall be published on the District website at least two weeks prior to the District Executive meeting at which they are to be considered.
 - 9.7.2 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.
 - 9.7.3 It is the responsibility of the current year's District Director to review all District Procedures to ensure any 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.
- 9.8 Reports and other items to the meeting which were received by due date are deemed received when the meeting approves the agenda. A member wishing to raise a late item is required, at the appropriate agenda item, to move that it be received. If the meeting agrees to receive the item, the item is open for discussion.
- 9.9 District Officers are requested to submit any written questions to the District Administration Manager, up to a week prior to this meeting. Those questions will be addressed in the appropriate agenda item prior to any questions on the day.
- 9.10 If you have a question or comment on the day of the meeting.
 - i. In a virtual meeting, please type your question into the chat and wait to be acknowledged by the chair.
 - ii. In a physical meeting, please raise your hand and wait to be acknowledged by the chair.
- 9.11 At a Virtual Meeting the chair will put a motion and then ask if there is any opposition to it. If no member objects to the motion, the motion is carried. If there is any opposition then there is a vote using the polling option in Zoom. The poll is open for two minutes. Either the chair or any ten district officers can request a formal vote, in which case each district officer is asked to give a spoken vote of Aye No or Present. (present means they did not vote).
- 9.12 District Website and Social Media
 - 9.12.1 All advertising on the District Website and social media shall comply with Toastmasters International Guidelines, Policies and Protocols as well as New Zealand Law.

- 9.12.2 As provided for in Pro 4.0 (2) the District Director is the primary owner of all District 112 websites and social media accounts.
- 9.12.3 Apart from the District Director, all web-based accounts shall have one other “secondary” administrator login. That is recorded with the District Administration Manager. Details of the secondary owners are shown in Appendix one. The secondary owner becomes the first point of contact for that resource. Other accounts are established as needed, with the consent of the District Director.
- 9.12.4 Payments are made as provided in DP 12.6.2.
- 9.12.5 Images stored on the website are also grouped and categorized as determined by the District Webmaster, with retention times being under the advice of the Leadership Team. Images should not be high-resolution unless that is deemed necessary; high resolution originals may be stored elsewhere and made available as required. The storage area for high-resolution images is part of the “web presence”.
- 9.12.6. Video documents should not be stored on the website unless small and of limited retention time. They may be placed either on a Google Drive with a link from the site or, if they are retained permanently, placed on the District YouTube channel, and included in a playlist at the discretion of the District PRM.
- 9.13 Records Management
- This clause is to be read subject to the retention requirements of either Pol 7.2: District Management Clause 1. District Records: or New Zealand law, whichever is longer.
- 9.13.1 A panel consisting of the District Administration Manager, District Public Relations Manager, District webmaster and any other District Officer appointed by the District Director, shall review the District’s web-based resources, and make recommendations to the District Director, for update, archival, deletion or deferring the review to a later date. Suggest review intervals are:
- (i) financial documents over seven years old, annually
 - (ii) text documents: annually.
 - (iii) images: annually by category
 - (iv) Video resources: quarterly on Google Drives, annually for those on YouTube.

DP 10 DISTRICT COUNCILS

- 10.1 District 112 Councils shall be run in accordance with DAB Article IX and Pro 7.1 (6).
- 10.2 The reports and other required items as specified in Pro 7.1 (6) G are to be provided to the District Administration Manager 21 days 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 21 days prior to the meeting then that item or motion on notice will be included with the meeting papers.

- 10.3 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.
- 10.4 The minutes of a District Council meeting are to be published on the District Website within 28 days of the close of the meeting.
- 10.5 The procedures and rules for District elections are as in Toastmasters International. *Pro 9.0 and DAB Article XI.*
- 10.6 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 11 DISTRICT AWARDS AND INCENTIVES

- 11.1 District 112 Incentives:
- 11.1.1 This District Procedure applies to all District 112 Incentive Programmes. It does not apply to Speech Contests, which are Toastmasters International Protocol and are contained in the annual Speech Contest Rule Book.
- 11.1.2 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.
- 11.1.3 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.
- 11.1.4 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, the judge's decision will be final and not subject to appeal.)
 - [f] Anything else which aids transparency and clarity.
- 11.1.5 The written rules must be approved by the District Executive.
- 11.1.6 Once a District Incentive is launched, changes to the areas specified above may only be made with the consent of the District Executive.

- 11.1.7 Prizes or rewards for District Incentives must meet the criteria specified in Toastmasters International *Pol 8.4 and Pro 8.4. (8)* or have specific prior approval from WHQ. Appropriate funding must have been provided for in the District Budget.
- 11.1.8 A District Incentive will come under the auspices of one or more senior District Officers. 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 11.1.3 [a] above), the District Officer is recused, and the District Director appoints an independent person to determine the successful entries.
- 11.1.9 For District Awards the procedure in clause 11.1.8 also applies for District Officers other than the Immediate Past District Director.

DP 12 FINANCE

- 12.1 The following supplement the provisions of Toastmasters International Pol 8.4 & Pro 8.4 and are to be read in conjunction with those provisions.
- 12.2 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.
- 12.3 Approval and Disbursements:
- 12.3.1 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.**
- 12.4 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.
- 12.5 The Finance Manager is to provide each Division Director with an indicative Division Budget by the 15th of July 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 12.3.1 (i). Additional Divisional level expenditure may be authorised by the District Trio.
- 12.6 Bank Account ownership and signing authority.
- 12.6.1 The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts.

- 12.6.2 Except as provided in 12.6.3 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.
- 12.6.3 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 Toastmasters International 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.
- 12.7 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.
- 12.8 In addition to the Accounting Policies specified by Toastmasters International, the following apply:
- 12.8.1 The budget presented to the semi-annual District Council meeting shall be in NZ dollars 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.
- 12.8.2 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 Dollars 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.
- 12.9 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 Toastmasters International Policy, Protocol or District Procedure and any applicable criteria.
- 12.10 In addition to the travel expenses covered in Toastmasters International Policies and protocols, the District shall specifically budget for other travel as follows:
- 12.10.1 The attendance by the District Parliamentarian at meetings of the District Council and District Executive meetings.
- 12.10.2 The attendance by any other person considered necessary by the District Director at meetings of the District Council or District Executive Committee.
- 12.11 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).
- 12.12 In recognition of the office held, the District Director when attending the District Conference shall be entitled to full reimbursement of District 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.

- 12.13 The costs of recording the District final of the International Speech contest are a district expense, and not covered by conference registrations.
- 12.14 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 conference registration/conference meals, transportation and accommodation based on the single conference room rate when travelling alone or the double conference room rate when accompanied by partner, provided that these are not reimbursed by Toastmasters International.

DP 13 INTERNATIONAL

- 13.1 The District will budget and pay for the District Director, Program Quality Director and Club Growth Director to attend the Toastmasters International Senior Officer physical training events and the International Convention, as provided for in the current Toastmasters International *Pol 8.3 (Section 2)*
- 13.2 This 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.
- 13.3 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.
- 13.4 When District 112 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 *Pol 8.3 (Section 2)*.
- 13.5 On their return from the International Convention the District Director shall provide a written report to the District Council members.

PART C District Awards

The District Awards are specified in DP 14 below.

DP 14 District Award Criteria

The award criteria are in DP 14.4

- 14.1 The District Trophies to be presented at the District Awards event (DP 2.6) by the Immediate Past District Director are:
1. The Warwick Lowndes Cup for The Outstanding Division Director Of The Year.
 2. The Len Jury Cup for the Outstanding Area Director of the Year.
 3. The Chrissy Meyer Cup for District Toastmaster of the year.
 4. The Laurel Francis Cup for Club Coach of the Year.
 5. Murray Coutts Cup for Outstanding Division.
 6. Kingsley Moody Shield for Club Public Relations.
 7. District 112 Citations
 8. Club Leadership Excellence Awards.
 9. Toastmasters International Distinguished Division and Distinguished Area Awards if received in time. Otherwise, the IPDD is responsible for getting these to the past District officers.
- 14.2 Presentations which occur either at the District Awards event, the District Conference, Division Conferences or otherwise as determined by the District Director are:
1. Distinguished Toastmaster
 2. Triple Crown
 3. Long Service Awards
- 14.3 Presentations which occur at the in-person District Conference:
1. District 112 Citations
 2. O'Leary-Wightman Shield for attendance
- 14.4 Some awards have D112 ribbons. Brand Approval was given, subject to the following:
- i. The font on ribbons is Arial.
 - ii. The ribbon size is 250 mm X 60 mm.
 - iii. The Toastmaster International Logo is in Black
 - iv. The Conference Committee selects the colour of the Conference Attendance Ribbon
 - v. The IPDD selects the colour of the other ribbons.

The wording for the ribbons is specified in the award criteria below.

14.5 Award Criteria

The Warwick Lowndes Cup For The Outstanding Division Director Of The Year

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.

Award Type: A perpetual District Cup and a personal TI Trophy provided by the District

The Len Jury Cup for the Outstanding Area Director of the Year

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

Award Type: A perpetual District Cup and a personal TI Trophy provided by the District

The Chrissy Meyer Cup for District Toastmaster of the year

Responsibility & Criteria: This award recognizes one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional.

Entry Criteria: 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. Completed applications MUST BE with the outgoing District Director by 31st July

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

Candidates must be a financial member, of a Club in District 112, at the time of application and presentation.

Only achievements in District 112 for the Toastmasters year, beginning 1st July and ending 30th June will be considered. Achievements outside of this period will be disregarded.

Where a claim cannot be verified from Toastmaster International data, evidence needs to be supplied.

Members who belong to multiple District 112 Clubs can combine their achievements (considered to be in the interest of this District). To avoid double credit only activities which do not count towards an educational award gained in that year may be counted.

Any Toastmaster who has received this award three times (consecutively or otherwise in District 112) is not eligible. They shall receive a permanent plaque which details the years in which the award was earned.

Award Type: A perpetual District Cup and a personal TI Trophy provided by the District

The Laurel Francis Cup for Club Coach of the Year

Responsibility & Criteria: Determined by the outgoing trio. There are three parts of the nomination:

Part A Statistically based (source is the TI reports)

Area	Available Points	Points Claimed
Club has achieved Charter Strength (20 members with only 3 Dual members)	15	
Club has achieved Distinguished Club Status.	12 points for PDC, 8 points for SDC, 5 points for Distinguished	
New growth in membership.	New increase multiplied by 3	
Education awards registered with TI by the club (except those for the Coach)	2 points per award.	
Club Officers attended Club Leadership Training (either round)	2 points per club officer. 5 points if an officer attended COT 1 & 2	
Club has a full committee going into the new Toastmaster year (a member holding two offices is counted only once.)	2 points per officer	
Total Points Claimed		

Part B Area Directors Visit Reports for the club during the year.

Part C Based on a Narrative Covering:

- (i) The Club Success plan, how well it was implemented (and adapted if required).
- (ii) Membership building initiatives undertaken.
- (iii) 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.

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 outgoing Club Growth Director no later than 31st July.

Award Type: A perpetual District Cup and a personal TI Trophy provided by the District

Murray Coutts Cup for Outstanding Division.

Responsibility & Criteria: This award recognises the Division which made the greatest contribution to the District achieving its goal of Distinguished Status. This award is different to the Division Director of the year and is the sum of the achievements by the clubs and the District officers.

The award is determined by the immediate past trio on the end of year TI reports and the following criteria:

- Percentage growth in the Division's Membership Payments over the previous year.
- Percentage growth in the number of paid clubs in the Division over the previous year.
- 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).
- 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)

The Division must have been distinguished or better, to be considered for this award

Award Type: A perpetual District Cup, plus a ribbon for the Division Banner. The wording is

**DISTRICT 112
OUTSTANDING
DIVISION
OF THE YEAR**

20xx – 20xx

Division X

Kingsley Moody Shield for Club Public Relations

Responsibility & Criteria: Entries are digital and made by either a Club or a District officer to the IPDPR Manager by 31st July. The Criteria are innovation and effectiveness and impact on the club membership. The award is determined by the IPDPR Manager, IPPQD and IPCGD.

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 Type: A perpetual District Shield and a ribbon for the club banner. The wording on the ribbon is

DISTRICT 112

CLUB

PUBLIC RELATIONS

AWARD

20xx-20xx

O'Leary-Wightman Shield for attendance

Responsibility & Criteria: This award is formula based and is the responsibility of the current 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.

- Attendance at a District Conference is based on the number of full registrants (i.e., not one day registrants) in attendance. The information is provided by the Conference Registrar.
- Clubs need to be in good standing and the membership is the paid membership as at the Toastmasters International District membership list one week prior to Conference.
- Any District Officers in the club are excluded from the registrations and from the club membership for this calculation.
- The club's meeting location is as listed on the Toastmasters International website.

Award Type: A perpetual District Shield and a ribbon for the club banner. The wording on the ribbon is

DISTRICT 112

BEST

DISTRICT

CONFERENCE

ATTENDANCE

BY A CLUB

20xx

District 112 Citations

These are presented at the May District Conference.

Responsibility & Criteria: Nominations may be made by any current or past Club President or District Officer and must be received by the District Director by 15th April. 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

Award Type: A TI Scroll plaque to be kept by the recipient. The wording on the scroll is "In recognition of his/her outstanding contribution to Toastmasters in New Zealand.

Background: 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 Toastmasters International 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 year's trio (DD, PQD, CGD) having cognisance of this being a prestigious award to be sparingly given.

Past recipients of this D112 award are ineligible.

Long Service Awards

Responsibility & Criteria: Responsibility of the Club Growth Director

Award Type: A TI standard plaque to be kept by the recipient. The wording on the scroll is "In recognition and appreciation of 25+ years membership".

Background: 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.

Distinguished Toastmaster

Responsibility & Criteria: A TI Educational award. The Program Quality Director arranges the ceremony and introduces each recipient, reading material provided by the recipient. The District Director makes the presentation.

Award Type: The TI plaque is brought by the recipient for the formal presentation. If presented at the District Awards event or a District conference the recipient receives a DTM Medal, provided by the District.

Triple Crown

Responsibility & Criteria: Responsibility of the Program Quality Director. The criteria are that the member has achieved three or more educational awards during the same Toastmasters Year as listed on the Toastmasters International Triple Crown report on the Toastmasters International Dashboard.

Notes:

- [a] The same level completions from two or more different paths also qualify.
- [b] There is a limit of one Triple Crown pin, per individual in each Toastmasters year. There is no limit on awards in subsequent years.
- [c] Presentations are made by either the District Director, Program Quality Director or Club Growth Director. A presentation may be made by another District officer with the prior approval of the Program Quality Director.

14.6 Contests

The District Contests are as specified in DP 3.2

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

- 14.6.1 The Winners receive the District 112 perpetual Cup (refer to DP 14.5), Toastmasters International first place Certificate and a TI trophy to keep.
- 14.6.2 The Second Placed Contestants receive the Toastmasters International second place Certificate and a TI trophy to keep.
- 14.6.3 The Third Placed Contestants receive the Toastmasters International third place Certificate and a TI trophy to keep.
- 14.6.4 **Table Topics Contest** – The John Fauvel Cup
- 14.6.5 **Evaluation Contest** - The Joan Hook Cup
- 14.6.6 **Humorous Speech Contest** - the Alun Chisholm Cup
- 14.6.7 **International Speech Contest** - the Toni Sharp Trophy
- 14.7.1 **Club Leadership Excellence Awards**

Responsibility & Criteria: Awarded to every club which has achieved Presidents Distinguished Club for the last three consecutive years. The wording on the ribbon is

DISTRICT 112

CLUB

LEADERSHIP

EXCELLENCE AWARD

20xx - 20xx

14.7.2 **Club Attendance at an in-person District Conference**

Responsibility & Criteria: Awarded to every club which has a member attend the District Conference. The wording on the ribbon is

DISTRICT 112

20xx

Location and theme of the District Conference

14.7.3 **Distinguished Divisions**

When a Division achieves Distinguished Status. They receive a D112 Ribbon for the Division banner. The wording is

DISTRICT 112

**PRESIDENT'S
DISTINGUISHED
DIVISION**

OR

**SELECT
DISTINGUISHED
DIVISION**

OR

**DISTINGUISHED
DIVISION**

20xx – 20xx



APPENDIX ONE

This Appendix relates to Secondary "Ownership" accounts for online resources recognized by District 112

Resource	Resource purpose	Resource URL	Username
<i>D112 site domain</i>	<i>To register the District website address (d112tm.org.nz)</i>	<i>www.crazydomains.co.nz</i>	<i>webmasterd112</i>
<i>D112 site hosting</i>	<i>To provide resources to operate the District website</i>	<i>www.hostinger.com/cpanel-login</i>	<i>webmaster@d112tm.org.nz</i>
<i>Email aliases</i>	<i>To represent club and district officers via a standardised email address</i>	<i>www.simplelists.com</i>	<i>admin@d112tm.org.nz</i>
<i>D112 Calendar</i>	<i>To provide an overview of events in the District</i>	<i>www.calendarwiz.com/district112</i>	<i>webmaster@d112tm.org.nz</i>
<i>Elementor Pro</i>	<i>Page builder for d112tm.org.nz</i>	<i>my.elementor.com</i>	
<i>Crocoblock</i>	<i>Additional elements for page builder (text ticker)</i>	<i>Account.crocoblock.com</i>	<i>mikejdiggins@gmail.com</i>
<i>YouTube</i>	<i>Permanent video storage</i>	<i>www.youtube.com</i>	
<i>D112 Drive</i>	<i>Google Drive account</i>	<i>drive.google.com</i>	

APPENDIX TWO

Table Of Additions, Deletions, And Changes

Date	Version No	District Director	Change(s)
1 Jul 2018	V1	Toni Sharp	DP adopted by District Executive May 2018
8 Sep 2018	V2	Toni Sharp	DP 2.5 Change of wording DP10.2.8 words <i>the District Administration Committee</i> deleted DP11.11 District Supplies deleted DP 13 added re Parliamentary Procedure guidelines Name changes to District 112 Awards Triple Crown Award change of word educational to communication
1 Mar 2019	V3	Toni Sharp	Template for the Ribbons added as Part 3 of the Appendix. Triple Crown Criteria changed
3 Mar 2019	V4	Toni Sharp	Updates to DP 9 including moving some items from DP 2 Additional clause to DP 2
14 Jun 2019	V5	Toni Sharp	Switch names on Evaluation and Humorous Trophies Addition of DP 14 Accessibility Addition of DP 15 Health and Safety
28 Sep 2019	V6	Neil Stichbury	Updates to DP 15.1.1. and 15.1.3 (a) Health and Safety
15 Mar 2020	V7	Neil Stichbury	Update to DP2.4 Division Awards Update to DP11.1 and 11.4 Establish a District Debit Card Update to DP11.2, 11.3 and 11.10 Changes to Approval of Expense Claims Update to DP9 Speech Contests Update to District Award Criteria/Triple Crown
13 Sep 2020	V8	Sharon Kerr-Phillips	Update to DP9.7 and DP9.8 Speech Contests
30 April 2021	V9	Sharon Kerr-Phillips	Changes to DP4.2 and DP4.3 under District Conference Addition to DP5 District Executive and District Manager Addition of DP4.3.5 under DP4 District Conference Addition of DP4.4.3 under DP4 District Conference Changes to DP4.3.8 under DP4 District Conference Addition of DP6 ADMIN and renumbering Changes to DP6.4 Timeframe of reports to District website in line with TI changes DP5.3 and DP5.4 be combined into new procedure and renumber DP5 Addition to DP10 1 e. Speech District Awards and Incentives Change to DP11 Finance Delete DP11.6 Addition of DP 15.1.2 under DP15 Health and Safety Additional wording to Appendix District Award Criteria Long Service Awards Deletion of previous criteria under Triple Crown Awards in Part One

			And Part Two District Award Criteria
11 September 2021	V 10	Stephen Budai	<ul style="list-style-type: none"> Any reiteration of wording in the TI Governing Documents have been remove. A reference to the appropriate clause has been added. Preamble. DD & DP can jointly change references to Governing Documents on own authority. 2.8.1. Added a link to the Governing Documents section on Area Councils. 4.1.3 & 4.1.4. Added items on the website and social media to the Accessibility clause. 6.1.3. Added when District Officer alias change. 6.3. Changed how District achievements are recorded. 7.1. Added Area Director to the list of district roles appointed by District Director. 8.1 Updated the bid process for District Conferences. 8.2.3. Changed the time period for a physical candidate's corner. 8.4. Clarified that a conference committee is a sub-committee of the DEC and specified reporting line. Clarified who appoints members of the conference committee. 9.3. Replace the term "Management Committee" with "Top Table." 9.11. New section on District Website and Social Media. 9.12. Updated and expanded section on records management. 14.4. Triple Crown. Clarified that is one pin presented to a member for achievement in any Toastmasters year. Clarified who could present the pins. 14.5. TI medals replaced with a personal trophy for 1st, 2nd & 3rd in a District Final 14.6. District ribbons Appendix One clarified secondary ownership of District IT assets
5 th November 2021	V 10.1	Stephen Budai	<ul style="list-style-type: none"> DP 9.4 was amended by making the report of the IPDD to the DEC optional, rather than required.
6 th May 2022	V 10.3	Stephen Budai	<ul style="list-style-type: none"> DP 9.2, 3.2, 3.7.1 and 3.7.2 changed to comply with TI Policy 6 (Contests) The due date for receiving nominations for District Citations was changed to 15 April. The word hard was changed to sift in DP 6.3 The closing dates for The crissy Meyer cup, laurel Francis Cup and the Kingsley Moody Shield was changed from 30 July to 31 Julu.