

**DISTRICT 69
TOASTMASTERS INTERNATIONAL**



**DISTRICT 69
ADMINISTRATIVE
PROCEDURES AND PRACTICES**

District 69 Administrative Procedures & Practices

AMENDMENT CERTIFICATE DISTRICT 69 ADMINISTRATIVE PROCEDURES AND PRACTICES			
Amendt No	Details	Date	Amdt Completed
Adoption	D69 Semi-Annual Council Meeting - Toowoomba	13 Nov 2005	
1	D69 Semi Annual Council Meeting – Cairns	12 Nov 2006	
2	D69 Annual Council Meeting – Ipswich	5 May 2007	MFK 8-4-07
3	D69 Semi Annual Council Meeting –Carseldine	11 Nov 2007	G Miller 02/2009 (Parliamentarian)
4	D69 Annual Council Meeting – Surfers Paradise	8 May 2008	G Miller 02/2009 (Parliamentarian)
5	D69 Annual Council Meeting – Cairns	3 May 2009	G Miller 06/2009 (Parliamentarian)

DISTRICT 69 ADMINISTRATIVE PROCEDURES & PRACTICE

(These Administrative Procedures may be added to, amended or deleted by a majority vote at any District Council meeting.)

1. District Council Meetings

Policy:

District Administrative Bylaws: Article XIII

Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure insofar as they do not conflict with any provision of these Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies and procedures set by the Board of Directors of Toastmasters International from time to time, or applicable law, provided that if the District is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, this District may use the recognized authority in the jurisdiction where this District is located in place of Robert's Rules.

Procedure:

1.1 District 69 is located within a jurisdiction where Robert's Rules is not a recognized authority as per Article XIII. That the general procedure of District meetings shall be in harmony with the principles set forth in "Guide for Meetings" by N.E. Renton, latest edition, which shall be the final authority as to parliamentary procedure insofar as those principles do not conflict with any provisions of the Articles of Incorporation and By-laws of Toastmasters International and the District Administrative By-laws.

Practice:

- 1.1 (a) That motions on notice for annual and semi-annual District 69 Council Meetings carry a preamble when they are distributed.
- 1.1 (b) That reports presented at District Council meetings be in writing.
- 1.1 (c) That at District Council and Executive meetings, written reports submitted to the District Secretary for distribution prior to the meetings be received and discussed but not read aloud. At the discretion of the District Governor, reports unable to be distributed prior to the meeting shall be permitted to be tabled and discussed.
- 1.1 (d) That the district shall produce, at District expense, a district council booklet for all district council meetings.
- 1.1 (e) That at the first session of the District Council Meeting a motion shall be presented that all reports shall be received as read, with reports being discussed at the second session.
- 1.1 (f) That the District Executive reports on the action taken on motions passed at District Convention by way of letter to all Clubs within one month of Convention.
- 1.1 (g) The District Secretary shall arrange for audio recordings to be made at all District Council meetings, to facilitate accurate compilation of Minutes. District 69 Administrative Procedures & Practice
- 1.1 (h) That the District Secretary shall be responsible for
 - (i) forwarding to all Clubs a report of the Minutes of District Executive and District Council Meetings, together with an Action Sheet, and
 - (ii) mailing the documents within 14 days of each meeting.
- 1.1(i) That current District Procedures and Practices be recorded on the District website

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**Policy:
District Administrative Bylaws: Article X (a)**

Regular Meetings. The District Council shall hold at least two (2) regular meetings during each year, with the exact number and schedule of meetings to be fixed by the District Council from time to time. One of the required meetings shall be called the "Annual Meeting," and shall be held between March 15 and June 1. The other required meeting shall be held as soon as practical after the Annual Business Meeting of Toastmasters International, but in no event later than December

1. Notice of any regular meeting shall be sent in writing to all District Council members at least four (4) weeks prior to the date of such meeting. Both meetings shall include in their schedule educational programs or sessions for all District Council members attending.

Procedure:

- 1.2 That the location for the District convention be determined by the voting delegates at the Convention 2 years preceding the event.

Practice:

- 1.2 (a) That bidding for each Convention is by written submission and as the last item of the Agenda of each Convention; verbal persuasion may be included
- 1.2 (b) That a budget for each Convention be submitted to District Executive at the District 69 Annual Convention 12 months prior to the proposed convention.
- 1.2 (c) The Annual Conference of District 69 shall be known as "The Annual Convention and District Council Meeting". No other Toastmasters function shall be called by that name. It shall be conducted during the Queensland Labour Day weekend in May.
- 1.2 (d) It must be clearly understood that the successful Host is acting on behalf of District Council, and not on its own behalf

**Policy:
District Administrative Bylaws: Article X (a)**

(Reproduced at 1.2)

Procedure:

- 1.3 That the venues for both Council meetings shall be at the discretion of the District Governor.

Practice:

- 1.3 (a) The host Divisions for the District 69 Semi-annual Conference and Council meeting is to be held on a rotational basis as follows:

2009	Eastern	2012	Northern
2010	Central	2013	Metropolitan
2011	Western	2014	Southern

- 1.3 (a)(i)¹ That 2 years preceding the event (e.g. Semi-Annual Conference and Council Meeting 2007 for 2009 event) the host division will announce the venue for the event.
- 1.3 (a)(ii)² That a budget for each Semi-annual Conference be submitted to the District Council at the Semi-annual Conference 12 months prior to the proposed event.

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- 1.3 (a)(iii)³ The Semi-annual Conference and Council Meeting of District 69 shall be known as the Semi-annual Conference and Council Meeting and that no other toastmasters function shall be called by that name.
- 1.3 (a)(iv)⁴ That the Lieutenant Governor Education and Training in the year of the event shall be responsible for the coordination of the vent with the intention that he or she takes on the coordination role upon his or her election as Lieutenant Governor Marketing 18 months prior to the event.
- 1.3 (b) That all District Conference/Convention venues comply with all Federal/State Regulations in respect of provision of suitable facilities and access for the disabled.
- 1.3 (c) That District 69 pays the Convention venue deposit whenever required by the Host.
- 1.3 (d) The following contests shall be held at each Annual Convention and Council Meeting:
 - International Speech Contest, Humorous Speech Contest,
 - Table Topics Speech Contest, and Evaluation Speech Contest.
- 1.3 (e) That at all District 69 speech contest finals, at District level, trophies be awarded to the three placegetters in each contest in addition to the perpetual trophy being presented to the winner.
- 1.3 (f) That when District Conventions commence on a Friday the program for that day be free of all speech Contests.
- 1.3 (g) That the Lt Governor Education and Training shall ensure all perpetual trophies for speech contests are returned prior to the Commencement of the District Convention.
- 1.3 (h) The district shall be responsible for the recording and production of district speech contest finals.

Policy: February 1999 Board of Directors Meeting:

“Revised the Toastmasters International Speech Contest Rulebook so that districts may conduct up to four speech contests with the only contests permitted at the Area, Division or District levels being those originating at the club level and proceeding through the Area, Division and District Levels. One of these contests must be the International Speech Contest and all contests must be those contained in the Rulebook.”

Procedure:

- 1.4 The District 69 shall conduct the International Speech Contest, Humorous Speech Contest, Table Topics Speech Contest, and Evaluation Speech Contest.

Practice:

- 1.4 (a) The District shall supply all relevant certificates for International, Humorous, Table Topics and Evaluation Contests at the Area and Division levels.
- 1.4 (b) That the tie-breaker judge shall be included in all briefing and de-briefing sessions whilst preserving the confidentiality of the appointment
- 1.4 (c) That the dates of the area and division conferences must be approved by the District Governor.

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Administration of Areas and Divisions

Procedure:

Areas and Divisions within District 69 will be administered by Area and Division Governors in accordance with the following practices.

Practice:

1.5 The quorum for COUNCIL meetings shall be:

Area – a majority of Club Presidents, Vice Presidents Education and Vice Presidents Membership.

Division – One-third of Club Presidents and Vice Presidents Education.

1.6 The voting rights are:

(a) Area Council - Club Presidents, Vice Presidents Education, Vice Presidents Membership, Area Governor, Assistant Area Governor Education and Training, Assistant Area Governor Marketing, and Area Secretary.

(b) Division Council – Club Presidents, Vice Presidents Education, Area Governors, Division Governor, Assistant Division Governor Education and Training, Assistant Division Governor Marketing, Division Secretary and Division Treasurer.

2 - DISTRICT OFFICERS

Policy:

District Administrative Bylaws: Article IX (b)

Authority. The District Council shall serve as the administrative governing body of the District, operating with powers delegated to the District Council by the Board of Directors of Toastmasters International and subject at all times to the ultimate direction of the Board of Directors and the Articles of Incorporation, Bylaws, policies, and decisions of Toastmasters International, and these Administrative Bylaws.

Procedure:

2.1 That where the District Administrative Procedures and Practice are in conflict with World Headquarters Policy, the District Parliamentarian shall recommend amendments to the District Administrative Procedures and Practice accordingly, and refer these amendments to the District Executive for their information and decision.

Practice:

2.1(a) Changes to District Procedures shall be submitted to District Council for approval.
Changes to District Practice shall be submitted to District Executive for approval.

Policy:

Administrative Bylaws: Article VII (c)

(c) Other Officers. The other Officers of this District shall be the Public Relations Officer, the District Secretary, the District Treasurer, and the Area Governor for each Area. These Officers may be elected or may be appointed by and serve at the will of the District Governor, subject to the approval of the District

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Executive Committee and confirmation by the District Council. The Public Relations Officer, the District Secretary and the District Treasurer shall be eligible for re-election or re-appointment for one (1) succeeding term only. The offices of District Secretary and District Treasurer may be combined. Area Governors may be elected by the Area Councils. Area Governors shall be eligible for re-election or re-appointment for one (1) succeeding term only.

Procedure:

- 2.2 That the above listed offices of District be appointed positions.
- 2.2 (i) Toastmasters Week: The District Public Relations Officer shall co-ordinate a promotional week, this should be conducted by Clubs and Areas at their discretion, to maximise the publicity coverage for Toastmasters International. Clubs and Areas should submit their proposal to the District Public Relations officer for co-ordination and support.

Policy:

District Administrative Bylaws: Article XI (d):

Other Committees. Other Committees may be appointed from time to time as may be deemed advisable by the District Governor or the District Council.

Procedure:

- 2.3 The District Governor shall, in accordance with the above motion, appoint individuals or committees to assist in the administration of the District.
- 2.3 (a) That the District Governor appoints a District Historian to maintain the history of District 69 and that this history be presented in a form to facilitate its perusal by all Toastmasters in the District at the District Annual Convention and Speech Contests, with provision for updating from time to time.
- The District Governor shall provide the District Historian with:
- Club Name, Charter No., Area, Division, Date of Charter (as per Certificate), Meeting Venue
 - Charter Executive:
 - Club Sponsor/s, Mentors and Sponsoring Club/s
For all newly chartered clubs.
- 2.3 (b) That the District 69 Governor may appoint a Judges Coordinator to act as a resource and contact person for members seeking names of Toastmasters available to judge at club, area and division level.
- 2.3(c) That the District Governor elect shall inform the District of the persons appointed to District office by:
- 2.3 (c)(i) Announcement on the final evening of the District Convention
- 2.3 (c)(ii) Distribution of a District Directory for each of the following:
- President,
 - Vice President Education,
 - Vice President Public Relations and
 - Secretary.
 - All Members of District Executive
 - All District Officers appointed by the District Governor
 - Past District Governors of District 69 still active within the District.
- 2.3 (d) The following details shall be included in the District Directory:

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1. Previous District Governors.
 2. Previous District Toastmasters of the Year.
 3. Previous International Speech District Contest Winners
 4. Top Club of District.
 5. Current criteria for Toastmaster of the Year.
 6. Names, addresses, phone numbers of District Council members
 7. Details of all Clubs, and Clubs in formation including meeting times, dates, venues etc.
 8. Toastmasters Supplies Order form.
 9. Such other information as the District Governor requires.
 10. District web address and Toastmasters International web address
- 2.3(e) The District Governor shall appoint a District Newsletter Editor.
- 2.3(e)(i) **District Newsletter:** Senior District Officers (being the District Governor, Lieutenant Governor Education and Training and Lieutenant Governor Marketing) shall be required to produce a report for each issue of the Newsletter. Members are invited to submit articles for consideration for inclusion in the District Newsletter.
- 2.3(e)(ii) **Club Newsletters:** All Clubs in District 69 be encouraged to produce a regular Club Newsletter, providing a copy of each issue to the District Public Relations Officer.
- 2.4 That an award be provided for the Best Club Newsletter of the Year in District 69, the award being presented at the Annual Convention.
- 2.5 Requirements of Office for the senior elected positions shall be published to District council members prior to calling of nominations.

Policy:

District Administrative Bylaws: Article VII (b)

Elective Officers: The elective Officers of this District shall be the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, and any Division Governors. No District Officer may be re-elected to the same office for succeeding terms in which a full year has been served, except that the Division Governors may be re-elected to succeed themselves for one (1) term. The election of Officers shall take place at the Annual Meeting of the District Council. The report of the District Nominating Committee shall be submitted in writing to all members of the District Council at least two (2) weeks prior to the election meeting. Nominations may also be made from the floor by any member of the District Council. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote. A majority of the votes cast is necessary for an election.

Procedure:

- 2.4 That in order to provide as many leadership opportunities to as many Toastmasters as possible, and to ensure continued commitment and service to Clubs, Division Governors are discouraged from continuing in office for a second term.

3- District Finance

Policy:

District Administrative Bylaws: Article XII (a)

The conduct of this District's financial affairs shall be subject to policies established by the Toastmasters International Board of Directors from time to time. Payments of District expenses shall be made only for

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expense items benefiting the District and consistent with the purposes and policies of Toastmasters International.

Procedure:

3.1 That the District shall reimburse members of the District Executive for expense items benefiting the District as set out below and consistent with the purposes of Toastmasters International.

For Area Governors,(with the exception of Division Executive Meeting and District Executive Training), such reimbursements shall be paid for from their Area funds.

For Division Governors,(with the exception of Senior Executive Meeting, Executive Meeting and District Executive Training), such reimbursements shall be paid for from their Division funds.

Practice:

3.1 (a) That **Area Governors** shall be reimbursed from Area funds for:

Travel: for which they may claim 25c/km⁵ for:

- (i) Two official visits to clubs in their Area
- (ii) Attendance at a Division Executive meeting (up to 2 meetings per year)
- (iii) Attendance at District Executive Training, where such travel is not:
 - Paid for by District directly or
 - When executive is held in conjunction with a District Council Meeting.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties, (Note: Any bulk posting has to be approved by the District Governor)

Photocopying / Stationary: Expenses needed to effectively undertake official duties.

Other Expenses: Expenses approved by the District Governor

3.1 (b) That **Division Governors** shall be reimbursed from Division funds for:

Travel: for which they may claim 25c/km⁵ for:

- (i) Attendance at a Division Executive meeting (up to 2 meetings per year)
- (ii) Attendance at a District Senior Executive Meeting
- (iii) Attendance at District Executive Training, where such travel is not
 - Paid for by District directly or
 - Held in conjunction with a District Council Meeting.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties, (Note: Any bulk posting has to be approved by the District Governor)

Photocopying / Stationary: Expenses needed to effectively undertake official duties

Other Expenses: Expenses approved by the District Governor

3.1 (c) That **District Officers not listed at 3.1 (a) or 3.1 (b)** shall be reimbursed from District funds, for:

Travel: for which they may claim 25c/km⁵ for:

- (i) Attendance at the Direction of the District Governor where such travel is not:
 - Paid for by District directly or
 - Held in conjunction with a District Council Meeting.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties, (Note: Any bulk posting has to be approved by the District Governor)

Photocopying / Stationary: Expenses needed to effectively undertake official duties

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Other Expenses: Expenses approved by the District Governor

- 3.2 Claims for Travel to attend Senior Executive Meeting, Division Executive Meeting and District Executive Training and any claim for reimbursement under 3.1 (c) shall be made to the District Treasurer with a detailed expenses claim.
- 3.3 Non-submission of the claim by the end of the Toastmasters Year (30 June) will mean that the executive Member will forfeit the right to payment of the claim.
- 3.4 Without regard to practice 3.3. The District Governor may choose to allow authorise payment at any point subject to extenuating circumstances.
- 3.5 Where an individual expense involves in excess of Fifty (50) dollars, it must be authorised in writing by the District Governor or the District Treasurer.
- 3.6 That all Past District Governors in District 69 who are still district members shall be forwarded copies of material distributed to clubs
- 3.7 District shall insure for coverage Public Liability, Group Accident and Property on an annual basis.
- 3.7 (a) That the following documents should be published on the District 69 website:
- (i) Certificate of Currency for the D69 Public Liability insurance policy; and
 - (ii) Statement of details of coverage of the D69 Public Liability insurance policy.
- 3.8 That clubs are invited to contribute an amount per semi-annual period to cover the cost of the Districts premiums, such amount to be set by the District Executive each year.
- 3.9 The Chief Judge at Area and Division Contests is considered to be a guest at the Contest function.
- 3.10 Area Governors and partners who are invited to Club functions should be considered guests of the Club. This principle should also apply to an Area Governor's official visit and District Officers and partners who are invited to participate in Club or Area functions. Guest speakers/participants from outside Toastmasters should be provided complimentary tickets.

4- Strategic Planning Committee

Policy:

District Administrative Bylaws: Article XI (d)

Other Committees may be appointed from time to time as may be deemed advisable by the District Governor or the District Council.

Procedure:

- 4.1 That a District 69 Strategic Planning Committee be formed as from 1 July 2008 consisting of eight members with a Past District Governor as chairman, the current District Governor, and the other six members be Toastmasters appointed by the District Governor to equally represent the current six Divisions;
- 4.2 and that the chairman be appointed for a term of two years by the current District Governor;
- 4.3 and that the terms of reference for this committee include the preparation of an ongoing five year Strategic Plan for District 69 (including performance indicators) which deals with membership, clubs,

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educational goals, awards, speech contests, improved training and District organisation in terms of Areas and Divisions, as well as any other related matters referred to it by the current District Governor;

4.4 and that the Strategic Planning Committee provide a report (including any recommendations for consideration) to each District Council meeting and also regular reports to District 69 Executive meetings;

4.5 and that the terms of the members of this committee be two years except for the initial group where 50% of the Toastmasters representing the six divisions will retire after a term of three years (with representatives from C, M & S Division having an initial two years term and representatives from E, N & W Division having an initial three years term).

5. District Awards

Procedure:

District 69 will present these annual awards in accordance with the following practices.

Practice:

5.1 Long Service Badges

District 69 will award long service badges for continuous membership for 15, 20, 25 years (etc in increments of 5 years). Following perusal of the membership records of Toastmasters International, the Lt Gov Marketing will send a letter to each recipient in March/April each year. These badges will then be presented at the District Convention.

5.2 Best Club Newsletter

Three issues of a club newsletter to be submitted prior to 1 April. Criteria for this award will be as on the District 69 website. This award will be presented at the District Convention.

5.3 Best Club Website

Entries to be submitted by clubs by 1 April. Criteria for this award will be as on the District 69 website. This award will be presented at the District Convention.

5.4 Travel Gavel

The Travel Gavel will be presented to a club (except for the host club/s) on the basis of the number of club members attending the District Convention multiplied by the distance travelled in kilometres. This award will be presented at the District Convention.

5.5 Adventurers Trophy

The Adventurers Trophy will be presented to the club with the most members at the District Convention. This award will be presented at the District Convention.

5.6 Golden Club Award

The Golden Club Award will be presented to the club in District 69 achieving the highest points registration in the Distinguished Club Program (DCP) for the year to 30 June based on the June report from WHQ. It is confined to clubs who reached Presidents Distinguished level with all 10 goals achieved. For each goal above the 10 an additional point is accrued in the same ratio as the DCP, i.e. every 2 additional CCs gains 1 point, every additional AC gains 1 point etc. The club accruing the most extra points receives the Golden Club Award. This award will be presented at the Hall of Fame at the Semiannual Conference.

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5.7 Boomerang Trophy

The Boomerang Trophy will be awarded to the club with the most new members in the Toastmasters year. This award will be presented at the Hall of Fame at the Semiannual Conference.

5.8 Triple Boomerang Award

The *Triple Boomerang* will be awarded to every member who achieves 3 things which are:

- Sponsor 3 new members in a Toastmasters year. The members sponsored will be members in good standing as at 30 June each year. This is a mandatory requirement of the *Triple Boomerang*.
- Achieve any Educational or Leadership award. For example, complete a Competent Communicator award.
- Achieve a 2nd Educational or Leadership award. For example, complete a Competent Leader award.

For achieving a *Triple Boomerang* the qualifying members will be recognised in 2 ways with:

- Their names will be announced at the following Semi-Annual Conference
- Their names will be placed on a perpetual “Wall of Fame” that will be displayed twice a year at the two District Conferences.

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Notes: The complete list of Toastmasters International policies and procedures can be found on the Toastmasters International website www.toastmasters.org under the heading “Information for Members”

¹ Amended at the D69 Annual Council Meeting 5 May 2007

² Amended at the D69 Annual Council Meeting 5 May 2007

³ Amended at the D69 Annual Council Meeting 5 May 2007

⁴ Amended at the D69 Annual Council Meeting 5 May 2007

⁵ Amended at the D69 Semiannual Council Meeting 11 November 2007

⁶ Amended at the D69 Annual Council Meeting 4 May 2008

⁶ Amended at the D69 Annual Council Meeting 3 May 2009