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| **District 73 Operating Procedures Manual****Version 10.0** |

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| **Toastmasters International District 73** |

# 1. Version Control

Amendments to this document are voted on at either of the two District Council meetings held each Toastmaster year.

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| **Version** | **Updated by:** | **Comments** |
| 1.0 | Bruce Hill | * Tabled at District Executive Meeting held on 15th October, 2011.
 |
| 2.0 | Bruce Hill | * Updated to reflect comments from District Executive Meeting held on 15th October, 2011 and adopted by District Council on 13th November 2011.
 |
| 2.1 | Bruce Hill | * Updated for District Executive Meeting held on 12th October, 2013
 |
| 2.2 | Bruce Hill | * Updated following review by District Governor, District 73, David Murphy, January 2014
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| 3.0 | Bruce Hill | * Updated following review by Toastmasters International January 2014
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| 4.0 | Bruce Hill | * Updated to add a paragraph to add requirements for Convention bids for District Executive approval on 29th March 2014 and adoption by District Council on 17th May 2014.
 |
| 4.1 | Bruce Hill | * Updated for District Executive Meeting to be held in October 2014.
 |
| 5.0 | Bruce Hill | * Updated following District Council meeting held in May 2014.
 |
| 6.0 | Bruce Hill | * Mandatory update of District officer titles (purple text) as amended by Toastmasters International July 2015.
 |
| 6.1 | Bruce Hill | * Updated for April 2016 District Executive and May 2016 District Council Meetings.
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| 7.0 | Bruce Hill | * Updated following District Council meeting held in May 2016.
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| 8.0 | Jacqueline Bignell | * Updated following District Council meeting held in November 2016. Section 15 amended.
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| 9.0 | Jacqueline Bignell | * Updated following District Council meeting held in May 2017, as follows:-
	+ Section 14 (Division Contest Dates)
	+ Section 11 (Detailed District Officer Handover)
	+ Section 20 (Point 5-Destroy membership lists)
	+ Section 16 (Exclusion of Alcohol package)
* Mandatory update of Nominating Chair and Nominating Committee to District Leadership Chair and District Leadership Committee.
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| 10.0 | Christine Dimitros | * Updated following District Council meeting held in May 2018, as follows:-
	+ Section 19 (Judges & Contest gifts not reimbursed)
	+ Sections 10, 13, 15, 16, 17, 20 (District Leadership Committee replaced by District Leadership Team)
	+ Section 16 (District Convention Ticket Sales)
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# 3. Coverage of District 73

District 73 of Toastmasters International includes all members and clubs of Toastmasters International in the States of South Australia, Victoria and Tasmania.

# 4. Commencement

This Procedures Manual will apply to District 73 from the District's adoption at the November 2011 District Council meeting on 13th November 2011 and will remain in force until a decision to the contrary by a District 73 District Council meeting. It may be amended at a District Council meeting by vote on a motion emanating from the District Executive Committee or on motions of Council members.

# 5. Ultimate authority of Toastmasters International

This Operating Procedures Manual is subject to the Policies and Protocol of Toastmasters International.

It is the responsibility of all District officers in District 73 to be informed of the Policies and Protocol of Toastmasters International, and to ensure adherence to the Policies and Protocol within District 73.

# 6. Core values

District 73 is committed to upholding the core values of Toastmasters International:

* Integrity
* Excellence
* Service to the member
* Respect for the individual.

These core values should guide the decisions, operations and conduct of members of District 73, and evaluations of District success.

# 7. Mission of District 73

We build new clubs and support all clubs in achieving excellence.

# 8. Purpose of District 73

This section has been adopted in full from the Toastmasters International District Administrative Bylaws, modified April 1 2011, Article II.

The purpose of this District is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of this District, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

* Focusing on the critical success factors as specified by the District educational and membership goals;
* Ensuring that each club effectively fulfils its responsibilities to its individual members;
* Providing effective training and leadership-development opportunities for club and District officers.

In order to carry out the mission, the officers of this District are empowered to manage Toastmasters International programs and activities within this District, and to act as stewards of Toastmasters International's assets for this District. Using such powers and assets, this District shall:

1. Assist each member club to fulfil effectively its responsibility to its individual members;

2. Encourage and assist in the training of member club officers;

3. Develop a close relationship between member clubs and Toastmasters International;

4. Promote interest in, and extend the benefits of, individual membership in Toastmasters clubs;

5. Help in the organisation of new Toastmasters clubs;

6. Encourage member clubs to undertake programs and projects that will cause greater community awareness of the Toastmasters programs and meet the needs of individual members.

# 9. Opportunities for urban and rural members

District 73 covers a large geographical area and is committed, as much as practicable, to providing the benefits of Toastmasters to rural areas of South Australia, Victoria and Tasmania and to ensuring urban and rural members take advantage of the communication and leadership opportunities in District 73.

# 10. Governance of District 73

Management of District 73 shall be conducted in accordance with decisions of

District Council and District Executive as required for all Districts in the Toastmasters International Policies and Protocol.

Since Robert’s Rules are not a recognised authority on parliamentary procedure in the jurisdiction where District 73 is located, Renton’s Rules shall be used for parliamentary procedure within the District.

Subject to decisions of District Council and District Executive, day-to-day management of District 73 will be the responsibility of a District Leadership Committee.

The District 73 Leadership Team will comprise:

* District Director, District 73
* Program Quality Director, District 73
* Club Growth Director, District 73
* Public Relations Manager
* Division Directors
* Immediate Past District Director
* Administration Manager
* Finance Manager

The District Leadership Team will meet at least monthly, the District Executive Committee will meet at least four times each year and the District Council twice annually.

The Administration Manager shall call for agenda items for District Council at least three calendar months before the date of the meeting and all agenda items received not less than two calendar months before the meeting will be included on the District Council agenda. A copy of all agenda items is to be sent to the President and VPE of each club not less than one calendar month before the date of the Council meeting.

The Administration Manager shall send Proxy forms to Presidents and VPEs of each club at the same time that the copy of agenda items is sent.

Digital copies of the agenda, all reports, financial statements and minutes of the meeting will be placed on the District website within one calendar month of the May or November District Council meeting.

# 11. Selection of District leaders

The procedure for nominations of District leaders is set out in Article XI of the District Administrative By-laws.

The District Director, District 73 shall appoint the District Leadership Committee chair no later than October 1. The remaining District Leadership Committee members shall be appointed no later than November 1 and shall consist of no fewer than five members.

The Nominating Committee shall operate under the procedural rules adopted by the Toastmasters International Board of Directors for the selection of candidates for the

elec­tive District offices. The committee’s results shall be reported in writing to the District Director, District 73 no fewer than six weeks before the District’s annual meeting.

The District Director, District 73 shall submit the District Leadership committee report to the members of the District Council at least four weeks prior to the annual meeting.

The following will be elected annually by District Council at its May meeting:

* District Director, District 73
* Program Quality Director, District 73
* Club Growth Director, District 73
* Division Directors.

If there is any Division Director position vacant following the annual election at the District Council’s May meeting, the incoming Division Director of such a Division will be appointed by the incoming District Director, District 73.

Nominations will be called each year by the District Leadership Committee for all Area Director positions.

If the District Leadership Committee receives more than one nomination for an Area Director position in an individual Area by the close off date for nominations, the District Leadership Committee will advise the existing Area Director to call an Area Council meeting to vote in the incoming of Area Director. If the existing Area Director does not arrange an Area Council meeting in the prescribed time or does not have a quorum at the duly called Area Council meeting, the incoming Area Director will be appointed by the incoming District Director, District 73.

All Division Director or Area Director appointments that are made by the incoming District Director, District 73 are subject to endorsement by the next District Council meeting.

The terms of office of the above District officers referred to in this section are prescribed by the Policies and Protocol of Toastmasters International.

It is the responsibility of District officers to identify and train members to be eligible to succeed them in their positions (this includes providing a detailed handover of the role, key responsibilities and any learnings which will assist the incumbent during their tenure). Preparation for these roles will not circumvent the requirements of being elected to these positions.

# 12. Appointment to District positions

The following District positions shall be appointed by the District Director, District 73, subject to endorsement by the next District Council meeting:

* Administration Manager;
* Finance Manager;
* Public Relations Manager;
* Parliamentarian;
* Speechcraft Co-ordinator;
* Club Extension Chair;
* Website Manager;
* Newsletter Editor;
* Club Coach Co-ordinator;
* Contest Co-ordinator; and
* Logistics Manager.

The following District positions may be appointed by the District Director, District 73, subject to endorsement by the next District Council meeting:

* Events Manager;
* Communication Manager;
* Social Media Manager;
* Database Manager;
* Visual Manager;
* Brand Manager; and
* Historian.

Of these appointed positions, only the Administration Manager, Finance Manager, and Public Relations Manager roles receive credit as District leaders and are entitled to a vote at District Council meetings. The above positions will not be held by the same person for more than two years consecutively, subject to a suitable replacement being found.

No person shall hold more than one of the positions immediately above concurrently unless the District Director, District 73 has been unsuccessful in his/her attempts to find an eligible candidate to fill a position.

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# 13. Committees and responsibilities

To assist the District in specific aspects of the management of District 73, District Committees may be established in the following areas:

* Communications and marketing
* District procedures
* Records management and District history
* Alignment of clubs and club growth strategy, chaired by the Club Growth Director, District 73
* Other Committees decided by District Council; or required by Toastmasters International Policies and Protocol such as an Audit Committee and District Leadership Committee.

Committee chairs and members will be chosen by District Leadership Team subject to endorsement by District Council. Committee chairs and members will hold office from 1st July to 30th June each year. Committee chairs may not hold the same position for more than two years consecutively, subject to a suitable replacement being found.

# 14. Management of Divisions

The management of each Division will be the responsibility of each Division Council, which will comprise the Division Director and the Area Directors within each Division.

Division Councils will be responsible for the following within each Division:

* Service to club members
* Membership growth
* Strengthening existing clubs, in conjunction with the District Director, District 73 who will be responsible for appointing club coaches
* Establishment of new clubs
* Division contests
* **Division Contests**

 D73 Division Contests will be held each year as follows:-

Bass Division:                   Fourth Saturday in March

Central Division:               Third Saturday in March

Eastern Division:              Third Saturday in February

Inner City Division:            First Saturday in March

Metro Division:                  First Sunday in March

Northern Division:             Second Saturday in February

Ranges Division:               Fourth Sunday in March

Southern Division:            Fourth Sunday in February

Where Easter or a Public Holiday falls on the weekend of the set date of the division contest, the division director will, prior to the 30th August of the previous year, select a new date (in February or March) to hold the division contest.

The Division Directors and the Program Quality Director, District 73 will be collectively responsible for development of Club Officer Training under the authority of the Program Quality Director, District 73.

# 15. Financial management

Administration of District 73’s finances will accord with financial management procedures contained in Toastmasters International Policies and Protocol, and with the annual District budget approved by District Council.

District officers may be reimbursed by District for pre-approved expenditure for the achievement of the District’s goals, and in accordance with Toastmasters International Policies and Protocol, subject to the District budget. Policy on reimbursements for each year will be decided by the District Leadership Team when determining the District budget, subject to endorsement by the November District Council meeting.

The District Director, District 73, Program Quality Director, District 73 and Club Growth Director, District 73 will be reimbursed the cost of eight nights standard room accommodation at the Toastmasters International Convention for the purpose of attending District Leader Training, Board of Director’s Briefing, Candidates Showcase, Annual Business Meeting, other Convention events, and interviewing the International Officer and Director Candidates, and up to three nights standard room accommodation for mid-year training, subject to funds available in the District budget.

The Program Quality Director, District 73 and Club Growth Director, District 73 will be reimbursed the cost of one basic convention registration and one President’s Dinner Dance ticket, subject to funds available in the District budget.

In those years when District 73 achieves Distinguished District status, the Immediate Past District Director, District 73 will be reimbursed for the most economical return airfare to attend the Toastmasters International Convention and receive up to three nights' accommodation, following achievement of Distinguished District status, subject to funds available in the District budget.

District 73 will purchase public liability insurance each year to cover Toastmasters members, clubs and District officers. This will continue to be organised by District 70 with District 73 making payment to District 70 for a proportion of the insurance fee based on the District 73 percentage of the total membership being covered.

The District Director, District 73 will appoint an Audit Committee to audit District financial transactions for the six months to 31 December and twelve months to 30 June to submit their reports to the District Director, District 73 by 31 January and 31 July respectively to meet Toastmasters International audit submission requirements. There must be at least 3 members on the Audit Committee.

# 16. District Conference

An agreement is in place between Districts in Region 12 that the annual District 73 Conference shall take place on the third weekend in May each year. This is so that the District 73 Conference does not clash with the Conferences being held by other Districts within the Region.

* **Conference Bids**

The Administration Manager shall call for Conference bids for consideration by the District Council at least 3 months before the date of the District Executive Committee meeting.  To be successful, the Conference bid must be approved at a District Council meeting following endorsement by the District Executive Committee. District 73 Conference bid and ticket pricing exclude alcohol beverage packages.

Conference bids must include the following minimum information:

(a)   Proposed venue;

(b)   Outline budget;

(c)   Nearby accommodation and estimated cost;

(d)   Estimated cost of attendance; and

(e)   Name of the Conference Chairman.

* **Conference Committee meetings**

A member of the District Leadership Team shall attend all District Conference Committee meetings and minutes of such meetings will be provided following each meeting to the Administration Manager.

* **District Conference Ticket Sales**

(a) One day conference tickets for the D73 Annual Conference are made available for sale at the same time as full conference tickets.

(b) Conference Day tickets, excluding the Gala Dinner, are made available for purchase as a separate line item and listed with equal prominence as the tickets for entire Conference inclusive of the Gala Dinner tickets.

# 17. District Awards

The District Leadership Team will decide on an award for District Toastmaster of the Year, District Officer of the Year and other awards to recognise conference attendance by clubs. These awards will be presented at the May District Conference.

The District Leadership Team will also decide awards for District Club of the Year, Division Director of the Year, Area Director of the Year and other awards that recognise success. These awards will be presented at the Changeover Dinner/awards night.

# 18. Management of District resources and records

Additional procedures need to be developed for management of District 73’s resources and records which, once approved, will become part of this Procedures Manual.

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# 19. Speech Contest Policy

Toastmasters International Speech Contest Rules state that:

 Eight weeks prior to the Area contest, if an Area has four assigned clubs or fewer in good standing, Districts have the option to allow two contestants from each club to compete in the Area contest.

1. Should additional clubs charter prior to the Area contest, two contestants from each club are permitted to compete.

2. In those Divisions with four assigned Areas or less, Districts have the option to allow the two highest-placed available contestants from each Area to compete.

3. In Districts with four assigned Divisions or less, Districts have the option to allow the two highest-placed available contestants from each Division to participate in the District contest.

4. The decision whether or not to allow two contestants to advance from club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle, i.e., prior to any club contests being held.

a) Once the decision is made, it must be implemented consistently throughout the District in all clubs, Areas, and Divisions affected.

b) If a District decides to allow two contestants to advance from club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.

District 73 policy is:

1. To allow two participants from each club to compete in an Area contest if an Area has four assigned clubs or fewer in good standing.
2. Should additional clubs charter in an Area prior to the Area contest, two contestants from each club in that Area will be permitted to compete.
3. In those Divisions with four assigned Areas or less, the two highest-placed available contestants form each Area will be allowed to compete.
4. District 73 does not reimburse gifts to Contest Officials at Area, Division and District contests.

# 20. Communications and Privacy

The procedures below are subject to Toastmasters International Policies and Protocol 4.0 - Intellectual Property - which provides additional details for District communications

procedures.

* **Responsibility**

The District Director, District 73 is ultimately responsible for the content of all District communications, although tasks may be delegated to District officials.

* **District Website**

District 73 will maintain an attractive, informative and up-to-date website containing all the information necessary to ensure the effective functioning of District 73, District officers and clubs.

The District 73 website will provide access to, and encourage the use of, current and emerging electronic social media opportunities which will support the effective operations of District 73, its members and clubs.

Approval of the District Leadership Team is required for commercial advertising using the District website.

* **Directory of District Officers**

A directory of District officers and other office holders of District 73 will be provided on the District 73 website. Contact details for each officer listed in the Directory will be by email, with the email address to the position, rather than personal email addresses.

* **Directory of Clubs**

The District 73 website will include a current list of all clubs in District 73, including those in formation, indicating the geographic location and meeting time of each. The list will have a link to the club website where this exists. For the purpose of this list, a club in formation is defined as a club that has submitted an "Application to Organise" to WHQ, has determined the venue and meeting days and times of the club, and has determined the date of its first meeting.

The District Leadership Team will audit the links to ensure that up-to-date

information on each club is provided and that branding conforms to the policies, protocols and guidelines provided by Toastmasters International.

The audit will be conducted by the District Public Relations Manager each year.

* **Notices to Members**

The District Director, District 73 will receive a list of all Toastmasters members in District 73 to be shared with the relevant District Officers. Division and Area Directors will have access to a list of members in their Division or Area via District Central on the Toastmasters International Members' website.

These lists are highly confidential and must be used strictly for official Toastmasters business only. When a district officer completes their term they are obliged to destroy these lists.

Important notices will be sent directly to members by the District Director, District 73.

Notices to members will be organized in such a way that email addresses of other

members will not be displayed, for example by a BCC for emails.

* **District Newsletter**

A newsletter will be produced monthly by the Newsletter Editor. The newsletter will be approved by the District Director, District 73 prior to publication.

An electronic version of the District newsletter will be sent directly to District Officers and senior club officers by the District newsletter editor to be shared with all District 73 members. Where available, club distribution e-mail addresses will be used by the editor for direct delivery of the newsletter to members.

* **Use of Digital images**

Digital images of members and other individuals will not be published on any Toastmasters publication, either in hard copy or electronically, without the explicit or implicit permission of the person whose digital image has been captured.

Digital image approval is part of the registration process for every District 73 event, with registrants advised that entry to the event constitutes implied consent for their image in the form of video, recorded video and/or still photography to be captured.  Registrants are advised that such images may be used in the promotion of Toastmasters District 73, including the District 73 website and District 73 newsletter, and that video images may be included in a DVD of the event.

* **Club Websites**

All clubs in District 73 are expected to maintain an up-to-date website.

The District Leadership Team, through the District Public Relations Manager, will audit annually the websites of all clubs to ensure that club websites comply with Toastmasters International Policies and Protocol, are of adequate quality and are regularly updated.

The District Leadership Team will arrange assistance for clubs if needed to maintain websites of the required standard.

* **Club Newsletters**

All clubs in District 73 are encouraged to produce a Club Newsletter. Clubs have responsibility to ensure that any such newsletter complies with Toastmasters International Policies and Protocol and are of adequate quality.