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# **REVISED DISTRICT 90 CONTINUING MOTIONS**

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*Revised - August 2022*

*Last update – September 2022*

## A – GOVERNANCE

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**A1** That District 90, which is governed by the current edition of the District Administrative Bylaws, tailors that document with the following allowable insertions and changes.

**Article 1: (b) Title:** Administrative Bylaws of District 90.

**Article V: Boundaries:** The geographic boundaries of this District shall be as follows: The State of New South Wales below the line of latitude 28.5° south, and above an east to west line through Sydney Harbour, along the Parramatta River, down Duck River to the junction with the M4 Motorway, due west from that point to the Great Dividing Range, south along the range to the line of 34° latitude and due west on the line of 34° latitude to the State border.

**Article XIII: Rules of Order:** The current edition of “Guide for Meetings” by N E Renton shall be the final authority on parliamentary procedure insofar as it does not conflict with any provision in the District Administrative Bylaws or other policies and procedures set by Toastmasters International.

**A2** That in accordance with Article VII: Officers (c) of the District Administrative Bylaws, the District Administration Manager, Finance Manager and Public Relations Manager will be appointed by the District Director.

**A3** That Area Directors will be appointed by the District Director, except where an Area Council exists and makes a recommendation for an appointment for the following term, the District Director will consider the recommendation made by the Area Council.

**A4** That on July 1 each year District 90 establishes a District Management Committee, consisting of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Immediate Past District Director, and Division Directors; and that the District Management Committee will:

(i) Formulate practices for the operation of District 90.

(ii) Administer the affairs of District 90 between meetings of the District Executive Committee in accordance with the procedures and budgets adopted by the District Council.

(iii) Review and monitor the status of Clubs, Areas and Divisions.

**A5** That the term Senior District Management Committee be defined as a group of the following officers: District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager and Immediate Past District Director.

- A6** That a Finance Committee be appointed by the incoming District Director prior to June 15 with the District Director as Chairman, and to include the incoming Finance Manager, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, and at least two other District Officers with knowledge of District financial practices.
- A7** That the District Alignment Committee be the Division Directors, with the chairperson nominated by the District Director, for the purpose of preparing and publishing an Alignment Report no later than the end of February, for the consideration of the District Council.

## **B – ADMINISTRATION**

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- B1** That, where District 90 Council meetings are held in-person at the Annual Conference, copies of the Agenda and Reports Book be made available to all Toastmasters at the time of registration at the Conference venue.
- B2** That an up-to-date list of District 90's Continuing Motions be included in the Agenda and Reports Book for each District Council meeting
- B3** That the results of all District 90 Annual Conference Contests and District 90 Awards be recorded by the District Administration Manager as a part of the mid-year District Council Agenda and Reports Book.
- B4** That for District 90 Council meetings held at the Annual Conference apologies be recorded in an Apologies Book at the Voting Rights Desk and that for District 90 Council meetings held online, the apologies be recorded in the Apologies Book by the Administration Manager.
- B5** That all minutes, related report books and other committee reports from District Executive Committee meetings, (after removing any sensitive, confidential or personnel-based items, disciplinary matters or other restricted items as determined by the majority of the District Executive Committee members), be published on the District 90 website.
- B6** That the minutes of District Council be published on the website, and a link (to those minutes) be sent to all members of District 90 within 60 days of the of the completion of the meeting.

## C – FINANCIAL

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- C1** That the Finance Committee will prepare a budget for the coming year for presentation at the first District Executive Committee, and oversee the management of the District's finances in accordance with:
- Toastmasters International's Policies and Protocols
  - Toastmasters International's District Leadership Handbook
  - Toastmasters International's Managing District Finances Guide for District Leaders
- C2** That the Finance Committee will review operational procedures and forms used by District 90 and maintain these as open resources on the District 90 website.
- C3** That, the Finance Committee will review all budgeted allowances for mileage, accommodation and any other travel expenses to conform with the requirements of Toastmasters International and that the established allowances be clearly and accurately recorded in budget supporting documents presented to the District Executive Committee and District Council.
- C4** That the Finance Manager submits reports to the District Director, Program Quality Director and Club Growth Director as required by Toastmasters International and with the latest report to be further submitted to each meeting of the District Management Committee, with the report to also include:
- a. A detailed income/expenditure statement for the District year to date with comparison to the Budget.
  - b. Details of all income and expenditure transactions by person/organisation and budget heading since the previous report.

## **D – BUDGETING CONSIDERATIONS**

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- D1** That the allowances for mileage, accommodation and other expenses for the Conference Chairman, the Senior District Management Committee (as defined in A5) and the Logistics Manager be determined by the Finance Committee each year.
- D2** That for the purpose of establishing a budget level of expenditure, the allowance for Division and Area Directors will be determined as follows:
- a. Travel for Division Directors - A District budgeted unit cost per kilometre travelled from home and return to all attended Area Council meetings in the Division, all attended District Executive Committee meetings, and the District 90 Annual Conference.
  - b. Travel for Area Directors - A District budgeted unit cost per kilometre travelled from home and return to all attended Area Council meetings in the Area, all attended District Executive Committee meetings, the District 90 Annual Conference, and twice each 12 months to each Club attended in the Area.
  - c. Other expenses – An allowance for other expenses for both Division and Area Directors, to be determined by the Finance Committee each year.
- D3** That the allowances for mileage, accommodation and other expenses for District Staff Officers be determined by the Finance Committee each year.
- D4** That the District pays accommodation and other approved expenses of all Senior District Officers required to attend mid-year training and training in conjunction with the International Convention; such payments to be determined by the Finance Committee each year and the number of nights' accommodation to be determined by the District Director of that year.
- D5** That the District pays accommodation expenses for the Immediate Past District Director (if he/she leads the District to Distinguished or better during his/her year, as confirmed by Toastmasters International) to attend the International Convention; such payment to be determined by the Finance Committee each year and for a maximum of four nights only.
- D6** That for functions they attend at the District 90 Annual Conference, the District pays the full fees for the Senior District Management Committee, the Division Directors, the Conference Chairman and the Logistics Manager.
- D7** That the allowances for District 90 members (including but not limited to speech contestants and educational presenters), to attend specific events at the District 90 Annual Conference be determined by the Finance Committee each year.

**D8** That District 90 donates a Club banner to newly chartered Clubs and that the Finance Committee be authorised to provide for this amount in the budget.

## E – AWARDS

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- E1** That all awards in this section requiring selection by either the District Management Committee or the District Trio (being the District Director, Program Quality Director and Club Growth Director) will be determined by the Committee or Trio serving in the year of service recognition.
- E2** That the meetings at which selection of the District Toastmaster of the Year, the Division Director of the Year, the Area Director of the Year are made, be held as soon as practical after all relevant criteria are available from Toastmasters International and prior to the District 90 Awards Function.
- E3** That the District Management Committee selects each year a District 90 Toastmaster of the Year using the following procedure, with the award to be presented at a District 90 Awards function.
- Nominations to be called for by May 31 each year, from Clubs and members with nominations to close on July 31 each year.
  - Any eligible Toastmaster, excluding District Management Committee members, may be nominated.
  - Each nominator may nominate only one Toastmaster.
  - The criteria for selection will include but not be limited to:
    - Active membership in any Club in District 90.
    - Outstanding and continuous service to District 90 and its predecessor including beyond the current year.
    - Attendance at District 90 functions.
    - Contributions to District 90's goals of Club formation, membership building and Distinguished Clubs.
- E4** That the District Management Committee selects each year, an Area Director of the Year with the award to be presented at a District 90 Awards function, the criteria for consideration for the award to include but not be limited to:
- Distinguished Area status.
  - Attendance at Area, Division and District meetings.
  - Area Director's Club Visit Reports submitted on time.
  - Quality of Area Council meetings, contests and training sessions.



**E5** That the District Trio selects a Division Director of the Year with the award to be presented at a District 90 Awards function, the criteria for consideration for the award to include but not be limited to:

- Distinguished Division status.
- Attendance at Area, Division and District meetings.
- Quality of Division Council meetings, contests and training sessions.

**E6** That nominations for the Jazzer Smith Award be submitted to the District Administration Manager by March 31 each year, with the District Management Committee to select the recipient based on the qualities of the late Jazzer Smith, including but not limited to:

- courage in overcoming adversity, persistence and perseverance,
- loyalty to and pride in Toastmasters,
- friendliness, cheerfulness and support for other members,

such award not to be presented in a year where there are no suitable nominations, and with a citation to be prepared and presented together with the award by the current Northern Division Director at the Annual Conference.

## F – DISTRICT CONFERENCE

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**F1** That the District Executive Committee confirms the selection of the venue and Conference Chairman for all District 90 Conferences at least 12 months prior to the Conference date, with final Conference budgets to be submitted for approval to the District Council no less than six months prior to the event to facilitate the setting of attendance fees.

**F2** That District 90 Conferences be organised and managed in accordance with the guidelines in the District Leadership Handbook with the District Director, Program Quality Director, and Club Growth Director being members of the Conference Committee.

**F3** That the Tamworth trophy, known as the “Travel Gavel” be awarded at each Annual Conference to the Club which scores the highest number of points by the following formula:

$$\frac{\text{Total members in attendance} \times 100 \times D}{\text{Total membership}}$$

Where:

- Total members in attendance includes only financial members.
- Total membership is that reported to Toastmasters International as at the Semi- Annual Reporting period prior to the date of the Conference
- D = square root of the road distance to the Conference venue.

## **G – DISTRICT SPEECH CONTESTS**

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**G1** That District 90 will conduct four of the permitted Toastmasters Speech Contests each year, namely:

- International Speech
- Humorous Speech
- Evaluation
- Table Topics

**G2** That the contests in District 90 will be conducted as follows:

- Area contests being conducted as either a single event or as two separate events, with Area Council consultation
- Division contests being conducted on a single day
- District finals being conducted at the Annual Conference

This section is subject to change by the vote of the District Executive Committee under extenuating circumstances.

**G3** That in the event that contests beyond Club level are conducted online, notification of the video platforms to be used for the contests, be given to contestants no later than two weeks prior to the contest event, with a minimum of platforms, run on the day of the contest, so as to give all contestants the opportunity to compete, to be determined by the Contest Chair.

**G4** That while the speech contest rules of Toastmasters International allow:

- a. All Clubs in Areas with four or fewer Clubs are permitted to send two contestants forward to next level at all contests.
- b. All Areas in Divisions with four or fewer Areas are permitted to send two contestants forward to the next level at all contests.

**G5** That District 90 encourages the following:

- a) Clubs to use their own members as judges for their Club contests, where practical.
- b) District 90 to conduct workshops in collaboration with the District Chief Judge and the Division Directors early in the new Toastmasters year, to ensure ongoing contest quality at all levels.

**G6** That District 90 provides personal trophies to be retained by the first, second and third place getters of District level contest finals with contestants receiving participation certificates but not placing certificates.