

## District 70 Council Continuing Motions

### A. CONSTITUTION AND BYLAWS

- A1 That District 70, which is governed by the current edition of the District Administrative Bylaws, tailor that document with the following insertions:

Title: Administrative Bylaws of District 70 of Toastmasters International.

Article V: The geographic boundaries of the District shall be as follows:  
the State of New South Wales below the 30th parallel and the Australian Capital Territory, Australia.

Semi Annual Conference 22/10/94

- A2 That the current edition of "Guide for Meetings" by N E Renton shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision in the District Administrative Bylaws.

Semi Annual Conference 22/10/94

- A3 That the District Secretary, Treasurer, Public Relations Officer and Area Governors shall be appointed by the District Governor under the terms of District Administrative Bylaws Article VII(c) except that, where an Area Council exists and makes a nomination for an Area Governor for the following term, the District Governor shall automatically appoint such nominee.

Semi Annual Conference 22/10/94

- A4 That the latest edition of the District Leadership Handbook be the reference guide for operation of District 70 in conjunction with the District Administrative By-laws.

Semi Annual Conference 30/10/99

### B. DISTRICT CONFERENCES

- B1 That District Conferences be allocated and supervised in the following manner;

- a) The District Executive is to ensure that bids are received by 31 January for the year's Semi Annual Conference and the year's following Annual Conference.
- b) Bids shall be accompanied by the following information:
  - Names of Host Committee and Chairman,
  - Provisional budget of income and expenditure, including basis of estimate.
  - Full details of estimated cost of attendance for members.
  - Outline of proposed Conference timetable.
  - Details of proposed publicity, including dates and methods of implementation.
  - Proposed venue and alternative venue.
- c) Groups shall liaise with the District Policy Committee when preparing bids.
- d) No group shall be given permission to host a District Conference until the District Policy Committee has approved details.
- e) Should several bids be received for any Conference, the District Policy Committee is to decide on the host.
- f) The District Governor, the Lt Governor Education & Training, Lt Governor Marketing, Public Relations Officer, District Treasurer and the District Secretary are to be members of the Conference Committees.
- g) The Annual Conference Committee is to present a final budget for approval to the District Executive by 28 February of the year of the Annual Conference.

Semi Annual Conference 15/11/03

- B2. That for the Semi-Annual and Annual Business meetings of District 70 the Agenda and Report book be posted to all clubs at least 21 days prior to the said meeting date.

Annual Conference 23/5/09

## District 70 Council Continuing Motions

- B3 That at all future Conferences, copies of all relevant reports be issued to all Toastmasters, whether in a voting or non-voting capacity, at the time of registration at the Conference venue.

Annual Conference 10/5/75

- B4 That the following policy regarding Motions on Notice be adopted by District 70:
- a) All notices of motion must be accompanied by a satisfactory and appropriate explanation and/or preamble in order for the intent of the motions to be fully understood.
  - b) All notices of motion are to be lodged in sufficient time for inclusion in the Agenda and Report books for both the Semi Annual and Annual Conferences.

Annual Conference 17/05/03

- B5 That an up-to-date list of all district Continuing Motions be included in the reports at each District Council Meeting.

Semi Annual Conference 22/10/94

- B6 That at District 70 Council Meetings, the apologies be obtained at the Registration Desk in an Apologies book.

Semi Annual Conference 19/10/85

- B7 That the results of all District 70 Contests and Awards, made at District 70 Conferences, be recorded by the District Secretary as an addendum to the minutes of that Council Meeting.

Annual Conference 20/5/89

- B8 That District 70 provide personal trophies to be retained by the first, second and third placegetters of District Level Contest finals.

Annual Conference 15/5/99

- B9 That the following policy be adopted by all District 70 Conferences, with respect to payment to non-Toastmasters. Out of pocket expenses, to a level determined by the Policy Committee, for guest speakers, and (where considered appropriate) their partner, and that all such fees to come from the Conference Budget.

Annual Conference 21/5/94

- B10 That District 70 pay a subsidy of the Conference attendance (registration) fee for a maximum of two registrants per Club per Conference to attend two District Conferences per annum provided such Clubs meet further than 150 kilometres from the Conference venue and shall not include payments to registrants living outside the general location of the Club.

Annual Conference 15/5/04

- B11 That the Tamworth trophy, known as the "Travel Gavel" shall 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:
- a) Total members includes only financial members.
  - b) Total membership is that reported to TI as at the Semi Annual Reporting period prior to the date of the Conference.
  - c) D = the road distance to the Conference centre.

Annual Conference 1/5/83

## District 70 Council Continuing Motions

- B12 That from 1 January 1988, at all District level Conferences, or other events, smoking shall not be permitted during any meals, Business Sessions, Speech Contests or Education Sessions and further, that, all other places shall be clearly designated as either smoking or non-smoking as the case may be.

Semi Annual Conference 31/10/87

### C. DISTRICT ADMINISTRATION

- C1 That District 70 establish a permanent Policy Committee, consisting of the District Governor, Lt Governor Education & Training, Lt Governor Marketing, Public Relations Officer, Immediate Past District Governor, District Secretary, District Treasurer, Division Governors and such others as the District Governor may appoint to:

- a) formulate policies concerning the operation of District 70 for recommendation to the District Executive Committee and the District Council.
- b) administer the affairs of District 70 between meetings of the District Executive Committee in accordance with the policies and budgets adopted by the District Council.

Annual Conference 18/5/91

- C2 That District 70 Policy Committee select each year a District Toastmaster of the Year. In the first District mailing each calendar year, nominations be called for, from clubs and members of the District Executive, for the District Toastmaster of the Year. Clubs to be advised that:

Nominations close on the last day of March.

Any eligible Toastmaster, excluding District 70 Policy Committee members may be nominated.

Each nominator may nominate only one Toastmaster.

The criteria for selection shall include but not be limited to:

- Active membership in any Club in District 70.
- Outstanding and continuous service to District 70 including beyond the current year.
- Attendance at District functions.
- Contributions to District goals e.g. Success Leadership, Speechcraft, Youth Leadership, CTM,CC, ATM, ATM-B, ATM-S, ATM-G ACB, ACS, ACG, CL, ALB, ALS, DTM. Club formation, Club Coach etc.

The award will be presented at the District Changeover Dinner each year.

Annual Conference 15/5/99

- C3 That the District 70 Policy Committee select at its meeting after the Annual Conference each year, an Area Governor of the Year. The criteria for consideration shall include but not be limited to:

- Distinguished Area status.
- Attendance at Area, Division and District meetings.
- Club reports and Area Assistance reports submitted on time.
- Quality of Area Council meetings, Contests and training sessions.

The award will be presented at the District Changeover Dinner in June.

Annual Conference 15/5/93

- C4 That the District Governor, Lt Governor Education and Training and Lt. Governor Marketing select Division Governor of the Year. The criteria for selection includes, but is not limited to:

- Distinguished Division Status
- Attendance at Area, Division and District meetings.
- Quality of Division Council Meetings, Contests and training sessions

The award will be presented at the District Changeover in June.

Annual Conference 15/5/99

## District 70 Council Continuing Motions

- C5 That District 70 encourages each Club to rent a Post Officer Box and establish a club email account and that all Club mail for Club Officers be addressed to that Post Office Box or club email account.

Semi Annual Conference 14/11/09

- C6 That each year the District 70 District Success Plan should be formulated so that District 70 is at least a Distinguished District by supporting each Club to be at least a Distinguished Club.

Semi Annual Conference 14/11/09

- C7 That District 70 Policy Committee consider nominations for the Jazzer Smith Award at its meeting prior to the Annual Conference. The criteria for selection shall be:

A member of District 70, excluding the Policy Committee, who exemplifies in some way, the attributes and characteristics of Jazzer Smith. These attributes to include courage, overcoming adversity, persistence and perseverance, loyalty to Toastmasters, pride in Toastmasters, friendliness, cheerfulness and support for other members.

In addition, a citation will be prepared to accompany the presentation, which is to be presented by the current Northern Division Governor. The award will be presented at the Annual Conference.

Annual Conference 21/5/94

- C8 That

- a) District 70 shall provide a Supply operation in Sydney and sub-Branches elsewhere, if required and where practical,
- b) Sub-branches to order their supplies from, and report to, the Sydney operation
- c) The Sydney operation report to the District Governor.

Semi Annual Conference 14/11/09

- C9 That all District Officers will correspond with Toastmasters International World Headquarters only through the District Governor.

Annual Conference 20/5/89

### D. DISTRICT FINANCE

- D1 That a Budget Committee be appointed by the incoming District Governor prior to June 15 with him/herself as Chairman, such committee to include at least the outgoing and incoming Treasurers and the incoming Lt Governor Education & Training, Lt Governor Marketing, Public Relations Officer and the District Secretary, to draw up a budget by 15 July to be submitted to the first meeting of the District Executive Committee and following its approval to be submitted to TI by 30 September, and this Budget to then be published in the Agenda & Report Book for the District Council meeting at the Semi Annual Conference for adoption by the District Council.

Annual Conference 17/5/97

- D2 That for the purpose of establishing a budget level of expenditure, the allowance for Area Governors be determined as follows:

- a) Travel - 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 meetings, all attended District Conferences, and twice each 12 months to each Club attended in the Area.
- b) Other expenses - An allowance for other expenses to be determined by the Finance Committee.

Claims within the above Budget guidelines must be made in accordance with normal procedures established by the District Treasurer.

Annual Conference 23/5/09

## District 70 Council Continuing Motions

D3 That for the purpose of establishing a budget level of expenditure, the allowance for Division Governors be determined as follows:

- a) Travel - A District budgeted unit cost per kilometre travelled from home and return to all attended Area Council meetings in the Division, to all attended District Policy meetings, to all attended District Executive meetings and to all District Conferences.
- b) Other expenses - An allowance for other expenses to be determined by the Finance Committee.

Claims within the above Budget guidelines must be made in accordance with normal procedures established by the District Treasurer.

Annual Conference 23/5/09

D4 That the Treasurer is to submit a report each month to the District Governor and Lt Governors as required by TI with the report then being further submitted to each meeting of the District Policy and Executive Committees, and as a minimum the report is to include

- a) Details of all income and expenditure transactions by person/organisation and budget heading since the previous report
- b) A statement of the funds available to the District
  - being cash in hand, at bank, or on deposit
  - floats outstanding
  - net of District Reserve and Trading accounts at WHQ
- c) An income/expenditure statement for the District year to date with comparison to the Budget.

Annual Conference 17/5/97

D5 That on or before 1 July the incoming District Governor shall appoint an Audit Committee as defined under Article XI(f) of the District Administrative Bylaws to audit the District financial transactions for the 6 months to 31 December and 12 months to 31 June respectively of the District year, the Audit Committee to submit a report to the District Governor in sufficient time to meet TI's audit submission requirements as defined in the above mentioned Article XI(f) of the District Administrative Bylaws.

Semi Annual Conference 22/10/94

D6 That the following policy be adopted for all District Conferences. Payment of full fees and single rate accommodation for the Conference Chairman and for the following members of the Policy Committee:

- a) District Governor
- b) Lt. Governor Education & Training
- c) Lt Governor Marketing
- d) Public Relations Officer
- e) Immediate Past District Governor
- f) District Treasurer
- g) District Secretary

Semi Annual Conference 14/11/09

D7 That the Finance Committee be required to review the Finance Manual by end of June each year, for the following year of operation, such review to include:

- a) Authorisation of payments
- b) Records of transactions
- c) Recording techniques for these transactions
- d) Reporting techniques for the financial status of the District

and following this review the procedures detailed in the manual are to be followed by the incoming District Executive.

Semi Annual Conference 14/11/09

## District 70 Council Continuing Motions

- D8 That the District Treasurer and the Chairman/Officer in charge of each District financial entity be required to produce their records in accordance with the appropriate section(s) of the current Finance Manual during their period of office.

Annual Conference 2/5/81

- D9 That District 70 donate the Club Banner to new Clubs chartered after this Conference, and the Budget Committee be authorised to provide for this amount.

Annual Conference 2/5/81

- D10 That all District 70 operations shall operate through one Australian bank account, except where it is necessary to maintain additional bank accounts for legal requirements.

Annual Conference 20/5/00

- D11 That the District Budget Committee shall approve the establishment and amount of all operational floats.

Annual Conference 17/5/97

- D12 That the District pay to the District Governor, Lt. Governor Education & Training and Lt. Governor Marketing and (if the District was Distinguished or better during the past year as confirmed by Toastmasters International) the Immediate Past District Governor a subsidy for expenses relating to the District Officer Training conducted in association with the International Convention, such subsidy to be from funds wholly raised by District 70 and subject to the following conditions:

- a) The subsidy is to be limited to a maximum of five nights accommodation at the published single room rate for the International Convention venue, converted at the District Budget US\$ conversion rate, with officers to share when possible.

Annual Conference 19/5/07

- D13 That these procedures for the District 70 Supplies operation are to be followed and are to be included in the Finance Manual:

- a) All supplies transactions to be supported by an invoice
- b) The invoice to list quantities, items and the method of payment (cash, cheque, credit card etc.)
- c) All transactions to be recorded in the District's financial program with a copy of that database to be forwarded to the District Governor and Treasurer at the end of each month
- d) Supplies banking to be done in the manner prescribed by the District's bank, with a copy forwarded to the District Treasurer each month.

Semi Annual Conference 14/11/09

- D14 That at District 70 Annual Conference business meeting a copy of the latest available monthly report, at the time of the District Council meeting, supplied to the District Governor be presented.

Semi Annual Conference 30/10/99

- D15 That District Executive submit to the District Governor suggested changes to the Finance Manual by 15 June

Semi Annual Conference 14/11/09

- D16 That the following policy be adopted for all District Conferences: payment of registration and meal fees for the Division Governors.

Annual Conference 22/5/10

## District 70 Council Continuing Motions

D17 That District 70 donates an Area and Division Banner to new Areas and Divisions formed as part of the District Club Realignment and the Budget Committee be authorised to provide for this amount.

Annual Conference 22/5/10

D18 That the District pay to the District Governor, Lt. Governor Education & Training and Lt. Governor Marketing a subsidy for expenses relating to Mid-year Training, such subsidy to be from funds wholly raised by District 70 and subject to the following conditions:

The subsidy is to be limited to a maximum of three nights accommodation at the published single room rate for the Mid-year training venue, converted at the District Budget USD conversion rate, with officers to share when possible.

Annual Conference 22/5/10

### E. ANNUAL SPEECH CONTESTS

E1 That for Contests conducted at Area and Division and District levels:

- a) The number of Judges must comply with the current Speech Contest Rules
- b) No Judge shall be appointed from a Club or Area represented by a contestant except where deemed geographically impractical to do otherwise
- c) The Lt. Governor Education and Training shall, in conjunction with the Area Governors of Division Governors respectively, appoint all Judges for Area Contests and all Judges for Division Contests
- d) The Lt. Governor Education and Training shall appoint all Judges for District Final Contests.

Annual Conference 15/5/93

E2 That District 70 encourage clubs to use their members as judges for their clubs contests, where possible, in order to provide training in contest judging for members.

Annual Conference 20/5/06

E3 That District Contest finals be held as follows:

Semi Annual Conference	Table Topics Humorous
Annual Conference	Evaluation International

Annual Conference 15/5/99