



District 70 ~ Region 12
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TOASTMASTERS INTERNATIONAL

DISTRICT 70

PROCEDURES AND OPERATIONS MANUAL

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1. BOUNDARIES AND BYLAWS

- 1.1. District 70, which is governed by the current edition of the District Administrative Bylaws, tailors that document with the following allowable insertions:

Title - Administrative Bylaws of District 70 of Toastmasters International.

- 1.2. Article V: The geographic boundaries of the District shall be as follows: The State of New South Wales below an east to west line through Sydney Harbour, along the Parramatta River, then down Duck River to the junction with the M4 motorway then due west from that point to the Great Dividing Range, south along the range to the line of 34° latitude then due west on the line of 34° latitude to the State border and the Australian Capital Territory, Australia.

- 1.3. Article XIII: Rules of Order

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 and District Leadership Handbook.

2. GOVERNANCE

- 2.1. The Administration Manager, Finance Manager, and Public Relations Manager shall be appointed by the District Director under the terms of District Administrative Bylaws Article VII.

- 2.2. Area Directors shall be appointed by the District Director, taking into account the recommendation of the Area Council, where held.

- 2.3. The District shall establish a permanent Committee, known as the District Management Team, chaired by the District Director, and including the Program Quality Director, Club Growth Director, Administration Manager, Finance Manager, Public Relations Manager, and Immediate Past District Director. The District Director can choose to invite other Toastmasters to join the Committee at their discretion. The District Management Team shall:

- a) Formulate practices and procedures concerning the operation of the District for recommendation to the District Executive Committee and the District Council.

- b) Administer the District between meetings of the District Executive Committee in accordance with the decisions adopted by the District Council.

- c) Review and monitor the status of Clubs, Areas, and Divisions.

- d) Discuss other matters as determined by the District Director.

- 2.4. The District Director shall establish Committees such as the District Leadership Committee, District Audit Committee, and other District Committees as may be required in accordance with Article XI of the District Bylaws.

- 2.5. Each year the District Success Plan should be formulated so that the District is at least a Distinguished District by supporting each Club to achieve Distinguished Club Status and three per cent membership growth.

3. ADMINISTRATION

- 3.1. Clubs are expected to establish and maintain a valid email address for the purposes of receiving District Communications including notices of District Council Meetings and District News.
- 3.2. The Administration Manager shall ensure that the results of all District Speech Contests and awards presented at District Events be recorded as an addendum to the minutes of the District Council Meeting following the events.
- 3.3. All District Officers will send a copy of any correspondence with Toastmasters International World Headquarters to the District Director.
- 3.4. The Agenda and Reports Book for District Council Meetings shall be sent by electronic means to all District Executive Committee members and all Clubs at least 21 days prior to the District Council meeting.

4. AWARDS

- 4.1. The District Management Team shall select each year a **District Toastmaster of the Year**. Nominations will be called for by communication directed to Clubs, members of the District Executive Committee, Staff Officers, and Past District Governors/Directors no later than 30 April each year. Nominations close on 31 May. Any eligible member of the District, excluding current District Management Team 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 the District.
- Outstanding and continuous service to the District. May include prior year service.
- Attendance at District functions.
- Contributions to District goals, for example, Speechcraft, Youth Leadership, receiving educational awards, Club formation or Club Coach.
- Notably and publicly exemplifies.

The District Management Team will select the recipient at its last meeting of the Toastmasters year.

This award, named the **Tony Zammit Award**, will be presented at an appropriate District function as determined by the District Director.

- 4.2. The District Management Team shall select at its at its last meeting of the Toastmasters year, an **Area Director of the Year**.

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

- Attendance at Area, Division and District meetings.
- Quality of Area Council meetings and Contests.
- Notably and publicly exemplifies Toastmasters International's core values.

In addition, the District Management Team may decide to award Area Director Merit awards based on the above criteria.

The award will be presented at an appropriate District function as determined by the District Director.

- 4.3. The District Director, Program Quality Director and Club Growth Director shall select a **Division Director of the Year** before 30 June.

The criteria for selection includes, but is not limited to:

- Attendance at Area, Division and District meetings.
- Quality of Division Council meetings and Contests.
- Notably and publicly exemplifies Toastmasters International's core values.

The award will be presented at an appropriate District function as determined by the District Director.

- 4.4. The District Management Team shall consider nominations for the **Ted Mackness Full House Award** at its meeting prior to the Conference. Nominations will be called for by communication directed to Clubs, members of the District Executive Committee, Staff Officers, and Past District Governors/Directors no later than 30 April each year. Nominations close on 31 May. Any eligible member of District 70, excluding current District Management Team members, may be nominated. Each nominator may nominate only one Toastmaster.

The criteria for this Award is eligible members that displays the Full House attributes of:

Ability

- Any member who displays their willingness to develop their knowledge by attending club leadership training, attends and/or presents workshops.

Attitude

- Displays a positive attitude in all their interactions with all members at all levels, as well as guests and visitors.

Ambition

- Displays the ambition to take on new challenges within the Club, Area, Division and District.

Better Listening, Better Thinking, Better Speaking

- A member who through their actions in communication at all levels displays the attributes of Better Listening, Better Thinking and Better Speaking.

Live a good Life

- A member that has displayed that they do more than is expected of them without being asked or with the expectation of recognition.
- A member who displays that they have done something for someone else without looking for any reward or recognition.

The award will be presented at an appropriate District function as determined by the District Director.

- 4.5. The **District 70 Travel Gavel** shall be awarded at each Conference to the District 70 Club which scores the highest number of points by the following formula:

$$\frac{\text{Total members in physical attendance} \times 100 \times D}{\text{Total number of club members}}$$

Where:

- a) Total members include only financial members.
- b) Total membership is that reported to Toastmasters International as at the Dues Renewal period prior to the date of the Conference.
- c) D = the road distance to the Conference centre from the club meeting location or the listed club postal address for clubs with various meeting locations.
- d) Members in attendance must nominate one club they are representing.

The Club Growth Director is responsible for the calculations described above and organising presentation of the award at the District Conference.

In the event there is no physical Conference, this award will not be presented.

- 4.6. The District shall pay for a name badge for members achieving their Distinguished Toastmaster award and the Program Quality Director is responsible for ordering and

organising presentation of each new badge during a Conference or other appropriate District event within 12 months of the date of the award.

- 4.7. The outgoing District Director, Program Quality Director and Club Growth Director shall select prior to the first meeting of the incoming District Management Team, the Division and Area that contributed the most towards the District being Distinguished.
- a) Equal weighting will be given to the growth in the number of clubs and the growth in membership payments.
 - b) Divisions and Areas must be Distinguished or better to be eligible for the awards.
 - c) The awards will be presented at an appropriate District function as determined by the District Director after the Distinguished District performance results are finalised.
- 4.8. The District Director, Program Quality Director, Club Growth Director, and Public Relations Manager shall select each year Public Relations Awards. Nominations will be called for by communication directed to Clubs, members of the District Executive Committee, Staff Officers, and Past District Governors/Directors no later than 30 April each year.
- a) Nominations close on 30 May.
 - b) Any member of the District, excluding current members of the District Management Team, may be nominated. Each nominator may nominate only one member or Club.
 - c) The criteria for the award shall be submitted by the Public Relations Manager to the District Management Team by 31 March.
 - d) The District Management Team will select the award winners at its last meeting of the Toastmasters year.
 - e) The award will be presented at an appropriate District function as determined by the District Director.
 - f) A fixed criteria of Public Relations Awards to be presented based on merit. Categories include Website, Social Media, Print, Event/Club Promotion, Public Relations/Press Release, Newsletter/Blog, Other Media or Mediums.
 - g) While these categories allow for the flexibility of changing Media and Medium into the future, if a particular Category is not entered – or the PR Team feels there is no worthy applicant for the year – there will be no award presented for said category, to encourage Clubs to think very seriously about improving their promotional endeavours across the Whole Toastmasters year.
- 4.9. The District Management Team shall select a Club to receive an award for the best member mentoring program at its last meeting of the Toastmasters year. Nominations will be called for by communication to Clubs and members.

Nominations will close on 31 May each year. Any Club in good standing is eligible to be nominated. Each nominator can only nominate one Club.

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

Excellence in Best Practice and Quality

- The club has a system for engaging and managing the mentoring program.
- The club ensures appropriate mentors are recruited.
- Potential mentees are shown the benefits of mentoring and is offered a place.
- Consideration of the mentee needs, goals, and preferences in matching to a mentor.
- Mentees are given guidance on what to consider to find the best mentor.
- The clubs mentoring system allows and shows improvements from lessons learnt.

Excellence in Implementation Measures

- Extent to which all members are shown the benefits of mentoring and is offered a place.
- Extent to which existing members take up a mentor to develop a skill or goal.
- Extent to which members take on and complete Pathways Mentoring Program and training.
- Follow up monitoring of mentoring status and reports e.g., Club Meetings Business Session.
- Mentors are actively supported by the VPE, club executive, other mentors, and the club.
- Mentors are supported with resources, private feedback, problem solving and encouragement.

Excellence in Promotion

- Promotion of mentoring in club meetings and communications
- Promotion as a benefit to visitors at club meetings (potential members) and in marketing
- Celebration of mentoring successes within the club and its communications.

The award shall be known as the **Rick Haynes Member Mentoring Award**.

The award shall be presented at an appropriate District event as determined by the District Director.

5. BUDGETING

- 5.1. The Finance Committee shall be comprised of, at a minimum, the incoming District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Immediate Past District Director, and the outgoing Finance Manager. The full composition of the Finance Committee is determined by the incoming District Director.
- 5.2. To provide expert advice on governance to the Finance Committee, the District Director is encouraged to appoint a staff officer who has experience and knowledge of the District's governance and financial management practices and procedures (often a past District Treasurer/past Finance Manager).
- 5.3. The Budget Committee shall be appointed by the incoming District Director prior to 15 June. The District Director shall be the Chairman and the Committee is to include at least the outgoing and incoming Finance Manager, and the incoming Program Quality Director, Club Growth Director, Public Relations Manager, and the Administration Manager. The District Director can invite other Toastmasters at their discretion,
- 5.4. The Budget Committee will prepare a draft Budget based on the priorities in the District Success Plan, by 15 July. The draft Budget is to be submitted to the first meeting of the District Executive Committee after this time. Once approved, the Budget to be submitted to Toastmasters International World Headquarters by 30 September. This Budget shall then be published in the Agenda and Reports Book for the first District Council meeting for adoption by the District Council.
- 5.5. The key decisions that must be made annually by the Finance Committee include:
 - The expenditure maximums by category, as described in the Toastmasters International District Leadership Handbook.
 - The daily payment limits for electronic funds transfers from District Bank Accounts.
 - The budgeted unit cost per kilometre for travel.
 - The use of public transport as an alternative to driving under certain circumstances.
 - The reimbursement practice for tolls and parking.
 - Accommodation practice for various officers.
 - Claimable items by category of officer, including what travel is included.
 - The reimbursement practice for Toastmasters International expenses incurred by members where the District can seek reimbursement from Toastmasters International World Headquarters.
 - What materials, if any, that will be donated to new clubs upon Charter.
 - The other expenses mentioned by the Procedures and Operations Manual such as provision of banners, and whether these need to be amended.

- The provision of badges for those achieving a Distinguished Toastmaster award.
- 5.6. In all cases, the Finance Committee will also determine the process and supporting documents required for claiming, ensuring they meet the requirements of Toastmasters International.
- 5.7. The District provides an Area and Division Banner to new Areas and Divisions formed as part of the District Alignment and this is to be included in the Budget.
- 5.8. The District will also pay for an online meeting application such as Zoom, so that club and other meetings can continue virtually in the event that Toastmasters International or Government direct that physical meetings cannot continue.
- 5.9. These decisions may change for each year and will be documented for each officer category. A guide will be produced by the Finance Committee Chairman or the Finance Manager and published for each category of officer that the Finance Committee deems appropriate. At a minimum, the following officer categories will be included:
- Area Directors,
 - District Management Team,
 - Trainers and seminar presenters, and
 - Event Chairmen and their committees.
- 5.10. For the purpose of establishing a budget level of expenditure, the travel reimbursement for Area Directors shall be based on the travel from home and return to:
- all Area Council meetings in the Area,
 - all District Conferences,
 - all District Executive Committee meetings, and
 - twice each Toastmasters year to each Club in the Area.
- 5.11. For the purpose of establishing a budget for Division Director expenses, the following items are to be included:
- a) the travel reimbursement shall be based on the travel from home and return to:
- all Area Council meetings in the Division,
 - to all District Conferences,
 - all District Management Team meetings, and
 - all District Executive Committee meetings.
- b) Cost of full registration at District Conferences.

5.12. For the purpose of establishing a budget for Administration Manager, Finance Manager, Public Relations Manager and Immediate Past District Director expenses, the following items are to be included:

a) the travel reimbursement based on travel from home and return to:

- all District Management Team and District Council meetings attended,
- all other District Committee meetings attended, such as District Conference meetings,
- all Division Contests attended,
- all Area and Division Council meetings attended, and
- other District events attended such as Seminars and Club Leadership Training sessions.

b) Cost of full registration at District Conferences.

5.13. For the purpose of establishing a budget for the District Director, Program Quality Director and Club Growth Director expenses, the following items are to be included:

a) the travel reimbursement based on travel from home and return to:

- all District Management Team, District Executive Committee and District Council meetings attended,
- all other District Committee meetings attended, such as District Conference meetings,
- all Division Contests attended,
- all Area and Division Council meetings attended, and
- other District events attended such as educational workshops and Club Leadership Training sessions.

b) Cost of full registration at District Conferences.

5.14. The District Budget Committee shall approve the establishment and amount of all operational floats.

5.15. All claims for reimbursement will be processed in accordance with Toastmasters International Policy 8.4.

6. FINANCIAL REPORTING

6.1. The Finance Manager is to submit a report each month to the District Director, Program Quality Director and Club Growth Director as required by Toastmasters International with

the report then being further submitted to each meeting of the District Management Team and District Executive Committee. As a minimum the report is to include:

- a) Details of all income and expenditure transactions by officer/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 Toastmasters International World Headquarters.
 - c) An income and expenditure statement for the District year to date with comparison to the Budget.
- 6.2. The Finance Manager and the Chairman/Officer in charge of each District financial entity shall be required to produce their records when requested by the District Director.
 - 6.3. All District operations shall operate through one Australian bank account, except where it is necessary to maintain additional bank accounts for legal or taxation requirements.
 - 6.4. For the purposes of managing the bank account, the incoming Finance Manager will be appointed as the Account Administrator. The outgoing Finance Manager will arrange this as part of the handover.
 - 6.5. At every District Council meeting a copy of the latest available monthly report, as provided to the District Director shall be presented by the Finance Manager.
 - 6.6. On or before 1 July the incoming District Director shall appoint an Audit Committee as defined under Article XI(f) of the District Administrative Bylaws to audit the District financial transactions for the six months to 31 December and twelve months to 30 June respectively of the District year. The Audit Committee shall submit a report to the District Director in sufficient time to meet Toastmasters International audit submission requirements as defined in the above-mentioned Article XI(f) of the District Administrative Bylaws.

7. TAXATION MATTERS

- 7.1. District 70 is a sub-entity of Toastmasters International. The District and all Clubs in the District are non-profit entities that are exempt from income tax as public educational institutions. The District also holds a letter confirming the exemption from State Stamp Duty on various instruments (see Finance Manager for copy).
- 7.2. The District is registered for Goods and Services Tax and has an Australian Business Number, being 39 530 752 171. The District has chosen to exercise an option under the Goods and Services Tax legislation to treat its sub-entities as if they were separate entities. Only the main sub-entity is registered for Goods and Services Tax. For this to remain valid, each sub-entity must keep separate records and be readily and separately identifiable due to its activities or location. The conference sub-entity meets these requirements as long as their financial statements are reported separately in the Finance Manager's reports to the District Management Team, District Executive Committee and District Council.

- 7.3. In order to meet Goods and Services Tax requirements, a Business Activity Statement must be lodged in accordance with the Australian Tax Office requirements. This is the responsibility of the Finance Manager.
- 7.4. To demonstrate that the District sub-entities are separate, and as part of good governance, individual financial statements for each sub-entity must be published in the Agenda and Reports book for both District Council meetings.
- 7.5. The Australian Tax Office website provides the current annual turnover limits for Goods and Services Tax registration.

8. INSURANCE

- 8.1. Under Australian law, Districts in Australia must hold Public Liability Insurance that covers all Club and District events. The Toastmasters International policy is not sufficient under Australian law. District 70 has an agreement with the other Australian Districts that it will coordinate the insurance. Each District will be individually invoiced by the provider. A copy of the Certificate of Currency must be available on the District 70 website so that clubs and event organisers can provide it to venues upon request.
- 8.2. The District that maintains the Australian Supplies Shop (currently District 90) also requires business insurance to cover supplies, stock losses and the equipment needed to manage the operations. Currently, this is a single policy, combined with the Public Liability Insurance. A copy of the full policy schedule is available from the Finance Manager and District 90. This policy needs to be reviewed at least one month before its expiry date to ensure it continues to meet the needs of the District.
- 8.3. The Public Liability Insurance Policy should be reviewed at least one month before the expiry date to ensure it continues to meet the needs of District 70 and the other Australian Districts. The Finance Manager has the overall responsibility for this but may delegate to another member of the District who has specific expertise in this area.

9. DISTRICT CONFERENCES

- 9.1. The Program Quality Director is responsible for all aspects of the District Conference.
- 9.2. The District Executive Committee is to ensure that Conference bids are received two years prior to the proposed Conference date.
- 9.3. Bids should include the following information:
 - Names of Host Chairman and Committee.
 - Provisional budget of income and expenditure, supporting documentation.
 - Details of estimated cost of attendance for members, including accommodation costs.
 - Details of proposed Conference timetable including rooms to be used for each event at the conference venue.
 - Details of proposed publicity, including dates and methods of implementation.

- An alternative venue, with the same information as above.
- 9.4. Any member or group intending to submit a bid for a Conference shall advise the Program Quality Director who will confirm the deadlines and process for submitting Conference bids.
- 9.5. No member or group shall be given permission to make a verbal or financial commitment to a proposed District Conference venue unless the District Executive Committee has approved such action in writing.
- 9.6. Should several bids be received for a Conference, the District Executive Committee will determine which bid is to be approved.
- 9.7. The following members of the District Management Team shall be members of the
- 9.8. Conference Committee and shall receive minutes of all committee meetings:
- District Director,
 - Program Quality Director,
 - Club Growth Director,
 - Administration Manager,
 - Finance Manager,
 - Public Relations Manager, and
 - Immediate Past District Director.
- 9.9. The Committee appointed to organise the Conference shall submit:
- a) A detailed Conference budget, based on current information provided by the venue, for approval by the District Executive Committee not less than 15 months before the scheduled date of the Conference.
 - b) The final Conference budget, based on written information from the Conference venue for approval to the District Executive Committee at least six months before the scheduled date of the Conference. Ticket sales and marketing of the Conference shall not begin until the budget has been approved by the District Executive Committee.
 - c) A preliminary statement of accounts for the Conference shall be presented to the District Executive Committee as soon as it is available.
 - d) A final set of audited accounts to the District Executive Committee by
 - e) 30 September immediately following the Conference. The audit shall be carried out by the Finance Manager assisted by the District Audit Committee, and if this requirement is not met, the District may refuse to accept responsibility for unpaid liabilities.

- 9.10. At all District Conferences a copy of the Agenda and Reports Book containing the current version of the Procedures and Operations manual shall be available to all members, whether in a voting or non-voting capacity, at the time of collection of Voting Rights.
- 9.11. At District Council Meetings, the apologies shall be recorded in an Apologies Book which is to be retained by the Administration Manager.
- 9.12. At all District Conferences invited local dignitaries, representatives of the Conference venue, guest speakers, and visiting international past and present officers who have been invited to make presentations or keynote addresses, and (where considered appropriate) their partners, shall receive complimentary meals to an amount recommended by the District Management Team and approved by the District Executive Committee.
- 9.13. At all District Conferences members receiving District awards shall receive a complimentary meal to an amount recommended by the District Management Team and approved by the District Executive Committee.
- 9.14. If Toastmasters International or government directs that a physical conference cannot be held, the District Management Team will make alternative arrangements for the District Council, speech contests and presentation of awards.

10. OTHER DISTRICT EVENTS

- 10.1. The District Director shall appoint a Chairman and a Committee to organise other District events. The Chairman shall prepare a budget based on written advice from the venue and present it for approval to the District Executive Committee at least three months before the event.
- 10.2. Ticket sales and marketing of the event shall not begin until the budget has been approved by the District Executive Committee. A preliminary statement of accounts shall be presented to the District Executive Committee as soon as it is available.

11. SPEECH CONTESTS

- 11.1. District Contests at all levels shall be conducted in accordance with the Speech Contest Rulebook published by Toastmasters International for the contest year, and the contests shall be held in accordance with the recommended schedule.
- 11.2. When possible, it is recommended that all Judges at Club Contests shall be appointed from within the Club.
- 11.3. The District shall conduct four contests, being the International Speech, Humorous Speech, Evaluation and Table Topics Contests. The District finals will be held at the Conference each year.
- 11.4. 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 the next level at all Contests and/or

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

At the last District Executive Committee meeting for the Toastmasters year, the Committee decide whether to allow multiple contestants and this is communicated to all members of the District Council no later than 30 June.

- 11.5. District shall provide personal trophies to be retained by the first, second and third placegetters of District Level Contest Finals.
- 11.6. The final of the speech contests at Division level are to be held no later than two weeks before the Conference, in consultation with the District Director.
- 11.7. The final of the speech contests at Area level are to be held no later than two weeks before the Division contest.

12. OVERSEAS ACCOMMODATION FOR DISTRICT LEADERS

- 12.1. District shall pay to the District Director, Program Quality Director and Club Growth Director, a reimbursement for expenses relating to the District Officer Training conducted in association with the International Convention and attendance at the International Convention.
 - a) The amount, within guidelines, is to be determined annually by the District Management Team prior to the District Budget completion.
 - b) The District Director, Program Quality Director and Club Growth Director shall not have a deliberative vote on this matter.
 - c) The reimbursement for expenses is to be limited to a maximum of eight nights' accommodation at the published single room rate for the International Convention venue. Alternative venues will be considered when room rate is considered excessive.
- 12.2. District shall pay to the District Director, Program Quality Director, and Club Growth Director a reimbursement for expenses relating to the Mid-Year District Officer Training conducted by Toastmasters International.
 - a) The amount, within guidelines, is to be determined annually by the District Management Team prior to the District Budget completion.
 - b) The District Director, Program Quality Director and Club Growth Director shall not have a deliberative vote on this matter.
 - c) The reimbursement for expenses is to be limited to a maximum of four night's accommodation at the published single room rate for the venue.
- 12.3. The District Budget shall include an amount for the Immediate Past District Director, if the District is Distinguished or better the year they were District Director, as confirmed by Toastmasters International, to attend the Toastmasters International Convention.
 - a) The reimbursement will be limited to a maximum of four night's accommodation at the published single room rate for the venue.

13. AMENDMENT SCHEDULE

Reference	Changes
Various	Minor grammatical, typographical formatting errors were corrected. Where there is a substantive change, it is listed separately in this table.
2.3	Reworded the composition of the DMT Committee to reinforce that the District Director can invite others to join the Committee either permanently or as a guest.
3.2	Changed the section to say that the Administration Manager will record the list of contest winners and award recipients from the previous District Council as an addendum to the minutes to reflect current practice.
4.1	Remove reference to Success Leadership
4.4	Replaced reference to Sunday Seminars and presenting modules with a general reference to attending and/or presenting workshops.
4.4	Reworded the dot points under Live a Good Life to better reflect the intent of the section.
4.5	Updated Travel Gavel wording to limit it to physical attendance to the Conference.
4.8: f) & g) (NEW)	The new Public Relations awards as endorsed at DEC in 2022.
5.1, 5.2, 5.3, 5.11, 5.12 and 5.13	Updating the section to provide better clarity.
7.3	Removed that the Business Activity Statement (BAS) is to be logged quarterly. It now simply says it is to be lodged in accordance with the Australian Taxation Office (ATO). Added that the Finance Manager is responsible to lodge the BAS with the Australian Taxation Office

Reference	Changes
11.4	<p>The Speech Contest Rulebook allows Districts to allow:</p> <ul style="list-style-type: none"> • When an area has four or fewer clubs, each club may send two contestants to the Area Contest. • When a district has four or fewer areas, each area may send two contestants to the Division Contest. <p>This decision must be made before 1 July, so every club, area and division are treated fairly.</p> <p>In the past, District 70 had determined that this was permitted in all cases. However, as things are often changing, this decision will now be made at the last District Executive Committee meeting of the year, which is the handover meeting, so the incoming members are in attendance as well. Once made, it must be communicated to all members.</p> <p>Note that even if two contestants can be allowed to compete at the next level, it is not a requirement.</p>
11.6	<p>The changes to this clause remove the start dates so Divisions can run their contests any time they wish as long as it is at least two weeks before the Annual Conference.</p>