district minimum standards

Growth

- Prepare a District Growth Plan for a three-year period to include:
  - Plan for building at least one new club a year.
  - Plan for membership recruitment.
  - Plan for membership retention.
- Achieve net growth over a three-year period in membership and the number of clubs.
- Prepare an annual update of Growth Plan results for the district membership and the RVP.
- Minimum number of members: 400.
- Minimum number of clubs: 15.

Leadership Development

- Develop a three-year Leadership Development Plan and provide an annual update of results to the district membership and the regional vice president.
- A majority of district board members should attend all district board meetings, conventions, and conferences.
- 33% of district clubs should be represented at the district convention and conferences.
- A majority of club presidents-elect should receive leadership training prior to July 1st.
- A majority of district board members should receive leadership training prior to July 1st of each year.
- District president-elect should attend National Leadership Conference.
- District president and president-elect should attend the National Convention.

Service Programs

- 25% of district clubs should earn the National Service Award.
- 50% of district clubs should participate in a child abuse prevention project.
- District should develop awards program that recognizes exemplary and innovative activities of district clubs.
Training
• Provide meaningful district and club officer training opportunities.
• Provide Exchange education programs for district members.
• Provide ongoing training program for district and club officers.

Administration and Finance
• Hold at least three district board meetings that are attended by a majority of district board members.
• Prepare and approve annual operating budget for the district and provide a copy to Headquarters prior to July 1st of each year.
• District president should file timely monthly reports to the RVP, National Exchange Headquarters, and the national president.
• An annual audit of district financial records should be completed by October 31st of each year and a copy provided to National Exchange Headquarters.
• A district bulletin should be published at least three times each year.

procedures for district evaluation

Districts not meeting established minimum standards shall be expected to take corrective actions as outlined herein and may be subject to action by the National Board of Directors.

To further assist and to assure success, an Annual District Evaluation as to conformance to these Minimum District Standards shall be conducted following these procedures and guidelines.

1. The district president and the district board of directors will be expected to commit the district to meeting at least the minimum standards each year by presenting the Minimum Standards for Districts at the first district board meeting of each year for adoption as Minimum District Standards for the district.

2. Each regional vice president (RVP) will assure that the districts within their region pledge their full support of the standards.

3. Districts that are not in compliance with standards will have a three-year period for remediation.

4. Prior to the annual district convention, the district president and board of directors will receive a copy of the Minimum District Standards and a MDS Report Form that is to be completed prior to the district convention. A copy of the completed MDS Report Form should be forwarded to the national representative assigned to the district convention.

5. The national representative to the district convention will review the MDS Report Form along with any supporting documentation received from the district president and district board of directors. He/She may request additional information from National Headquarters, the RVP, and the district if needed.

6. Time should be provided at the pre- and post-convention district board of directors meetings for discussion of the standards and any remediation goals that should be established for the district for the ensuing administrative year.

7. At the post-convention meeting of the district board of directors, the national representative will give a report on the district’s compliance with the Minimum District Standards and any areas needing remediation. This report will be made available to the district leadership and RVP.

8. The district president and the district board of directors will put together a District Plan of Remediation for the administrative year that begins after the district convention and covers the next two years. This plan will set forth goals and an action plan for the district to come into compliance with any area where the district is below the Minimum District Standards. The district should include the RVP in formulating this plan.

9. The District Plan of Remediation will be completed and forwarded to the RVP prior to the fall meeting of the national board of directors. The RVP may request time on the agenda of the meeting of the national board for district presidents representing districts within his/her region to present District Plans of Remediation. This request will be subject to the approval of the national president if he/she deems the circumstances warrant.

10. The national board will consider all District Plans of Remediation at its fall meeting and approve plans with modifications if necessary. The national president may form a committee of the national board and staff to review these plans and make recommendations to the board. The RVP will notify the district of approval along with any recommendations made by the national board.

11. At or prior to the winter meeting of the national board of directors, the district president will present a progress report to the RVP. This may be done at a district board meeting and then reviewed by the district president and RVP at the mid-year meeting of the district presidents. The various RVPs will make