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
11. Progress reports to the national board at its winter meeting. RVPs are encouraged to work with the district presidents throughout the year on these goals and not just call prior to the mid-year meeting for an update.

12. The national representative to the next district convention will evaluate progress made on goals set in the District Plan of Remediation for the administrative year then ending. The district president and district board of directors should provide a progress report to the national representative prior to his/her arrival at the district convention. Progress toward meeting these goals should be reported at the district board’s pre-convention meeting.

13. Also prior to the district convention, the district president and the district board of directors will again receive a copy of the Minimum District Standards and the MDS Report Form. The annual district evaluation process will begin again as outlined for the next period.

14. Each RVP will include an Evaluation Report for all districts within their regions as part of their report to the national board at the national convention board meeting. Districts achieving their remediation goals for the year and those that have not made significant progress should be highlighted.

15. The national board will expect detailed recommendations for those districts not making progress. These recommendations may be accepted by the board with or without modifications.

16. It is recommended that the presidents of districts not making progress be present at the national board meeting to participate in a presentation.

The district president may bring other district leaders to assist with presenting information on behalf of the district. RVPs should request time on the agenda of the meeting of the national board for district presidents representing districts within their regions to present their District Plan of Remediation. This request will be subject to the approval of the national president.

17. If a district has not shown progress toward meeting the standards after two years under this plan, the national board at its discretion will take action to direct the operation of the district toward compliance. The national board of directors may take action up to and including re-assignment of clubs to other districts and re-districting to address deficiencies not appropriately addressed by the various districts.

18. Districts that are not meeting minimum standards in growth are encouraged to consider merging of clubs or the entire district with other districts as a potential solution. Districts should also consider inviting Exchange members that have had success with growth to work with the district in this area. Districts are further encouraged to use resources of the National Exchange Club, i.e., volunteer field representatives, and club and district services staff.

19. As district plans will be reviewed annually and progress is expected toward achieving Minimum District Standards over a three-year period, goals established should be achievable and realistic. Districts will be held accountable for achieving goals that they establish.

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**membership benefits**

The National Exchange Club has a variety of member benefits that offer great savings on products and services from companies throughout the United States. Current benefits are listed in each issue of *Exchange Today* magazine.