

DISTRICT 15 RULES OF PROCEDURE 2010

District 15 of Zonta International shall be established and governed in accordance with Article XIII of the Zonta International Bylaws and the Zonta International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

1. The District Board shall meet at least three (3) times each year.
2. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a District conference. By June 1 of each year each club shall pay to Zonta International District 15 \$20.00 per capita dues based upon the number of members in the club as of June 1. Members who join between December 1 and May 31 pay District dues of \$10.00.
3. The District Treasurer shall use fund accounting to keep the general operating funds and the conference funds. The Treasurer shall use money market checking, savings accounts, certificates of deposits, or other appropriate money management techniques to maximize earnings on District funds.
4. The District Board shall take action annually to determine the use and disposition of interest earned from District operating and conference funds, even if the decision is to allow the interest to accrue in those respective funds.
5. The Governor shall approve the expenses of other District Board members and District Committee members.
6. Expenses to be paid from District general operating funds are defined in the Zonta International District 15 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the District Board.
7. The International Convention expenses of transportation, hotel, registration, and all events (meals not covered by registration or event fees are covered with receipts) for the outgoing and incoming District Governors will be paid from District funds.
8. The District shall hold two (2) District conference per biennium.
9. The biennial District budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
10. A registration fee should be charged to each individual member who attends the District conference. Insofar as financially feasible, the registration fee should be set only so high as to recover the cost of items that benefit only the individual who attends and do

not benefit the club she/he represents. Such items include meals, favors, speakers and entertainment.

11. Clubs may submit bids to the Governor to serve as Conference Hostesses. The Governor shall present all bids to the District Board for approval.

12. All previously adopted resolutions automatically expire at the end of each District conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.

13. District conference motion cards and election ballots shall be retained by the District Secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is longer.

14. Minutes of the proceedings will be prepared by the District Secretary and approved by the District Board at winter board meeting. After approval, an electronic copy will be made available upon request, on a loan basis, for use by clubs or other appropriate interested parties.

15. The Governor may appoint a parliamentarian to serve at District conference and as needed during the biennium.

16. The District conference chair shall provide the District Treasurer with the financial statement for the conference and all fiduciary data relating to the conference by December 15 following the conference.

17. In the last year of the biennium the chair of the District nominating Committee shall request, prior to February, suggestions from each club for nominees for each position to be filled by election at the succeeding District conference. The request shall specify qualifications for each elected position. Personal data forms, including consent to serve, if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be July 15. The Committee shall screen the suggested nominees based on the recorded qualifications, and on the Committee's own knowledge and judgment. The nominating Committee shall prepare a slate of one or more candidates for each District office that is to be filled at that election, and of at least five nominees for the District nominating Committee. No name shall be listed without the member's consent to serve, if elected. No member of the nominating Committee shall be eligible for nomination at any level of Zonta International while serving on the Committee. At least sixty (60) days before the conference at which the election is to be held, the nominating Committee shall send its report to each District officer and to each club in the District. At the conference, additional nominations may be made from the floor immediately after the report of the Nominating Committee, provided the consent of the nominee has been obtained.

18. Campaigning Policy

1. No campaigning of any sort, other than the wearing of the official candidate's ribbon at conference, shall be allowed.
2. Allowed activities:
 - a. following issuance of the official slate by the District Nominating Committee, Zontians attending Zonta functions may be introduced as candidates. At no time may either the candidate or any other Zontian publicly request votes for the candidate.
 - b. candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter but may not campaign or request club votes.
3. Disallowed activities:
 - a. speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the conference at which election of candidates will occur.
 - b. no current or past officer or director of Zonta International or current or past officer of the District shall seek to influence members to vote for or against a particular candidate.
 - c. no gifts, trinkets, buttons or other promotional material shall be distributed on behalf of any candidate for campaign purposes either before or during the conference.

19. (a) There shall be the following standing Committees: Bylaws and Resolutions Committee and Organization, Membership and Classification Committee, Finance Committee, Public Relations and Communication Committee, Service Committee, Legislative Awareness and Advocacy Committee and United Nations Committee.

- (i) The District Organization, Membership, and Classification Committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the International Organization, Membership, and Classification Committee.
- (ii) The District Bylaws and Resolutions Committee shall review and suggest revisions to the District Rules of Procedure each biennium to ensure they do not conflict with the Zonta International Bylaws and shall investigate complaints made against officers of the District board or against a club. The Committee shall follow the procedures as outlined in the ZI Bylaws.
- (iii) The District Public Relations and Communications Committee shall promote the Objects of Zonta International and its projects and programs, awareness of Zonta clubs and their projects and programs throughout the District, awareness of International and District Web sites and the resources available thereon, the need for club Web sites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communication lines.
- (iv) The District Service Committee shall coordinate, at the District level, activities to implement service programs authorized by the international convention. The Committee shall also promote awareness of Zonta International service programs, including ZISVAW (Zonta International Strategies to Prevent

Violence Against Women), the Amelia Earhart Fellowships, the Jane M. Klausman Women in Business Scholarships, Z Clubs and Golden Z Clubs, the Zonta International Service Projects and all programs and projects funded by the Zonta International Foundation. The Committee shall also promote awareness of local service projects undertaken by clubs in the District and elsewhere; and of policies developed by the International Status of Women Service Committee. The Committee shall also promote legislative awareness, advocacy, and equal rights, following guidelines established by the Zonta International Board.

(v) The District United Nations Committee shall promote awareness of the United Nations, its agencies and programs, and understanding of the relationship between the United Nations and Zonta International; recognition of United Nations Day (24 October), International Women's Day (and Zonta Rose Day – 8 March) and other international days to commemorate, including themes, years, and world decades; activities developed by the International United Nations Committee, including UN-related resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women and of the Optional Protocol).

(b) The Governor shall appoint the chair and such other members of all standing and special Committees as the Governor deems appropriate.

20. Provided funds are available, the District budget may allocate funds for the use of standing Committees. Committee chair shall apply to the Governor for funds to carry out the work of their Committees, and shall submit expense vouchers for reimbursement and/or requests for advances to the Governor for approval.

21. Outgoing District officers and Committee chairs shall deliver to their successors all properties belonging to their respective official positions at the District Board transition meeting or within thirty (30) days after their terms end. The Treasurer shall begin transferring responsibilities to the incoming Treasurer by June 1 of the first year of the incoming Treasurer's term and must complete the transfer within thirty (45) days after the end of the Treasurer's term.

22. Clubs shall submit the names and contact information of their President and Treasurer (with postal and email addresses, phone numbers, and fax numbers) to the Governor, Lieutenant Governor, District Treasurer, appropriate Area Director, and Zonta International Headquarters by May 1. Club Presidents shall submit the names and contact information of their Committee chairs to each of the District chairs by June 1.

23. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the District conference voting members, provided that

- a. the proposed amendment has been sent by the appropriate District official to the president of each club within the District at least 60 days before the conference.
- b. amendments may be proposed by a club or the District Board
- c. each year the Lt. Governor shall review the Rules of Procedure, assisted by the Parliamentarian and Treasurer, to ensure compliance with Zonta International

bylaws and District 15 policy. Suggested revisions shall be submitted to the District Board for additional review.

24. The rules contained in the current edition of Roberts Rules of Order Newly Revised, shall govern Zonta International District 15 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

SCHEDULE OF DISTRICT FEES

(June 2010)

District dues	
Operating Fund	<u>\$14.50</u> per capita
District Conference and Spring Workshop fund	<u>\$ 5.00</u> per capita
Website	\$ 0.50 per capita

TOTAL: **\$20.00 per capita**

New members who join between December 1 and May 31 pay District dues of \$10.00.

SUGGESTED REIMBURSEMENT GUIDELINES

DISTRICT 15, ZONTA INTERNATIONAL

I. GENERAL INFORMATION

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for District conference should be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication toll charges, postage, printing, supplies and copying services when incurred for the District.

District payment for hotel accommodations for District Board members shall be one-half of the double occupancy rate except that the District shall pay for a single room (1) when the number of Board members requiring accommodations is uneven and it is not feasible for a Board member to share a room with another Zontian attending the event; and (2) for the Governor at the District conference and the Board meeting immediately preceding it. If a Board member requests a single room she shall pay the difference between one-half of the double occupancy rate and the single room rate.

Miscellaneous charges (cleaning, telephone, etc.) added to hotel bills are considered personal expenses and shall not be reimbursed. Reasonable amounts for gratuities (maid, bellman, etc.) shall be allowed.

Vouchers shall be submitted to the Governor for approval before any reimbursement by the Treasurer.

Vouchers shall be submitted within 60 days after the expense is incurred, with the exception of small expenses of Committee chair, and in all cases not later than May 15 of each year to facilitate closing of the books on May 31.

II. DISTRICT OFFICERS

A. Board Meeting Attendance

1. Travel by most economical mode of transportation. Tourist class when traveling by air or rail. When traveling by private automobile, \$0.39 per mile plus toll charges and parking. Airport limousine to hotel/meeting place to be used whenever feasible. Car rental if approved in advance by the Governor.
2. Accommodations -- double occupancy basis. Single rooms may be requested with officers paying the difference in the rates.
3. Meals -- Actual per day, if needed. No more than \$50.00 per day. Allowance includes gratuity.
4. Half of the transportation expenses, additional hotel charges if any, and all meals incurred in attending pre- and post-conference Board meetings shall be charged to Board meeting expense and paid by the District Treasurer.
5. Attendance at pre- and post-conference Board meetings shall be reimbursed for the District parliamentarian as outlined above. Expenses of the District parliamentarian for attendance at other Board meetings as requested by the Governor shall be reimbursed as outlined above.

B. District Conference Attendance

1. Conference registration, hotel and conference meals for District Board, District Secretary, District Parliamentarian, and International Representative shall be paid by the District from District budgeted conference funds.
2. Half of the transportation expense for the District Board shall be charged to the conference and paid by the District Treasurer.
3. Transportation expenses shall be reimbursed for the District Parliamentarian as outlined above.

C. Club Visits

1. Clubs will invite their respective area directors for two (2) official visits each biennium. Area directors will be reimbursed for official visits as for Board meetings, except that if the area director must incur hotel expense at a single occupancy rate, this cost shall be paid by the club visited. The cost of the area director's meal at the official club visit shall be paid by the club being visited. It is preferred that the hostess club arranges for lodging, if needed, for the area director.

2. Additional official club visits by the area directors or visits to clubs by other officers shall be approved in advance by the Governor. The provisions for payment of travel and meal costs are the same as noted for area directors in section C1.

3. Visits by the Governor, Lt. Governor and Area Directors to act as installing officer at a club's installation program shall be paid/reimbursed as previously outlined. The cost of the installing officer's dinner shall be paid by the club visited.

4. Attendance at charter presentations shall be reimbursed for the Governor or her designee and for the current area director. Previous area directors may be reimbursed with prior approval by the Governor.

III. DISTRICT CONFERENCE

A. District funds available for conference expenses are provided by the conference assessment portions of dues paid by each District member.

B. Reimbursement for conference-related expenses:

1. Reimbursement to the host club for conference expenses other than those covered by the registration fee, such as printing and postage costs, shall be paid from the conference fund.

2. Reimbursement to District officers for conference/Governor's event planning expenses, such as postage, telephone, and copying; and the Governor's and Governor-elect's travel expenses involved in planning the conference shall be conference expenses.

3. When financially feasible, a percentage of the registration costs (excluding meals) shall be paid by District funds for District Committee chairs.

IV. AREA MEETINGS

A. All area meetings must be self-supporting with the exception that registration fees, meals, travel and room expenses when necessary for the sponsoring area directors and for the Governor, lieutenant Governor and Treasurer or any others designated by the District Board, shall be paid from District funds.