



**ZONTA**  
**INTERNATIONAL**  

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**EMPOWERING WOMEN**  
**THROUGH SERVICE & ADVOCACY**

# **Zonta District Manual**

January 2015

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## **ACKNOWLEDGMENTS**

This manual has been fully revised by the 2014-2016 Zonta International Board and is updated as of January 2015. The Zonta International Bylaws and Resolutions Committee Chairman reviewed the manual to ensure that it does not conflict with the Zonta International Bylaws.

# **Introduction**

## **How to Use This Manual**

## HOW TO USE THIS MANUAL

This manual is intended to serve as a general guideline for those administering the districts of Zonta International. The manual may be downloaded from the Zonta International website by clicking on Member Resources/Manuals. Districts should direct all district officers and committee chairmen to Member Resources/Governance on the website to download Governing Documents and to Member Resources/Manuals on the website to download copies of the Zonta Club Manual, and other manuals published by Zonta International pertaining to their area of responsibility. The current Zonta International Directory is found at Member Resources/Directory.

Districts vary widely as to cultural norms, geographical size, the number of countries in the district, the numbers of clubs and of individual members in the district, and the languages spoken in the district. Consequently, this manual should be considered a general guide; not every suggestion in this manual will be practical and appropriate for every district.

Different districts use different parliamentary authorities. A number of districts have specified that they will use *Robert's Rules of Order Newly Revised (RONR) Eleventh Edition*, the parliamentary authority adopted by Zonta International. Discussion in this manual of matters specifically addressed in *Robert's* includes a paragraph noting how *Robert's* applies; that paragraph is set apart by indentation and is preceded by the designation.

**Please note that the Zonta International Bylaws and Rules of Procedure take precedence over RONR and other adopted parliamentary authorities.**

# Section 1

## District Structure

### Includes

- Establishment and purpose
- District size
- Forming a new district
- Areas
- International Board liaison
- Zonta International Honorary Membership
- Zonta International Meritorious Service Awards
- Zonta International Length of Membership Awards
- Electronic communications policies
- Corporate Sponsorship Standards, Policies and Procedures
- Zonta International and other Zonta organizations policy
- Affiliation with other organizations policy

# DISTRICT STRUCTURE

## ESTABLISHMENT AND PURPOSE

The Zonta International Board creates districts to serve as the administrative links between clubs and Zonta International. All districts share the same purpose

**to further the Objects of Zonta International.**

More specifically, the Zonta International Bylaws Article XIII, Section 1 states the definition and purpose of the districts.

Districts are required to conform to the bylaws and rules of procedure of Zonta International. ***Districts should adopt district rules of procedure to govern district administration.*** These district rules of procedure must not conflict with the Zonta International Bylaws and Rules of Procedure (see Section 2, District Board, Financial Accountability Policy, and Section 6, District Rules of Procedure and Reimbursement Guidelines, of this manual).

Zonta clubs are generally, but not always, established within the boundaries of a district. Occasionally, a new club may not be within a specified district for a period of time after it is chartered. In addition, the Zonta International Board may assign an e-club to any district without regard to the geographical boundaries of that district.

## DISTRICT SIZE

The Zonta International Directory, published each biennium on the Zonta International website, includes a listing of all the clubs in each district, as well as contact information for district leaders and club presidents. (District officer and club president contact information can also be accessed via the online directory.) The number of clubs in a district and the district's geographical boundaries depends upon geographic, economic and cultural considerations. A district must have at least 300 members of Zonta clubs.

A district vote to divide or change boundaries requires the approval of the Zonta International Board. See also "Areas" below.

## FORMING A NEW DISTRICT

New districts are formed to:

- Divide an existing district into two or more smaller districts, or combine smaller districts into a new one, possibly as a result of a loss of clubs in a district.
- Create a new district in a country/countries where Zonta clubs have been chartered.
- Re-combine existing districts into a more logical arrangement.

Because Zonta is an international organization, districts are generally not determined by political boundaries. The procedure for forming new districts is set out in the Zonta International Bylaws (Article XIII, Districts, SECTION 2). The Zonta International Board has the authority to create districts and to establish their boundaries. A proposed change in the boundaries of a district shall be subject to the following:

- Ninety (90) day notice to the affected clubs of the proposed change.
- Participation in the voting procedure by a majority of district clubs.
- Approval by a majority of delegates voting from district clubs. Each club shall be entitled



to one (1) vote. If as of the last payment of annual dues, the membership of any club exceeds thirty (30) members, the club shall be entitled to a second vote. If the membership exceeds sixty (60) members, the club shall be entitled to a third vote.

Districts shall be named in numerical order

## **AREAS**

With the approval of the majority of the clubs affected, the district board shall establish areas and outline their boundaries to implement the administrative functions within the district. (Zonta International Bylaws Article XIII, Districts, Section 4. Areas). Each area is administered by an area director and/or vice area director, who is elected by the delegates from the clubs in that area, either at the district conference, or, at the option of the district, at the area meeting immediately preceding the convention. (Zonta International Bylaws Article XIII, Districts, Section 6. Officers, (b) Election).

The Zonta International Board agreed that those clubs entitled to vote regarding changes in districts or the composition of areas shall be only the clubs in the current area(s) and the proposed new area(s) in the case of area changes, or the clubs in the current and in the proposed new district (i.e., clubs in the areas or districts that would experience a loss or gain of clubs).

The district may, at its district conference, authorize areas to collect per capita area dues. Area dues shall be determined by a two-thirds (2/3) vote of the delegates at an area meeting, in accordance with the procedures in Article XIII, Section 11(a)(4)(a) of the ZI Bylaws (Zonta International Bylaws Article XIII, Districts, Section 5. Dues. (b) Area Dues).

## **INTERNATIONAL BOARD LIAISON**

A member of the Zonta International Board is assigned to serve as the district's liaison to the Zonta International Board. The liaison is responsible for ensuring the flow of information between the Zonta International Board and the district.

Liaisons shall:

- Establish regular reciprocal contact with the governor.
- Facilitate the flow of information between the Board and the district.
- Support the governors and regional representatives.
- Present the district's ideas, concerns and needs to the International Board.
- Ensure that the district has a clear and correct interpretation of reports and decisions of the Board.
- Receive and present, if required, the reports by the governor to each of the Zonta International Board meetings.
- Be of assistance to the governor whenever needed.

**INTERNATIONAL HONORARY MEMBERSHIP**

*(Adopted February 2004, and subsequently revised by the Zonta International Board)*

Guidelines available on the Zonta International website under Member Resources/Policies

Form available on the Zonta International website under Member Resources/Forms

**ZONTA INTERNATIONAL MERITORIOUS SERVICE AWARD**

*(As adopted by the International Board June 2003)*

Guidelines available on the Zonta International website under Member Resources/Policies

Form available on the Zonta International website under Member Resources/Forms

**ZONTA INTERNATIONAL LENGTH OF MEMBERSHIP AWARD**

*(Adopted April 2005, and subsequently revised by the Zonta International Board)*

Guidelines available on the Zonta International website under Member Resources/Policies

Form available on the Zonta International website under Member Resources/Forms

**ELECTRONIC COMMUNICATIONS POLICIES**

Available on the Zonta International website under Member Resources/Policies

**CORPORATE SPONSORSHIP STANDARDS, POLICIES AND PROCEDURES**

*(Adopted November 2006 and subsequently revised by the Zonta International Foundation Board)*

Available on the Zonta International website under Member Resources/Policies

**ZONTA INTERNATIONAL AND OTHER ZONTA ORGANIZATIONS POLICY**

*(Adopted February 2000 and subsequently revised by the Zonta International Board)*

Available on the Zonta International website under Member Resources/Policies

**AFFILIATION WITH OTHER ORGANIZATIONS POLICY AND GUIDELINES**

*(Adopted February 2004 and subsequently revised by the Zonta International Board)*

Available on the Zonta International website under Member Resources/Policies

## **Section 2**

# **District Board**

### Includes

- Responsibilities of the district board
- Governor
- Lieutenant governor
- Area director
- Vice area director
- District treasurer
- District secretary
- Financial accountability and Responsibility
- Zonta International Headquarters mailings to district board members
- Suggested installation ceremony for district board

## DISTRICT BOARD

The district board consists of the governor, lieutenant governor, secretary (non-voting, appointed by the governor), treasurer and area directors.

### RESPONSIBILITIES OF THE DISTRICT BOARD

The district board, subject to the general supervision of the Zonta International Board, has general supervision over clubs and administration of the district. It makes decisions upon matters requiring action between meetings of the district conference, but none of its acts may conflict with the Zonta International Bylaws and Rules of Procedure, the district rules of procedure, or actions taken by the conference.

More specifically, the district board:

Should meet at least twice yearly, including a meeting immediately before each district conference. (Some district boards also meet immediately after the district conference. If so, the governor may wish to invite members of the district board for the next biennium to the board meeting immediately following the conference at which elections are conducted.) The district board may also conduct business by mail, or through the use of a conference telephone or other communication equipment. Action by mail requires a unanimous vote of the entire board.

- Declares any board office vacant and fills the vacancy by following the procedures specified in the Zonta International Bylaws.
- Deliberates on grievances and removal of a district officer when considering the recommendations of the district bylaws committee and may recommend termination of a club to the Zonta International Board, according to the procedures in the Zonta International Bylaws.
- Deliberates on grievances and removal of a member of the district nominating committee when considering the recommendations of the district bylaws committee, according to the procedures in the Zonta International Bylaws.
- Acts on routine questions to carry out established policies but does not determine policy, authorize projects or donations, or adopt a budget.
- Establishes the boundaries for areas within the district provided that a majority of all clubs in the affected areas agree (see Section 1 of this manual concerning areas).
- Proposes goals and long-range plans for the district.
- Decides on district cooperation with other organizations (see Affiliation with Other Organizations Policy).
- Works with the governor and the district conference committee or host club to plan the conference program (see Section 4 of this manual concerning district conferences).
- Submits the district conference schedule, including dates and location, to the Zonta International president via Zonta International Headquarters for approval at least one year in advance, or to the Zonta International president-elect for conferences in the next biennium.
- Designates the bank(s) to hold district funds and ensures that the funds are in insurance-protected accounts.
- Reviews expenditures in accordance with the approved district budget at each district board

meeting.

- Ensures that the district financial records are audited, reviewed or compiled as detailed in the Zonta International Bylaws Article XIII, Districts, Section 12. Audit. The books must be closed on 31 May each year for audit or review. The audited or reviewed financial statement shall be presented at the district conference together with the audit or review report.
- Recommends the district budget for the following biennium for approval by the voting members of the district conference.
- Ensures that conflict of interest situations are identified and that provided procedures to allow for disclosure, if such a situation arises, are followed according to the Zonta International Conflict of Interest Policy (available on the Zonta International website under Member Resources/Policies).
- Ensures that district and club leaders follow how to use Zonta Information according to the Use of Member Information by Zonta Leaders Policy (available on the Zonta International website under Member Resources/Policies)
- Ensures a smooth transition to the next biennium.

It is also recommended that members of the district board lead by example and make a personal contribution to the Zonta International Foundation.

## **GOVERNOR**

The governor is the link between the district and the Zonta International Board (through the assigned board liaison) and administers the affairs of the district. The governor is elected at the district conference in the odd-numbered year of the biennium before the international convention at which she or he takes office and holds office for two years or until a successor takes office.

**Qualifications:** See Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (a) Qualifications.

**Responsibilities of the Governor:** See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor.

### **Communicates**

- Trains the members of the district board.
- Issues a newsletter regularly (at least every 3 months).
- Attends and participates in area meetings and workshops or designates a representative to attend.
- Presides at district board meetings (a minimum of 4 meetings per biennium is strongly recommended).
- Issues a district directory (optional).
- Advises other members of the district board of relevant information received from the district's International Board liaison, Zonta International Headquarters, and others as appropriate.
- Submits contact information for all district officers, the committee chairmen, coordinators, if applicable, and the foundation ambassador(s) to Zonta International Headquarters. See appropriate forms and stated deadlines.

- Ensures that district board members, elected and appointed district committee members (including the foundation ambassador(s)) sign the Conflict of Interest Declaration (available on the Zonta International website with the Conflict of Interest Policy).
- Ensures that district board members, elected and appointed district committee members (including the foundation ambassador(s)) sign the Use of Member Information by Zonta Leaders Declaration (available on the Zonta International website with the Use of Member Information by Zonta Leaders Policy).
- Provides general oversight of the district's website.
- Delivers to the successor all property belonging to the official position within 30 days after successor begins the term of office.

### ***Appoints***

- District secretary and parliamentarian (if the governor so chooses, but in any event for the district conference. See Section 4 of this manual).
- Committees (as specified in Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor), other district committees that are aligned with the international committee structure to implement the programs of Zonta International, and foundation ambassador(s).

***NOTE*** that the lieutenant governor shall be the chairman of the district membership committee.

### ***District conference*** (see Section 4 of this manual for more information about conferences)

- Holds a district conference in the odd year of the biennium at which an international representative attends. Submits the district conference schedule, including dates and location, to the Zonta International president via Zonta International Headquarters for approval at least one year in advance, or to the Zonta International president-elect for conferences in the next biennium.
- Issues a call to conference at least 60 days before the conference.
- Works with the district board and the conference committee or host club to plan the conference program.
- Advises clubs of the number of delegates to which they are entitled and provides clubs with credentials information.
- Presides at the conference.
- Signs the District Conference Report of the Governor Form (available on the Zonta International website under Member Resources/Forms) with the district secretary who sends it to all clubs in the district, the district officers, the International Board liaison and Zonta International Headquarters within 60 days following the conference.
- Ensures that a report of conference actions with respect to proposed Zonta International Bylaws amendments or Resolutions is provided directly to the Zonta International Bylaws and Resolutions Committee chairman following the conference, with a copy to Zonta International Headquarters. Proposed bylaws amendments are to be sent within 30 days after conference, and proposed resolutions are to be sent at least 180 days before the convention.

### **Zonta International convention**

- Approves club proxy representation for changes made at biennial international convention. (Proxy forms completed in advance and forwarded to Zonta International Headquarters by the due date require only the signatures of the president of the club carrying the proxy and the president of the club assigning the proxy. Changes made at the time of the convention require the additional approval of the governor. Credential and proxy forms are included in mailings from Zonta International Headquarters and are available on the Zonta International website for online submission.)
- Attends and votes at biennial convention. A proxy is not available for the governor. Zonta International does not pay any of the governor's expenses for attending the convention. Therefore, district responsibility for some or all of the expenses incurred by the governor representing the district as a voting member at the convention should be included in the district budget (see suggested district rules of procedure in Section 6 of this manual).

### **New clubs**

- Signs Authorization Request for Organizing a New Zonta Club Form (available on the Zonta International website under Member Resources/Forms) and submits form to Zonta International Headquarters.

*Note that authorization for formation of new clubs in existing Zonta countries is for two years; if no club is successfully formed in this period, reapplication is required.*

*Procedures for organizing new clubs in new countries are specified in the Zonta International Marian de Forest Membership Manual (available on the Zonta International website under Member Resources/Manuals).*

**Note that approval is needed from the Zonta International president prior to the start of work on clubs in new countries.**

- Supervises the organization of new clubs.
- Reviews the minutes of club and board meetings with the area director and the SOM (sponsoring, organizing, and mentoring) committee chairman of the new club for the first year of the new club's operation.

### **Clubs of special interest**

- Stays informed about clubs with low membership, internal conflicts or other problems.
- Works with the appropriate area director to assist clubs in resolving problems.
- In the event that a club disbands, is expelled from membership in Zonta International, or forfeits membership for nonpayment of dues, the governor verifies that the club has paid all its legal debts and service obligations. Remaining assets must be disbursed to the Zonta International Foundation, except for operating funds which shall revert to the district for organization and membership (Zonta International Bylaws Article IV, Members, Section 2. Zonta Clubs. (c) Termination).
- In the event that a club disbands, the governor shall notify the Zonta International president and the Zonta International executive director immediately (see Zonta International Bylaws Article IV, Members, Section 2. Zonta Clubs. (d) Disbandment). The governor must approve all club disbandments.

### ***District finances***

- Authorizes expenditures in accordance with the approved district budget (some districts may wish to assign the lieutenant governor responsibility for approving the governor's expenditures).
- Supervises preparation of the district budget prior to the district conference.

### ***Reports to Zonta International Board***

- Through the assigned international liaison, at the predetermined dates prior to Zonta International Board meetings, using the prescribed report form emailed from Headquarters approximately three weeks prior to the report due date. These reports should be informative but brief.
- To the international president, the international board liaison, Zonta International Headquarters and the members of the district board (as appropriate) of the following:
  - Club disbandment.
  - Club name changes (A club desiring to change its name should apply to the governor, who approves the change after consultation with the Zonta International Board liaison and notification of Zonta International Headquarters. Naming Clubs Policy is available on the Zonta International website under Member Resources/Policies).
  - Comments on the nomination of an International Honorary Member proposed by a Zontian of the district (see International Honorary Membership Guidelines, available on the Zonta International website under Member Resources/Policies and the Zonta International Honorary Membership Nomination Form available under Member Resources/Forms).
  - Serious grievances (see Zonta International Rules of Procedure, 7. Grievances other than those concerning removal, suspension or expulsion).
  - Removal of district officers (Zonta International Bylaws Article XIII, Districts, Section 10. District Board. (e) Removal).
  - Removal of members of the district nominating committee (Zonta International Bylaws Article XIII, Districts, Section 13. Nominating Committee. (e) Removal).
  - Suspension or expulsion of members by a club (Zonta International Bylaws Article XIV, Clubs, Section 11. Suspension or Expulsion. (b) Member).
  - Recommendations for the expulsion of a club (Zonta International Bylaws Article XIV, Clubs, Section 11. Suspension or Expulsion. (a) Club).

### ***Voting member of the***

- District board
- District conference(s)
- International convention



## **LIEUTENANT GOVERNOR**

The role of lieutenant governor is often a preparation for the role of governor, subject to election at district conference. It is vital that the lieutenant governor become familiar and involved with the duties of the governor. The lieutenant governor is elected at the district conference in the odd-numbered year of the biennium before the international convention at which she or he takes office and holds office for two years or until a successor takes office.

**Qualifications:** See Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (a) Qualifications.

**Responsibilities of the Lieutenant Governor:** See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (b) Lieutenant Governor.

- Reports to and assists the governor.
- Performs any duties as directed by the governor.
- Is chairman of the district membership committee.
- Actively encourages formation of new clubs and recruitment and retention of members in existing clubs (see also Membership Incentive Forms for confirmation of Zontians/SOM committees who have introduced two or more members available on the Zonta International website under Member Resources/Forms.)

### ***Voting member of the***

- District board
- District conference(s)

## **AREA DIRECTOR**

The role of the area director is to administer the affairs of a specific area within the district. The area director is elected at the district conference in the odd-numbered year of the biennium before the convention at which she or he takes office (or, at the option of the district, at the area meeting to be held prior to the convention) and holds office for two years or until a successor takes office.

**Qualifications:** See Zonta International Article XIII, Districts, Section 6. Officers. (a) Qualifications.

**Responsibilities of the Area Director:** See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (c) Area Directors.

- Reports to the governor.
- Acts as a liaison between the clubs in the area and the district board.
- Ensures that club board members and elected and appointed club committee members sign the Conflict of Interest Declaration (available on the Zonta International website with the Conflict of Interest Policy under Member Resources/Policies).
- Ensures that club board members and elected and appointed club committee members sign the Use of Member Information by Zonta Leaders Declaration (available on the Zonta International website with the Use of Member Information by Zonta Leaders Policy under Member Resources/Policies).

- Conducts area meetings or workshops at least annually.
- Maintains contact with club presidents and supports clubs as needed.
- Keeps governor informed about clubs in the area.
- Visits established clubs in the area at least once in a biennium.
- May issue area director newsletters.
- Receives confirmation from clubs that club bylaws have been adopted and periodically reviewed.
- Represents the area clubs' interests to the district board and advises clubs of the outcomes of the district board meetings.

***New clubs***

- Visits new clubs in the area at least once, but preferably twice per year, with the first visit occurring within 90 days of the club's charter.
- Reviews the minutes of club and board meetings for each new club during the first year of its existence with the governor and the chairman of the SOM (sponsoring, organizing and mentoring) committee.

***Clubs of special interest***

- Stays informed about and advises the governor of clubs with low membership, internal conflicts or other problems.
- Works with the governor to assist clubs in resolving problems.
- Is notified by a club that intends to disband and works with the club to avoid disbandment.
- Cooperates with the lieutenant governor about club membership matters.

***Other duties***

- Performs other duties as decided by the district board or assigned by the governor.

***Voting member of the***

- District board
- District conference(s)

### **VICE AREA DIRECTOR (at district option)**

The position of the vice area director is optional. If a district establishes the position, the vice area director must be elected.

**Qualifications:** See Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (a) Qualifications, and Section 8. Vice Area Director.

**Responsibilities of the Vice Area Director:** See Zonta International Bylaws Article XIII, Districts, Section 8. Vice Area Director.

- Assists the area director to perform the duties in the area.
- Assumes the responsibilities of the area director in her absence or inability to serve.
- Performs other duties as assigned by the district.

### **DISTRICT TREASURER**

The district treasurer reports to the governor and acts as financial officer for the district. The treasurer is elected at the district conference in the odd-numbered year of the biennium before the International convention at which she or he takes office. The term of office is for two years or until a successor takes office. The treasurer may hold office for up to two terms, unlike any other elected district officer.

**Qualifications:** See Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (a) Qualifications.

**Responsibilities of the District Treasurer:** See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (d) Treasurer.

- Prepares a biennial district budget under the supervision of the governor, to be reviewed and approved by the district board prior to presentation at the district conference.
- Mails invoices for district dues and processes dues payments.
- Is a member of the district finance committee (if one is appointed).
- Prepares financial statements for the district board.
- Takes care of tax matters and preparing tax returns (if applicable).
- Closes the books at the end of each fiscal year (**31 May**).
- At the close of the biennium, and at any other time determined to be in the best interest of the district, the district board shall cause the district financial records to be examined (audited, reviewed or compiled) by certified or chartered public accountants or by a qualified individual independent of the district board. The examined financial statement and report shall be presented at the district conference (see Zonta International Bylaws Article XIII, Districts, Section 12. Financial Oversight).

This audit, review or compilation shall be a process as defined by generally accepted accounting principles, applicable law and the glossary to the Zonta International Governing Documents. A review consists of inquiries of the treasurer and analytical procedures that enable the reviewer to state with reasonable assurance that no material modifications to the statements appear to be needed in order for them to be in compliance with generally accepted accounting principles. An audit further includes examining and testing underlying

documents supporting the statements, with the objective of expressing an unqualified opinion (i.e., with no reservations or conditions) that the financial statements are fairly presented.

### ***For districts with clubs in the United States***

All districts with US clubs must be part of the Group Form 990 submitted by Zonta International.

- Provides annual financial statements and submits these statements for audit, review or compilation by a certified/chartered public accountant or by a qualified individual independent of the district board. Such audited or reviewed statements are submitted to Zonta International Headquarters by **30 August each year** for use in preparing Zonta International's federal group tax return. (Information about these requirements is sent to governors in advance, and additional information is available from the Zonta International Accounting and Human Resources Manager at Zonta International Headquarters). Each district containing US clubs must use the district FEIN (Federal Employers Identification Number), and this information should be passed on to the next district treasurer (FEIN Form available on the Zonta International website under Member Resources/Forms).

### ***Form 990 Filing Requirements***

Money considered received for US clubs are:

- Dues and fees
- Monthly meetings including dinner
- Individual contributions
- Fundraising gross proceeds
- Anything deposited into the bank

### ***Receipts more than US\$25,000***

- Group filing is available free to all US clubs. For participation, Zonta International Headquarters (Accounting and Human Resources Manager) has to be notified prior to 25 February.
- Alternatively, a club may choose to file the 990 Form directly to the IRS no later than 15 October. **(Note that if a club has a 501(c)(3) foundation, that 990 must be filed directly with IRS.)**

### ***Receipts less than US\$25,000***

- MUST file e-Postcard at IRS
- Form 990-N due by 15 October

***- Note that Zonta International Headquarters cannot do this electronic filing.***

***- Note that if a 990-N form is not submitted for three consecutive years, the tax-exempt status will be lost.***

### ***District conference***

- Presents the biennial budget at the district conference for approval.
- Presents the independently prepared audit, review or compilation report to the district conference (if preparer is not present).
- Verifies that all voting clubs are in good standing. A club that has paid international dues and

fees, has provided to Zonta International Headquarters a current and complete official club member list with the information requested by Zonta International Headquarters, has paid district dues and area dues (if applicable), and whose organizational activity is in accordance with bylaws provisions is a club in good standing.

***Voting member of the***

- District board
- District conference(s)

**DISTRICT SECRETARY**

The district secretary is appointed by and reports to the governor, is a district officer and a member of the district board without a vote (see Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (d) Appointment, Term of Office.).

**Qualifications:** See Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (a) Qualifications.

**Responsibilities of the District Secretary:** See Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (e) Secretary.

- Records the minutes of district board meetings and, after the governor has approved the draft minutes, distributes them to the members of the board.
- Produces and distributes the district directory if requested by the governor.
- Prepares official list of voting members of the district conference and alternate delegates.
- Records and produces the district conference minutes. (Note: In some districts, the minutes are approved by the district board; in other districts, the voting members of the conference approve the minutes of the previous conference. In either case, the minutes should be sent to the International Board liaison, the members of the district board, and to all clubs in the district (see discussion of District Rules of Procedure in Section 6 of this manual).
- Sends the names and terms of the elected officers and directors to Zonta International Headquarters using the District Board Member Form (available on Zonta International website under Member Resources/Forms).

***District conference***

- Sends the completed District Conference Report of the Governor Form (available on the Zonta International website under Member Resources/Forms), signed by the governor and the secretary, to Zonta International Headquarters with a copy to members of the district board, each club in the district and the International Board liaison within sixty (60) days of the end of the conference.
- Sends proposed bylaws amendments to the Zonta International Bylaws and Resolutions Committee chairman with a copy to Zonta International Headquarters within thirty (30) days of the end of the conference.
- Sends proposed resolutions from the district conference to the Zonta International Bylaws and Resolutions Committee chairman, with a copy to Zonta International Headquarters at least 180 days before convention.

- Maintains records of proxies at district conference.

## **FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY**

The district should adhere to a strict policy of financial accountability and responsibility.

The district should have clear written district rules of procedure regarding district financial transactions, financial approvals, expense reimbursements, audit/financial review and related financial matters. These procedures should be consulted frequently and followed in detail. Clear financial procedures and detailed compliance helps avoid misunderstandings and potential disputes. See also Section 6 of this manual.

It is the responsibility of district board members to base their decisions on accurate and timely financial information. In order to have this information, all transactions, receipts and disbursements of all monies in district funds must be recorded and reported to the district board. These reports must be made at least quarterly and all transactions must be reported fully.

The computer system used by the treasurer should follow appropriate procedures for safeguarding and backing up computer files. Printed reports and reconciliations should be kept in the treasurer's files.

**At the changeover of the district board, all district records must be turned over to successors no later than 30 days after the term of office ends. The treasurer's records must be turned over no later than 45 days after the term of office ends.**

## **ZONTA INTERNATIONAL HEADQUARTERS MAILINGS TO DISTRICT BOARD MEMBERS**

Zonta International Headquarters sends club mailings to members of the Zonta International Board, international committee chairmen, district board members, club presidents and past international presidents. These mailings, sent by ordinary mail, are kept at a minimum since most information is more rapidly communicated on the website. The club mailings with ordinary mail include a variety of information depending on the time of year. For example, the most recent edition of the Zonta International Governing Documents is included in a mailing November/December of the international convention year. Zonta International Headquarters also reports periodically on membership and information on application forms for various grants and awards, in addition to the most recent information which is available on the Zonta International website.

## **SUGGESTED INSTALLATION CEREMONY FOR DISTRICT BOARD**

See also the Protocol Manual available on the Zonta International website under Member Resources/ Manuals.

**The members of the District Board take office automatically at the close of the International Convention.** The timing of the installation ceremony is at the discretion of the district: some districts install the new Board at district meetings held at the convention, and some (especially those districts that hold a district meeting every year) install the new Board at a district meeting after the convention. The following ceremony is optional; note that because the members of the district nominating committee are elected, this ceremony includes them. Also note that the wording of the ceremony should reflect whether it is conducted before or after the Board has taken office.

### **Installation of District Board and Nominating Committee**

It is now my pleasure and honor to install the Zontians who are leading District {number} in this [years] biennium. Would each of you come forward as I call your name?

The nominating committee members are {Name}, Zonta Club of \_\_\_\_\_; {Name}, Zonta Club of \_\_\_\_\_; and chairman {Name}, Zonta Club of \_\_\_\_\_. The nominating committee is the most important committee in the district, for you are charged with recruiting the future leaders of District {number} and of Zonta International. Your duties are to seek out potential candidates for the district offices of nominating committee, area director, treasurer, lieutenant governor, and governor, and for the International offices of nominating committee, International director, treasurer, vice president, and president-elect for the {years} biennium, to advise potential candidates of the qualifications required, and to nominate qualified candidates for district office and to forward to the International nominating committee the names of qualified candidates for International office. Do you accept these responsibilities? If you do, please say, "I do."

The secretary is {Name}, Zonta Club of \_\_\_\_\_. The secretary is responsible for maintaining the records of the district, for sending a report of the district conference to the clubs and to Zonta International, and for sending proposals for amendments to the International bylaws to the International Bylaws and Resolutions Committee. {Name} do you accept these responsibilities?

*{For districts that have vice area directors}* The vice area {number of area} director is {Name}, Zonta Club of \_\_\_\_\_. *{If there are other vice area directors, list them all.}* {Name}, as vice area director, you are responsible for acting for the area director and for performing her *{or his, if appropriate}* duties in the event she is absent or unable to serve. You are also responsible for carrying out whatever other rights or responsibilities are assigned to you by the District Board. Do you accept these responsibilities?

The area directors are: for Area {number}, {Name}, Zonta Club of \_\_\_\_\_; *{continue with all areas}*. The area directors are responsible for attending district conferences and Board meetings, for planning with the governor the area meetings or workshops, for visiting clubs, and for acting as liaison between the clubs and the District Board. Do you accept these responsibilities?

The treasurer is {Name}, Zonta Club of \_\_\_\_\_. {Name}, as treasurer you are responsible for the funds of the district and for administering them in accordance with the approved budget. You will report to the District Board and to the conference, you will prepare a budget under the governor's supervision, and will present the budget to the District Board and to the conference for approval. Do you accept these responsibilities?

The lieutenant governor is {Name}, Zonta Club of \_\_\_\_\_. {Name}, you are the chairman of the District Membership Committee and a member of the Zonta International Membership Committee. You will perform the duties of the governor in her absence or inability to perform her official functions and you will also perform such other duties as assigned. Do you accept these responsibilities?

Finally, your governor is, {Name}, Zonta Club of \_\_\_\_\_. {Name}, you are the chief executive officer of District {number}. The Zontians of this district have expressed their confidence in your expertise and leadership skills by electing you to this position. They know that you are committed to the ideals of Zonta and that you will do your utmost to ensure that District {number} continues to flourish. You will administer the affairs of the district, keeping your Board, the Zonta International Board Liaison, and ZI Headquarters informed about district matters. You will plan and preside at the district conference, attend area meetings, supervise preparation of the district budget, and authorize expenses in accordance with that budget. You will appoint such district committees as are appropriate. Do you accept these responsibilities?

*{If the District has a gavel to be presented}* In presenting you with this gavel I place in your hands the responsibilities and privileges of the office of governor. May this gavel help you to preside over only model meetings: those in which everybody participates, nobody monopolizes, and everybody is somebody.

*{If a governor's pin to be presented}* I present you with this pin, worn by every governor of District {number} since {year} \_\_\_\_, as the symbol of your office and of the affection and respect the Zontians of District {number} have for you.

Members of District {number}, these are your newly installed officers for the {years} biennium. Do you pledge to cooperate with and support them in every way possible? I remind you that while you have entrusted the district to this new leadership, they represent you, and it is your duty to assist, advise, and support them loyally in every way. Do you accept these responsibilities?

I now declare these officers duly installed for the {years} biennium. I congratulate you and offer you my sincere good wishes that you will continue to demonstrate a concern for the advancement of women everywhere, and by your leadership continue your district's enviable record of achievement.



## **Section 3**

# **District Committees**

Includes:

- Nominating committee
- General responsibilities of appointed district committee chairmen
- Bylaws and resolutions committee
- Membership committee
- Service committee
- Advocacy committee
- Public relations and communications committee
- United Nations committee
- Finance committee
- Amelia Earhart Fellowship committee
- Jane M. Klausman Women in Business Scholarship committee
- Young Women in Public Affairs Award committee
- Z Clubs and Golden Z clubs committee
- District foundation ambassadors
- Other committees
- Other appointed positions

## DISTRICT COMMITTEES

The Zonta International Bylaws require that each district have a nominating committee, a bylaws and resolutions committee, a membership committee, a service committee and an advocacy committee (see Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers, and Section 13. Nominating Committee). Although not required by the International Bylaws, it is suggested that districts adopt the same program committee structure that Zonta International has adopted, i.e. to have at least a committee on United Nations, public relations and communications, finance, Amelia Earhart Fellowships, Jane M. Klausman Women in Business Scholarships, Young Women in Public Affairs Awards and Z clubs and Golden Z clubs.

The incoming governor is responsible for reporting the incoming district committee chairmen to Zonta International Headquarters following governors' orientation, using the District Committee Chairmen Form available on the Zonta International website under Member Resources/Forms.

### NOMINATING COMMITTEE

The district nominating committee is an elected autonomous committee and is empowered to make decisions regarding candidates without explanation to the governor, the district board, the nominees or anybody else. This committee works independently in accordance with the Zonta International Bylaws Article XIII, Districts, Section 13. Nominating Committee, and proposes the slate of candidates for the positions of governor, lieutenant governor, treasurer, area directors (and, at the option of the district, vice area directors) and members of the nominating committee for the next biennium. The members of the committee are elected at the district conference in the odd-numbered year to propose a slate of candidates for the following biennium. The two-year term of the members of the nominating committee starts at the close of the international convention after the district conference at which they are elected and ends with the term of the next international convention.

**The nominating committee plays a vital role in determining who will lead the district in the future.**

### Responsibilities

#### *Is knowledgeable about:*

- The abilities and experience of Zontians in the district
- The responsibilities of each office to be filled
- The objects and programs of Zonta International
- The campaigning policy

#### *Solicits:*

- Names of potential nominees for the positions to be filled throughout the term of office, stressing the qualifications required, the responsibilities of the office (including estimated time commitment, the amount of travel the position entails, expected attendance at meetings, conferences, the international convention, and other events, and what expenses are reimbursable), and securing the consent of all nominees to be nominated and to serve if elected.

### ***Presents***

- To each district officer and club at least sixty (60) days before the district conference at which the election is to be held a report listing:
  - One or more qualified candidates for each district position to be filled.
  - At least five candidates for the district nominating committee.

### ***Reports***

- At the district conference at which the election for district office is held.

### ***Works with***

- The Zonta International Nominating Committee to recruit qualified Zontians for Zonta International officers, directors and the nominating committee. This is an active role. The district nominating committee will encourage clubs to nominate qualified members and give information about the process as needed. When necessary, and when asked by the Zonta International Nominating Committee, the district nominating committee will take action to find additional nominees for positions at the international level.

### **Committee Membership**

- The three members of the district nominating committee are elected by a plurality vote at the district conference in the odd-numbered year of the biennium.
- No member of the district nominating committee is eligible for nomination at the district and club levels of Zonta International while serving on the committee (while serving = the period a committee member is elected to serve).

**Campaigning Policy** is available on the Zonta International website under Member Resources/Policies

**Suggested Nomination Form for District Office** is available on the Zonta International website under Member Resources/Forms

## **COMMITTEES BY APPOINTMENT OF THE GOVERNOR**

### **GENERAL RESPONSIBILITIES OF APPOINTED DISTRICT COMMITTEE CHAIRMEN**

- Have knowledge about the respective committee's Zonta International program and procedures.
- Have regular contact with each of the area directors.
- Ask each club to send its club newsletter.
- Report to the governor each quarter.
- Report to the international committee chairman.
- Prepare articles for district newsletters if requested to do so by the governor.
- Attend area meetings and workshops whenever possible.
- Be available to speak at club meetings whenever possible.
- Participate both proactively and when invited.
- Offer assistance and be accessible to clubs.
- Skilled communicator and mentor for the club chairmen.
- Reputation for meeting commitments.

### **BYLAWS AND RESOLUTIONS COMMITTEE**

The district bylaws and resolutions committee shall be appointed as mandated by the Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor.

#### **Responsibilities**

- Review and suggest revisions to the rules of procedure for the district each biennium to ensure they do not conflict with the Zonta International Bylaws.
- Upon referral by the district board, investigate complaints against an elected district officer for failure without excuse to attend meetings, failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work, and recommend action to the district board (see Zonta International Bylaws Article XIII, Districts, Section 10. District Board. (e) Removal).
- Upon referral by the district board, investigate complaints against an elected member of the district nominating committee for failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work, and recommend action to the district board (see Zonta International Bylaws Article XIII, Districts, Section 13. Nominating Committee. (e) Removal).
- Upon referral by the district board, investigate complaints against a club for acting in such a way as to injure the good name of Zonta or hamper its work, and recommend action to the district board (see Zonta International Bylaws Article XIV, Clubs, Section 11. Suspension or Expulsion. (a) Club).

- ***Promotes among clubs in its district***
  - Awareness of the Zonta International Bylaws and their importance.
  - Awareness of Zonta International Bylaws amendments made at each convention and their consequences.
  - Knowledge of the procedures necessary to propose amendments to the Zonta International Bylaws at district conferences.
- ***Assists***
  - The district board to study proposals from clubs regarding bylaws changes before these proposals are submitted to the district conference.
  - The governor/district board to draft proposals of amendments to the Zonta International Bylaws that the governor/board wants to submit to a district conference.
  - The governor/district board to draft resolutions to be adopted by a district conference and then submitted to the Bylaws and Resolutions Committee.
  - The district secretary to submit proposals of amendments to the Zonta International Bylaws Committee chairman within 30 days after the district conference.
  - The district secretary to submit proposals for resolutions to the Zonta International Bylaws Committee chairman at least 180 days before the convention.
- ***Forwards to the Zonta International Bylaws and Resolutions Committee chairman when necessary***
  - Questions on bylaws issues put forward either by the governor or a district board member.
  - Questions on bylaws issues, both international bylaws and club bylaws, put forward by club presidents.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as she deems appropriate (a minimum of three members including the chairman is preferred).
- The chairman and members of the committee should be knowledgeable about the Zonta International Bylaws and the model club bylaws.
- The chairman and members of the committee shall not serve on any other committee at any level due to the possible conflict of interest or dual roles in situations regarding disciplinary proceedings.
- The Parliamentarian shall not serve on the district bylaws committee due to possible conflict of interest or dual roles, especially in situations regarding disciplinary proceedings.

## **MEMBERSHIP COMMITTEE**

The district membership committee shall be appointed as mandated by the Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor.

### **Responsibilities**

- **Promotes**
  - Continuing membership growth: recruitment and retention in existing clubs.
  - Organization of new clubs.
  - Actively encourages SOM committee and each club member to recruit more than two members (see Membership Incentive Forms on Zonta International website under Member Resources/Forms).
  - Programs developed by the International Membership Committee.
  
- **Communicates**
  - With club membership committee chairmen, acting as a resource on organization, recruitment and retention, and ensuring that club chairmen are familiar with the Zonta International Marian de Forest Membership Manual and the classification system.
  - With the International Membership Committee chairman or assigned Committee liaison.
  - With the area director and governor, sending the governor a copy of all correspondence sent to the club or to the International Membership Committee.

### **Committee Membership**

- The chairman shall be the lieutenant governor. The governor appoints such other members of the committee as the governor deems appropriate.
- The chairman and members of the committee should be knowledgeable about which clubs need support on membership issues, where new clubs could be organized, how to organize new clubs, and how to recruit and retain members.
- The chairman and members of the committee should be knowledgeable about international programs and policies on organization, recruitment and retention, and be familiar with the Zonta International Marian de Forest Membership Manual and the classification system.

## **SERVICE COMMITTEE**

The district service committee shall be appointed as mandated by the Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor.

### **Responsibilities**

- ***Coordinates***
  - At the district level, activities to implement service programs authorized by the international convention.
- ***Promotes***
  - Awareness of and support for Zonta International service programs (international service and ZISVAW projects adopted by Zonta International convention and supported with funds from Zonta International Foundation).
- ***Cooperates***
  - With the district advocacy and United Nations (UN) committees.
- ***Assists on request***
  - The foundation ambassador in soliciting funds for the service and education programs supported with funds from the Zonta International Foundation and adopted by the Zonta International convention.
  - In promoting awareness and support to the district committees on Amelia Earhart Fellowships, Jane M. Klausman Women in Business Scholarships and the Young Women in Public Affairs Awards adopted by Zonta International convention.
- ***Encourages and supports***
  - Awareness of local service projects focusing on the Zonta International Objects and undertaken by clubs in the district.
- ***Communicates***
  - With club service committee chairmen, acting as a resource on service.
  - With the International Service Committee chairman.
  - With the governor, sending the governor a copy of all correspondence sent to the club or the international chairman.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The chairman and members of the committee should be knowledgeable about Zonta International service programs and projects and the purpose and activities of Zonta International and its foundation
- The chairman and members of the committee should be knowledgeable about how clubs can implement effective local service projects that further the Objects of Zonta International.
-

## **ADVOCACY COMMITTEE**

The district advocacy committee shall be appointed as mandated by the Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (a) Governor.

### **Responsibilities**

- **Coordinates**
  - At the district level, activities to implement legislative awareness, advocacy and equal rights, following the guidelines established by the Zonta International Board (see Advocacy Definition and Policies and Affiliation Policy on the Zonta International website under Member Resources/Policies) in agreement with the International Advocacy Committee.
- **Communicates**
  - With club advocacy committee chairmen, acting as a resource on legislative awareness, advocacy and equal rights issues.
  - With the International Advocacy Committee chairman.
  - With the governor, sending the governor a copy of all correspondence sent to the club or the international chairman.
- **Cooperates**
  - With the district service and UN committees.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The chairman and members of the committee should be knowledgeable about the Zonta International Objects and projects and the purpose and activities of Zonta International.
- The chairman and members should be familiar with e.g. the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and its Optional Protocol, as well as the UN Millennium Development Goals.



## **PUBLIC RELATIONS AND COMMUNICATIONS COMMITTEE**

The district Public Relations and Communications Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

### **Responsibilities**

- **Promotes:**
  - The Objects of Zonta International, its projects and programs.
  - Awareness of Zonta clubs and their projects and programs throughout the district.
  - Awareness of international and district websites and the resources available thereon, and the need for club websites.
  - The programs and materials developed by the International Public Relations and Communications Committee.
  - Healthy communications but adherence to the correct Zonta communication lines.
- **Communicates with:**
  - Club public relations and communications committee chairmen.
  - The International Public Relations and Communications Committee chairman.
  - The governor, sending a copy of all correspondence sent to clubs and the international chairman.
  - Chairmen of other committees in the district as appropriate.
  - Arranges meetings/press releases, in cooperation with the respective committee chairman, about presentation ceremonies to give certificates to Amelia Earhart Fellowship, Jane M. Klausman Women in Business Scholarship, and Young Women in Public Affairs Award recipients, as appropriate.

### **Committee Membership**

- The governor appoints the chairman, a district webmaster (see position description below), and such other members of the committee as the governor deems appropriate.
- The chairman and members of the committee should be knowledgeable about how to achieve good public relations.
- The district webmaster should be knowledgeable about website technology and design and communications principles.
- The chairman and members of the committee should be knowledgeable about Zonta International programs and policies on public relations, external and internal communications, and international relations; be knowledgeable about the Zonta International website, Zonta publications (including *The Zontian* magazine and the brochures, PowerPoint presentations, DVDs, and other promotional materials); and be familiar with the Zonta International Directories (available online) and the Zonta Club Manual.
  - ***District Webmaster Position Description***

The district webmaster is responsible for the technical development and maintenance of the district website's database of content and applications. The district webmaster is

appointed by the governor as a member of the district public relations and communications committee.

***Responsibilities***

- Maintains district website/pages as appropriate, including timely and accurate corrections and updates.
- Conducts routine district website maintenance to ensure navigation, interactive content, links and cross promotions with other sites and other features are working at all times.
- Submits district website to search engines; works to improve search engine placement.
- Develops and maintains an accurate and detailed site directory/map and search engine for internal use and as a reference for website visitors.
- Establishes links to new information on the Zonta International website.
- Establishes links to new Zonta club websites; advises clubs within the district in developing websites as requested.
- Monitors the district website and club websites for compliance with guidelines adopted by the Zonta International Board.
- Leads a webmaster forum with representatives from clubs to share best practices for club websites.
- Responds to (or forwards appropriately) questions/comments to the webmaster from website visitors.
- Makes observations and presents concerns and recommendations for enhancements to the district website to the district public relations and communications committee chairman.
- Works cooperatively within the district public relations and communications committee to develop and implement website solutions.

## **UNITED NATIONS COMMITTEE**

The district United Nations Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

### **Responsibilities**

- **Promotes:**
  - Awareness of the United Nations, its agencies and programs, and understanding of the relationship to the programs and activities of Zonta International and Zonta clubs.
  - Recognition of United Nations Day (24 October), International Women's Day (8 March) and other international days to commemorate, including themes, years and world decades.
  - Activities developed by the International United Nations Committee.
  - Implementation of the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and ratification of the Optional Protocol to the Convention (see the Zonta International website under What We Do/International Advocacy for further information).
- **Communicates:**
  - With club United Nations committee chairmen, acting as a resource for United Nations-related issues.
  - With the International United Nations Committee chairman.
  - With the governor, sending the governor a copy of all correspondence sent to the club and the international committee chairman.
- **Cooperates**
  - With the district service and advocacy committees.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The chairman and members of the committee should be knowledgeable about the United Nations, about Zonta International's relationship with the United Nations, and about how clubs can develop informational programs and activities related to Zonta's mission-related relationships with the United Nations and its agencies.

## **FINANCE COMMITTEE**

The district finance committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor. If a district finance committee is appointed, the district treasurer should be a member of the committee.

In accordance with the Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (d) Treasurer, the district treasurer shall be responsible for the funds of the district and shall administer them in accordance with the approved district budget. The appointment of a district finance committee shall not replace the duties and responsibilities of the district treasurer.

If the governor decides to appoint such a committee, the following applies:

### **District Finance Committee Chairman Roles and Responsibilities**

- In consultation with the district treasurer, monitors the budget(s).
- Prepares a report that the district treasurer presents to the district board.
- Recommends a policy for record retention in keeping with national/local government legal or tax requirements. (For example, in the United States, the Internal Revenue Service mandates seven years.)
- Assists the district treasurer as needed.

## **AMELIA EARHART FELLOWSHIP COMMITTEE**

The district Amelia Earhart Fellowship Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

### **Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Amelia Earhart Fellowship Committee.
- Actively promotes awareness of the Fellowships to relevant institutions and candidates in the district.
- Contributes to the mailing list inviting applications for the awards.
- Arranges for a presentation ceremony to give Fellows who live or attend school in the district their Amelia Earhart Fellowship wings and certificates.
- Cooperates with the foundation ambassador to solicit funds for the Fellowships.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The committee chairman and members shall be familiar with the Amelia Earhart Fellowship program.

### **JANE M. KLAUSMAN WOMEN IN BUSINESS SCHOLARSHIP COMMITTEE**

The district Jane M. Klausman Women in Business Scholarship Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

#### **Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Jane M. Klausman Women in Business Scholarship Committee.
- Actively promotes awareness of the Scholarships to relevant institutions and candidates in the district.
- Contributes to the mailing list inviting applications for the scholarships.
- Arranges for a presentation ceremony to give the district certificates to those recipients who live or attend school in the district.
- If appropriate, arranges for a presentation ceremony to give the international certificates to those recipients who live or attend school in the district. If possible, a member of the Zonta international Board may present the certificate, at no cost to Zonta International.
- Cooperates with the foundation ambassador to solicit funds for Zonta International Jane M. Klausman Women in Business Scholarships.

#### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The committee chairman and members shall be familiar with the Jane M. Klausman Women in Business Scholarship program.

### **YOUNG WOMEN IN PUBLIC AFFAIRS AWARD COMMITTEE**

The district Young Women in Public Affairs Award Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

#### **Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Young Women in Public Affairs Award Committee.
- Communicates with club Young Women in Public Affairs Award committee chairmen, acting as a resource to actively promote awareness of the Awards to relevant institutions and candidates in the club communities.
- Arranges for a presentation ceremony to give the district certificates to those recipients who live or attend school in the district.
- If appropriate, arranges for a presentation ceremony to give the international certificates to those recipients who live or attend school in the district. If possible, a member of the Zonta International Board may present the certificate, at no cost to Zonta International.
- Cooperates with the foundation ambassador to solicit funds for Zonta International Young Women in Public Affairs Awards.

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The committee chairman and members shall be familiar with the Young Women in Public Affairs Award program.

### **Z CLUBS AND GOLDEN Z CLUBS COMMITTEE**

The district Z Clubs and Golden Z Clubs Committee may be appointed as mandated by the Zonta International Bylaws Article XIII, Section 7. Duties of Officer. (a) Governor.

### **Responsibilities**

- ***promotes***
  - Awareness of Z clubs and Golden Z clubs (see the Zonta International Z Club and Golden Z Club Manual available on the Zonta International website under Member Resources/Manuals).

### **Committee Membership**

- The governor appoints the chairman and such other members of the committee as the governor deems appropriate.
- The committee chairman and members shall be familiar with the Z Club and Golden Z Club program.

### **DISTRICT FOUNDATION AMBASSADOR(S)**

#### **Responsibilities**

- Encourages each member to make a meaningful gift to the Zonta International Foundation.
- In consultation with the governor and area directors, develops a corps of volunteers who will promote interest in the Foundation and encourages annual gifts to any of the funds supported with contributions to the Foundation. Includes recruiting and training of volunteers who will make presentations at the area and club levels and will, as a member of the International Foundation Development Committee, assist in identifying, cultivating and soliciting individual donor prospects for major and planned gifts.
- Coordinates presentations on giving opportunities at the district, area and club levels.
- Reports on the Zonta International projects and programs, fundraising goals and giving opportunities at district conference, through district newsletters, and as much as possible at area and club meetings.
- Recognizes achievements of district volunteers.
- Assists at convention foundation booth as requested.
- Reports on a regular basis to the Governor and Chairman of the Foundation Development committee follow-up:
  - Reviews fundraising reports from Zonta International Headquarters.
  - Provides complete records and support as requested to the incoming district foundation

ambassador.

- **Promotes**
  - Zonta International and its foundation.
  - The mission, goals, programs and giving opportunities at the district, area, club and individual levels through the development of a corps of volunteers at the district level.
  - The Zonta International service/ZISVAW projects and educational programs in the district through methods appropriate for the district.
  - The giving of at least one-third of club service funds to the Foundation.
  - Giving by individuals to the Foundation.
- **Works with**
  - The Zonta International Foundation Development Committee and governor in developing and implementing district fundraising goals.
  - The international representative to the district conference and the governor to ensure that every appropriate opportunity is used to promote the Foundation's goals, in particular for individual giving, and also at the district and club levels.
  - The governor and the chairman of the international foundation development committee to recognize club and individual donors appropriately (district conference, area meetings, other Zonta events).
- **Provides information on**
  - How to make contributions to the Foundation (see Donation Form and Recurring Gift Form available on the Zonta International website under Member Resources/Forms).
- **Presents and discusses**
  - The purpose of Zonta International and its foundation.
  - The legal relationship between Zonta International and the Zonta International Foundation.
  - The need for contributions from clubs and individuals.
  - Procedures for making individual contributions to the Zonta International Foundation.
  - General information about bequests to the Zonta International Foundation and membership in the Mary E. Jenkins 1919 Society.
- **Communicates:**
  - With clubs foundation ambassadors/club presidents.
  - With the International Foundation Development Committee chairman.
  - With the governor.

### **Foundation Ambassadors**

- The Foundation Ambassador reports organizationally to the governor with a dotted line to the Foundation Development Committee.
- The governor appoints the foundation ambassador(s) who report to the district board in the same manner as is requested by a district committee chairman

- Should be interested in and knowledgeable about the Zonta International service and education programs funded through the Zonta International Foundation.
- Should be able to travel within the district and be willing to appear at club, area and district meetings to promote the Foundation and solicit contributions.

### **OTHER COMMITTEES**

Districts may choose to have committees in addition to those specified here; for example, some districts have a committee that prepares a district directory.

### **OTHER APPOINTED POSITIONS**

#### **Centurions**

Centurions are appointed at the option of the governor at the start of the biennium. Centurions hold office at the pleasure of the governor who appoints them and work at the direction of the governor as her advisors.

**Whatever role the governor assigns a centurion, it is important to give clear direction and clearly define the responsibility.**

#### **Archivist**

District Archivist is appointed at the option of the governor at the start of the biennium..

#### **Historian**

District Historian is appointed at the option of the governor at the start of the biennium..



## **Section 4**

# **District Conference**

Includes:

- Purpose
- Conference committee
- Call to conference
- Voting members of the conference
- Rules of procedure
- Zonta International representative
- Conference sales items
- Conference budget
- Conference responsibilities
- Conference business
- Order of business
- Suggested conference budget preparation worksheets
- Suggested standing rules for district conference
- Suggested credentials committee report
- Suggested final credentials report
- Suggested attendance report
- Suggested election tally summary sheet
- Suggested conference evaluation

# DISTRICT CONFERENCE

## PURPOSE

**The purpose of the district conference is to:**

- Promote the Objects and programs of Zonta International.
- Conduct the business of the district, including acceptance of the examined financial statement and report , action on proposed resolutions affecting the district, and, in odd-numbered years, the election of the district officers and nominating committee, and the adoption of the district budget for the following biennium.
- Receive the Zonta International president's message and reports of district officers and committees.
- Inform and educate district Zontians about Zonta International with emphasis on its role as an international organization.
- Inform and educate district Zontians about the Zonta International Foundation with emphasis on its role in supplying funds for Zonta's international programs and the need for Zontians to support the Foundation.
- Consider and act upon suggestions submitted by Zonta International.
- Consider and act upon resolutions and proposed amendments to the Zonta International Bylaws and Rules of Procedure.
- Provide an opportunity for fellowship.

**Note: No act of the conference may conflict with the Zonta International Bylaws or with the actions taken by Zonta International.**

Each district must hold at least one conference per biennium by mid- November of the year preceding the international convention.

- a) to contact incoming governors with Governors' Orientation information and
- b) for the International Bylaws and Resolutions Committee to review and report proposed resolutions and bylaws amendments.

Conference dates must be approved by the Zonta International president (for the biennium the conference will be held) through Zonta International Headquarters. A member of the Zonta International Board, appointed by the Zonta International president, serves as international representative to conferences conducted in the odd-numbered year.

## CONFERENCE COMMITTEE

Practices vary according to the traditions and geography of the district. Options are:

- The host club appoints a conference chairman, who in turn names the chairmen and members of other conference committees.
- The governor appoints a district conference chairman who organizes other chairmen and committee members from a variety of clubs, preferably in the area where the conference will be held.

## CALL TO CONFERENCE

The Zonta International Bylaws require the governor to issue a call to conference **to the president of each club in the district at least 60 days before the conference.** The call should also be sent to the district's International Board liaison, the international representative to the conference, to all members of the district board, and to all district committee chairmen. The call should include notice of proposed changes affecting the district or Zonta International. The call should include but is not limited to:

- District budget
- District financial statements
- District dues
- District candidates
- Proposals of Zonta International Bylaws changes
- Proposals of Zonta International Resolutions
- District rules of procedure
- Credentials information

The call to conference may be posted on the district website, but the governor's newsletter, direct emails, and/or hard copy mailed notification of the posting should be sent to each recipient.

An invitation to the district conference may be sent separately and should include but is not limited to:

- Conference dates and the times it will begin and end
- Location
- Name and contact information of the host club
- Name, address and telephone number of the hotel and information on how to reserve hotel rooms
- Travel information
- Conference agenda
- Information on workshops, speakers and seminars
- Conference registration information and registration form
- Pre- and post-conference tour information (if applicable)
- Open house information (if applicable)

## **VOTING MEMBERS OF THE CONFERENCE**

The voting members of the conference shall be as mandated by the Zonta International Bylaws Article XIII, Districts, Section 11. Meetings. (a) District Conference. (4) Conference Voting Members.

Other provisions that apply:

- The area directors shall be elected as mandated by the Zonta International Bylaws Article XIII, Districts, Section 6. Officers. (b) Election.
- District rules of procedure should include a policy regarding proxy procedures for district conferences and international conventions. These policies may or may not include provisions to subsidize the expenses of the proxy carrier. Such policies should also state that proxies should not be instructed but should be trusted to vote in the best interests of the club.
- In the event action is required between district conferences, the district board shall submit to each club for vote by mail any question that may require action by the club. Each club shall be entitled to one(1) vote. If, as of the last payment of annual dues, the membership of any club exceeds thirty (30) members, the club shall be entitled to a second vote. If the membership exceeds sixty (60) members, the club shall be entitled to a third vote. To take action, an affirmative majority of the delegates voting shall be required, provided more than fifty (50) percent of the district clubs respond within forty five (45) days.

## **RULES OF PROCEDURE**

Each district shall adopt **district rules of procedure** (see Section 6 of this manual), and the adoption shall be by a 2/3 vote of the district conference voting members.

## **ZONTA INTERNATIONAL REPRESENTATIVE**

The international president will assign an International Board member as the Zonta International representative to each district conference. The governor ensures that the international representative is assigned an appropriate aide and is sent a conference agenda as soon as possible. As a courtesy, the international representative should be consulted before being committed to any impromptu speaking during a conference, to any public speaking events outside the conference, or to any media interviews.

The international representative should:

- Deliver the Zonta International president's message.
- Be actively involved in the conference.
- Attend district board meetings scheduled in connection with the conference.
- Contribute to workshops and seminars, if requested.

It is suggested that the international representative be utilized to the fullest extent possible and be given an opportunity to address the conference. The international representative attends the district conference as an advisor. The international representative also listens and learns about Zonta in different parts of the world and hears the opinions of Zontians in the district and brings the information to the Zonta International Board.

Zonta International pays the travel costs of the international representative. The local costs (registration, hotel, meals and local transportation) are the responsibility of the district.

## **CONFERENCE SALES ITEMS**

Zonta International is using a vendor for sales of approved Zonta International items. There is a link available on the Zonta International website under Member Resources/Zonta Store to a complete list of available items.

*Note: Consignment orders are not possible. All sales items ordered from the vendor must be paid according to payment instructions and are the responsibility of the district. It is not possible to return unused items. Ribbons and credentials cards are no longer available through Zonta International Headquarters.*

## **CONFERENCE BUDGET**

**The conference budget often includes:**

- Printing (call to conference, program, ballots if there will be an election, minutes, reports, separate programs for banquets, workshops, memorial service if the district has them and other materials) Rental of meeting rooms
- Supplies (badges, ribbons, signs, photocopying of handouts)
- Meals (including taxes and gratuities)
- Decorations and favors
- Expenses of non-Zontian speakers and government officials (meals, room, possibly travel expenses)
- Entertainment
- Equipment (i.e. audiovisual, microphones, DVD recording, etc.)
- Planning expenses
- Certain expenses for the Zonta international representative at conference (*see above*)
- Expenses for the district board members to attend the conference, including room, meals, registration and transportation (*Expenses for the district board may be allocated to other budget items in some districts. Some districts charge part of the transportation costs to board meeting expenses, inasmuch as the district board meets before/after the conference.*)

***Note: Any loss/gain from the conference has to be covered by/transferred to the district fund.***

## **CONFERENCE RESPONSIBILITIES**

The following is a suggested distribution of responsibilities. (Some of these responsibilities may be delegated to other district officers as appropriate.)

### **Governor**

- Presides at the District Conference
- Submits the conference location and dates to Zonta International president through Zonta International Headquarters for approval.
- Approves venue and signs the contract with the hotel.

- Issues call to conference as described above.
- Solicits recommendations for conference speakers and selects them.
- Appoints
  - Conference secretary (It is recommended that the district secretary be appointed as the conference secretary.)
  - Conference parliamentarian (It is recommended that the district parliamentarian be appointed as the conference parliamentarian.)
  - Credentials chairman
  - Tellers
  - Timekeepers
  - Monitors
  - Protocol chairman
  - Aide for the international representative
- Prepares conference agenda and supplies copy to other district board members and to international representative.
- Prepares conference script (usually with the assistance of the district parliamentarian).
- Reviews and approves the conference program before printing.
- Supervises the district secretary's preparation of the official list of voting members of the conference (district board members and delegates) and alternate delegates and submits it to credentials committee chairman.
- Reviews all lists for head table seating and other special table seating and provides lists to the protocol chairman.
- After the conference, prepares with the conference secretary the District Conference Report of the Governor Form, sends form (within 60 days) to the members of the district board, the international liaison, the international representative, all clubs in the district and Zonta International Headquarters.
- After the conference, ensures that proposed Zonta International Bylaws amendments are sent (within 30 days) to the Zonta International Bylaws and Resolutions Committee chairman, with a copy to Zonta International Headquarters (see Conference/District Secretary below).
- After the conference, ensures that proposed Zonta International Resolutions are sent (at least 180 days before the convention) to the Zonta International Bylaws and Resolutions Committee chairman, with a copy to Zonta International Headquarters (see Conference/District Secretary below).

### **Conference Committee Chairman**

- **Appoints:**
  - Conference treasurer

#### Committee Chairmen:

- Banquet chairman
- Entertainment chairman
- Hotel and Venue coordinator

- Memorial service chairman (if a memorial service is customary)
  - Menu and decorations chairman
  - Pages chairman (if pages are customary)
  - Printing chairman
  - Public relations chairman
  - Registration chairman
  - Marketplace chairman
- In cooperation with the conference treasurer, submits conference budget for the governor's (and in some districts, the district board's) approval.
  - Selects, with governor's approval, conference venue.
  - Maintains contact with governor to ensure that all plans and arrangements are mutually understood.
  - Meets with other chairmen as necessary and exercises overall oversight responsibility for conference arrangements.
  - Invites special guests, such as government representatives, with the governor's approval.
  - Submits a written report on the conference to the governor **within 30 days of the end of the conference.**

### **Conference Secretary**

See also Section 2, District Board, Responsibilities of the District Board, District Secretary.

- Prepares official list of voting members of the conference and alternate delegates.
- Records and produces the conference minutes (*Note: In some districts, the minutes are approved by the district board; in other districts, the voting members of the conference approve the minutes of the previous conference. In either case, the minutes should be sent to the international liaison, the members of the district board, and to all clubs in the district (see discussion of district rules of procedure in section 6 of this manual).*)
- Submits conference recommendations and resolutions to the Zonta International Bylaws and Resolutions Committee chairman (with a copy to Zonta International Headquarters) at least 180 days before the international convention.
- Sends a copy of any proposed bylaws amendments adopted at the conference directly to the Zonta International Bylaws and Resolutions Committee chairman (with a copy to Zonta International Headquarters) **within 30 days after the end of the conference.** (Although the Zonta International Bylaws require that proposed Zonta International resolutions be sent 180 days before convention to the Zonta International Bylaws and Resolutions chairman, as a practical matter, districts are encouraged to send any proposed Zonta International resolutions at the same time as bylaws Zonta International amendment proposals.)
- Sends a copy of the completed district conference report form to the members of the district board, the international liaison, the international representative, all clubs in the district, and Zonta International Headquarters **within 60 days after the end of the conference.**
- Sends the names and terms of the newly elected officers to Zonta International Headquarters.

## **Conference Treasurer**

- In cooperation with the conference chairman, prepares a conference budget based on estimated attendance and funds from district conference assessments (see below for budget worksheets).
- Submits conference budget to governor (and, in some districts, the district board) for approval.
- Advises each committee chairman of budgetary limits.
- Establishes and manages a separate conference bank account to receive all income and pay all bills.
- Monitors finances to ensure that income is adequate to cover all expenses. Notifies conference chairman of any financial problems.
- Prepares a final conference report comparing actual results to the budget and submits it to the governor within 60 days after the end of the conference; sends copies of this report to the conference chairman and to the host club.
- Closes conference bank account when all expenses have been paid and sends any remaining funds to the district treasurer

## **International Representative's Aide**

- In advance of the conference, advises the international representative of
  - Specific conference dates and locations.
  - Type of dress most suitable for various conference functions and the local climate.
  - Any scheduled press conference. (Keep in mind that for language reasons, the international representative may prefer not to be interviewed by media.)
  - The conference agenda.
  - The district board's meeting before and/or after the conference.
- Meets the international representative upon arrival in city and transports her/him to hotel.
- Ensures that the hotel reservation is complete and that the hotel knows that the international representative's bill will be paid out of the conference budget.
- Arranges for pre-registration of the international representative and has registration packet ready upon arrival.
- Accompanies the international representative to all conference functions.
- Transports international representative to the airport or train station at the conclusion of the conference.

## **Appointed Committees' responsibilities**

### **Credentials Committee**

- In cooperation with the hotel coordinator, establishes location of the credentials desk and the area in meeting room where delegates are to be seated.
- Obtains official list of voting district officers, delegates and alternates from the governor.
- Prepares materials to register the voting delegates and district officers.



- Opens the credentials desk on the first day of the conference and one-half hour before each business meeting.
- Checks in delegates for each business session and ensures that each delegate is wearing official delegate's identification.
- Ensures that the delegates know where the section reserved for them is located in the conference hall and that all delegates are seated in that section.
- Presents the credentials report to the conference when the governor calls for it at the first business meeting (before any business is transacted) and at each subsequent business meeting as requested. If an election is to be held, updates the report before voting instructions are given. The report should specify the numbers of voting district officers, delegates and proxies. (A sample credentials committee report is at the end of this section. This form may be reproduced for inclusion in the conference program.)
- If an election is held, assists the tellers committee by certifying each voting delegate as she/he enters the voting room.
- Members of the credentials committee or the tellers committee should not be a candidate for any position.

**Memorial Service Committee** (if customary in the country of the conference – please note that Zonta International is non-sectarian.)

- Arranges for a memorial service as is customary in the country of the conference, e.g. hold a silent minute for all those who have died since last district conference.
- Arranges for a room for the service.
- Coordinates music needs with the entertainment committee.
- Prepares a program for the printing committee.

Plans and conducts the remembrance service

### **Protocol Committee**

- Is familiar with the Zonta International Protocol Manual and especially with the Zonta International precedence list in that manual.
- Arranges for presentation of flags at first business meeting, if customary in the country where the conference is being held. The presentation may include national, city, state or provincial, and Zonta flags.
- Obtains head table lists for each conference function from the governor.
- Coordinates head table placement.
- Arranges with the printing committee for tent cards for the head table for each conference function and sees that the cards are placed on the head table before each function. (Tent cards should have the individual's name printed on each side.)
- Informs head table guests of the time and location of assembly.
- Assembles those seated at the head table prior to each conference function and informs them of the logistics of the room, how to approach the head table, and whether to be seated

or to remain standing.

### **Public Relations Committee**

- Arranges for news releases about the conference in local media.
- Arranges for a news conference with the international representative (if agreed upon in advance) and the governor.
- Arranges for television and radio coverage, if possible, and if the international representative agrees.
- Arranges for a photographer. If photographs are to be sold, arranges for an area to display them.
- Requests a photograph of the international representative from Zonta International Headquarters and obtains photographs of the governor, the district board and guest speakers for public relations use.
- Obtains biographical information about the international representative and other speakers.

### **Registration Committee**

- Prepares and mails district conference registration information to all Zontians in the district, to the International Board liaison, to the international representative, and to Zonta International Headquarters. The information should include:
  - Call to conference
  - A summary of the conference agenda
  - Hotel registration information
  - Conference registration information
- Receives registration forms, records all registrants, the functions they are to attend, and the amount of money they submit.
- Keeps all conference committee chairmen advised as to the number of attendees registered.
- Assembles registration packets which should include:
  - Program books
  - Tickets for conference events (if tickets are used)
  - Identification - if used (delegate, governor, district board, international representative, past international president, host club, first-timer)
  - Information supplied by the governor or by other committees
  - Additional handouts
  - Local information, including shopping areas, restaurants, places of worship, local attractions
  - Conference evaluation form (A suggested form is to be found at the end of this section.)
- Registers conference participants.
- Presents the attendance report at the final business session. (A sample attendance report is at the end of this section and, with the credentials report, may be included in the conference program.)

## **Tellers Committee**

- Nominating Committee members shall not be the members of the Tellers Committee.
- Obtains the official list of nominees for district office from the nominating committee chairman.
- Obtains a ballot box for voting.
- Prepares ballots.
  - If area directors/vice area directors are elected at the conference, it is a good idea to prepare different colored ballots for each area in the district to facilitate voting for area director and vice area director.
  - Ballots for the voting district officers should also be on a different colored paper because they do not vote for area directors or vice area directors.
  - If candidates are nominated from the floor, their names must be added to the ballots before voting begins.
- Arranges for a separate voting room to ensure that voting remains confidential.
- Conducts voting in cooperation with the credentials committee.
  - Credentials committee verifies each delegate's credentials.
  - Tellers committee gives each voter the appropriate ballot upon entering the room.
  - Tellers committee observes as voters place their ballots in the ballot box, counts the votes and records them on a tally sheet. (A sample election tally sheet is in this section.)
  - Reports voting results, including the number of ballots cast for each candidate, to the district conference when the governor calls for the report. Presents the governor a written, signed and dated copy of the report.
  - When more than two candidates are nominated for an office requiring a majority vote for election, the tellers committee should be prepared to administer a run-off election in the event one candidate does not receive a majority. It is advisable to have extra ballots available.
  - Counts the votes (yes/no/abstain) concerning motions and resolutions.

## **Timekeeper**

- Obtains stopwatch for use during business meetings.
- Coordinates with the governor and the parliamentarian as to how to notify speakers that their time has expired and how to notify the assembly that the allotted time on a subject has expired.
- Reviews timing procedures with the parliamentarian.
- Becomes familiar with the rules of debate according to the parliamentary authority of the district and the standing rules for the conference as adopted by the voting members of the conference (see suggested standing rules at the end of this section).

## **Appointed Practical Conference Committees**

### **Banquet Committee**

- Selects several possible banquet favors and submits them to governor for final selection.
- Coordinates the menus and decorations with the menus and decorations committee.
- Helps plan and coordinate entertainment with the entertainment committee.
- Coordinates physical arrangements such as room, head table, lights, , flags (when customary), lectern or podium, and microphone with the hotel coordinator.
- Checks with governor for special seating arrangements for past and present international and district officers, directors, committee chairmen and other VIPs. See Zonta International Protocol Manual, available on the Zonta International website under Member Resources/Manuals.
- Arranges for an invocation (if customary).

### **Entertainment Committee**

- Plans any music or other entertainment for the conference.
- Plans any optional tours or other pre- or post-conference events requested by the host club.

### **Hospitality Committee**

- In cooperation with the hotel coordinator, arranges for a room for the hospitality suite.(if customary in the district) The suite should be staffed by members of the host club and be open throughout the conference, except during business meetings.
- Assigns aides to the registration area to assist conference participants as they register.
- Assigns aides to Zontians from other districts, government officials and guest speakers. (The governor appoints the aide for the international representative.)
- Has aides available at the close of the conference to assist participants in departing.
- Ensures that all aides and host club members are knowledgeable about the hotel, the conference facilities and local attractions.
- Obtains printed/digital information about local area and supplies it to registration chairman for inclusion in registration packets.
- Arranges local transportation during the conference for the international representative, governor and other members of the district board. (The international representative's aide is responsible for arranging her/his transportation upon arrival in the city to the conference site and from the conference site upon departure.)
- Provides a "lost and found" service.
- Obtains completed evaluation forms from attendees and sends them to the governor.

## **Hotel and Venue Coordinator**

- If requested, obtains hotel registration cards to be mailed with registration materials and provides cards to registration chairman.
- Arranges for meeting rooms or areas for all functions, including:
  - Business meetings
  - Voting by ballot
  - Scheduled meals
  - Hospitality suite
  - Registration and credentials
  - Marketplace
  - Receptions and social events
- Arranges for all equipment and property including:
  - Public address system
  - Audiovisual equipment such as projectors, DVD player, display monitor, etc.
  - Ballot boxes
  - Flags (if customary, see Zonta International Protocol Manual, available on the Zonta International website)
  - Any special requests
- Makes room reservations as required for:
  - Governor
  - Other district board members
  - International representative
  - Special guests, including non-Zontian speakers

Supervises each room or area arrangement as to the placement of chairs, head table, lectern or podium, signs, lighting and equipment.

## **Menus and Decorations Committee**

- Selects menus for each conference meal and coordinates them.
- Arranges for decorations or flowers for all conference functions.
- Arranges for flowers or a fruit basket for the international representative's and the governor's rooms (if customary).

## **Pages Committee** (if customary in the country of the conference)

- Arranges for pages at each meeting to deliver messages, handle motion forms for signing, and run errands.
- Ensures that pages are at strategic locations around the conference room where they will be available to the delegates and the district board.

Provides pages with identifying insignia such as sashes, hats or badges

### **Marketplace Committee**

- If clubs are permitted to sell items in the store, receives information from clubs as to needs for space.
- Staffs and manages the marketplace at all times when it is open.
- Maintains financial records with assistance from conference treasurer.
- Assumes responsibility for safety of all store items.
- Assumes responsibility for all arrangements for collection and payment of taxes (if applicable) in coordination with district/conference treasurer.

### **Printing Committee (if customary)**

- On the instruction of the governor, arranges for printing the official call to conference and the registration form.
- Delivers the printed call to conference and the registration forms to the registration committee for distribution.
- Arranges for printing the conference program. Obtains the governor's approval of the final program before printing.
  - The conference program should include the conference standing rules.
  - It is suggested that the conference program also include the district rules of procedure.
- If necessary, has tickets printed for each conference function.
- Delivers the printed program and tickets to the registration committee for distribution.

Provides signs, posters, banners, tent cards and badges as required by other committees

## CONFERENCE BUSINESS

The following is a suggested order of business for a district conference and includes those items that should be included in a conference in order to carry out its purposes. The order of business may vary depending on the length of the conference, the business to be conducted, the district's rules of procedure (see Section 6 of this manual), the standing rules for the conference (see suggested standing rules at the end of this section), and the parliamentary authority adopted by the district. Suggestions as to who should perform various items in the order of business and explanations of why items are in the order suggested are in *italics*.

### Parliamentarian

The governor should arrange for a parliamentarian, knowledgeable about the parliamentary authority adopted by the district, to be present at all conference business meetings. It is also recommended that the parliamentarian review the entire conference agenda and script before the conference begins.

## ORDER OF BUSINESS

- Call to order
- Invocation (*if customary in country where conference is held*)
- Presentation of flags (*if customary, see Protocol Manual*)
- National anthems (*if customary host country, international president's or international representative's country and other countries within the district, see Protocol Manual*)
- Introduction of the head table (*by governor or announcer*) *Note: This introduction should include the international representative.*
- Welcome to the city (*by local official*)
- Welcome to the conference (*by member of the host club*)
- Response to welcomes (*by attending Zontian requested by the governor to perform this function*)
- Introductions by the governor (*The governor should first thank the welcomers and responders and should invite the local official to stay, but also recognize that, in light of his or her other commitments, he or she may need to leave.*)
  - Guests of honor (*non-Zontian*) – Governor and conference organizers should take care to **ensure that guests are invited to attend only appropriate sessions and not internal discussions.**
  - Guests of honor (*Zontians*)
  - Current Zonta International Board members, etc. according to order of precedence outlined in the Protocol Manual
- Announcement of conference appointments (*by governor*)
  - Credentials chairman
  - Aide for the international representative
  - Pages chairman (*if customary*)
  - Protocol chairman
  - Tellers committee chairman
  - Timekeepers

- Roll call of clubs *(by conference secretary)*
- Report of the credentials committee *(by credentials chairman – should be given before any business is transacted because adoption of the report determines who is eligible to vote)*
- Presentation of the conference standing rules *(by parliamentarian)*
- Adoption of the conference standing rules *(The vote needed for adoption depends on the parliamentary authority adopted by the district.)*
  - {RONR} A two-thirds vote is required for adoption in districts that have adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority.
- Presentation of the conference program *(by conference chairman)*
- Introduction of conference committee chairmen *(by conference chairman)*
- Approval of the minutes of the previous conference *(If district rules of procedure require that the minutes be approved by the conference rather than by the district board, see Section 6 of this manual.)*
- Report of the treasurer; presentation of the budget *(The budget is biennial and therefore, in those districts that hold annual conferences, the budget is presented only at conferences in odd-numbered years. If a budget is presented, it should not be acted upon at this time, but copies should be made available to the voting members of the conference for action at a subsequent business session.)*
- Report of the auditor
- Adoption of the audit/review/compilation report
  - A treasurer's report does not require any action; the conference adopts the report of the certified/chartered public accountant or by a qualified individual, independent of the district board.
- Report of the nominating committee *(by chairman of the nominating committee, in odd-numbered years. The nominating committee report should be presented early in the conference, at the first business session if possible, so that the information will be available to the conference body. The voting members of the conference should have an opportunity to meet the candidates and to confer with their clubs after they are presented. Voting is listed later in the order of business but should be conducted early enough in the conference to enable tellers to report the results during the second business meeting so that there is time for a runoff election if necessary. Instructions to voters should be given just before the voting.)*
- International president's message
- Reports of the district officers
- Reports of the district standing committees (including of the foundation ambassador)
- Reports of special committees
- Report of the tellers committee
- Adoption of the district budget, see Zonta International Bylaws Article XIII, Districts, Section 7. Duties of Officers. (d) Treasurer
- Resolutions or proposals affecting the district or Zonta International



- Unfinished business
- New business
- Invitation to the next conference
- Announcements
- Adjournment

### **District Dues**

District Dues are determined by two-thirds (2/3) vote of the voting members present and voting at conference. Each district, by majority vote of the voting members of the district conference, shall specify the date on which district dues are payable by its clubs. On the specified date of each year, each club within the district shall pay to the treasurer of the district the annual per capita district dues, based on the annual membership report as of that specified date.

### **Area Dues**

If the district authorizes area dues, the district shall specify in the district's rules of procedure, the date on which area dues are payable, the purposes for which such area dues may be used and the appropriate accountability procedures. Area dues are determined by a two-thirds (2/3) vote of the delegates at an area meeting in accordance with the procedures in Zonta International Bylaws Article XIII, Section 11 (a)(4)(a).

**SUGGESTED CONFERENCE BUDGET PREPARATION WORKSHEETS**

*Note: These worksheets are based on the premises that (1) the district has a conference assessment intended to cover expenses that apply to district business, such as meeting room rental, and (2) the registration fee is intended to pay for items that benefit the individual attendee, such as meals, favors, and decorations. In districts where these premises do not apply, the worksheets should be revised accordingly.*

**General Information**

Location

Host club/area

Dates

Hotel

Conference Chairman

Telephone

E-mail

Number of District Board Members

Average price of hotel rooms

Single

Double

**Actual cost of meals included in registration fee per person (including tax and gratuity)**

Note: rather than list by specific meal, these budget preparation worksheets refer to "Meal 1," "Meal 2," etc. "Meal 1" should be the first meal that is part of the conference, "Meal 2" should be the second, etc. The actual number of meals will vary from district to district. In the blanks next to each meal, list what it is, e.g., "Friday night dinner," "Closing Banquet," etc.

Meal 1 _____	Cost _____
Meal 2 _____	Cost _____
Meal 3 _____	Cost _____

**Projected attendance**

**Registration fee worksheet**

MEAL 1

Meal cost

Other

Bartenders (if any)

Entertainment/speaker (if any)

Favors (if any)

Decorations (if any)

Program (if any)

Subtotal

Per capita (divide subtotal by projected attendance)

Subtotal of per capita costs (meal cost plus other cost)

Overwrite by 10% (10% of previous line)

TOTAL (add previous lines)

COST TO ATTEND ONLY MEAL 1 (rounded)

(Repeat this process for all other conference meals)

**ADMINISTRATIVE COSTS**

(registration paperwork, supplies, badges, handouts, per capita)

TOTAL REGISTRATION FEE

**BUDGET**

PROJECTED RECEIPTS

District conference assessment (members x amount)\*

\*(If district has a separate per capita conference assessment)

Conference registration

(projected attendance less district board members and international representative multiplied by registration fee)

Additional fees collected (if any, such as tours)

TOTAL PROJECTED RECEIPTS

PROJECTED EXPENSES

Previous Year Actual

Budget This Year

Planning (travel, phone)

Official call to conference

Stationery, envelopes

Printing:

Governor's letter

Host Club letter

Registration forms

Postage

Other printing:

Conference program

Function tickets (meals and favor)

Meal programs (if any)

Memorial service program

Conference minutes

Other postage

Supplies (receipt book, film, paper supplies, scrapbook)

Travel expenses of district board

Fees to hotel:

Meeting rooms (include hospitality suite)

Bartenders

Meals (actual x attendance)

Rooms for district board and international representative

Miscellaneous gratuities

Entertainment

Speakers

Flowers

Governor, international representative

Meals

Hospitality suite

Memorial service

Decorations at meals

Favors

Cost for pages

Transportation

Rooms

Applicable meals  
Hospitality suite expenses  
Color guard

Gifts (governor, international representative)  
Memorial service costs  
    Piano rental (if any)  
    Other  
Cost of tours  
Other

TOTAL PROJECTED EXPENSES

PROJECTED SURPLUS OR DEFICIT

Any surplus is to be returned to district; if deficit is projected, use form below to revise budget.

**REVISION OF BUDGET IF DEFICIT IS PROJECTED**

Projected deficit  
Projected deficit per capita (divide projected deficit by projected attendance)

NEW REGISTRATION FEE  
(original registration fee plus projected deficit per capita)

**REVISION**

PROJECTED RECEIPTS  
    Conference receipts  
    Registration fee (new fee x projected attendance)

TOTAL PROJECTED RECEIPTS

PROJECTED EXPENSES (same as previous worksheet)

TOTAL PROJECTED EXPENSES

## **SUGGESTED STANDING RULES FOR DISTRICT CONFERENCE**

- Voting members of the district conference shall be:
  - The elected officers of the district
  - Clubs represented by delegates and proxies
- Only those officers and delegates (or proxies) certified by the credentials committee as voting members of the conference may make motions or vote. To exercise these privileges, a voter must wear the conference badge and identification to all meetings and shall occupy one of the seats reserved for voters. Delegates who carry proxy votes will be issued proxy identifications.
- Transfer of voting privileges from a delegate to an alternate can only be made through registration with the credentials committee.
- To obtain the floor, a member will rise, address the chair, and state his or her name and club.
- A delegate presenting a candidate from the floor for an elected office will be limited to presenting the name of the candidate only.

*Note: The standing rules for the conference may also provide how many times an individual may speak to the same question, how long an individual may speak in debate, a time limit on discussion of any one subject, procedures for making motions and conveying them to the presiding officer, how announcements will be made, how business that is unfinished at the time a recess is taken will be handled, and procedures for suspending the standing rules.*

**SUGGESTED CREDENTIALS COMMITTEE REPORT**

In the sample report below, the sessions are labeled “Session 1,” “Session 2,” and “Session 3.” In the actual report, the sessions should be listed by day, date, and time, e.g., “Friday evening September 15,” “Saturday morning September 16.”

	Session 1	Session 2	Session 3
Elected District Officers			
Accredited Delegate Votes			
Accredited Proxy Votes			
Total Votes Authorized – This Session			

**SUGGESTED FINAL CREDENTIALS REPORT**

Total number of clubs in district	
Clubs represented by delegates	
Clubs represented by proxies	
Clubs not represented	

**SUGGESTED ATTENDANCE REPORT**

District Board	
International Representative	
International Officers/Directors (not intl rep)	
Past International Presidents	
Past Governors	
Other Zontians registered (incl alternates)	
Guests registered	
Total registered	

## SUGGESTED ELECTION TALLY SUMMARY SHEET

*Note: This form summarizes the tallies for each office; the tellers should have a tally sheet for each office with sufficient space to record the hatch marks: one hatch mark for each ballot cast for each candidate.*

Office	Number of votes cast	Number of votes needed to elect	Candidate	Number of votes received
Governor				
Lt Governor				
Treasurer				
Area Directors <i>as many as needed</i>				
Vice Area Directors <i>as many as needed, if applicable</i>				
<b>Nominating Committee at least 5 nominees</b>	<b>Number of votes cast</b>	<b>Plurality</b>		

Illegal votes	Number of votes	Reason

## SUGGESTED CONFERENCE EVALUATION FORM

1. Did you attend and participate in the business meetings?  Yes  No  
If not, why not?
2. How many district conferences have you attended? \_\_\_\_\_
3. At this conference were you a (check one)  
 delegate                       alternate  
 club officer                       club member  
 guest                               other
4. How would you characterize the conference agenda (i.e., too full, disorganized, well-planned, uninformative, informative)? Please comment.
5. Did the business meetings adhere to the time schedule?  Yes  No  
If not, how could timing be improved?
6. Please comment on the meeting arrangements (seating space, ease of registration, equipment, climate control, etc.).
7. Please give your impressions of conference events outside the business meetings, e.g., workshops, speakers, seminars.
8. Did the conference accomplish its purpose?  Yes  No  
If so, how?  
If not, why not?
9. How was member participation encouraged?
10. If there were pre- or post-conference tours, did you participate?  Yes  No  
If so, please give your impressions  
If not, why not?
11. What did you like most and least about the entertainment, speakers, and why?
12. Please comment on the accommodations.
13. Please comment on the meals.
14. What did you like most and least about the conference and why?
15. What would you like to see addressed at future conferences?
16. Future conferences could be improved by:
17. Signed (*optional*) \_\_\_\_\_



## **Section 5**

# **Area Meetings**

Includes:

- Responsibilities of the area director
- Responsibilities of the host club
- Suggested area meeting report
- Suggested area meeting evaluation

## AREA MEETINGS

Zonta International Bylaws require each area to hold at least one meeting annually, preferably during the months of March, April or May, to promote the Objects and programs of Zonta International. At the option of the district, area meetings are permitted to set area dues and/or elect the area director and/or vice area director. Each club in that area shall be entitled to one delegate and one alternate. If as of the date specified by the district for the payment of district dues, the membership of any club exceeds thirty (30) members, the club shall be entitled to a second delegate and alternate. If the membership exceeds sixty (60) members, the club shall be entitled to a third delegate and alternate. A member of the district board shall not be a club delegate or alternate.

**Area meetings are essentially planning and training seminars and should provide club officers, directors, committee chairmen and members useful information on their responsibilities, Zonta International and district programs, and practical suggestions for club programs and projects. All Zontians should be encouraged to attend, particularly new members.**

Area meetings are hosted by a club in the area and are generally one-day events with a luncheon included, and should be scheduled for a day of the week that is not a work day for most members. The area director is primarily responsible for planning the meeting, with the assistance of the vice area director and other members of the district board and of the host club. The governor may direct that all area meetings cover the same subjects. The format may vary from area to area. The presiding area director reports to the district board following the area meeting. The governor or her/his designee attends the meeting.

It is recommended that area meetings be fully supported by a registration fee, which includes the cost of the luncheon. The fee does not include costs of the registration fee, travel or accommodation expenses of the presiding area director and the governor (or her/his designee); these expenses should be paid by the district. Overnight accommodations for members attending the meeting are not included in the registration fee.

### RESPONSIBILITIES OF THE AREA DIRECTOR

- **Selects** a date and a host club for the meeting in cooperation with the governor.
- **Meets** with the host club to:
  - View the facility.
  - Check for necessary equipment.
  - Determine the registration fee.
  - Assist with budget preparation (as noted above, the area meeting should be self-supporting).
  - Inform the host club of overnight accommodation needs.
- **Prepares** the agenda for the meeting, remembering to:
  - Utilize knowledgeable Zontians as session leaders, including the district foundation ambassadors.
  - Prepare materials to be handed out, including a meeting evaluation form.
  - Utilize information from the district and from Zonta International.

- **Issues** a call to the area meeting in cooperation with the host club which includes:
  - Date
  - Location
  - Name of the host club and contact information
  - Agenda
  - Information on workshops, speakers, etc.
  - Registration information, including cost
  - registration form
  - Accommodations information, including cost

*Note: In some districts, the call is sent to all members of the area; in others, it is sent only to club presidents. In either event, the date of the meeting should be publicized well in advance and the call should be sent as early as feasible and should be posted on the district website.*

- **Reports** to the district board about the meeting (see suggested Area Meeting Report at the end of this section).

## **RESPONSIBILITIES OF THE HOST CLUB**

- **Arranges for**
  - A meeting place
  - Meeting room and seating arrangements
  - Equipment, e.g. appropriate AV equipment, microphones, lecterns or podiums
  - Registration table
  - Hospitality table where refreshments may be served during breaks
  - The club president to welcome members to the meeting
  - Hotel lodging for the area director, governor (or her/his designee), and any other district officers as requested
- **Prepares** a budget in cooperation with the area director that includes:
  - The costs of facility and equipment rental
  - Meal costs, including tax and gratuity
  - Printing costs for the program and other materials
- **Appoints**
  - Finance chairman (usually the club treasurer)
  - Registration chairman, who collects registrations and fees
- **Prepares and mails**
  - Call to meeting to area clubs (or all members in area, see above) and other guests as requested by the area director
- **Submits**
  - A financial report to the area director

## **SUGGESTED AREA MEETING REPORT FORM**

*The area director may use the responses on the evaluation form to prepare this form.*

Date of area meeting

Host club: Zonta Club of

Total attendance:

Number of evaluation forms returned:

How many members were attending their first area meeting?

What was the average number of years of membership of those attending? What did the attendees find most worthwhile about the meeting?

How can future meetings be improved?

Area Director's comments:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Area Director

## **SUGGESTED AREA MEETING EVALUATION FORM**

Area:                      District:                      Date of area meeting

Is this your first area meeting?

How long have you been a Zontian?

If you are or have been an officer in your club and/or district, what offices have you held and when did you hold them? \_\_\_\_

What did you find most worthwhile about the meeting?

What do you feel you gained by attending the meeting?

How can future meetings be improved?

Signed: *(optional)* \_\_\_\_\_

## **Section 6**

# **District Rules of Procedure and Reimbursement Guidelines**

Includes:

- Suggested district rules of procedure
- Suggested reimbursement guidelines

## **DISTRICT RULES OF PROCEDURE AND REIMBURSEMENT GUIDELINES**

The Zonta International Bylaws require districts to make certain decisions, i.e., to specify the amount of district dues, specify the date by which the clubs are required to pay district dues, and specify a parliamentary authority whose rules shall govern the district in cases in which they are not inconsistent with the Zonta International Bylaws and Rules of Procedure or the rules of procedure adopted by the district. These decisions should be reflected in the district rules of procedure.

The Zonta International Bylaws provide that districts have the option to decide whether there shall be vice area directors and whether area directors shall be elected at area meetings. These decisions should also be reflected in the district rules of procedure.

District rules of procedure should specify if the district financial records shall be audited, reviewed or compiled (Zonta International Bylaws Article XIII, Districts, Section 12. Audit).

In addition, district rules of procedure may address other matters; for example, they may provide for committees in addition to those required by the Zonta International Bylaws, establish procedures for matters such as selection of a site for district conferences or specify the amount the district will reimburse the governor for attending the international convention.

The rules of procedure should also specify the procedure required to amend them. The Zonta International Bylaws require notice of proposed changes affecting the district to be sent to club presidents at least sixty (60) days before the conference, and the rules of procedure should provide for this notice, state that they can be amended only by a vote at a conference or by a mail ballot (following the provisions of the Zonta International Bylaws for such balloting), and specify the vote required to amend (majority or two-thirds majority). Because the rules of procedure should contain the most basic rules for operating the district, they should not be amended lightly, and a two-thirds majority for amendment (the same as that required for amending the Zonta International Bylaws) is therefore recommended.

Following the suggested rules of procedure below are some suggestions for reimbursement guidelines, i.e., provisions that specify the minor expenses for which the district will reimburse district officers, committee chairmen and others who spend money on behalf of the district. The reimbursement guidelines should be more easily amended than the rules of procedure (therefore it is suggested that the district board have authority to amend them). Because the reimbursement guidelines are more flexible, the district rules of procedure, rather than the reimbursement guidelines, should contain provisions relating to reimbursement of substantial sums of money (such as expenses to attend the Zonta International convention).

The suggested rules of procedure and reimbursement guidelines below are only a model. Not all districts will choose to include provisions covering all these issues. Explanations or additional suggestions are in *italics*.

## **SUGGESTED DISTRICT RULES OF PROCEDURE**

*(insert date of most recent adoption here)*

District \_\_\_\_\_ 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. There shall be a vice area director for area(s) \_\_\_\_\_, *(insert area number(s))*. The vice area director(s) shall be elected by the clubs in the area.
2. *(If area directors are to be elected at the area meeting immediately prior to the convention, insert such a provision)*
3. The district board shall meet at least (number) times each year.
4. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members present and voting at a district conference. On (date) of each year, each club shall pay to Zonta International District (district number) (amount) per capita dues based upon the number of members in the club as of (date). *(The district may wish to provide that members who join in the second six months of the fiscal year pay one-half the district dues for that year.)*
5. 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. *(This provision is appropriate if the district maintains more than one fund, e.g., a separate operating fund, conference fund, others.)*
6. 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.
7. The governor shall approve the expenses of other district board members and district committee members. *(This provision reflects one of the governor's duties as stated in the Zonta International Bylaws. The district may wish to provide that the lieutenant governor shall approve the expenses of the governor.)*
8. Expenses to be paid from district general operating funds are defined in the Zonta International District \_\_\_\_\_ Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
9. The international convention expenses of \_\_\_\_\_, \_\_\_\_\_, *(e.g., registration, banquet, other convention meals, transportation, and/or hotel)* for \_\_\_\_\_, \_\_\_\_\_, *(e.g., the outgoing governor, incoming governor, perhaps some other district officers. The district may be able to provide full reimbursement for the outgoing governor and partial reimbursement for the incoming governor, for example.)* will be paid from district funds.

10. *(Other provisions regarding reimbursement for convention expenses could also be included; for example, subsidies for delegates if the district provides them.)*
11. The district shall hold \_\_\_\_\_ *(specify number)* district conference(s) per biennium. *(If the district conducts one conference per biennium and also conducts other district-wide events, provision for such events should be inserted here.)*
12. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
13. The district financial records shall be \_\_\_\_\_ *(audited, reviewed or compiled)* by \_\_\_\_\_ *(certified/chartered public accountants or by a qualified individual independent of the district board).*
14. 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 and entertainment. *(See Section 4 of this manual.)*
15. *(Provisions for how to decide where and when to hold district conferences.)*
16. All previously adopted district 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.
17. District conference motion cards and election ballots shall be retained by the secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is longer.
18. The district secretary, with the approval of the governor, shall prepare a summary of proceedings of the district conference, which shall be sent to each club president and to the district board members within sixty (60) days following the conference. Minutes of the proceedings will be prepared by the district secretary and approved by the district board. After approval, a copy will be available for use by clubs or other appropriate interested parties. *(Or, the rules of procedure may provide that conference minutes are adopted by the voting members of the next conference. See Section 4 of this manual.)*
19. The governor may appoint a parliamentarian to serve at district conference and as needed during the biennium.
20. The district conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.
21. The chairman of the district nominating committee shall request, prior to \_\_\_\_\_ *(specify month)* of each odd-numbered year *(or even-numbered year, for those districts whose election-year conference is held early in the odd-numbered year)*, suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. 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 \_\_\_\_\_. (*specify month*). 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 five (5) 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 the district and club levels 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.

22. Campaigning Policy (available on the Zonta International website under Member Resources/Policies)

23. (a) Zonta International Bylaws require that there shall be the following standing committees: bylaws and resolutions committee, membership committee, service committee and advocacy committee. There may be such other standing and special committees as the district board shall authorize to achieve biennial goals: finance committee, public relations and communications committee, United Nations committee, Amelia Earhart Fellowship committee, Jane M. Klausman Women in Business Scholarship committee, Young Women in Public Affairs Award committee and a Z club and Golden Z club committee.

- i. 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 Zonta International Bylaws.
- ii. The district membership committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the International Membership Committee.
- iii. 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 local service projects undertaken by clubs in the district and elsewhere, and of policies developed by the International Service Committee following guidelines established by the Zonta International Board.
- iv. The district advocacy committee shall coordinate, at the district level, activities to implement legislative awareness and advocacy programs, following the 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 (CEDAW) and of the Optional Protocol).

- vi. 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 websites and the resources available thereon, the need for club websites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communication lines.
- vii. The district Amelia Earhart Fellowship committee shall promote at the district level, awareness of the Amelia Earhart Fellowships. The committee shall follow the guidelines established by the Zonta International Board.
- viii. The district Jane M. Klausman Women in Business Scholarship committee shall coordinate, at the district level, activities to promote the Jane M. Klausman Women in Business Scholarships. The committee shall follow the guidelines established by the Zonta International Board.
- ix. The district Young Women in Public Affairs Award committee shall coordinate, at the district level, activities to promote the Young Women in Public Affairs Awards. The committee shall follow the guidelines established by the Zonta International Board.
- x. The district Z clubs and Golden Z clubs committee shall coordinate, at the district level, activities to promote continuing growth by organization of new clubs and retention in existing clubs. The committee shall follow the guidelines established by the Zonta International Board.

(b) The governor shall appoint the chairman and such other members of all standing and special committees as the governor deems appropriate.

(c) The governor shall appoint one or more district foundation ambassador(s).

- 23. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairmen 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.
- 24. Outgoing district officers and committee chairmen shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The treasurer shall begin transferring responsibilities to the incoming treasurer by 1 June 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.
- 25. Clubs shall submit the names of their officers (with addresses, phone numbers and email addresses) to the governor, lieutenant governor, district treasurer, appropriate area director and Zonta International Headquarters within thirty (30) days of election of club officers (by 1 May for clubs with officers taking office 1 June). Clubs shall submit the names of their chairmen (with addresses) to each of the district chairmen promptly after club officers are elected.

26. These Rules of Procedure may be amended by two-thirds (2/3) vote of the district conference voting members, provided that:
- (a) *(insert requirements deemed appropriate; may require, for example, that proposals be submitted by a club or the district board, that the board consider all proposals and make recommendations as to whether they should be adopted. In any event, it is necessary under the Zonta International Bylaws that the following provision be included.)*
  - (b) the proposed amendment has been sent to the president of each club within the district at least sixty (60) days before the conference.
27. The rules contained in the current edition of \_\_\_\_\_, *(specify parliamentary authority)* shall govern Zonta International District \_\_\_\_\_ in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

**SCHEDULE OF DISTRICT \_\_\_\_ FEES**  
 (as of *(date)*)

District dues	_____	per capita
District Conference assessment	_____	per capita
<b>TOTAL:</b>	_____	<b>per capita</b>

*(If district provides for half of the per capita dues to be paid by members who join during the second half of the fiscal year, the amount of those dues should be shown below.)*

## **SUGGESTED REIMBURSEMENT GUIDELINES**

*Note: These guidelines should be reviewed and amended in light of any tax regulations.*

### **DISTRICT \_\_\_\_\_, ZONTA INTERNATIONAL**

*(insert date of most recent adoption here)*

#### **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 typing 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 (1/2) 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 as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than 15 May of each year to facilitate closing of the books on 31 May.

#### **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, \_\_\_\_\_ 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 -- \_\_\_\_\_ per day or per expense. Receipts need not be submitted for meals per day reimbursement. If per expense reimbursement receipts are needed. 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 expenses 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 parliamentarian, and international representative shall be paid by the district from 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. Area directors shall make *(number)* official visits to each club in their area 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 rate shall be reimbursed. 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 provides lodging, if needed, for the area director whenever possible.
2. Additional official club visits by the area directors or visits to clubs by other officers shall be approved in advance by the governor.
3. Visits to act as installing officer at a club's installation program shall be 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 for each member.
- B. Reimbursement for conference-related expenses
  1. Reimbursement to the host club for conference *(or other district-wide event if the district holds one conference per biennium and holds another event in the non-conference year, such as a district seminar)* 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 incoming governor's travel expenses involved in planning the conference *(or other district-wide event, see above)* shall be conference expenses.

### **IV. AREA MEETINGS**

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 or her designee, or any others designated by the district, shall be paid from district funds.

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## Revisions to the District Manual

Date of Revision	Section Revised	Description of Revision
7 April 2011	District Structure - District Size	Corrected language to accurately reflect board decision of 21 January 2009
21 July 2011	Section 4, District Conference	Changed “escort” to “aide” or “accompanies” on pages 47, 49, 52, 53, 59, and 89.
11 Nov 2011	Section 1, District Structure	Removed “Study Tours” from page 10
June 2013	All Sections	Revised to reflect changes to Zonta International Bylaws, policies, and guidelines
March 2014	Section 1, District Structure	<p>Inserted text from ZI Bylaws on forming a new district</p> <p>Updated role of International Board Liaison</p>
March 2014	Section 2, District Board	<p>Inserted text regarding district board action by mail</p> <p>Updated responsibilities of governor to include ensuring a smooth transition to the next biennium</p> <p>Inserted text of suggested installation ceremony for district board</p>
March 2014	Section 3, District Committees	Added the roles of archivist and historian to list of other appointed positions
March 2014	Section 4, District Conference	<p>Inserted text regarding action required between district conferences</p> <p>Inserted text from ZI Bylaws on district and area dues</p>
March 2014	Section 5, Area Meetings	Inserted text from ZI Bylaws on area meetings
March 2014	Section 7	Removed reference list on policies and forms
January 2015	Section 1, District Structure	<p>Revised number of members required by clubs to be entitled to delegates per bylaws change.</p> <p>Revised text regarding areas per bylaws changes.</p>

Date of Revision	Section Revised	Description of Revision
		Deleted text on International Honorary Membership, Meritorious Service Awards and Length of Membership Awards and instead refer to guidelines and forms on the Zonta International website.
January 2015	Section 2, District Board	Updated references to specific bylaws.
January 2015	Section 3, District Committees	<p>Updated references to specific bylaws</p> <p>Revised introductions for required committees for consistency.</p> <p>Added introductions for optional committees for consistency.</p> <p>Revised first bullet point of Foundation Ambassadors from “reports...to the governor and...” to “reports... to the governor with a dotted line to...”</p>
January 2015	Section 4, District Conference	<p>Replaced “financial audit/review/compilation” with “examined financial statement and report” per bylaws change.</p> <p>Deleted text regarding voting members of the district conference and replaced with bylaws reference.</p> <p>Deleted text regarding area directors and replaced with bylaws reference.</p> <p>Revised number of members required by clubs to be entitled to delegates per bylaws change.</p> <p>Added text from bylaws under “District Dues” and “Area Dues.”</p>
January 2015	Section 5, Area Meetings	Revised number of members required by clubs to be entitled to delegates per bylaws change.
January 2015	Section 6, District Rules...	Added text “present and voting” to suggested district rules of procedure number 4.