

DISTRICT 15 RULES OF PROCEDURE

Adopted, ___/___/___

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

1. District dues and fees shall be determined by a two-thirds (2/3) vote of the voting members including proxies at a District Conference or Fall Meeting. On June 1st of each year, each club shall pay Zonta International District 15 twenty-seven dollars (\$27) per capita dues based upon the number of members in the club as of June 1st. For members admitted from December 1 through May 31, clubs shall pay one-half (1/2) of their per capita dues to Zonta International District 15. Young Professional dues shall be half (50%) of traditional member dues.
2. 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. The Treasurer shall be bonded.
3. The District Treasurer shall advise the District Membership Chair of the total per capita dues paid, to ensure that District membership records agree with the records published by Zonta International.
4. The District Board shall act annually to determine the use and disposition of interest earned from District operating and conference funds, even if the decision is to allow the interest to accrue in those respective funds.
5. The District Governor shall approve the expenses of other District Board members and District Committee members. The Treasurer shall approve the expenses of the District Governor.
6. 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.
7. Allocations may be made from the general operating fund to the Zonta International Convention fund to supply needed funds. This allocation will be done as part of the biennial budget process. Allocations from the general operating fund to the District Conference fund should only occur when the District Conference fund is short of needed funds and must be approved by the District Board. The International Convention expenses of on-time registration, economy-class transportation, meals, and hotel (based upon double occupancy rate) for the District Governor and Governor-Elect will be paid from District funds.

8. The District shall hold one (1) District Conference per biennium in odd-numbered years. A District Governor's Summit will be held in even-numbered years. A Save the Date notice will be sent by the host club at least 4 months prior to the conference, with conference materials being sent 60 days prior to the conference to all members.
9. The biennial District budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective. The proposed budget shall be sent to club presidents with all other conference business sixty (60) days prior to the District Conference.
10. A registration fee should be charged to each member who attends the District Conference or District Governor's Meeting. Insofar as financially feasible, the registration fee should be set only as high as to recover the cost of items that benefit only the individual who attends. Such items include meals, favors, and entertainment. If receipts of the District Conference exceed expenditures, the District Board shall determine the disposition of excess funds.
11. Conferences/Meetings should be scheduled at least two (2) years prior to the event. Invitations from a club to host a District Conference or District Governor's Summit should have been approved by a vote of the club and should include the name of the hotel and one or more dates during which the hotel will be available. The place and date for such meetings are set by the District Board and submitted to the Zonta International President-Elect for approval. (Refer to the Zonta International District Conference Toolkit for planning guidelines.) A meeting shall be held at which the District Governor and other members of the District Board, as deemed advisable, meet with the host club and conference chair(s). At this meeting, the general outline of the program, budget, 3 committees, and duties of the host club will be developed. The host club should be responsible for nominating and appointing the committees for all of the tasks relating to the physical arrangements for the conference/meeting. It is the duty of the District Governor to make all the appointments of members who will serve at such meetings. (e.g., timekeepers, credentials committee, resolutions committee, tellers, pages, and participants in the program). Expenses, insofar as the district is concerned, are to be paid from the per capita conference assessment, as set up in the Bylaws and in the district budget, unless otherwise authorized by the majority of the delegates present.
12. All previously adopted resolutions automatically expire at the end of each District Conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.
13. District Conference motion cards and election ballots shall be retained by the secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is longer.
14. Only those money-raising projects approved by the district shall be offered for sale at the District Conference. All funds raised at District/Area events shall be for the District's or Club's or organizations and/or service projects that meet the goals of Zonta.
15. The Chair of the District Nominating Committee shall request, prior to March of each 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 April 15th. The committee shall screen the suggested

nominees based on the recorded qualifications and on the committee's own knowledge and judgment. No Officer, Area Director, or Member shall concurrently hold two elected offices at any level of Zonta International. The Nominating Committee shall prepare a slate of one or more candidates for each District office that is to be filled at that election, and of at least three but not more than five nominees for the District Nominating Committee. No name shall be listed without the member's consent to serve if elected. No member of the Nominating Committee shall be eligible for nomination at any level of Zonta International while serving on the committee. At least sixty (60) days before the conference at which the election is to be held, the Nominating Committee shall send its report to each District officer and to each club in the District. At the conference, additional nominations may be made from the floor immediately after the report of the Nominating Committee provided the consent of the nominee has been obtained.

16. No campaigning of any sort shall be allowed.

a. Allowed activities include:

- i. Following the issuance of the official slate by the District Nominating Committee, Zontians attending Zonta functions may be introduced as candidates. At no time may either the candidate or any other Zontain publicly request votes for the candidate.
- ii. Candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter.
- iii. Only oral endorsements, based on personal knowledge and experience, may be made by other Zontians.

b. Disallowed activities:

- i. Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the conference.
- ii. No current or past officer or director of Zonta International or current or past officer or the district shall seek to influence members to vote for or against a particular candidate.
- iii. No gifts, trinkets, buttons, or other promotional material shall be distributed on behalf of any candidate for campaign purposes either before or during the conference. No ads for the Conference Program or other advertisements will be accepted by or on behalf of the Conference.

17. Committees

a. There shall be at least the following standing committees:

- i. There may be such other standing and special committees as the District Board shall authorize to achieve biennial goals i.e. finance committee, public relations and communications committee, service committee, United Nations committee, and the advocacy committee.
- 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 Bylaws and Resolutions Committee shall review and suggest revisions to the District Rules of Procedure for each biennium to ensure they

do not conflict with the Zonta International Bylaws and shall investigate complaints made against officers of the District Board or against a club. The committee shall follow the procedures as outlined in the ZI Bylaws.

- iv. The District Public Relations and Communications Committee shall promote the objects of Zonta International and its projects and programs, awareness of Zonta Clubs and their projects and programs throughout the District, awareness of International and District Web sites and the resources available thereon, the need for club Web sites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communications lines.
- v. 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 the Zonta International service program, the Amelia Earhart Fellowships, the Jane M. Klausman Women in Business Scholarships, the Young Women In Public Affairs & Women in STEM awards, Z Clubs and Golden Z Clubs, the Zonta International Service Projects and all programs and projects funded by the Zonta International Foundation. The committee shall also promote awareness of local service projects undertaken by clubs in the district and elsewhere; and of policies developed by the International Status of Women Service Committee.
- vi. 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 (October 24), International Women's Day (and Zonta Rose Day – March 8) and other international days to commemorate, including themes, years, and world decades; activities developed by the International United Nations Committee, including UN-related resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women and of the Optional Protocol).
- vii. The District Advocacy Committee shall engage actively in USA Caucus activities to improve the status of women globally, develop resources to assist clubs and members to be effective advocates in their communities, report on successful advocacy outcomes through the Zonta International website and to members directly, promote service projects through linking of outcomes to inform about the status of women, thus emphasizing advocacy through service and work closely with the Zonta International United Nations Committee. The committee shall also promote legislative awareness, advocacy, and equal rights, following guidelines established by the Zonta International Board.
- viii. There may be such other standing and special committees as the District Board shall authorize to achieve biennial goals.

- b. The District Governor shall appoint the chair and such other members of all standing and special committees as the District Governor deems appropriate.
 - c. If funds are available, the District Board may allocate funds for the use of committees. Committee Chairmen shall apply to the District Governor for funds to carry out the work of their committees and shall submit expense vouchers for reimbursement and/or request for advances to the District Governor for approval.
- 18. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Zonta International District 15 in cases in which they are not inconsistent with the Bylaws of Zonta International or with these Rules of Procedure.
- 19. District Transition Procedures:
 - a. The District Governor-Elect shall be authorized to make plans for the next biennium, including appointing and meeting with appropriate incoming Board members and standing committee chairs to develop the District program goals and conference plans. All expenses incurred must be charged to the District Governor-Elect's biennium.
- 20. Area Administration.
 - a. Each Area is administered by an Area Director, who is elected by the clubs and is required to hold at least one (1) meeting annually. The meeting (Spring Workshop) may be held in conjunction with other areas, if the District Board approves.
 - b. Vice Area Director(s) may be identified as needed by the District Board. The Vice Area Director(s) shall be appointed by the District Board.
 - c. Club Officers Report. Clubs shall submit the Club Officers Report within thirty (30) days of the election of club officers – by May 1, for clubs with officers taking office June 1 to the online portal of Zonta International. The report shall include:
 - i. The names of the club president and treasurer with contact information inclusive of address, phone/fax/cell numbers, and email address. If available, the club e-mail address and club website shall also be included.
 - ii. Clubs will also provide a complete roster of all club committee names and contact info as listed above.
- 21. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the district conference voting members, provided that
 - a. The amendment has been proposed by a majority vote of the District 15 Board or by a club in District 15;
 - i. If proposed by a club, the proposed amendment has been sent to the District 15 Bylaws and Resolutions Committee Chair and the District Governor at least ninety (90) days prior to the District 15 Conference.
 - 1. The District 15 Board shall consider each proposed amendment and shall designate each as; (1) "recommended for adoption," or, (2) "not recommended for adoption," or, (3) "no recommendation."
 - ii. The proposed amendment, with the District 15 Board's designation, has been sent to the president of each club within the District at least sixty (60) days before the District 15 Conference.
 - b. Should more than one proposed amendment to these Rules of Procedure be submitted with the same intent covering the same subject matter, it shall be the

duty of the District Board to review such proposed amendments and to submit to the District Conference an amendment that best incorporates the intent and serves the interest of the District as a whole. In the event that any proposed amendment will not be reported to the District Conference, the District Bylaws and Resolutions Committee shall notify the proposer of the amendment.

DISTRICT REIMBURSEMENT GUIDELINES

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 May 15th of each year to facilitate closing of the books on May 31st.

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, mileage will be reimbursed at the current Federal rate for US and Government Rate for Canadian members. Depending on the Board member and designated meeting location, car rental with actual fuel cost reimbursement or air travel may be more economically reasonable.
- 2 Accommodations – double occupancy basis. Single rooms may be requested with officers paying the difference in the rates.

- 3 Meals – Group meals will be paid for by the district; reimbursement for other meals requires a receipt for approval. Allowance includes gratuity; however, the purchase of alcoholic beverages is the responsibility of the individual board member.
- 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 and secretary as outlined above. Expenses of the district parliamentarian and secretary for attendance at other board meetings as requested by the governor shall be reimbursed as outlined above.

B. District Conference Attendance and Governor's Summit

- 1 Conference and summit transportation, registration, accommodations and conference meals for district board, district parliamentarian, and international representative shall be paid by the district from District conference funds.

C. Club Visits

- 1 Area directors shall attempt to make two (2) 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 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 shall be conference expenses.

IV. AREA MEETINGS

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