

DISTRICT 15 RULES OF PROCEDURE 2018

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

1. There may be a vice area director for area(s) 1 – 4 if the district board determines there is a need. The vice area director(s) shall be elected by the clubs in the area.
2. Area directors are to be elected at the district meeting immediately prior to the convention.
3. The district board shall meet at least three (3) 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 June 1st of each year, each club shall pay to Zonta International District 15, \$25.00 per capita dues based upon the number of members in the club as of June 1st. 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, certificate of deposits, or other appropriate money management techniques to maximize earnings on district funds.
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. 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 15 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-third (2/3) vote of the district board.
9. The international convention expenses of transportation, hotel, registration, banquet and all events, for the outgoing and incoming district governors will be paid from district funds. Meals not covered by registration or event fees are covered with receipts.
10. Subsidies for reimbursement for convention expenses for delegates can be approved with a 2/3 vote of the district board.
11. The district shall hold one (1) district conference per biennium.

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 compiled by a qualified individual independent of the district board pursuant to Zonta International Bylaws Article XIII, Districts, Section 12. Audit.
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. (Section 4 of the Zonta District Manual).
15. Clubs may submit bids to the governor to serve as conference hostesses. The governor shall present all bids to the district board for approval.
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, conference minutes will be adopted by the voting members of the next conference. A copy will also be available for use by clubs or other appropriate interested parties. *See Section 4 of the Zonta District 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 February 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 July 15th. 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. Committees

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 Resolution 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).
24. 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.
25. 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 June 1st of the first year of the incoming treasurer's term and must complete the transfer within thirty (30) days after the end of the treasurer's term.

26. 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 by May 1st. Clubs shall submit the names of their chairmen (with addresses) to each of the district chairmen promptly after club officers are elected.
27. These Rules of Procedure may be amended by two-thirds (2/3) vote of the district conference voting members, provided that:
 - a. The proposed amendment has been sent by the appropriate district official to the president of each club within the district at least sixty (60) days before the conference.
 - b. Amendments may be proposed by a club or the district board.
 - c. Each year the lieutenant governor shall review the Rules of Procedure, assisted by the parliamentarian and treasurer, to ensure compliance with Zonta International bylaws and District 15 policy. Suggested revisions shall be submitted to the district board for additional review.
28. 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.

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, \$0.25 US member and \$0.50 Canadian member 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 – 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 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 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.
- 1 Additional official club visits by the area directors or visits to clubs by other officers shall be approved in advance by the governor.

- 2 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.
- 3 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.