



# Zonta International District 15

*Advancing the Status of Women Worldwide*

## Traditions and Practices Manual

ZONTA INTERNATIONAL DISTRICT 15

January 2015

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**DISTRICT 15 - CLUBS AND AREAS**

District 15 is an official administrative unit of Zonta International. District 15 is divided into four (4) administrative areas based on the geographic location of clubs. Each club is assigned to an Area as follows:

<p style="text-align: center;"><b><u>Area 1 (13 Clubs)</u></b></p> <p>Alpena Alpena Tri-County Area Benzie Area Charlevoix Area Gaylord Area Iron Mountain/Kingsford Area Leelanau County Marquette Area Petoskey Area Rogers City Area Roscommon Area Sault Ste. Marie Area Traverse City</p>	<p style="text-align: center;"><b><u>Area 2 (8 Clubs)</u></b></p> <p>Big Rapids East Lansing Area Grand Rapids Area Lansing Ludington Area Michigan Capitol Area Mt. Pleasant Owosso</p>
<p style="text-align: center;"><b><u>Area 3 (9 Clubs)</u></b></p> <p>Ann Arbor-Washtenaw Chatham-Kent Detroit I Detroit II Lenawee Area Milford Metro Detroit Northwest Wayne County Windsor-Essex</p>	<p style="text-align: center;"><b><u>Area 4 (9 Clubs)</u></b></p> <p>Farmington-Novis Fenton Flint I Lapeer Area Midland Pontiac-North Oakland Saginaw Southfield Troy-South Oakland</p>

A club may participate in other area events and meetings.

A club may request a change in Area assignment by submitting the request and supporting materials to the Governor. The Governor shall present the request to the District Board. The District Board shall act on the request for reassignment and the Governor shall notify the club of the Board’s decision.

Any major change in the Area structure of District 15 shall be presented to the District Clubs and be voted on for approval at Fall Conference.

## **I. ORGANIZATION & MISSION**

The purpose of the District 15 Board is to promote the ideals of service and the objectives of Zonta International by providing leadership through programs and services to clubs within the District. The District 15 Board shall act on behalf of the District Clubs between Conferences, but at no time shall this board act to change the policies and procedures established by a delegate body (Refer to ZI District Manual Section 2).

District 15 Clubs shall elect District Officers according to the Zonta International Bylaws. The elected officers shall be the Governor, Lt. Governor, Treasurer and four (4) Area Directors. Election of officers are held during the last annual district conference in the biennium. Area Directors are elected by club delegates from their respective areas. The Governor shall act as liaison between the District and Zonta International (Refer to District Manual for board responsibilities).

### **Appointments**

It is the Governor's duty to appoint a **District Secretary**. S/he shall attend all Board Meetings, keep the official record of Board action, participate in planning and promoting District programs and services, and serve as the District Conference Secretary. S/he is without a vote.

A **District Parliamentarian** is also appointed by the Governor. S/he shall attend all Board Meetings and official meetings of the District. S/he shall participate in all Board activities, but s/he is without a vote. The Parliamentarian must have the Robert's Rules of Order and the Zonta International Governing Documents available at all Board meetings and conferences.

The Parliamentarian shall be the official timekeeper at Fall Conference and Board meetings. S/he shall update the Conference Rules as needed and ensure all attendees are informed of the Conference Rules and that there is compliance with those rules. Jointly with the Lt. Governor, s/he is responsible for provision of the training of club delegates/alternates and the orientation of first time conference attendees. S/he shall work with the Tellers, Credentials and Nominating Committees to ensure proper adherence to the Robert's Rules of Order and Zonta International Bylaws for elections.

The Parliamentarian shall review the District Traditions and Practices Manual at least once per biennium and recommend changes and additions to the Governor. S/he will also at least once per biennium, in consultation with the Lt. Governor, review and update the District Rules of Procedure.

The Parliamentarian shall perform other duties as assigned by the Governor. S/he will serve in an advisory capacity to the Governor, District Board and clubs at their request.

## **OUR MISSION**

Zonta International seeks to improve the legal, political, economic, health, educational and professional status of women through service and advocacy; work for the advancement of understanding, goodwill and peace through a world fellowship of executives in business and the professions; promote justice and universal respect for human rights and fundamental freedoms; be united internationally to foster

high ethical standards, implement service programs, and provide mutual support and fellowship for members who serve their communities, their nations, and the world.

## **II. BOARD MEETINGS**

The District Board shall meet three times each fiscal year. The three (3) meetings shall be:

- Summer Board Meeting (Conference Planning)
- Pre & Post Fall Conference Board Meetings
- Winter Board Meeting (Workshop Planning)

At the discretion of the Governor, additional meetings may be called.

Meeting arrangements shall be the responsibility of the Governor or her designee. S/he shall make lodging assignments for the Board members. Two Board members shall be assigned to a room and the Governor shall have a single room or a suite if desired and/or necessary. Any member of the Board who desires a single room shall be responsible for full payment of the room, unless no additional cost is incurred by the District.

Special meetings of the District 15 Board will be held when requested by three members of the Board. Such meetings shall be at a time and place convenient for Board members. For example, official meetings have been held in conjunction with Spring Workshops, Charter Dinners, Inter-City Meetings, etc.

## **III. MEETING AGENDAS**

The Governor shall be responsible for preparing the tentative agenda for approval by the Board. A typical agenda shall include:

- Call to Order
- Collect (Lt. Governor)
- Minutes (Approval)
- Governor's Report
- Lt. Governor's Report
- Secretary's Report
- Report on Club and Area Activities – Area Directors
- Membership Report
- Special Events
- International Items
- Old Business
- New Business
- Program Planning

The Governor will seek the right for the Board to approve Conference minutes from the Conference delegate body. After review and approval by the Board, a copy of the approved minutes shall be sent to all District 15 Clubs and shall be included in the upcoming Conference program.

## **IV. EXPENSES & REIMBURSEMENT GUIDELINES**

Expenses for performing official Zonta business shall be paid by the District. Expenses include, but may not be limited to mileage, meals, postage, telephone calls, and program materials. A request for reimbursement (Expense Voucher) shall be completed and expenses itemized. The Voucher shall be submitted to the Governor for approval. The Governor will send the report to the Treasurer for review. If there appears to be no question, the Treasurer will include a check and envelope for quick reimbursement. All disbursement check must be co-signed by Governor or Lt. Governor.

Travel expenses must be submitted within 60 days of travel, otherwise they are not paid. Expenses must be submitted 5 days before the closing of the fiscal year (May 31).

### **Fall Conference Guidelines** (addendum voted on at Fall Conference 2012)

The District will follow the ZI district manual guidelines that indicate the board members registrations, meals and rooms for attendance at fall conference will be paid from the conference budget. In addition, the conference funds will pay for one half of the Board members rooms and meals for the June board meeting where fall conference planning is done. The district operations funds will pay for one half of the Board members rooms and meals for the summer board meeting since other Board business is also conducted there. Also, the district operation fund will pay for all transportation expenses for the June and October board meetings as well as the meals and lodging specific to the October Board meeting.

District Board:

- District Board, District Secretary, District Parliamentarian, and International Representative shall be paid by the conference funds.
- The transportation expense for the District Board shall be paid from the District budgeted conference fund.
- Transportation expenses shall be reimbursed for the District Parliamentarian as outlined above.

### **Invitations and Official Visits to Clubs**

The Governor is responsible for informing clubs of their obligation to invite District Officers to attend their meetings. The Governor can reinforce the importance of the visitation program at Workshops and Conference.

- An Area Director shall visit each club in her Area at least once each biennium.
- The Lt. Governor may elect to visit clubs, attend special meetings, and/or attend Inter-City meetings on request of clubs.

The District shall pay mileage expenses for official visits and for meals when part of travel time. The Club shall be responsible for meals, if they are part of the meeting structure, and for overnight lodging, if required.

Upon invitation, a member of the Board may elect to attend club meetings and events, Inter-City meetings, annual club meetings and Charter Presentations. If the Board Member is requested to participate in the program as an official representative of the District, the club is responsible for meal expenses and overnight accommodations. The District will pay the mileage.

When a member of the Board elects to attend a club function, an Inter-City meeting or a Charter

Presentation and is not part of the program or officially representing the District, s/he is responsible for her own expenses.

### **District Representatives at International Conventions**

The outgoing Governor and the incoming Governor shall be sent as the District representatives to the International Convention. The District shall cover the cost of their airfare (coach), hotel (standard room; encouraged to share), registration, all events, and transportation to/from the airport to the event site and as otherwise required. Meals (no alcohol) not covered in registration or event fees shall be reimbursed by the District upon submission of appropriate receipts.

**Note: ALL REQUESTS FOR REIMBURSEMENT MUST BE MADE ON THE DISTRICT VOUCHER FORM.**

### **Louzella Seeburger Memorial Pin – Governor’s Pin**

Louzella Seeburger was District 15 Governor from 1978-1980. Shortly after her term ended, she was tragically killed in an auto accident. Her family donated her Governor Pin to the District. The 1988–1990 District Board voted to have each Governor receive a pin named in her honor. It has become a tradition that the “Louzella Seeburger pin” be passed from Governor to Governor.

Near the end of the outgoing Governor’s term, the Treasurer shall order a pin and gavel guard. The Governor’s pin and guard is a District 15 expense. The outgoing Governor shall present the Louzella Seeburger Memorial Pin to the incoming Governor at the International Convention.

## **V. DISTRICT HISTORY AND ARCHIVE COMMITTEE**

The Committee will consist of past Governors appointed by the District Governor. The chair of the committee will be the District Historian. S/he will also be appointed by the District Governor. The Historian may also serve as the Archivist. These appointments would be for the current biennium, but open for re-appointment at the discretion of the incoming governor for the next biennium.

The committee responsibilities include:

- To raise and maintain historical records and archives and prepare them for possible publication at the District level.
- The role of the **ARCHIVIST** is to collect, review and manage storage of archive material such as printed documents, electronic records and objects. Archives are the records of the clubs, district or Zonta International activities. The Committee or the Governor shall appoint an Archivist who is responsible for reviewing, selecting, and maintaining the District 15 Archives.
- The role of the **HISTORIAN** is to work closely with the archivist to study the archives with a view to preparing a written history.
- The two roles are inter-connected.

## **VI. CONFERENCES & SPRING WORKSHOPS**

### **District Conferences (refer to Zonta District Manual, Section 4)**

Each District must hold at least one conference per biennium prior to November of the year preceding the International Convention. District 15 will hold an annual conference the third weekend in October.



**Spring Workshops (refer to Zonta District Manual, Section 5)**

Zonta International Bylaws requires each Area to hold at least one meeting annually, preferably during the months of March, April or May. Spring Workshops are planning and training seminars that provide club officers/members useful information on Zonta International and District programs and suggestions for club projects and membership.

All members will be recognized for milestone years of service as deemed appropriate by the board.

## **HOST CLUB CHECKLIST FOR SPRING WORKSHOP**

Provide the following to the District Governor, Secretary & Area Director by **February 1**

- Name and contact information (email) of the Club Workshop Chair
- Name, address, phone number & email of the Workshop Registrar (person who will receive registration payments from attendees)
- Overnight accommodations information
- Workshop location directions & map

### **Rooms and Room Arrangements** (Usually one large room for everything)

- Table for Registration (alphabet cards (i.e. A-L & M-Z))
  - Table for District Treasurer and District fundraising items
  - Tables for displays and host club fund raising items
  - Podium
  - Microphones (one at podium, one wireless)
  - Table for laptop and projector
  - Screen (projector provided by the District Board)
  - Registration List By Club and Name
  - Name Tags (name & club)
  - Internet access (either cable or wireless) if needed
  - Tables for attendees (round if available)
  - Table for board (reserved and to the side, round if available)
  - Table decorations (optional)
- Provide continental breakfast during Registration
  - Assign a member to assist the District Treasurer with the Zonta Store
  - Provide the luncheon
  - Assign club members to sit at different tables to encourage networking

### **Introductions & Welcome** (usually done by Club President)

- District Officers (names and titles)
- Club President if not doing welcome
- Clubs attending

## **AREA DIRECTOR WORKSHOP CHECKLIST**

- Have you met with the Host Club?
- Have they appointed a chair/co-chair?
- Have they appointed a Registrar?
  
- Do they know exactly what is needed for the Workshop?
  
- Rooms and Room Arrangements
- Table for Registration
- Table for Store
- Tables for Demonstrations
- Microphones
- Podium
  
- Will they have a Registration List? By Club? Name Tags?
  
- Have they arranged for coffee and rolls during Registration?
  
- Has a member been assigned to assist the District Treasurer with the Zonta Store?
  
- What are the luncheon arrangements?
  
- If needed, are motel accommodations confirmed for the Board?
  
- Have you sent a letter to all Club Presidents in your Area, encouraging attendance of all members?
  
- Have you supplied the Governor with travel directions which will be included in the Call to Workshop?
  
- Does the Governor have the name, address, and telephone number of the Registrar?
  
- Do you have the Workshop Evaluation Forms?

**WORKSHOP REPORT FORM – HOST CLUB**

Date: \_\_\_\_\_ Area: \_\_\_\_\_

Location: \_\_\_\_\_

Host Club: \_\_\_\_\_

Report Prepared by: \_\_\_\_\_

**Attendance:** Attach a copy of the registration list.

Number attending from Host Club: \_\_\_\_\_

Number of District Officers: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

Were there walk-ins (without reservations) the day of the Workshop? Yes \_\_No \_\_\_\_

If so, how many? \_\_\_\_\_

**Financial Statement:**

Receipts = Total attendance x Workshop Registration Fee \$ \_\_\_\_\_

Expenditures – List

Luncheon	\$	_____
Supplies	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Expenditures \$ \_\_\_\_\_

Net Profit (or Loss) \$ \_\_\_\_\_

**Note: A hostess club may retain the profit for the host club's service fund.**

Please indicate in the parentheses number of registrants who did not show ( \_\_\_\_\_ ).

**THIS FORM MUST BE RETURNED TO YOUR AREA DIRECTOR**

## VII. DISTRICT FINANCES

### A. DUES

District Dues were established by the Club Delegates at District Conference. Any change in the dues structure also must be by a vote of the Club Delegates.

District dues of \$20.00 US must be paid to District 15 by June 1. Clubs are responsible for paying the Annual District Dues and the Conference/Workshop Assessment by June 1 of each year. Checks are made payable to "District 15, Zonta International," and are sent to the District 15 Treasurer along with a list of active members.

For new members joining June 1 through November 30, the full year dues must be remitted to District 15 with a new member report form. For new members joining December 1 through May 31, District dues are \$10.00. The number of club delegates for District Conference and International Convention is determined by the number of club members reported on June 1<sup>st</sup>.

	<b>District</b>	<b>International</b>
<b>June 1 – November 30</b>	\$20.00	\$80.00 + \$3.00 insurance (USA)
<b>December 1 – May 1</b>	\$ 10.00	\$40.00 + \$3.00 insurance (USA)
Payable to	<b>District 15 Zonta</b>	<b>Zonta International</b>
Mail check with copy of Membership forms to	<b>District Treasurer (see roster for current information)</b>	<b>Zonta International 1211 West 22<sup>nd</sup> St. #900 Oakbrook, Chicago, IL 60523 USA</b>

### B. ASSESSMENT

The Conference Assessment portion of the district dues was established by a vote of the Club Delegates at a District Conference. Any change in the Assessment also must be by a vote of the Club Delegates. The purpose of a Conference/Workshop Assessment is to support the programs of Zonta, and to distribute the support for Conference and Workshops among all members of the District.

### C. GIFTS

The District shall give each new club, at its Charter Dinner or Charter Event, a gift of \$100 to be used for service projects of the club's choice. Other gifts from the District must be approved by the District Board. Approval may be obtained by a telephone or electronic vote conducted by the Governor.

### D. ROSE FUND

The District 15 Rose Fund was established to cover, but not limited to, fellowship expenses, such as condolence flowers for a Zonta member or their immediate family such as spouse, children, parent and

siblings (not to exceed \$60.00) and to pay for, but not limited to, Fall Conference attendance expenses of the Young Women in Public Affairs, Jane M. Klausman Women in Business and Amelia Earhart Fellowship award/scholarship recipients. The Fund will be supported from District fundraising efforts.

## **VIII. OPERATIONAL GUIDELINES**

### **A. DISTRICT CALENDAR**

The Governor shall keep a Master Calendar for the District. S/he shall approve dates for Conference and Workshops before any other event is scheduled. The District Web-master shall post the Master Calendar on the District website.

The purpose for clearing dates is to ensure maximum attendance at District and Inter-City events. Priorities for scheduling District 15 events are as follows:

- Fall Conference
- Spring Workshops
- New Club Charter Events
- A Club's Major Anniversary (70<sup>th</sup>, 60<sup>th</sup>, 50<sup>th</sup>, 25<sup>th</sup>)
- Events developed to promote the work of Zonta
- Social Events

Inter-City Meetings which will be held in different Areas of the District may be scheduled concurrently. The Governor should inform clubs if this is to occur.

The Area Directors should keep the Governor informed of any special meetings and events scheduled by clubs in her area.

### **B. PROTOCOL (refer to ZI Protocol Manual for further information)**

#### **Recognition**

At District events, such as Inter-City Meetings, all clubs that attend and members of the District Board should be recognized formally by the Host Club.

#### **Invitations**

Invitations to Inter-City Meetings should be sent to all members of the District Board, Club Presidents and to Past District Governors who reside within the District boundaries.

#### **Presentation of Colors and National Anthems**

When colors (flags) are presented, national anthems sung, and toasts made, both the US and Canada shall be recognized. The country in which the event is held shall be the first country presented. When an International Representative or Zontian from another country is present, her country's colors shall be presented third, the national anthem shall be played, and her country shall be toasted through its leader. (Sample toasts appear in the Appendix.)

### **C. OFFICIAL VISITS**

Every Club is responsible for inviting District Officers to either a Business Meeting or a Board Meeting.

Area Directors should be invited once per biennium. The Lt. Governor should be invited to each club at least once within her Biennium. Clubs also may invite the Governor to their meetings or for special programs and events. The District shall reimburse District Officers for mileage. Clubs shall be responsible for the cost of dinner and overnight accommodations.

District Officers are excellent resource personnel. They can provide clubs with programs on International Service Projects, Amelia Earhart Fellowships, Friendship Countries, Membership and Public Relations. They contribute to a New Member Orientation Program by presenting the overview of Zonta International. In recent years, they have been supplied with excellent visual aids which give variety to these programs.

#### **D. INTERCITY MEETINGS**

An Inter-City Meeting is one designed to promote the objects and programs of Zonta International, or to celebrate the organization of a new club or to celebrate a club's major anniversary. Invitations to these events are sent to clubs in the hostess club's area or to all clubs within the District.

A club that invites three or more other clubs to an event is sponsoring an Inter-City meeting, and the hostess clubs should clear the event with the Governor. This will ensure the club that its event is not in conflict with another activity. Clubs may invite others (e.g., District 15 Officers and past District 15 Governors) if they desire.

#### **E. INTER-CLUB MEETINGS**

When two or three Clubs meet together to share a speaker or a special program, it is considered an Inter-Club Meeting. Usually, the Clubs are in close proximity to one another. Inter-Club Meetings are an excellent way to meet new Zontians, to learn more about Zonta, to share outstanding programs, and to obtain new ideas for fund raising activities and service.

The Hostess Club should notify the Governor of the meeting date to avoid any conflict with activities within the District which may decrease attendance at the event.

#### **F. NEW CLUB CHARTER EVENTS**

The process for chartering a new club is set forth in the Organization Membership and Classification Manual. The date for a new club's Charter Presentation Event shall be approved by the Governor and shall receive priority on the District Calendar. No additional District events shall be approved for that date or a date immediately adjacent to it.

The Charter Presentation Event should occur no sooner than two months following the official organization date (the approval date at Headquarters) as adequate time must be allowed for preparation of the Charter and the Gavel.

The Governor serves as the International Representative at Charter Events. S/he installs the new club's officers and presents the Charter and the Gavel. The Organizing Club or Organizer has the privilege of inducting members, etc.

If the Organizer or the Organizing Club is not available to assist the new club in planning its Charter

Event, a District Officer will be assigned to the club for this purpose. The Governor will be responsible for informing the club of protocol and s/he/he will supply mailing lists for invitations when necessary.

Invitations to a Charter Event are extended to all clubs in the District through the club presidents. All members of the District Board and all Past Governors will also be invited to this event.

**G. FIRST YEAR MEETINGS OF NEW CLUBS** (refer to ZI District Manual, pgs 18 & 21)

**H. PROCEDURE REGARDING NEW GOVERNOR AND LT. GOVERNOR:**

- 1) The outgoing Governor shall inform the President of the incoming Governor's club of the expectations of the club in terms of the Governor's Reception.
  - a. The reception is hosted by the Governor's club and held in the Governor's home town.
  - b. It is best held in early fall, usually September, so it does not interfere with Fall Conference.
  - c. All clubs should be sent an invitation at least 30 days in advance.
  - d. All past Governors should receive a separate invitation at least 30 days in advance.
  - e. It should be a special occasion with strict observation of protocol. (see Protocol Manual)
  - f. Ample accommodations must be available.
- 2) At Fall Conference, in election years, the reception for the newly elected Governor and Lt. Governor will be at a shared venue. The hospitality suite, if appropriate, should be considered for this use.
- 3) The Public Relations and Communications Committee shall ensure that the home clubs of the Governor and Lt. Governor issue a press release announcing their leadership positions in June of the first year of their biennium.

**I. SMOKING REGULATIONS**

Smoking will not be allowed at any official District 15 function. There will be designated smoking areas in each host facility, separate from the function areas.

**J. ACCESSIBILITY**

Conferences and Workshop events shall be scheduled in a room or an area that is accessible to all members.

**K. EMAIL POLICY** (refer to ZI Protocol Manual, revised March 2014, page 36)

**L. SOCIAL NETWORK USAGE** (refer to ZI website for policy)

**IX. MATERIALS INVENTORY**

- Power Point Projectors (2)
- Tabletop Speakers (2)
- Laptop (1)
- US Flag and Standard\*
- Canadian Flag and Standard\*
- Zonta Flag and Standard\*
- Club Delegate Name Plates\*
- Head Table Name Plates\*
- Zonta Banner\*
- Zonta Flags of all Nations and Standard\*
- Podium signs (2)\*

Inventory should be taken at the end of each Biennium and passed on to the Governor. It is the Governor's responsibility to see that all District 15 materials are transferred to the incoming Governor or



her designee. *All items marked with \* should be passed on to the next Fall Conference Committee/Club person.*

## **APPENDIX**

Roster of District 15 Clubs - Charter Number and Year

Roster of Z Clubs & Golden Z Clubs - Charter Number and Year

Roster of Past Governors

Sample Head Table Arrangements

Toasts

Club Leadership Calendar

Everything I Wanted to Know About Zonta...But Was Afraid to Ask

Cheat Sheet on Motions

Motion Form

Conference Rules

Expense Voucher Form

## DISTRICT 15 CLUBS - CHARTER NUMBER AND YEAR

CLUB NAME	CHARTER NUMBER	CHARTERED
Detroit I	Club # 9	Chartered 1919
Grand Rapids Area	Club # 15	Chartered 1921
Lansing	Club # 16	Chartered 1922
Flint I	Club # 25	Chartered 1923
Pontiac/N. Oakland Area	Club # 50	Chartered 1927
Owosso	Club # 63	Chartered 1929
Southfield Area	Club # 87	Chartered 1929
Windsor & Essex County	Club # 98	Chartered 1930
Saginaw	Club #156	Chartered 1938
Midland	Club #197	Chartered 1947
Chatham-Kent	Club #213	Chartered 1948
Muskegon Area	Club #232	Chartered 1949 Disbanded 2009
Bay City Area	Club #256	Chartered 1951 Disbanded 2010
Mt. Pleasant	Club #289	Chartered 1952
Ludington Area	Club #355	Chartered 1955
Traverse City Area	Club #356	Chartered 1956
Milford	Club #422	Chartered 1958
Big Rapids Area	Club #424	Chartered 1958
Lenawee County	Club #435	Chartered 1959
Jackson	Club #454	Chartered 1959 Disbanded 2004
Kalamazoo	Club #464	Chartered 1960 Disbanded 1997

Alpena	Club #519	Chartered 1963
Petoskey Area	Club #683	Chartered 1971
Marquette Area	Club #713	Chartered 1975
East Lansing Area	Club #776	Chartered 1975
Gaylord Area	Club #780	Chartered 1976
Flint II	Club #812	Chartered 1977
Sault Ste. Marie Area	Club #839	Chartered 1978
NW Wayne County Area	Club #880	Chartered 1979 Disbanded 2010
Rogers City Area	Club #928	Chartered 1980
Lapeer Area	Club #977	Chartered 1981 Disbanded 2015
Iron Mtn.-Kingsford Area	Club #997	Chartered 1981
Detroit II	Club #1061	Chartered 1983
Downriver Wayne County	Club #1072	Chartered 1984 Disbanded 2010
Michigan-Capitol Area	Club #1081	Chartered 1984
Roscommon County	Club #1086	Chartered 1984
Troy-Rochester Area	Club #1132	Chartered 1985 Disbanded
Benzie Area	Club #1138	Chartered 1986
Leelanau County	Club #1203	Chartered 1988
Alpena-Tri-County	Club #1215	Chartered 1989
Charlevoix	Club #1238	Chartered 1989
Traverse City II	Club #1279	Chartered 1990 Disbanded 2005
Macomb	Club #1355	Chartered 1992 Disbanded 2010
Newago	Club #1374	Chartered 1992

Metro Detroit	Club #1416	Chartered 1993
Meridian East	Club #1425	Chartered 1993 Disbanded 2013
Farmington/Novi Area	Club #1477	Chartered 1994
Fenton	Club #1491	Chartered 1994
Cadillac	Club #1837	Chartered 2008 Disbanded 2014
Troy/South Oakland	Club #1868	Chartered 2010
Ann Arbor-Washtenaw	Club #1907	Chartered 2012
<b>SPONSORING ZONTA CLUB</b>	<b>Z CLUB NAME AND CLUB NUMBER</b>	<b>CHARTER DATE</b>
Marquette	Club #276 Marquette Senior High School	11/1/1985
Marquette	Club #439 Negaunee High School	2/1/1998
Charlevoix Area	Club #580 Charlevoix High School	9/14/2007
Southfield Area	Club #612 Brace Lederle MacArthur Southfield	6/1/2010
Lansing	Lansing Everett High School	2013
<b>SPONSORING ZONTA CLUB</b>	<b>GOLDEN Z CLUB NAME AND CLUB NUMBER</b>	<b>CHARTER DATE</b>
Marquette	Club #387 Northern Michigan University	4/1/1994
Lansing	Club #599 MSU	4/1/2009
Midland	Club#197 Northwood University	11/2013

**DISTRICT 15 PAST GOVERNORS**  
 (Note: Prior to 1972, District XV was Part of District V)  
 PIP \*denotes Past International President

Helen Bartlett	1949-51	Mary Lou Gharrity	1980-82
Audra Francis	1952-53	Barbara Geil	1982-84
L. Dell Henry	1953-54	Betty Kruger	1984-86
Louise Brooks	1955-56	Dr. Geraldine Purcell	1986-88
Edna Nairn (PIP)	1957-58	Jane Rhodes	1988-90
Nan D. Wolcott	1959-60	Dr. Sylvia D. Vukmirovich	1990-92
Lila V. Watts	1961-62	Dr. Sonia Parks	1992-94
C. Maude Milles	1963-64	Jacqueline Gudmundsen	1994-96
Eleanor Jammal (PIP)	1964-65	Susan Noakes	1996-98
Evelyn Fay	1966-68	Carol Curtis	1998-2000
Helen Davison	1968-70	Juliann Binienda	2000-2002
Louise Meyer	1971-72	Shirley Edwards	2002-2004
Dr. Dorothea Wyatt	1972-74	Sue Eareckson	2004-2006
Geraldine Gesaman	1974-76	Carole Calvert-Baxter	2006-2008
Zillah Meeker	1976-78	Sandra Vosper	2008-2010

Louzella Seeburger	1978-80	Denise Quarles	2010-2012
		Karen Armaly	2012-2014
		Cheryl Hall	2014-2016

**SAMPLE HEAD TABLE ARRANGEMENT FOR FALL CONFERENCE**

**OPENING BUSINESS SESSION AND BANQUET**

<b>UPPER TIER</b>	<b>LOWER TIER</b>
District 15 Secretary	Next Fall Conference Zonta Club President
District 15 Treasurer	Fall Conference Chair
Invocation Presenter (optional)	District 15 Amelia Earhart Chair
District 15 Parliamentarian	Amelia Earhart Fellow
District 15 Governor	District Nominating Chair (election year)
<b>LECTERN</b>	<b>LECTERN</b>
International Representative (odd numbered year)	Area 1 Director
District 15 Lt. Governor	Area 2 Director
Mayor (or other Dignitary)	Area 3 Director
Fall Conference Club President	Area 4 Director

For the banquet, tables will be reserved for all past governors and club presidents. Past governors and club presidents will process into the room as their names are announced.



## TOASTS

The leader of the country in which the Conference is held is toasted first (Canada or the United States). The second country in the District is toasted next. A toast also is given to the leader of the country in which the International Representative lives if outside North America. (Refer to ZI Protocol Manual 2010)

### **SCRIPT**

Toastmistress: Please stand (wait for participants to stand)

Toastmistress: Please join me in toasting the leaders of our countries.

Toastmistress: To the President of the United States of America

Response: To the President

Toastmistress: To the Prime Minister of Canada

Response: To the Prime Minister

Toastmistress: To the (President, Prime Minister, King, or International Representative/other proper title) of

\_\_\_\_\_ (Name country) \_\_\_\_\_

Response: To the \_\_\_\_\_

**Note: This shall be printed in the banquet program at fall conference.**

**CLUB LEADERSHIP CALENDAR** (also in Club Leadership Manual)

<b>Month</b>	<b>Action Item or Event</b>	<b>Who</b>
JUNE	Pay dues to Zonta International and District - Jun 1	Treasurer
	Appoint club committee chairs and assign members to committee	President
	Set goals for the upcoming year with club officers and committee chairs.	President
	Complete district nomination forms and send to District Nomination Chair (odd years - due July 15)	Club
	Attend Int'l Convention (in Torino, Italy; July 7-12, 2012) Attend North America Inter-District Conference (next one: 2011)	Club
JULY	Hold committee meetings to plan for the upcoming year Submit Jane Klausman Women in Business Scholarships by July 1, 2011	Committee Chairs
AUGUST	File Fiscal Year IRS Group Form to IRS by Aug 15 if filing with International >\$25,000 (Oct 15 if filing as a club)	Treasurer
SEPTEMBER	Elect Club delegates for District Fall Conference	President
	Determine ZI Foundation Club goals for fall conference	Board/Club
	Complete Presidents Packet forms for Fall Conference & submit (Yellow Rose, 30yr Mbr., President's Parade, Zonta Store, Service of Remembrance)	President
OCTOBER	File Fiscal Year IRS E-Form 990 online to IRS by Oct 15, <\$25,000	Treasurer
	File Fiscal Year IRS Group Form to IRS if filing as a club >\$25,000 (by Aug 15 if filing with International)	Treasurer
	Attend District Fall Conference: Oct 15-17, 2010 in Harris, MI - ZI Foundation Club Goals due	Club
NOVEMBER	Submit Amelia Earhart Fellowship applications to ZI by November 15, 2010	Program Committee
DECEMBER & JANUARY		
FEBRUARY	Elect club nominating committee, if not yet formed	Nominating Committee
	Submit IRS Group Subordinate Update Form due to ZI	Treasurer
MARCH	Register delegates and alternates for International Convention	Secretary
	Hold elections if not done in April	Nominating Committee
APRIL <u>2011 Workshop</u> Area 4, May 15 - Lapeer Area 3, May 14 - Lenawee	Submit contributions to Zonta International Foundation	Treasurer
	Hold elections if not done in March	Nom. Committee
	Attend Area Workshops	Club
MAY <u>2011 Workshop</u> Area 2, May 1 - Meridian East	Attend Area Workshops	Club
	Officer installations	President

Area 1, April 30 - Gaylord	Submit Club Officer Report to ZI, District 15 Governor, & Area Director	President
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## **“EVERYTHING I WANTED TO KNOW ABOUT ZONTA... BUT WAS AFRAID TO ASK!”**

### **WHO IS A CLUB DELEGATE?**

A club delegate is the representative selected by the club to represent and vote on behalf of the club at the District Conference and/or International Convention.

### **WHAT DETERMINES THE NUMBER OF DELEGATES A CLUB HAS?**

The number is based on the paid membership of a club:

- 0 – 30 members = 1 delegate
- 31 – 60 members = 2 delegates
- 61 plus members = 3 delegates

### **HOW DOES A DELEGATE VOTE?**

The club delegate holds up a card when voting in the business meetings (Like a show of hands) the delegate card will be given to you when you sign in at the Credentials table.

### **HOW DO YOU ADDRESS OFFICERS?**

One addresses a club dignitary by stating “Madam” before their club title, i.e. “Madam President,” “Madame Chairperson,” or by stating their position then their name for example, “President Cooke” or “Governor Smith.”

### **WHAT GOVERNS PARLIAMENTARY PROCEDURES?**

Roberts Rules of Order Newly Revised is to be used in the United States. The Parliamentarian is responsible to make sure the Zonta Bylaws and Robert’s Rules of Order are adhered to.

### **HOW OFTEN IS INTERNATIONAL CONVENTION HELD?**

Every two years.

### **HOW DOES ONE MAKE A MOTION AT CLUB BUSINESS MEETINGS?**

- a. Address the chair, “President Jones”, and then state your name.
- b. The Chair will recognize you by repeating your name.
- c. State your motion clearly: “I move that.....”
- d. The motion must be seconded by another member: “I second the motion”.
- e. The motion must be stated by the Chair: “It is moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that.....”
- f. The motion is debated. The Chair asks: “Is there any discussion?”
- g. When there is no more discussion, the Chair asks: “are you ready for the question?”
- h. The Chair says: “The question is on the adoption of the motion to... All in favor of the motion say “aye,” ... those opposed, “no.” As an alternative, a show of hands or delegate cards may be used to indicate the vote.
- i. The decision is announced. The Chair says: “The motion is adopted” or “The motion is defeated”.

## CHEAT SHEET ON MOTIONS

### HOW TO PHRASE YOUR MOTION

To introduce a motion	“I move that.....”
To amend a motion	“I move to amend the motion by....”
To postpone discussion	“I move to postpone discussion until....”
To obtain fuller study	“I move to refer the matter to committee”
To request information	“Point of information”
To end debate	“I move the question”
To end consideration of an issue	“I move to table the motion”
To take up a previously tabled issue	“I move to take from the table”
To complain about noise or distraction	“I rise to a question of privilege”
To protest of breach of rules	“I rise to a point of order”
To reconsider a hasty action	“I move to reconsider the vote on”
To verify a voice vote	“Division”
To call an intermission	“I move that we recess for”
To adjourn a meeting	“I move that we adjourn”

***You may interrupt the speaker with these motions!***

**NOTE:** When one makes a motion at District Conference or International Convention, it will need to be in writing. Motion forms can be obtained from the Tellers Table located outside the business meeting room. These completed forms (two copies) are given to the District Secretary – you retain a copy for yourself.

**MOTION FORM**

I move: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Moved by: \_\_\_\_\_

Zonta Club of: \_\_\_\_\_

Seconded by: \_\_\_\_\_

***Return to the District 15 Secretary*** Zonta Club of: \_\_\_\_\_

=====

**MOTION FORM**

I move: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Moved by: \_\_\_\_\_

Zonta Club of: \_\_\_\_\_

Seconded by: \_\_\_\_\_

***Return to the District 15 Secretary*** Zonta Club of: \_\_\_\_\_



## **CONFERENCE RULES**

### **Conference Rules are summarized at the conference attendees by the District Parliamentarian.**

- 1.** Meetings of the Conference shall be called to order promptly at the time specified in the Program. Delegates shall be in their assigned seats five minutes before the time stated.
- 2.** The voting body of the Conference shall consist of the Governor, Lt. Governor, Treasurer, Area Directors, and duly elected Delegates and Alternatives serving as Delegates.
- 3.** A majority of the Delegates registered shall constitute a quorum.
- 4.** Any member of a club in good standing may speak, but only voting members may make motions or vote. Voting shall be by showing Delegate Cards.
- 5.** Roberts Rules of Order-Newly Revised shall be the parliamentary authority for all matters of procedure.
- 6.** Delegates must register at the credential's table before the first business session and only again if there is a change in the voting status, i.e. alternate will be acting as delegate, carrying a proxy, etc. Delegates are seated in the front of the assembly in alphabetical order by club name.
- 7.** Motions and amendments must be in writing, signed by the maker and seconder, and given to the District Secretary. Forms are available at the Credentials Table.
- 8.** A member wishing to address the Conference shall rise, address the Chair "Madame Governor" and when recognized by the Chair, state her/his name, club name, whether s/he/he is a delegate, alternate or member and her/his purpose for obtaining the floor.
- 9.** No member shall speak longer than three minutes at a time. No member shall speak a second time on the same subject until all have spoken who desire to do so.
- 10.** Discussion on any motion shall be limited to 20 minutes.
- 11.** A majority vote shall rule, except when otherwise specified.
- 12.** The official Conference Minutes shall be approved by the District 15 Board at the Winter Board meeting. The minutes shall be distributed to each club and provided in the program at the following Conference.
- 13.** The Governor shall appoint a Parliamentarian, Credentials Committee, Tellers Committee, Timekeeper, and other non-elected officials necessary for the Conference.
- 14.** Smoking is not permitted at any function during the Conference. Smoking will only be allowed in designated areas of the Conference facility.
- 15.** All cellular phones and pagers must be placed in their silent mode during the conference. Members

who must use their cell phones are asked to leave the meeting area.

**EXPENSE VOUCHER FORM  
(SIDE 1)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Purpose: \_\_\_\_\_

Telephone \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Hotel – Tips \$ \_\_\_\_\_  
Meals – Tips \$ \_\_\_\_\_  
Transportation: \_\_\_\_\_  
    Bus: \_\_\_\_\_  
    Plane: \_\_\_\_\_  
    Railroad: \_\_\_\_\_  
    Taxi: \_\_\_\_\_  
    Limousine: \_\_\_\_\_  
    Rental Car: \_\_\_\_\_  
    Private Car: Miles Traveled: \_\_\_\_\_  
                  (Mileage \$0.25 x Miles Traveled by Private Car) \$ \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_ \$ \_\_\_\_\_  
  
**Total** \$ \_\_\_\_\_

**(Attach bills/receipts when possible)**

Signature: \_\_\_\_\_

Travel expenses must be submitted within 60 days of travel, otherwise they are not paid. Expenses must be submitted 5 days before the closing of the fiscal year (May 31).

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**FOR ACCOUNTING USE ONLY**

Audit	\$ _____	District Board	\$ _____
Postage	\$ _____	District Workshops	\$ _____
Stationery/Printing	\$ _____	District Conference	\$ _____
Telephone	\$ _____	International Expense	\$ _____
Governor's Expense	\$ _____	Nominating Committee	\$ _____
Lt. Governor's Expense	\$ _____	Org. or Field Service	\$ _____
Area Director Expense	\$ _____	Miscellaneous	\$ _____
District Chairmen	\$ _____		

Governors Authorization: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**EXPENSE VOUCHER  
(SIDE 2)**

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES

DATE	EVENT	MILEAGE	OTHER EXPENSES



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DATE: \_\_\_\_\_

**Zonta International**  
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