

**2004–2006 BIENNIUM**

**ADVANCING THE STATUS OF WOMEN WORLDWIDE:**

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**FOCUS ON OUR MISSION**

**ZONTA INTERNATIONAL  
DISTRICT 7  
AREA DIRECTOR'S HANDBOOK**

**Property of**

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*Updated  
12 June 2004*

*A worldwide service organization of executives in business and the professions working together to advance the status of women. . .*



## **Preface**

This manual was initially adopted during the 2002-2004 biennium for the benefit of the Area Directors of District 7. Any duties, responsibilities, or statements in conflict with official Zonta International Manuals or policies are unintentional. In all cases of a conflict of statements, the official Zonta International documents supersede the District 7 Area Director Manual.

The appendix contains the forms to be used for all district reports. Revisions may be made and approved by the District Board. [These forms are also available on the District 7 web site: <http://www.zontadistrict7.org>]

Parts of this manual have been taken from the *International Manual of Procedures for Zonta Clubs* (version 12/99). Zonta International manuals should be consulted for the full text of those parts or for further information.

This edition was updated and adopted on 12 June 2004.



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## **GOVERNOR'S GOALS 2004–2006**

### **1. Focus on Our Mission**

- a) Select and support projects that reflect our mission to advance the status of women.
- b) Work together to succeed at global initiatives, and to bring attention to these concerns wherever appropriate.
- c) Build public awareness through a coordinated campaign of marketing and public relations strategies, guided by Zontians active in relevant professions.
- d) Create a global identity for Zonta through local, regional, and national efforts.

### **2. Combine Service with Advocacy**

- a) Double our impact by combining service projects with advocacy opportunities.
- b) Identify and address critical women's issues globally and create solutions.
- c) Track and report all project and progress, and share with media and ZI.
- d) Serve joyfully, and mentor others to serve in their turn.

### **3. Recruit, Retain, Rejuvenate**

- a) Every Zontian must be an active and warm recruiter and mentor.
- b) Create meaningful and relevant service activities to attract and retain Zontians.
- c) Encourage new ideas, leaders, and new paths of growth in your organization.
- d) Educate and include every Zontian to retain the spirit service and growth.
- e) Lead by example, delegate where possible, and praise at every opportunity.

### **4. International Service Program Goals**

- a) Ask all Zonta clubs to contribute at least one-third of all service funds collected to the ZIF program of their choosing.
- b) Encourage every club member to make a personal contribution to the ZIF annually.
- c) Work with the D7 Foundation Ambassador to create planned gifts in wills, trusts, and other opportunities for giving.
- d) Make great use of the D7 Foundation Ambassador to advocate greater giving.

### **5. Communication is the Key**

- a) Make a weekly call to another Zontian, and follow up with any help needed.
- b) Offer support via networking on Zontian with another who can also assist.
- c) Build communication links across clubs and interests to foster larger perspectives.

**LONG RANGE PLAN  
DISTRICT 7  
2004-2006**

*Originally Adopted 11 October 2002*

*Updated 12 June 2004*

***Mission:***

*Members of District 7, through our service projects and other community actions, focus on the goals and projects of Zonta International to advance the status of women in our district and around the world.*

***Membership***

**Goal: Promote an active and diverse membership within District 7**

**Objectives:**

- Maintain club membership number as of the Zonta International 31 May 2004 registrations.
- Increase club membership by two new members (net) per year.
- Retain and rejuvenate current clubs through training and other specific activities.
- Encourage clubs to actively seek to build all elements of diversity into their membership by inviting ethnically, culturally, and professionally diverse members of their community to join Zonta International.

***Engagement***

**Goal: Encourage active participation from all District 7 Zontians**

**Objective:**

- Increase District 7 participation at local, area, district, and international levels.
- Share best practices across clubs in the district newsletter.
- Re-establish twinning clubs relationships across the world.
- Identify, mentor, and support district and international board participation by District 7 members
- Encourage broad participation from all District 7 clubs in district board and committee service.

***Communication***

**Goal: Increase the image and visibility of Zonta at all levels**

**Objective:**

- Maintain the District 7 Website; link to local clubs.

- Encourage District 7 clubs to establish web sites.
- Publish and widely distribute information – District, Area, and Club.
- Streamline communications through use of electronic media at all levels.
- Share best practices, success stories, and public relations tools across the district.
- Encourage clubs to send articles to the Zontian and the ZI website, especially visuals.
- Encourage clubs to communicate with local media and appoint a club representative to work with the media when needed.

### ***Service***

**Goal: Encourage active participation in local and international service.**

**Objective:**

- Each club will give one-third of their service funds raised to the Zonta International Foundation and may designate to which funds and Zonta International programs their gifts will go.
- Encourage tracking of service hours and in-kind donations.
- Assure all service hours are approved activities by the Zonta club; club officers' hours and others giving time to run Zonta do not count toward "service hours." Fundraising hours should be kept and recorded separately.
- Encourage clubs to review service projects to assure they fit with the core mission of Zonta. Test "how does this activity advance the status of women?" and work toward adding such projects.

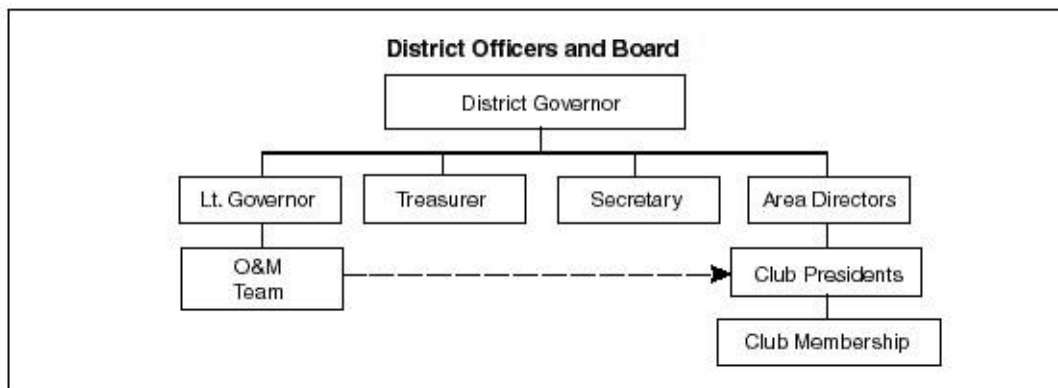
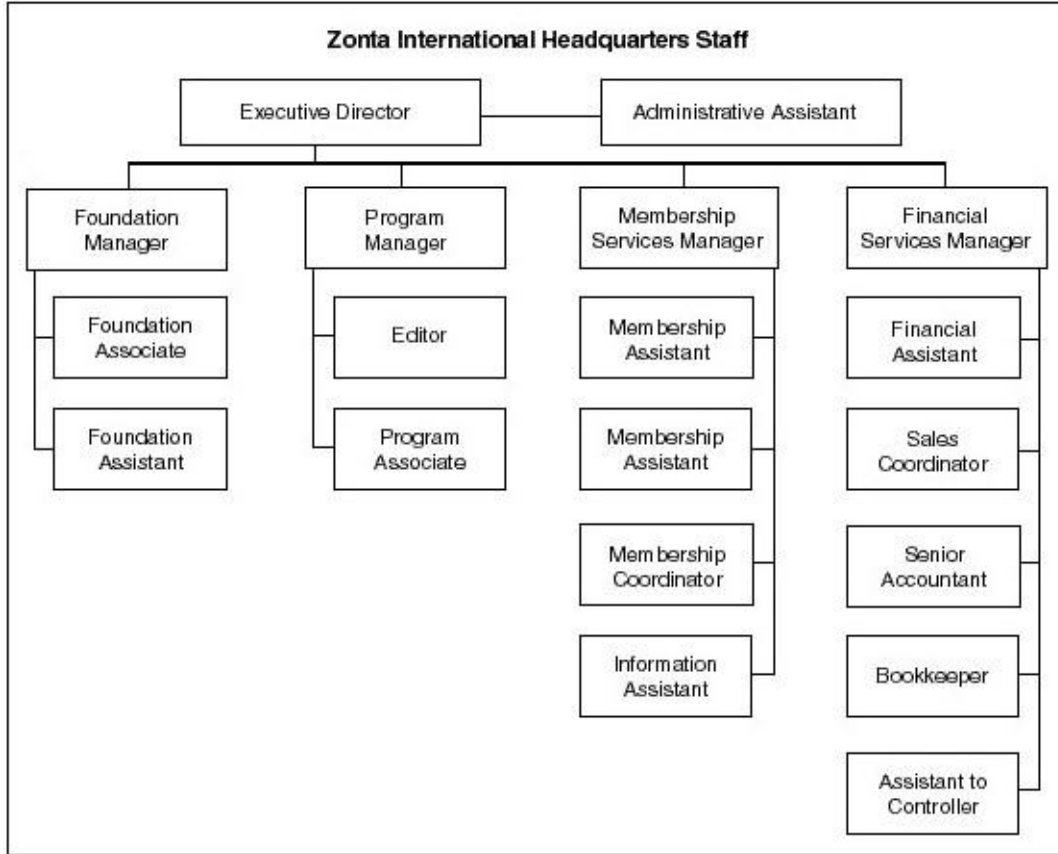
### ***District Administration***

**Goal: Facilitate smooth operation of District 7**

**Objectives:**

- Maintain one year operations budget reserve
- Update Long Range Plan for each biennium, based on picking up where the prior district governor and board leave off.
- Update membership directory every two years
- Hold joint district board meeting following district conference to allow incoming and outgoing District 7 officers to share information, advice, and planning ideas.
- Area directors shall maintain on-going communications with all clubs in their areas as set forth in the district manual.
- The District 7 Board shall make every attempt to meet in person at least once each year, as well as at District Seminars and Conferences, and take advantage of timely opportunities to gather at any other district, national, or international Zonta functions.

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## **AREA DIRECTOR<sup>1</sup>**

### **1. Function**

- a) To serve as a liaison between the District and local area clubs;
- b) Administer the affairs of a specific area within the District; and
- c) Support the policies and programs of Zonta International at all levels.

### **2. Qualifications**

- a) Enthusiasm and knowledge of Zonta International, its objectives, goals, and programs;
- b) Knowledge and experience in terms of the organization, activities and functioning of a local area club; and,
- c) Leadership skills which enable rapport building and motivation.

### **3. Responsibilities**

- a) Visit each club once during the biennium;
- b) Plan for and conduct a Spring Workshop;
- c) Conduct a Leadership Training Session;
- d) Attend all District Board meetings:
  - 1) Present a report of the area's activities;
  - 2) Present area clubs' issues and concerns; and
  - 3) Participate in formulating policies and procedures for the District within Zonta International guidelines.
- e) Attend District 7 Conferences;
- f) Prepare a summary of area accomplishments for the Conference program in a format as directed by the Governor;
- g) Communicate with area clubs:
  - 1) Through an area director's newsletter; or
  - 2) By notes, phone calls and other means as appropriate.
- h) Become familiar with the operation and activities of each area club;
- i) Perform other duties as requested by the Governor.

### **4. Working Relationships**

- a) The Area Director reports to the District Governor.

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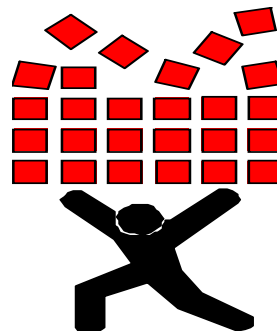
<sup>1</sup> See the *Zonta District Manual*, pages 14–15 for more complete information.

- b) Local Area Clubs: Work with club presidents in terms of:
  - 1) Information sharing;
  - 2) Understanding and accomplishment of administrative activities;
  - 3) Problem identification and solutions;
  - 4) Information and education regarding International and District goals; and
  - 5) Motivation and development of leadership skills.
- c) District Governor: Communication should occur regarding:
  - 1) Planned club visits;
  - 2) Schedules and plans for workshops and training sessions; and
  - 3) Individual club or area problems.

## 5. Tools and Supplies

- a) Provided by the District:
  - 1) Zonta International Bylaws;
  - 2) Updates/changes to the District 7 Area Director Handbook;
  - 3) District 7 Letterhead; (electronic form)
  - 4) District 7 Expense Vouchers (See Appendix, page 23);
  - 5) District 7 Gifts-in-Kind Form (See Appendix, page 25); and
  - 6) District 7 Report forms (See Appendices for club visit, club report, Area Director report, etc., pages 21–41).
- b) Previous Area Director furnishes
  - 1) District 7 Area Director's Handbook;
  - 2) Zonta International District Manual;
  - 3) Zonta International Manual of Procedures for Zonta Clubs; and
  - 4) All records and reports from previous biennium(s).

**MOST IMPORTANT: HAVE FUN! ENJOY!**



**AND ASK FOR HELP WHEN YOU NEED IT!**

## REIMBURSEMENT INFORMATION

### DISTRICT BOARD, PARLIAMENTARIAN, AND COMMITTEE CHAIRS

#### 1. Expense Payments

- a) Vouchers
  - 1) Expense vouchers must be itemized with receipts attached.
  - 2) A request for advances or for reimbursement by a Zontian must be submitted by voucher to the Governor for approval before funds are disbursed by the Treasurer.
  - 3) Vouchers should be submitted as soon as possible after the expense is incurred, with the exception of small expenses of Committee Chairmen. All expenses should be submitted by May 15 to facilitate closing the books on May 31.
- b) Reimbursable Expenses
  - 1) Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telephone, FAX, postage, printing, supplies, and meals—excluding alcoholic beverages—where incurred for District business.
  - 2) Miscellaneous charges (cleaning, personal telephone calls, etc.) added to hotel bills are considered personal expense and shall not be reimbursed.

#### 2. Board Meeting Attendance

- a) Transportation
  - 1) Air or rail should be by tourist class.
  - 2) Automobile mileage will be paid at \$.20 per mile, plus tolls and parking fees.
  - 3) A hotel shuttle is to be used whenever possible. Taxis may be used for short trips to meeting places.
  - 4) Car rental may be reimbursed if approved in advance by the Governor.
- b) Accommodations
  - 1) Rooms will be assigned by the governor on a minimum of double occupancy basis when applicable.
  - 2) Single rooms may be requested provided the person making the request agrees to pay the difference in rate.
- c) Meals
  - 1) Expenses will be kept at a reasonable cost. Reimbursement for personal meal expenses will fall within District Reimbursement Guidelines.
- d) Expenses of the District Parliamentarian for attendance at board meetings at the request of the Governor shall be reimbursed as outlined above.

#### 3. Pre- and Post-Conference Board Meetings

- a) Any additional hotel charges, transportation expenses, and all meals incurred in attending pre- and post-Conference Board meetings shall be charged to Conference expense.
- b) Attendance at pre and post Conference Board meetings shall be reimbursed for the District Parliamentarian as outlined above.

#### **4. Conference Attendance**

- a) Conference registration, hotel, and Conference meals for District Board, District Parliamentarian, District committee chairmen, and International Representative shall be paid by the District from Conference funds.
- b) Transportation expenses for the District Board, District committee chairman, and District Parliamentarian shall be charged to the Conference and paid by the District Treasurer.

#### **5. Club Visits**

- a) Area Directors shall make one official visit to each club in their area each biennium to give a program. Area Directors will be reimbursed for the official visit as for Board meetings, except that if the Area Director must incur hotel expense at a single occupancy rate, this rate shall be reimbursed by the District. The cost of the Area Director's meal at an official club visit shall be paid by the club being visited. It is preferred that the hostess club provides lodging for the Area Director whenever possible.
- b) Additional official club visits by the Area Directors or visits to clubs by other officers shall be approved in advance by the Governor.
- c) Visits to a club to only install members or induct officers are not considered an official program and shall be at the Club's or Area Director's personal expense with the exception of the cost of the visiting officer's dinner, which shall be paid by the club visited.

#### **6. Charter Presentations**

- a) Attendance at Charter Presentations shall be reimbursed for the Governor or her designee and for the current Area Director. Visits that are strictly to attend a club's social or fund raising events shall be at the expense of the individual.

#### **7. District Conference**

- a) District funds  
Funds available for conference expenses are provided by the conference assessment fee. The District Board will specify the amount to be provided as start-up funds from the total assessment fees, with the remainder to follow later.
- b) New Club Delegate  
Depending upon a new club's financial circumstances, the District may pay the registration fee for one delegate from a newly organized club to its first Conference from conference funds.
- c) Woman in Public Affairs winner, Jane M. Klausman winner, and Amelia Earhart Fellows  
The District will provide transportation, meals, and double occupancy hotel rooms for the District Young Woman in Public Affairs winner, Jane M. Klausman winner, and Amelia Earhart Fellows from conference funds.

#### **8. Area Workshops**

All Area Workshops must be self-supporting with the exception that transportation and room expenses, when necessary, for the sponsoring Area Directors and for the Governor and/or her designee shall be paid from District funds.

## Leadership Training

The new Area Director will conduct the Leadership Training for club presidents and others.

### 1. Purpose

- a) To provide training for club officers
- b) To share information
- c) To answer questions
- d) To meet with each other
- e) To develop common goals

### 2. Content

- a) Role of the Club President
- b) Role of the Area Director
- c) Goals of the District
- d) O & E update
- e) Membership
- f) Inter-city meetings
- g) Area Director visits
- h) News of the Area
- i) News of District Board meetings
- j) News of International Convention (on Convention years)
- k) Training of officers
- l) Expectations of Area Director (deadlines, reports, etc.)
  - 1) Tips for new presidents and other leaders
  - 2) Review of President's Manual
  - 3) Discussion of topics of concern to presidents
  - 4) Questions and answers
- m) Calendar of upcoming Zonta events

## NEWSLETTERS/CORRESPONDENCE

### 1. Timing

Correspondence with club presidents is to be written throughout the year—at least four (4), more if necessary. Ideally they should be spaced so that International, District, and Area publications are alternated and members will receive one communication each month.

Suggestions on months to send Area newsletters and the content are:

- |                 |   |
|-----------------|---|
| <b>October:</b> | <ul style="list-style-type: none"> <li>• To encourage Conference attendance</li> <li>• Information from June District Board meeting</li> <li>• To recap or follow up on Leadership Training</li> <li>• To request any information you need or want for Conference/Seminar</li> <li>• Recap news of International Convention in appropriate years</li> </ul> |
| <b>January:</b> | <ul style="list-style-type: none"> <li>• To recap important issue of District Conference or Seminar</li> <li>• Information from fall District Board meeting</li> <li>• To encourage Spring Workshop attendance</li> </ul>   |
| <b>April:</b>   | <ul style="list-style-type: none"> <li>• Reminder of Spring Workshop and any information you need or want members to bring</li> <li>• Reminder to complete and send annual report form to AREA DIRECTOR</li> <li>• Information from Winter District Board meeting</li> </ul>  |
| <b>July:</b>    | <ul style="list-style-type: none"> <li>• Information about President's Training</li> <li>• Review of Spring Workshop</li> <li>• Welcome new presidents and thank out-going presidents</li> <li>• To motivate presidents to make plans for the year</li> </ul>   |

Governor's newsletters will be sent out in August, November, February, and May. International mailings are usually sent in December, March, June, and September.

### 2. Postage

This cost is covered by the District. Stamps should be purchased by the Area Director. Refer the District Reimbursement Guidelines (page 8) for reimbursement procedures. Where possible and practical, e-mail distribution is preferable.

### 3. Mailing List

Newsletters should be sent to:

- a) All club presidents in your area
- b) District Governor and Lt. Governor
- c) All District Area Directors
- d) District committee chairmen (see District Directory – UN, StWS, PR, OMC)
- e) District's International representative (see District Directory) [optional]

## CLUB VISITS

### 1. Schedule

Each club **must** be visited once in the biennium. Some clubs may need additional visits if they are experiencing problems. If a club does not extend an invitation, it is the Area Director's responsibility to arrange a club visit.

### 2. Program

The Area Director's visit should be scheduled for a regular business meeting. The Area Director should present the program; the subject should be meaningful to Zonta. The club president may be asked if there is something special for the Area Director to address, a problem or a topic of particular interest.

### 3. Report

Use the Club Visit Report form to request information from the club (see Appendix, page 29). The Area Director may interview the president while visiting the club or ask the president to fill out the form and return it later. The Area Director must send the completed report to the Governor along with the expense voucher. The Area Director should retain a copy of the report to use when completing the annual area report.

### 4. Financial Responsibility

The club is responsible for the Area Director's meal. Any other costs (mileage, hotel) are paid by the District. While Area Directors may attend other club and inter-city meetings, only the biennial club visit or other club visits authorized by the Governor will be reimbursed by the District. Refer to the District's Reimbursement Guidelines (page 8) for additional information. Vouchers and receipts **must** be submitted to the Governor.

### 5. Follow Up

A note of thanks and any follow-up comments should be sent to the club and its president after the visit.

## **DISTRICT 7 BOARD MEETINGS**

### **1. Schedule**

- a) The first meeting a new Area Director is required to attend is the June/July following the District elections. This meeting may include incoming and outgoing Board members. It is one of the most important meetings for the incoming board as it gives them an opportunity to become acquainted with each other and to discuss their duties and responsibilities. [A brief meeting may be held on the Sunday following elections.]
- b) Board meetings are usually held three times a year:
  - 1) Summer
  - 2) October: the day before District conference or seminar and immediately following the close of the conference or seminar
  - 3) January teleconference.

### **2. Procedure**

- a) Prior to the meeting the Governor sends out the agenda, hotel information and roommate assignments, maps, and other necessary information and instructions.
- b) The Governor or her designee is responsible for making the reservations.
- c) Area Directors are to bring a report summarizing their activities in their area. The report should include, but need not be limited to:
  - 1) Information about club visits
  - 2) Inter-city meetings
  - 3) Other concerns or events in their area.
- d) Copies are to be provided for the President and Secretary (a minimum of 2 copies).

## FALL CONFERENCE OR SEMINAR

### 1. District Board Meeting

The Board meets the Friday before and immediately after adjournment on Sunday. The Sunday meeting is usually short; its purpose is to critique the conference or seminar with the International Representative and the conference or seminar chairmen. Other items may be discussed according to the Governor's agenda.

### 2. Reservations

Hotel reservations for Area Directors are handled by the District unless otherwise requested; the Area Director does send a registration form to attend the conference/seminar.

### 3. Expenses

All expenses are paid by the District with the exception of optional special events, non-scheduled meals, and liquor which are the responsibility of individual Board member. The District will make arrangements for and pay for a shared room. Refer to the District Reimbursement Guidelines (on page 8) for additional information.

### 4. Area Reports for Conference Program Book (odd years only)

Each Area Director will prepare an area report for the program book as directed by the Governor.

### 6. Awards

The Board and the Governor will decide in advance if awards are to be given and the criteria to be used in determining the recipients. The Governor may direct the Area Directors to select the recipients from their areas. Certificates and any other awards are provided by the Governor. The Governor will determine who will present the awards.

### 7. Special Assignments

The Governor may ask an Area Director to present or be responsible for some part of the conference or seminar program.

### 8. Seating

Seating arrangements for each business session of the conference are determined by the Governor.

## AREA MEETING

The *Zonta District Manual*,<sup>2</sup> “Area Meetings,” includes information about Spring Workshops. Refer to the *District Manual* for the full explanation and discussion.

*“The 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. . . .*

*Area meetings are essentially planning and training seminars and should provide club officers, directors, committee chairmen, and members useful information on their responsibilities and on 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 workday 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; in some districts the governor may direct that all area meetings cover the same subjects, and in other districts the format may vary from area to area. The presiding area director reports to the district board following the area meeting. The governor or his or her 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 should include the registration fee of the area director and the governor (or her/his designee) but does not include the costs of the travel or accommodation expense of the presiding area director and the governor (or his or her designee); these expenses should be paid by the district. Overnight accommodations for members attending the meeting are not included in the registration fee.*

### 1. Area Director’s Responsibilities

- a) Set date and host club in cooperation with the Governor (confirm Governor’s availability prior to setting a firm date).
- b) Meet with the host club
  - 1) View the facility
  - 2) Check for necessary equipment
  - 3) Assist with the budget preparation
  - 4) Establish a registration fee
- c) Prepare
  - 1) Agenda
  - 2) Other necessary materials and handouts

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<sup>2</sup> *Zonta District Manual*, page 67, (May 2002)

- 3) An evaluation form
- d) Issue a call to the area meeting in cooperation with the host club which includes:
  - 1) Date
  - 2) Location
  - 3) Name of host club and contact information
  - 4) Agenda
  - 5) Program information (workshops, speakers)
  - 6) Registration information and registration form
- e) Inform host club of overnight lodging needs, if any
- f) Prepares a report on the meeting and sends to the Governor
- g) Additional Suggestions
  - 1) The host club may wish to present non-Zontian presenters and speakers with a small gift. This may be considered as part of the Workshop expenses
  - 2) Recognition may be given to clubs at this time. A certificate may be used as an award. (The Area Director could request that Club Annual reports be turned in to her two [2] weeks prior to the Workshop in order to have a basis for choosing clubs who would receive recognition.)
  - 3) A recorder should be appointed to take notes at the workshop, write a report, and send to the Area Director within two (2) weeks. The Area Director will need this information for her Workshop Report (see Appendix, page 41, for report form).
  - 4) The evaluation forms are valuable in preparing the report to the Governor and for planning the following year's workshop agenda.
  - 5) When the Area Director receives the financial report from the host club a copy **must** be forwarded to the Governor and District treasurer within **30 days**
  - 6) The Area Director should write a thank-you note to the host club and its chairmen, Governor, Lt. Governor or the Governor's designee, speakers, and presenters after the workshop.
  - 7) The host club should not purchase or provide anything that will cause undue expense without first conferring with the Area Director. The proposal should include full information as to cost before it is committed as workshop expenditure.

## 2. Host Club Responsibilities

- a) Arranges for:
  - 1) Meeting place
  - 2) Meeting rooms and seating arrangements
  - 3) Equipment including slide and overhead projectors, microphones and lecterns or podium
- b) Prepares a budget in cooperation with the Area Director which includes:
  - 1) Costs of facility and equipment rental
  - 2) Meal costs including tax and gratuity
  - 3) Printing and mailing costs for the call
  - 4) Printing costs for the program and other materials
- c) Appoints a:
  - 1) Finance Chairman

- 2) Registration Chairman
- d) Prepares and mails the call as requested by the Area Director to:
  - 1) Area clubs
  - 2) Other guests
- e) Arranges for:
  - 1) Registration table
  - 2) Hospitality table or room the evening preceding the workshop
  - 3) Host club president's welcoming remarks
  - 4) Any other special program items
  - 5) Hotel lodging for the Area Director and any other District officers as necessary
- f) Keeps the financial records of the Area meeting:
  - 1) Submits a financial report to the Area Director within **30 days** following the area meeting (see Appendix, page 39)
  - 2) Transfers the excess amount to the appropriate District account if there is a surplus of funds. If there is a deficit, the District will reimburse the club promptly.

Refer to the Appendix, page 37, for a checklist of things to do for the Area Meeting.

## **END-OF-THE-YEAR REPORTS**

### **1. Area Director Annual Report**

- a) Some parts of the Area Director's reports are a compilation of the club annual reports. Club Visit report forms will also be useful in completing this report.
- b) Due each spring to the District Governor.
- c) Date determined by the Governor.
- d) Area Director Annual Report form, Appendix, page 33.

### **2. Club Annual Report**

- a) Due each spring to the Area Director.
- b) Date determined by the Area Director (usually set to occur well in advance of the due date for the AD Annual Report).
- c) All clubs must submit a report to the Area Director
- d) The Area Director should make every effort to secure these reports.
- e) Club Annual Report form, Appendix, page 31

## HINTS AND SUGGESTIONS

### 1. Club Information Items

- a) Each club should submit to the Area Director the following items.
  - 1) Monthly club newsletter
  - 2) Three (3) copies of the Club year book or up-to-date membership list:  
Governor-one (1), Lt. Governor- one (1), Area Director- one (1)
  - 3) Club officer report form following elections
  - 4) Schedule of club's meeting dates and time
  - 5) List of club committee chairmen
  - 6) A copy of the club annual report

### 2. Communications

- a) The first line of communication is the Area Director's newsletter. However, opportunities for more frequent communication are encouraged. This establishes a closer rapport between the club and the Area Director and helps the club keep in contact with the extended world of Zonta. Some opportunities to send a personal note might be:
  - b) To congratulate a club or an individual on an accomplishment
  - c) A farewell and thank you to out-going presidents for their service and dedication (May)
  - d) Welcome new presidents (June)
  - e) Comment on an item in a club newsletter

### 3. Miscellaneous

- a) Get to know the clubs in your area: read their newsletters, review their reports, and schedule a visit.
- b) Keep a "report card" with names of the clubs in the area and important items of information such as meeting night, dues, participation in Young Women in Public Affairs, chief fund raiser, annual report received, etc. This will provide a quick "at a glance" reference to who has done what. This will be a time-saver instead of having to go through newsletters, directories, and yearbooks.
- c) Keep in touch by personal notes, phone calls, and other means as appropriate.
- d) Read your Zontian and make use of the biennial program issue. Use it to plan Area Director visits, answer questions, instigate discussions at the leadership training, etc.
- e) Seek a commitment for a host club for the Area Workshop at the preceding workshop.
- f) Invite an Area Director from another Area to attend your home club meeting when you do your official home club visit. This adds another dimension to the concept of District Area Director.
- g) Keep informed. Members might lose confidence if the Area Director never knows the answer. But don't be reluctant to say, "I don't know" if you don't. Find the answer and respond to the question immediately.

**h) Read the newsletters**

**i) Lead by your good example!**

**j) Show enthusiasm. It's contagious.**

# APPENDICES

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ZONTA



INTERNATIONAL

Area Director Club Visit Report  
District 7

*Please send completed form to District Governor*

DISTRICT \_\_\_\_\_ AREA \_\_\_\_\_ CLUB \_\_\_\_\_

President: \_\_\_\_\_

Vice president/president elect: \_\_\_\_\_

Recording secretary: \_\_\_\_\_

Corresponding secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Number of directors: \_\_\_\_\_ Frequency of board meetings: \_\_\_\_\_

Number of members: \_\_\_\_\_ Average attendance at meetings: \_\_\_\_\_

Number at this meeting: \_\_\_\_\_ Annual club dues: \_\_\_\_\_

**COMMITTEES**

Are all club members assigned to a committee? \_\_\_\_\_

Do the committees meet regularly? \_\_\_\_\_

Do the committees keep track of service and fund raising hours? \_\_\_\_\_

If no, why not: \_\_\_\_\_

**COMMUNICATIONS**

Does club have a monthly newsletter? \_\_\_\_\_

How are communications from the area director, governor, and Zonta International distributed to members? \_\_\_\_\_

**FINANCIAL**

Does club have a budget \_\_\_\_\_ Does club budget separately for service? \_\_\_\_\_

Does budget provide funds for delegates to Conference? \_\_\_\_\_

Does budget provide funds for delegates to Convention? \_\_\_\_\_

Is the club contributing to: (*Insert YES or NO*)

Amelia Earhart (\$6.50 per capita) \_\_\_\_\_ International Service Project (\$200 per club) \_\_\_\_\_

ZISVAW (\$5.50 per capita) \_\_\_\_\_ YWIPA \_\_\_\_\_ WHPPI \_\_\_\_\_ Rose Fund \_\_\_\_\_

Endowment \_\_\_\_\_ Eva Mowbray Fund \_\_\_\_\_ Local service projects \_\_\_\_\_

Z or Golden Z Club (\$5 District 7; Zonta International [optional]) District \_\_\_\_\_ Int'l \_\_\_\_\_

**MEMBERSHIP**

Is orientation provided for new members? \_\_\_\_\_

When and how? \_\_\_\_\_

Do all members have copies of the club bylaws? \_\_\_\_\_

Do new members have a mentor, in addition to their sponsor? \_\_\_\_\_

**Z CLUB**

Does club sponsor Z Club or Golden Z Club? \_\_\_\_\_

Names of potential leaders to forward to District 7 Nominating Committee

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/E-Mail: \_\_\_\_\_

President's Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Club President

Area Director's Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Area Director

ZONTA



Club Annual Report  
District 7

**RETURN TO AREA DIRECTOR BY** \_\_\_\_\_

INTERNATIONAL

**Club Year: June 1, \_\_\_\_\_ to May 31, \_\_\_\_\_**

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

**President (current):** \_\_\_\_\_

**Treasurer (current):** \_\_\_\_\_

**MEMBERSHIP**

- 1. Club membership as of **June 1**, \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
- 2. Members *added* since **June 1** \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
- 3. Members *lost* since **June 1** \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
- 4. Net gain/loss of members (subtract *line 2* from *line 3*) \_\_\_\_\_
- 5. Current total as of date of *this report* (should equal *line 1* plus *line 4*) \_\_\_\_\_

**FINANCIAL CONTRIBUTIONS**

**Club**

- Total for Local Awards (scholarships, YWPA, recognition, etc.) \_\_\_\_\_
- Total for Local Service Projects \_\_\_\_\_

**District**

- District Organization & Extension \_\_\_\_\_
- District Disaster Fund \_\_\_\_\_
- District Z Club Contribution (above \$5.00 District assessment) \_\_\_\_\_
- International Foundation Service Funds** (*indicates recommended*) \_\_\_\_\_
- ZISVAW (Violence against Women and Children)(\$5.50 *per capita*) \_\_\_\_\_
- YWPA (Young Women in Public Affairs) \_\_\_\_\_
- The Rose Fund \_\_\_\_\_
- The Jane M. Klausman Fund \_\_\_\_\_

**Other International Funds** (please specify) \_\_\_\_\_

**Total Service Contributions** (do not count district O&E or other Int'l funds) \_\_\_\_\_

**Service and Fundraising Hours**

- Total *Service Hours* (time club members spend on approved service projects). \_\_\_\_\_
- Total *Fundraising Hours* (time spent on fundraising activities) \_\_\_\_\_

**Club Information**

**Meetings**

Frequency of meetings

Is the membership meeting consistently at the same place?

Yes     No

Average Attendance

\_\_\_\_\_

\$ \_\_\_\_\_

**ANNUAL CLUB DUES**

**MEMBERSHIP**

Does the Club have an annual membership drive?

Yes     No

Does the club have a **formal** new member orientation?

Yes     No

Does the club have a formal mentoring program for new members?

Yes     No

Does the club have a “new member” packet?

Yes     No

**PARTICIPATION—Do your members attend?**

Area meetings (Spring Workshop)? If YES, how many members? \_\_\_\_\_

Yes     No

District Conferences? If YES, how many members? \_\_\_\_\_

Yes     No

International Convention? If YES, how many members? \_\_\_\_\_

Yes     No

Has the club sent a proxy to Conference in this biennium?

Yes     No

Has the club sent a proxy to Convention in this biennium?

Yes     No

**COMMUNICATION**

Does the Club have a newsletter?

Yes     No

Is it distributed to all members?

Yes     No

Is it distributed to the Area Director, Governor, and Lt. Governor?

Yes     No

Do you distribute the Governor’s newsletter to club members?

Yes     No

Does the club have a club brochure or customized District brochure?

Yes                      No

**LONG RANGE PLANS**

Does your club have a long-range plan beyond a biennium?

Yes     No

Do members participate in setting goals for the club?

Yes     No

Are the plans reviewed on a regular basis?

Yes     No

**BY-LAWS**

Does the club have club by-laws as outlined in the International by-laws?

Yes     No

Are club by-laws current with the most recent International by-laws?

Yes     No

Do all members have a copy of the International by-laws?

Yes     No

**Z CLUB**

Does the club sponsor a local Z or Golden Z club?

Yes     No

Is there a Z/Golden Z club chairman (even if there is not a Z or Golden Z club)

Yes     No

**PROGRAMS**

Are Zonta International slides and videos shown to members?

Yes     No

- Does the club participate in International Woman's Day?  Yes  No
- Does the club participate in the YWPA award program?  Yes  No
- Does the club have a literacy project and/or program?  Yes  No
- Does the club have an environment project and/or program?  Yes  No
- Does the club have a health-related project and/or program?  Yes  No

**THE CLUB'S MOST SIGNIFICANT ACHIEVEMENT THIS YEAR.** (Hands-on Service, Status of Women Fund Raiser, etc. This information is used for the Club Reports in the Conference Program book.)

**COMMITTEES**

(Please give a *brief* report of the clubs committee activities over the past year. This information is used by the District Committee Chairs for the reports in the Conference Program book.)

**STATUS OF WOMEN SERVICE** (Legislative awareness & advocacy; local service; Klausman Awards)

1) *AMELIA EARHART FELLOWSHIP AWARDS*

2) *YOUNG WOMEN IN PUBLIC AFFAIRS (YWPA)*

3) *ZISVAW*

4) *Z CLUB AND GOLDEN Z CLUB*

**ORGANIZATION, MEMBERSHIP, AND CLASSIFICATION**

**PUBLIC RELATIONS AND COMMUNICATIONS**

**UNITED NATIONS**

- **OTHER**

---

**Club President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



***Return to District Governor by*** \_\_\_\_\_

INTERNATIONAL

**AREA** \_\_\_\_\_

**MEMBERSHIP**

1. Area membership as of **June 1**, \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
2. Members *added* since **June 1** \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
3. Members *lost* since **June 1** \_\_\_\_\_ (year preceding current calendar year) \_\_\_\_\_
4. Net gain/loss of members (subtract *line 2* from *line 3*) in area \_\_\_\_\_
5. Current area total as of date of *this report* (should equal *line 1* plus *line 4*) \_\_\_\_\_
6. Number of clubs with less than 20 members \_\_\_\_\_

Names of Clubs with less than 20 members: \_\_\_\_\_

**SERVICE CONTRIBUTIONS**

Local Service Projects	_____	WHPPI Fund	_____
District Disaster Fund	_____	ZISVAW Fund	_____
Endowment Fund	_____	YWPA	_____
International Service Fund	_____	The Rose Fund	_____
Amelia Earhart Fund	_____	The Klausman Fund	_____

**OTHER CONTRIBUTIONS**

Eva Mowbray Hostess Fund	_____	District O&E Fund	_____
Z Club Program Fund	_____	Other	_____

**Service and Fundraising Hours**

Total *Service Hours* (time club members spend on approved service projects). \_\_\_\_\_

Total *Fundraising Hours* (time spent on fundraising activities) \_\_\_\_\_

**AREA ADMINISTRATION**

Does the area provide for an officer's training program?  Yes  No

How many President meetings were held in your area this year? \_\_\_\_\_

Do you produce an Area Director's Newsletter?  Yes  No

How many newsletters have you sent this year? \_\_\_\_\_

In which months? \_\_\_\_\_

How many official club visits did you make this year? \_\_\_\_\_

**ORGANIZATION AND EXTENSION ACTIVITY**

Is there potential for new clubs in your area?  Yes  No

Is assistance required to organize?  Yes  No

Has any O&E activity occurred in your area this past year?  Yes  No

If yes, please detail: \_\_\_\_\_

**LEADERSHIP**

Names, Clubs, phone numbers and addresses of potential District Leaders:

**RECOGNITION**

Which Area clubs do you feel performed outstanding work in the following areas and why?

**STATUS OF WOMEN SERVICE** (Legislative awareness & advocacy; local service; Klausman Fellowships)

5) *AMELIA EARHART FELLOWSHIP AWARDS*

6) *YOUNG WOMEN IN PUBLIC AFFAIRS (YWPA)*

7) *ZISVAW*

8) *Z CLUB AND GOLDEN Z CLUB*

**ORGANIZATION, MEMBERSHIP, AND CLASSIFICATION**

**PUBLIC RELATIONS AND COMMUNICATIONS**

**UNITED NATIONS**

**OTHER**

Please briefly describe the status and general activities of your area over the past year. Included might be information on communications within the area, training programs, club visits, area and intercity meetings, and an overview of any area achievements.

Concerns of clubs, strategies or changes in District and International procedures to be brought to the District Board:

**Name:** \_\_\_\_\_ **Area** \_\_\_\_\_ **Director**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_





Activity	Responsibility	
I. Select date and host club (clear date with Governor)	AD	
II. Plan the meeting assisted by host club	AD	
III. Serve as presiding officer, assisted by host club	AD	
IV. Meet with the hostess club to:	AD	
View the facility	AD	Club
Arrange for the meeting place		Club
Arrange for meeting rooms		Club
Arrange for seating		Club
Establish registration fee ( <i>Does not to include travel expense or accommodations for Area Director or District representative</i> )	AD	Club
Assist with budget preparation	AD	Club
Facility charges		Club
Meals (including tax and gratuity)		Club
Dinner ( <i>the evening before, if applicable</i> )		Club
Continental breakfast		Club
Break ( <i>coffee, tea; soft drinks in PM if applicable</i> )		Club
Luncheon		Club
Printing and mailing of call to conference		Club
Printing of program		Club
Name Tags		Club
Table Favors ( <i>this is not a necessary item</i> )		Club
Other		Club
V. Appoint registration and finance chairs:		Club
VI. Prepare agenda for meeting	AD	
VII. Obtain mailing labels from each area club and prepare call to workshop		Club
Mail call to area clubs and others as requested by AD (AE fellows if applicable)		Club

VIII. Arrangements (in consultation with the AD)	AD	Club
Equipment (as necessary, consult with AD)	AD	Club
Microphones		Club
Projectors		Club
Visual aids		Club
Water		Club
Other (Gavel)		Club
Physical Settings	AD	Club
Friday: (dinner and/or meeting room as needed)		Club
Hospitality room		Club
Block of rooms for visiting Zontians		Club
Saturday: registration table		Club
Display tables for club items and/or sales tables		Club
Head table for speakers and invited guests		Club
Appoint recorder for the session		Club
Photographer		Club
Welcome by host club President		Club
Invocation (non-denominational)		Club
Other arrangements as needed	AD	Club
IX. Prepare materials to be handed out, using materials suggested by Zonta International and District(i.e., evaluation form; ask club for suggestions)	AD	
X. Inform host club of lodging needs for AD, Governor, and invited speakers.	AD	
XI. Submit a financial report to AD within 30 days following the workshop.		Club
If there is a surplus of funds, first discuss with Governor prior to sending the financial report.		Club
If there is a deficit the District will reimburse the Club.	AD	
XII. Prepare report of workshop for District Governor.	AD	



Area Meeting Financial Report  
District 7

*Mail Copies to: District Governor, District Treasurer, and Area Director.*

**This report is due thirty (30) days after the Area Workshop**

Hostess Club \_\_\_\_\_ Date \_\_\_\_\_

**INCOME**

\_\_\_\_\_ Registrations @ \$ \_\_\_\_\_ per registration: \_\_\_\_\_ \$

Miscellaneous Income: \_\_\_\_\_ \$

Advance from Host Club (if needed): \_\_\_\_\_ \$

**TOTAL INCOME** \_\_\_\_\_ \$

**EXPENSES**

Printing: \_\_\_\_\_ \$

Supplies (Name Tags, Envelopes, Copier, etc.): \_\_\_\_\_ \$

Hotel (Meals & Coffee Break): \_\_\_\_\_ \$

Hotel (Rooms): \_\_\_\_\_ \$

Postage: \_\_\_\_\_ \$

Repayment of Loan (if needed): \_\_\_\_\_ \$

Refunds (according to policy set by organizing club): \_\_\_\_\_ \$

**TOTAL EXPENSES** \_\_\_\_\_ \$

**BALANCE** \_\_\_\_\_ \$

**COMMENTS**

- a) Area workshops are not intended to be moneymakers. However, if there is a surplus, please contact the District Governor prior to sending the financial report.
- b) Nor are they supposed to lose money. If there should be a deficit, please send this report to the District 7 Treasurer for reimbursement.
- c) Retain a copy of this report for your records.



ZONTA



Area Workshop Financial Report  
District 7

*Mail Copies to: District Governor, District Treasurer, and Area Director.*

INTERNATIONAL

Area: \_\_\_\_\_ Date of Area Workshop: \_\_\_\_\_

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

Total attendance: \_\_\_\_\_

Number of evaluation forms returned: \_\_\_\_\_

How many "first-timers" were at the meeting: \_\_\_\_\_

How were they acknowledged? \_\_\_\_\_

What is the average number of years of membership for those attending? \_\_\_\_\_

What did members find most meaningful and worthwhile about the meeting?

\_\_\_\_\_

How can future meetings be improved?

\_\_\_\_\_

Area Director's comments:

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

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





ZONTA INTERNATIONAL DISTRICT 7  
RULES OF PROCEDURE  
Adopted 11 October 2003

District 7 of Zonta International shall be established and governed in accord with Article XIII of the International Bylaws and the International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

\*\*\*\*\*

1. The Governor, Lieutenant Governor, Treasurer, and appointed Secretary shall constitute the Executive Committee.
2. The Area Directors are also District Officers and are members of the District Board. The immediate past district governor shall serve as an ex-officio member of the board with no voting rights.
3. The Lieutenant Governor of the District is responsible for the purchase and presentation of the gift for the retiring Governor (may be the "G" guard) at the District's expense.
4. Area Meetings shall be held each year in the spring and shall rotate on a regular basis.
5. The Governor shall appoint a District Historian/Archivist whose charge shall be to keep the history of District 7 Zonta International updated and factual including final financial statements.
6. Installation ceremony for the District Officers will be held at the District Seminar.
7. The Area Directors' pins are the property of District 7 and will be passed on to the incoming Area Directors. An outgoing Area Director may purchase a pin if she so chooses.
8. The Governor's Pin is the property of District 7 and will be passed on to each incoming District Governor.
9. All officers are to be elected at the fall conference immediately prior to the convention.
10. The district board shall meet at least three (3) times each year. One meeting shall be held during the summer months for purpose of planning the fall seminar or district conference; a second meeting shall be held in conjunction with the district conference/seminar and a third

meeting held by teleconference prior to area meetings. Other meetings may be held as deemed necessary by the executive committee.

11. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a district conference. On 30 May of each year each club shall pay to Zonta International District 7, \$16.00 per capita dues based upon the number of members in the club as of 1 June.
12. 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.
13. The district board shall take action annually to determine the use and disposition of interest earned from district monies, even if the decision is to allow the interest to accrue in respective funds.
14. The Dorothea Radusch Fund is a district scholarship that is awarded in addition to the International Funds provided to the District 7 winner of the Young Women in Public Affairs scholarship competition with the amount based on the interest earned annually on the account. Clubs will be notified by February 1 of the amount of the award to be given by the district for that year. Clubs and individuals are encouraged to contribute annually to the Fund. Any profits made on district conferences and seminars will be added to the Fund until such time as this fund is determined by the District 7 Board to be endowed
15. The governor shall approve the expenses of other district board members and district committee members. The Governor's expenses as outlined in the District budget shall be approved by the treasurer. Any expenses outside those in the district budget shall be approved by the board of directors.
16. Expenses to be paid from district funds are defined in the Zonta International District 7 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
17. As a voting member of the delegation at Zonta International Convention, the Governor's expenses, net of any International reimbursement, shall be reimbursed by the District for the following items (not to exceed the amount approved in the District Budget):
  - a. The most reasonable airfare or mileage (round trip) as set in the District 7 Reimbursement Guidelines;
  - b. Standard room rate, double occupancy, beginning the night before the first date of registration through the night of the official closing banquet or session;
  - c. Registration fee;

- d. Events where the presence of the Governor will be noted; i.e., Awards Presentation Breakfast;
  - e. Meals and other related expenses not covered above, not to exceed budget
18. As a non-voting attendee, the Lieutenant Governor's expenses, net of any Zonta International reimbursements, shall include the same expenses and policies allowed for the Governor as stated in Standing Rule #16 (not to exceed the amount approved in the District Budget).
  19. The district shall hold one (1) district conference in the odd year of the biennium and one (1) district seminar in the even year of the biennium.
  20. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
  21. A registration fee should be charged to each individual member who attends the Conference. 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 and do not benefit the club she/he represents. Such items include meals, favors, and entertainment. (*See section 4 of the Zonta International District Manual.*)
  22. 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.
  23. The district secretary, with the approval of the district 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 at the next District 7 Board Meeting. After approval, a copy will be available for use by clubs or other appropriate interested parties.
  24. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium. The parliamentarian shall participate in district board meetings as an advisor to the board.
  25. The conference chairperson 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.
  26. The chairperson of the district nominating committee shall request, prior to 1 February of each odd-numbered year, suggestions from each club for nominees for each position to be filled by election at the succeeding 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 15 May. 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 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.

## 27. Campaigning Policy

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

28. There shall be at least the following standing committees and such other standing and special committees as the district board shall authorize to achieve biennial goals: organization, membership, and classification committee; public relations and communications committee; status of women service committee; and United Nations committee. The governor shall appoint the chairperson and such other members of all committees as the governor deems appropriate.

- (i) The district Organization, Membership, and Classification Committee shall promote organization of new clubs, membership recruitment and retention in existing clubs, and programs developed by the International Organization, Membership, and Classification Committee

- (ii) The district Public Relations and Communications Committee shall promote the Objects of Zonta International, awareness of Zonta clubs, projects and programs throughout the district, activities developed by the International Public Relations and Communications Committee, and positive international relations between clubs of the district and those in other countries
  - (iii) The district Status of Women Service Committee shall promote awareness of Zonta International service programs, including the Amelia Earhart Fellowship Awards, Z Clubs and Golden Z Clubs, and the Zonta International service projects, of programs and projects funded by the Zonta International Foundation, of local service projects undertaken by clubs in the district and elsewhere, and policies developed by the International Status of Women Service Committee. The committee shall also promote legislative awareness, advocacy, and equal rights, following guidelines established by the Zonta International Board.
  - (iv) The district United Nations Committee shall promote awareness of the United Nations, its agencies and programs, and the relationship between the United Nations and Zonta International; recognition of United Nations Day (24 October) and other United Nations commemorations, including themes, years, and world decades; and policies and programs developed by the International United Nations Committee, including 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).
29. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairpersons 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.
30. Outgoing district officers and committee chairpersons shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The outgoing treasurer shall begin transferring responsibilities to the incoming treasurer by June 1 of the first year of the incoming treasurer's term and must complete the transfer within forty-five (45) days after the end of the treasurer's term.
31. Clubs shall submit the names of their officers (with addresses, phone numbers, and fax numbers) to the governor within thirty (30) days of election of club officers. Clubs shall submit the names of their chairpersons (with addresses) to the governor by 1 July. The governor shall distribute the information to the district board and district chairpersons.
32. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the Conference voting members, provided that the proposed amendment has been sent to the president of each club within the district at least 60 days before the conference.
33. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Zonta International District 7 in cases in which they are not consistent with the

bylaws of Zonta International or with these Rules of Procedure.

**SCHEDULE OF DISTRICT 7 FEES**

(as of 1 June 1998 )

District dues	\$12.50 per capita
District Conference assessment	\$ 3.50 per capita
<b>TOTAL:</b>	<b>\$16.00 per capita</b>



ZONTA INTERNATIONAL DISTRICT 7  
REIMBURSEMENT GUIDELINES  
Adopted 11 October 2003

I. GENERAL INFORMATION

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for 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 of the double occupancy rate and the single room rate.

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

In order to bring the District into compliance with the Bonding Agency, three signatures are required on file with the bank of the Zonta District 7 checking accounts – Treasurer, Governor, and Lt. Governor. Two signatures are required on each reimbursement check and the treasurer will sign each check and forward it to either the Governor or Lt. Governor. Vouchers will be submitted to the Treasurer for action who will then forward for second signature.

Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairpersons, but in all cases **not later than May 15** of each year to facilitate closing of the books on May 31.

II. DISTRICT OFFICERS

A. Board Meeting Attendance

1. Travel by most economical mode of transportation. Tourist class when traveling by air or rail. When traveling by private automobile, \$.20 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 -- \$40 per day (B\$8, L\$12, D\$20), if needed. Receipts need not be submitted for meals. Allowance includes gratuity.

4. Transportation expenses, hotel charges if any and all meals incurred in attending board meetings shall be charged to board meeting expense and paid by the district treasurer.

5. Attendance at board meetings shall be reimbursed for the district parliamentarian as outlined above.

B. 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.

C. Club Visits

1. Area Directors shall make one (1) official visits to each club in their area each biennium. Area directors will be reimbursed for travel per Item II-A 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 will provide lodging 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, provided funds are available.

III. DISTRICT CONFERENCE

A. District funds available for conference and seminar expenses are provided by the conference assessment for each member.

B. Reimbursement for conference/seminar-related expenses:

1. The host club can request an advance to cover expenses such as printing and postage.

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 shall be paid from district funds.

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