

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

(approved 1 October 2005)

District dues	\$17.50 per capita
District Conference assessment	\$ 3.50 per capita
TOTAL:	\$21.00 per capita

**REIMBURSEMENT GUIDELINES
DISTRICT 7, ZONTA INTERNATIONAL**

(adopted October 2003, Amended 12 June 2004)

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.