



RULES OF PROCEDURE

District 7 of Zonta International shall be established and governed in accord with Article XIII of the Zonta International Bylaws to the extent consistent with Zonta International Rules of Procedures and the policies adopted by the Zonta International Board.

Unless inconsistent with the bylaws, the rules of procedure or policies adopted by Zonta International, the following Rules will constitute standard operating procedure for District 7.

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. Area Meetings shall be held each year and shall rotate on a regular basis.
4. The Governor shall appoint a District Historian/Archivist whose charge shall be to keep the history of Zonta International District 7 updated and factual including final financial statements.
5. District Officers will assume their term immediately following International Convention.
6. The Governor's Pin is the property of District 7 and will be passed on to each incoming District Governor.
7. All officers are to be elected at the fall business meeting immediately prior to the convention.
8. The district board shall meet at least three (3) times each year. Meetings may be conducted by electronic means provided that participants have the opportunity for simultaneous communication. Other meetings may be held as deemed necessary by the executive committee.
9. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a district conference. On 1 June of each year each club shall pay to Zonta International District 7 per capita dues based upon the number of members in the club as of 1 June. The district may wish to provide that members who join in the second six months of the fiscal year pay one-half the district dues for that year. The Young Professional dues would be allocated as follows: the full amount of the district conference assessment per capita and the remainder to the district dues per capita
10. 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.
11. 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.
12. The Dorothea Radusch fund shall be used as a tool to support the creation of new clubs in the District, with the amount not exceeding \$750.00 per year. The District Membership Chair shall supervise distribution.
13. 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 District Board.

14. Expenses to be paid from district general operating funds are defined in the Zonta International District Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
15. 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
 - a. Registration fee.
 - b. Events where the presence of the Governor will be noted (i.e. Awards Presentation Breakfast).
 - c. Meals and other related expenses not covered above, not to exceed budget.
16. 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 #15 (not to exceed the amount approved in the District Budget).
17. The district shall hold one (1) district conference in the odd year of the biennium and retain the option to hold a seminar in the even year.
18. The biennial district budget shall be presented for approval at the business meeting immediately preceding the biennium in which the budget is to become effective.
19. The district financial records shall be (audited/reviewed/compiled) by either certified/chartered public accountants or a qualified individual independent of the district board.
20. 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 the items that benefit only the individual who attends and do not benefit the club, she/he represents. Such items includes meals, favors, and entertainment.
21. All previously adopted district resolutions automatically expire at the end of each district conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.
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 may appoint a parliamentarian to serve at the conference and as needed during the biennium. The parliamentarian shall participate in district board meetings as an adviser 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. The district shall pay any deficit encountered at the district conference or seminar.
26. Nominating Committee.
 - a. The Nominating Committee shall be elected at District Conference and shall fulfill their duties as outlined in the Zonta International District Manual, Section 3, District Committees.
 - b. The chair of the district nominating committee shall request, prior to <month> of each odd-numbered year (or even-numbered year, for those districts whose election-year conference is held early in the odd-numbered year), suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. Personal data forms, including consent to serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be < month>.

- c. The committee shall screen the suggested nominees based on the recorded prerequisites 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 the district level of Zonta International while serving on the committee.
- d. 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.
- e. 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:

- a. No campaigning of any sort, other than the wearing of the official candidate's ribbon at conference, shall be allowed.
- b. ALLOWED ACTIVITIES:
 - 1) 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.
 - 2) Candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter.
 - 3) Only ORAL endorsements, based on personal knowledge and experience, may be made by other Zontians.
- c. PROHIBITED ACTIVITIES:
 - 1) Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the conference.
 - 2) 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.
 - 3) No gifts, trinkets, buttons, or other promotional material shall be distributed on behalf of any candidate for any campaign purposes either before or during the conference.

28. Standing Committees. There shall be at least the following committees: nominating, membership, service, advocacy, and bylaws and resolutions. The governor shall appoint the chair and such other members of all standing and special committees as the governor deems appropriate, except the Nominating Committee.

- a. Membership Committee shall promote organization of new clubs, membership recruitment and retention in existing clubs, and programs developed by the Zonta International Membership Committee.
- b. Service Committee shall coordinate, at the district level, activities to implement programs authorized by the international convention. The committee shall also promote awareness of the club's local service projects undertaken by clubs in the district; and policies developed by the Zonta International Board.
- c. Advocacy Committee shall coordinate, at the district level, activities to implement the legislative awareness, advocacy, and equal rights, in accordance with policies adopted by the Zonta International Board.

- d. Bylaws and Resolutions Committee shall (a) review, and, as necessary, suggest revisions to district bylaws and these Rules of Procedure each biennium to ensure they do not conflict with the Bylaws of Zonta International; (b) investigate complaints made against officers of the district, members of the district nominating committee or against a club, following the procedures specified in the Bylaws of Zonta International and the Suspension, Expulsion and Termination Policy on the international website and (c) inform clubs of changes in Zonta International Bylaws and Rules of Procedure.
29. Special Committees. There may be such special committees as the governor shall authorize to achieve biennial goals, such as UN, Public Relations and Communication, Finance, Amelia Earhart, Jane Klausman, Young Women in Public Affairs, Z Clubs and Golden Z Clubs. Duties shall be as outlined in the Zonta International District Manual.
30. Foundation Ambassador. The governor shall appoint one or more district foundation ambassador(s).
31. 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.
32. 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.
33. Clubs shall submit the names of their officers (with addresses, phone numbers, emails, 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.
34. These Rules of Procedure and the district bylaws may be amended by a two-thirds (2/3) vote of the business meeting 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.
35. 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.

(Adopted 11 October 2003)

(Revised 1 October 2005)

(Revised 19 September 2009)

(Revised 18 September 2011)

(Revised 16 September 2017)

(Revised 15 September 2019)

(Revised 8 September 2023)

SCHEDULE OF DISTRICT 7 FEES – APPROVED 8 SEPTEMBER 2023

District dues \$26.50 per capita

District conference assessment \$3.50 per capita

Total: \$30.00 per capita

Young Professional District dues 11.50 per capita

District conference assessment \$3.50

Total \$15.00 per capita

