



**Zonta International**  
*Advancing the Status of Women Worldwide*

## **DISTRICT 5 RULES OF PROCEDURE**

(Adopted – October 18, 2013)

District 5 of Zonta International shall be established and governed in accordance with Article XIII of the Zonta International Bylaws and the Zonta International Rules of Procedure. To the extent consistent with Zonta International Rules of Procedures, the following Rules will constitute standard operating procedure.

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1. The District Board shall meet at least three but not more than six times each year.
2. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members including proxies at a District Conference or Fall Meeting. On June 1<sup>st</sup> of each year each club shall pay to Zonta International District 5 twenty three dollars (\$23) per capita dues based upon the number of members in the club as of June 1<sup>st</sup>. For members admitted from December 1 through May 31, clubs shall pay one-half (1/2) their per capita dues to Zonta International District 5.
3. 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. The Treasurer shall be bonded.
4. The District Treasurer shall advise the District Organization, Membership and Classification Chairman of the total per capita dues paid, so that comparison can be made to insure that the membership records agree with the records published by Zonta International.
5. The District Board shall take action annually to determine the use and disposition of interest earned from District operating and conference funds, even if the decision is to allow the interest to accrue in those respective funds.
6. The District Governor shall approve the expenses of other District Board members and District Committee members. The Treasurer shall approve the expenses of the District Governor.
7. 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.

8. Allocations may be made from the general operating fund to the Zonta International Convention fund to supply needed funds. This allocation will be done as part of the biennial budget process. Allocations from the general operating fund to the District Conference fund should only occur when the District Conference fund is short of needed funds and must be approved by the District Board.
9. The International Convention expenses of on-time registration, economy-class transportation, meals and hotel (based upon double occupancy rate) for the District Governor and Governor-Elect will be paid from District funds.

Each Club shall send the appropriate number of Voting Delegates to the International Convention based on the number of members in good standing as of March 1. Delegates and alternates shall be elected by the club they represent. A delegate may carry more than one of the total votes to which the club is entitled. A member of the District Board shall not be a club delegate or alternate. A club may be represented by a proxy. A club may carry the proxy vote from no more than two other clubs. A modest subsidy should be given to the club carrying a proxy.

10. The District shall hold one (1) District Conference per biennium in the odd-numbered years. A District Governor's Fall Meeting will be held in even-numbered years.

Each Club shall send the appropriate number of Voting Delegates to the District Conference based on the number of members in good standing. Delegates and alternates shall be elected by the club they represent. A delegate may carry more than one of the total votes to which the club is entitled. A member of the District Board shall not be a club delegate or alternate. A club may be represented by a proxy. A club represented by proxy shall be entitled to its total votes by proxy. No club may be represented by proxy at more than two (2) consecutive conferences. A club may carry the proxy votes from no more than two (2) other clubs.

11. The biennial District budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective. The proposed budget shall be sent to club presidents with all other conference business sixty (60) days prior to the District Conference.
12. A registration fee should be charged to each member who attends the District Conference or District Governor's Meeting. 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. Such items include meals, favors and entertainment. In the event that receipts of the District Conference exceed expenditures, the amount of such surplus in excess of two thousand five hundred dollars (\$2,500.00) seed money shall be transferred to the general operating account. Seed money, up to two thousand five hundred dollars (\$2,500.00) shall be forwarded to the host club for the District meetings upon request. (Refer to reimbursement policy in Reimbursement Guidelines Section III.)
13. Conferences/Meetings should be scheduled at least two (2) years prior to the event. Invitations from a club to host a District Conference or District Governor's Meeting should have been approved by vote of the club and should include the name of the hotel and one or more dates during which the hotel will be available. The place and date for such meetings are set by the

District Board and submitted to the Zonta International President-Elect for approval. A meeting shall be held, at which the District Governor and other members of the District Board, as deemed advisable, meet with the host club and conference chairman. At this meeting, the general outline of the program, budget, committees, and duties of the host club will be developed. The host club should be responsible for nominating and appointing the committees for all of the tasks relating to the physical arrangements for the conference/meeting. It is the duty of the District Governor to make all of the appointments of members who will serve at such meetings (e.g., timekeepers, credentials committee, resolutions committee, tellers, pages, participants in the program). Expenses, insofar as the District is concerned, are to be paid from the per capita conference assessment, as set up in the Bylaws and in the District budget, unless otherwise authorized by a majority of the delegates present.

14. All previously adopted 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.
15. 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.
16. 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. After approval, a copy will be available for use by clubs or other appropriate interested parties. A copy shall also be sent to Zonta International.
17. The District governor shall appoint a parliamentarian to serve at District Conferences and as needed during the biennium.
18. The District Conference chairman shall provide the District Treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.
19. Only those money-raising projects approved by the District shall be offered for sale at the District Conference. All funds raised at District/Area events shall be for the District's or Club's organizations and/or service projects that meet the goals of Zonta.
20. The District Board shall approve the District Conference minutes at the first Board meeting held after the distribution of these minutes.
21. The chairman of the District Nominating Committee shall request, prior to March of each odd-numbered year suggestions from each club for nominees for each position to be filled by election at the succeeding District Conference. Personal data forms, including consent to serve, if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be April 15<sup>th</sup>. The committee shall screen the suggested nominees based on the recorded qualifications, and on the committee's own knowledge and judgment. No Officer, Area Director or Member shall concurrently hold two elected offices at any level of Zonta International. 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 at least three but not more than 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.

A. 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:
  - i. 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 Zontain publicly request votes for the candidate.
  - ii. Candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter.
  - iii. Only oral endorsements, based on personal knowledge and experience, may be made by other Zontains.
- c. Disallowed activities:
  - i. Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the conference.
  - ii. No current or past officer or director of Zonta International or current or past officer or the District shall seek to influence members to vote for or against a particular candidate.
  - iii. 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.
  - iv. No ads for the Conference Program or other advertisement will be accepted by or on behalf of the Conference.

22. (a.) There shall be at least the following standing committees: bylaws and resolutions committee and membership committee. There may be such other standing and special committees as the District Board shall authorize to achieve biennial goals i.e. finance committee, public relations and communications committee, service committee, United Nations committee and the advocacy committee.

The District Membership Committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs develop by the International Membership Committee.

The District Bylaws and Resolutions Committee shall review and suggest revisions to the District Rules of Procedure each biennium to ensure they do not conflict with the Zonta

International Bylaws and shall investigate complaints made against officers of the District Board or against a club. The committee shall follow the procedures as outlined in the ZI Bylaws.

The District Public Relations and Communications Committee shall promote the objects of Zonta International and its projects and programs, awareness of Zonta Clubs and their projects and programs throughout the District, awareness of International and District Web sites and the resources available thereon, the need for club Web sites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communications lines.

The District Service Committee shall coordinate, at the District level, activities to implement service programs authorized by the International Convention. The committee shall also promote awareness of Zonta International service programs, including SISVAW (Zonta International Strategies to Prevent Violence Against Women), the Amelia Earhart Fellowships, the Jane M. Klausman Women in Business Scholarships, Z Clubs and Golden Z Clubs, the Zonta International Service Projects and all programs and projects funded by the Zonta International Foundation. The committee shall also promote awareness of local service projects undertaken by clubs in the District and elsewhere; and of policies developed by the International Status of Women Service Committee.

The District United Nations Committee shall promote awareness of the United Nations, its agencies and programs, and understanding of the relationship between the United Nations and Zonta International; recognition of United Nations Day (October 24), International Women's Day (and Zonta Rose Day – March 8) and other international days to commemorate, including themes, years, and world decades; activities developed by the International United Nations Committee, including UN-related resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women and of the Optional Protocol).

The District Advocacy Committee shall engage actively in LAA activities to improve the status of women globally, develop resources to assist clubs and members to be effective advocates in their communities, report on successful advocacy outcomes through the Zonta International Web site and to members directly, promote service projects through linking of outcomes to inform about the status of women, thus emphasizing advocacy through service and work closely with the Zonta International United Nations Committee. The committee shall also promote legislative awareness, advocacy, and equal rights, following guidelines established by the Zonta International Board.

(b) The District Governor shall appoint the chairman and such other members of all standing and special committees as the District Governor deems appropriate.

23. Provided funds are available, the District Board may allocate funds for the use of committees. Committee Chairmen shall apply to the District Governor for funds to carry out the work of their committees, and shall submit expense vouchers for reimbursement and/or request for advances to the District Governor for approval.

24. Outgoing District officers and committee chairmen shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The Treasurer shall begin transferring responsibilities to the incoming Treasurer by June 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.

25. Area Administration

- a. With the approval of the majority of the clubs affected, the District Board establishes Areas and outlines their boundaries to implement the administrative functions within the District. Areas are named in numerical order (Zonta International Bylaws Article XIII, Section 4). Each Area is administered by an Area Director, who is elected by the clubs in that Area (Zonta International Bylaws Article XIII, Section 6(b)), and is required to hold at least one (1) meeting annually. The Zonta International Board has agreed that those clubs entitled to regarding changes in Districts or the composition of Areas shall be only the clubs in the current Area(s) and the proposed new Area(s) in the case of Area changes, or the clubs in the current and in the proposed new District (i.e., clubs in the Areas or Districts that would experience a loss or gain of clubs).
- b. There may be a Vice Area Director of Areas as needed at the discretion of the District Board. The Vice Area Director(s) shall be appointed by the District Board.

26. Clubs shall submit the Club Officers Report within thirty (30) days of election of club officers – by May 1 for clubs with officers taking office June 1 to the Governor.

- a. The report shall include the names of the club president and treasurer with contact information inclusive of address, phone/fax/cell numbers and email address. If available, club e-mail address and club Web site shall also be included.
- b. Upon receipt, the Governor will distribute the Club Officers Report to the following district officers: Lt. Governor, Governor-Elect, Treasurer and Area Directors.
- c. Clubs will also provide a complete roster of all club committee chairmen names and contact info as listed above to the Governor. The Governor will distribute the information to the appropriate District Committee Chairmen promptly after appointments are completed or within three (3) months of appointment – whichever comes first.

27. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the District conference voting members, provided that

- a. The amendment has been proposed by a majority vote of the District 5 Board or by a club in District 5;
- b. If proposed by a club, the proposed amendment has been sent to the District 5 Bylaws and Resolutions Committee Chairman and the District Governor at least ninety (90) days prior to the District 5 Conference; and
- c. The proposed amendment, with the District 5 Board's designation as described in subsection 2 below, has been sent to the president of each club within the District at least sixty (60) days before the District 5 Conference.

d. The District 5 Board shall consider each proposed amendment and shall designate each as (1) "recommended for adoption"; (2) "not recommended for adoption" or (3) "no recommendation." Should more than one proposed amendment to these Bylaws be submitted with the same intent covering the same subject matter, it shall be the duty of the District Board to review such proposed amendments and to submit to the District Conference an amendment which best incorporates the intent and serves the interest of the District as a whole. In the event that any proposed amendment will not be reported to the District Conference, the District Bylaws and Resolutions Committee Chairman shall notify the proposer of the amendment.

28. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Zonta International District 5 in cases in which they are not inconsistent with the Bylaws of Zonta International or with these Rules of Procedure.

29. District Transition Procedures

The District Governor-Elect shall be authorized to make plans for the next biennium, including appointing and meeting with appropriate incoming Board members and standing committee chairs to develop the District program goals and conference plans. All expenses incurred must be charged to the District Governor-Elect's biennium.

## **SCHEDULE OF DISTRICT FEES**

For members admitted from December 1 through May 31, clubs shall pay one-half (1/2) the per capita dues to Zonta International District 5.

## **SCHEDULE OF ANNUAL DISTRICT 5 FEES**

(as of 6-1-2008)

### **June 1 through November 30:**

District dues	\$ 17.00 per capita
District Conference fee	\$ 6.00 per capita

**TOTAL**                      **\$ 23.00 per capita**

### **December 1 through May 31:**

District dues	\$ 8.50 per capita
District Conference fee	\$ 3.00 per capita

**TOTAL**                      **\$ 11.50 per capita**