**2019 DISTRICT 3 CALL TO CONFERENCE**

**Proposed Amendments to Zonta International District 3 Rules of Procedure**

**and Reimbursement Guidelines**

At the 2019 District 3 conference the District 3 board will move adoption of new District 3 Rules of Procedure. If the conference voting members adopt new Rules of Procedure, the district board plans to adopt the new Reimbursement Guidelines (below following the proposed Rules of Procedure) at its meeting immediately following the conference.

Please note: (1) These rules should be considered in conjunction with the Zonta International (ZI) bylaws and rules of procedure, particularly bylaws Art. XIII and rule of procedure 4. References to ZI bylaws are to the 2018 edition; (2) The abbreviation *RONR* is to *Robert’s Rules of Order Newly Revised* 11th edition (2011), the current edition of *Robert’s Rules of Order Newly Revised* and the parliamentary authority for ZI and District 3.

In the chart below comments about the changes are in italics at the end of the Proposed Wording.

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| **Rules of Procedure** |  |
| Current Wording | Proposed Wording |
| District 3, Zonta International, is an administrative division of Zonta International and is governed in accord with the Zonta International bylaws, the Zonta International rules of procedure, and the policies established by the Zonta International board of directors.  Unless inconsistent with the bylaws, rules of procedure, or policies adopted by Zonta International, the following Rules of Procedure constitute standard operating procedure for District 3. | District 3, Zonta International, is an administrative division of Zonta International and is governed in accord with the Zonta International bylaws, the Zonta International rules of procedure, and the policies established by the Zonta International board of directors.  Unless inconsistent with the bylaws, rules of procedure, or policies adopted by Zonta International, the following Rules of Procedure constitute standard operating procedure for District 3.  *No change* |
| **I. District Board.**  A. Meetings. The district board shall meet at least three times per year. Meetings may be conducted by electronic means provided that participants have the opportunity for simultaneous aural communication. | **I. District Board.**  Meetings. The district board meets at least three times per year. Meetings may be conducted by electronic means provided that participants have the opportunity for simultaneous aural communication.  *Updates wording.* |
| **II. District Committees.**  A. Standing Committees. Standing committees shall include a bylaws and resolutions committee, a membership committee, a service committee, and an advocacy committee.  1. The bylaws and resolutions committee shall: (a) review these Rules of Procedure each biennium and, as necessary, suggest revisions to ensure they do not conflict with Zonta International bylaws, rules of procedure, or policies; and (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 Zonta International bylaws.  2. The membership committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the International membership committee.  3. The service committee shall coordinate, at the district level, activities to implement service programs authorized by the Zonta International convention. The committee shall also promote awareness of clubs’ local service projects and of policies adopted by the Zonta International board.  4. The advocacy committee shall coordinate, at the district level, activities to implement legislative awareness and advocacy programs, in accordance with polices adopted by the Zonta International board. | **II. District Committees.**  Section 1. Standing Committees. Standing committees include a bylaws and resolutions committee, a membership committee, a service committee, and an advocacy committee.  (a). The bylaws and resolutions committee: (i) reviews these Rules of Procedure each biennium and, as necessary, suggests revisions to ensure they do not conflict with Zonta International bylaws, rules of procedure, or policies; and (ii) investigates complaints made against officers of the district, members of the district nominating committee, or against a club, following the procedures specified in the Zonta International bylaws.  (b). The membership committee promotes continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the Zonta International membership committee.  (c). The service committee coordinates, at the district level, activities to implement service programs authorized by the Zonta International convention. The committee also promotes awareness of clubs’ local service projects and of service-related policies adopted by the Zonta International board.  (d). The advocacy committee coordinates, at the district level, activities to implement legislative awareness and advocacy programs, in accordance with polices adopted by the Zonta International board.  *Updates wording* |
| B. Ad Hoc Committees. The governor shall appoint such ad hoc committees as the governor deems appropriate.  C. Committee Chairmen and Members. The governor shall appoint the chairmen of all standing and ad hoc committees and shall appoint members of such committees as the governor deems appropriate.  D. Foundation Ambassador. The governor shall appoint at least one Foundation Ambassador, who will promote the activities of and encourage contributions to the Zonta International Foundation.  E. Funding for Committee Activities. Provided funds are available, the district board may allocate funds for the use of committees. Committee chairmen shall apply to the governor in advance 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. | Section 2. Ad Hoc Committees. The governor may appoint such ad hoc committees as the governor deems appropriate.  Section 3. Committee Chairmen and Members. The governor appoints the chairmen of all standing and ad hoc committees and appoints members of such committees as the governor deems appropriate.  Section 4. Foundation Ambassador. The governor appoints at least one Foundation ambassador, who promotes the activities of and encourages contributions to the Zonta International Foundation.  Section 5. Funding for Committee Activities. Provided funds are available, the district board may allocate funds for the use of committees. Committee chairmen must apply to the governor in advance for funds to carry out the work of their committees, and must submit expense vouchers for reimbursement and/or requests for advances to the governor for approval.  *Updates wording* |
| **III. Nominating Committee.**  A. Duties.  1. The chairman of the nominating committee shall request, prior to February 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 a consent to serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be April 15.  2. 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 elective district office. A slate of five nominees should be prepared for the nominating committee. No name shall be listed without the member’s consent to serve, if elected.  3. The nominating committee shall send its report to each district officer and to each club in the district at least 60 days before the district conference at which the election is to be held.  B. Floor Nominations. Additional nominations may be made from the district conference floor immediately after the report of the nominating committee, provided the consent of the nominee has been obtained.  C. Nomination of Nominating Committee Member for Other Position. No member of the nominating committee shall be eligible for nomination for a position at the club or district levels of Zonta International while serving on the nominating committee. | **III. Nominating Committee.**  Section 1. Chairman. The candidate for nominating committee who received the most votes acts as chairman. In the event of a tie for the chairman, the member who has been a member of a club in District 3 for the longest period will be chairman.  Section 2. Duties.  (a) Prior to February of the odd-numbered year, the chairman of the nominating committee must request suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. Personal data forms, including a consent to serve if elected, must be submitted for each name that is suggested. The deadline for suggestions from clubs is May 31.  (b) The committee screens the suggested nominees based on the recorded qualifications and on the committee’s own knowledge and judgment. The nominating committee must prepare a slate of one or more candidates for each elective district office. A slate of five nominees should be prepared for the nominating committee. No name may be listed without the member’s consent to serve if elected.  (c) The nominating committee must send its report to each district officer and to each club in the district at least 60 days before the district conference at which the election is to be held.  Section 3. Floor Nominations. Additional nominations may be made from the district conference floor immediately after the report of the nominating committee, provided the consent of the nominee has been obtained.  Section 4. Nomination of Nominating Committee Member for Other Position. No member of the nominating committee is eligible for nomination for a position at the district level of Zonta International while serving on the nominating committee.  *Updates wording.*  *Prior to 2014 the provision that the chairman is the candidate who received the most votes was in the ZI bylaws. The 2014 convention removed it.*  *The 2016 convention eliminated the prohibition on a member of the district nominating committee being nominated for a position at the club level.* |
| **IV. Transition Procedures.**  A. District Officers and Committee Chairmen. Outgoing district officers and committee chairmen shall deliver to their successors all properties belonging to their respective official positions within thirty days after their successors have taken office. The district treasurer shall begin transferring responsibilities to the incoming district treasurer by June 1 of the year in which the incoming treasurer takes office and must complete the transfer within thirty days after the incoming treasurer’s installation.  B. Club Officers.  1. Clubs shall annually submit the names of their officers, with addresses, telephone numbers and email addresses, to the governor, lieutenant governor, district treasurer, district secretary, and appropriate area director.  2. Clubs shall annually submit to Zonta International headquarters the names and contact information of their president and treasurer by May 1 for the club fiscal year beginning June 1.  3. Clubs shall submit the names of their committee chairmen, with addresses, telephone numbers and email addresses, to each of the district chairmen promptly after club officers are elected and chairmen are appointed. | **IV. Transition Procedures.**  Section 1. District Officers and Committee Chairmen. Outgoing district officers and committee chairmen must deliver to their successors all properties belonging to their respective official positions within thirty days after their successors have taken office. The district treasurer begins transferring responsibilities to the incoming district treasurer by June 1 of the year in which the incoming treasurer takes office and must complete the transfer within thirty days after the incoming treasurer’s installation.  Section 2. Club Officers.  (a) Clubs must annually submit the names of their officers, with addresses, telephone numbers and email addresses, to the governor, lieutenant governor, district treasurer, district secretary, and appropriate area director no later than June 15.  (b) Clubs must annually submit to Zonta International headquarters the names and contact information of their president and treasurer by May 1 for the club fiscal year beginning June 1.  (c) Clubs should submit the names of their committee chairmen, with addresses, telephone numbers and email addresses, to each of the district chairmen promptly after club officers are elected and chairmen are appointed.  *Updated wording.*  *Added deadline for submitting information re officers.* |
| **V. Dues and Fees.**  A. Clubs shall pay per capita district dues and fees to the district treasurer no later than June 1 each year.  B. District dues and fees shall be determined by a two-thirds vote of the voting members present and voting at conference.  C. Dues and Fees.  1. For existing members of clubs in District 3 and new members admitted between June 1 and November 30:  District Dues: $10.00 per capita  District Conference Assessment Fee: $ 3.00 per capita  Total to District 3: $13.00 per capita  2. For new members admitted between December 1 and May 31:  District Dues: $5.00 per capita  District Conference Assessment Fee: $1.50 per capita  Total to District 3: $6.50 per capita | **V. Dues and Fees.**  Section 1. Clubs must pay per capita district dues and fees to the district treasurer no later than June 1 each year.  Section 2. District dues and fees must be determined by a two-thirds vote of the voting members present and voting at conference.  Section 3. Dues and Fees.  (a) For existing members of clubs in District 3 and new members admitted between June 1 and November 30:  District Dues: $15.00 per capita  District Conference Assessment Fee: $ 5.00 per capita  Total to District 3: $20.00 per capita  (b) For new members admitted between December 1 and May 31:  District Dues: $7.50 per capita  District Conference Assessment Fee: $2.50 per capita  Total to District 3: $10.00 per capita  *Updated wording.*  *Dues amounts reflect changes adopted at the 2017 district conference* |
| **VI. Financial Procedures.**  A. Funds.  1. The district shall maintain a conference fund, a general operating fund, and a Zonta International convention fund; these funds will be used to pay expenses as specified in Zonta International bylaws, rules of procedure, and policies, as well as in these Rules of Procedure and the District 3 Reimbursement Guidelines. The treasurer shall use fund accounting to account for receipts and payments from the designated funds. To the maximum extent possible, the treasurer shall use interest bearing checking accounts, savings accounts, certificates of deposit(s), or other appropriate money management techniques to optimize earnings on district funds.  2. The treasurer shall advise the district board of the total per capita dues paid, so that comparison can be made to insure that the district membership records agree with the records published by Zonta International.  3. The district board shall take action, as part of the biennial budget process, to determine the use and disposition of interest earned from district operating and district conference funds, even if the decision is to allow the interest to accrue in those respective funds.  4. 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 such transfers must be approved by a two-thirds vote of the district board.  B. District Budget. The biennial district budget shall be presented for approval at the district conference immediately preceding the biennium in which the budget is to become effective. The district board may adjust the budget to address extraordinary circumstances. | **VI. Financial Procedures.**  Section 1. Funds.  (a) The district maintains a conference fund, a general operating fund, and a Zonta International convention fund; these funds are used to pay expenses as specified in Zonta International bylaws, rules of procedure, and policies, as well as in these Rules of Procedure and the District 3 Reimbursement Guidelines. The treasurer must use fund accounting to account for receipts and payments from the designated funds. To the maximum extent possible, the treasurer must use interest bearing checking accounts, savings accounts, certificates of deposit(s), or other appropriate money management techniques to optimize earnings on district funds.  (b) The treasurer must advise the district board of the total per capita dues paid, so that comparison can be made to insure that the district membership records agree with the records published by Zonta International.  (c) The district board must take action, as part of the biennial budget process, to determine the use and disposition of interest earned from district operating and district conference funds, even if the decision is to allow the interest to accrue in those respective funds.  (d) 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 such transfers must be approved by a two-thirds vote of the district board.  Section 2. District Budget. The biennial district budget must be presented for approval at the district conference immediately preceding the biennium in which the budget is to become effective. The district board may adjust the budget to address extraordinary circumstances.  Section 3. Financial Oversight: At the close of the biennium, the Board must have the district financial records reviewed by a certified public accountant or a qualified individual independent of the district board. The examined financial statement and report must be presented at the district conference.  The treasurer should also report at the district-wide event in the even-numbered year.  *Updates wording.*  *Specifies that the review of district financial records is made biennially and considered at the district conference and that the treasurer should also report at the even-year district-wide event. (See, ZI bylaws, Art. XIII, §12, p. 23 of 2018 booklet).* |
| **VII. District Conference.**  A. The district shall hold at least one conference in each biennium. A conference will be held in the odd year of the biennium. An additional conference or other event will be held in the even year of the biennium as determined by the district board.  B. Venue, Planning, Program, and Appointments. The place and date for the conference are determined by the district board. The governor shall appoint the members who will serve at conference (e.g., time-keepers, credentials committee, resolutions committee, tellers, pages, and participants in the program of the conference).  C. Per Capita Conference Assessment. Per capita conference assessments shall be directed to the costs of conducting the district’s business at the conference (e.g., meeting rooms, printing, audio-visual arrangements, and costs associated with speakers and the International representative). Up to $2,000.00 will be provided as start-up funds to the conference hosts, with the remainder of funds to follow as registration fees are paid. Reimbursement to the host club or area for district conference expenses other than those covered by the registration fee shall be paid from the district conference fund; the start-up funds referenced above are to be used for this purpose. | **VII. District Conference.**  Section 1. The district must hold at least one conference in each biennium, in the odd-numbered year.  Section 2. Venue, Planning, Program, and Appointments. The place and date for the conference are determined by the district board. The governor appoints the members who will serve at conference (e.g., time-keepers, credentials committee, resolutions committee, tellers, pages, and participants in the program of the conference).  Section 3. Per Capita Conference Assessment. Per capita conference assessments must be directed to the costs of conducting the district’s business at the conference (e.g., meeting rooms, printing, audio-visual arrangements, and costs associated with speakers and the International representative). Up to $2,000.00 will be provided as start-up funds to the conference hosts, with the remainder of funds to follow as registration fees are paid. Reimbursement to the host club or area for district conference expenses other than those covered by the registration fee are to be paid from the district conference fund; the start-up funds referenced above are to be used for this purpose.  *Updates wording.* |
| D. Registration Fee. A registration fee should be charged to each member who attends the conference. Insofar as financially feasible, the registration fee should be set only so high as to recover the cost of items that directly benefit the individual who attends. In the event that receipts of a conference exceed expenditures, the amount of such surplus in excess of $2,000 seed money shall be transferred to the general operating account.  E. Financial Reporting. The conference chairman shall provide the district treasurer with a financial statement for the conference and all fiduciary data relating to the conference within ninety days following the conference.  F. Conference Voting Members. The voting members of the district conference shall be the governor, lieutenant governor, area directors, and the delegates of each club in good standing. If, as of June 1, the official membership of any club, as determined by verification of Zonta International and district dues payments, exceeds thirty members, the club shall be entitled to a second delegate and alternate. If the membership exceeds sixty members, the club shall be entitled to a third delegate and alternate. 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.  G. Conference Business.  1. All adopted resolutions automatically expire at the end of each biennium. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.  2. Conference motion cards and election ballots from the just-completed conference shall be retained by the secretary for at least three months, or until the minutes of the conference have been approved by the district board, whichever is later.  3. The secretary, with the approval of the governor, shall prepare a summary of proceedings of the conference which shall be sent to each club president and to the district board members within sixty days following the conference. Minutes of the proceedings will be prepared by the district secretary and approved by the district board.  4. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium. | Section 4. Registration Fee. A registration fee should be charged to each member who attends the conference. Insofar as financially feasible, the registration fee should be set only so high as to recover the cost of items that directly benefit the individual who attends. In the event that receipts of a conference exceed expenditures, the amount of such surplus in excess of $2,000 seed money is transferred to the general operating account.  Section 5. Financial Reporting. The conference chairman must provide the district treasurer with a financial statement for the conference and all fiduciary data relating to the conference within ninety days following the close of the conference.  Section 6. Conference Voting Members.  (a) The voting members of the district conference are the governor, lieutenant governor, district treasurer, area directors, and the delegates of each club in good standing. If, as of June 1, the membership of any club, as determined by verification of Zonta International and district dues payments, exceeds thirty members, the club is entitled to a second delegate and alternate. If the membership exceeds sixty members, the club is entitled to a third delegate and alternate. Delegates and alternates must 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 may not be a club delegate or alternate.  (b) A club may be represented by proxy at no more than two consecutive district conferences. A club may carry the proxy votes from no more than two other clubs, except that the total votes carried by one club may not exceed five.  Section 7. Conference Business.  (a) All adopted resolutions automatically expire at the end of each biennium. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.  (b) Conference motion cards and election ballots from the just-completed conference are to be retained by the secretary for at least three months, or until the minutes of the conference have been approved by the district board, whichever is later.  (c) The secretary, with the approval of the governor, prepares a summary of proceedings of the conference which must be sent to each club president and to the district board members within sixty days following the conference. Minutes of the proceedings are to be prepared by the district secretary and approved by the district board.  (d) The governor should appoint a parliamentarian to serve at conference and as needed during the biennium.  *Updated wording.*  *Added rules on proxies from ZI bylaws (Art. XIII, §11(b)) because the issue arose with respect to several recent conferences.* |
|  | **VIII. District-Wide Even Year Event** |
|  | Section 1. An additional conference or other event will be held in the even year of the biennium as determined by the district board.  Section 2. The format, place, and date for the even year event are determined by the district board. Unless the even year event is a conference, expenses will be paid by the district from the operating account. The even year event should be self-supporting through registration fees. |
| **VIII. Area Workshops.**  A. Registration Fees. All area workshops must be self-supporting through registration fees. Registration fees, meals, travel and room expenses when necessary for the sponsoring area directors, the governor or her designee, and the lieutenant governor shall be paid from district funds. If the parliamentarian attends an area workshop in an official capacity, her/his registration fee shall be charged to the governor’s budget allocation.  B. Receipts in Excess of Expenses. Receipts in excess of area workshop costs must be returned to the district treasurer within sixty days of the workshop. | **IX. Area Workshops.**  Section 1. Registration Fees. All area workshops must be self-supporting through registration fees. Registration fees, meals, travel and room expenses when necessary for the sponsoring area directors, the governor or her designee, and the lieutenant governor are to be paid from district funds. If the parliamentarian attends an area workshop in an official capacity, their registration fee is to be charged to the governor’s budget allocation.  Section 2. Receipts in Excess of Expenses. Receipts in excess of area workshop costs must be returned to the district treasurer within sixty days of the workshop. |
| **IX. Expenses and Reimbursements.**  A. Approval for Reimbursement. The governor shall approve the expenses of other district board members, committee chairmen, and the parliamentarian. The lieutenant governor shall approve the expenses of the governor.  B. Reimbursable Expenses – General.  1. Reimbursable expenses shall include reasonable travel expenses, event registration fees, telecommunication charges, postage, printing, supplies, and business-type services when incurred on behalf of the district.  2. Payment for hotel accommodations for district board members at district board meetings, conferences, and other district-wide official functions shall be one-half of the double occupancy rate except that the district shall pay for a single room (1) when the number of district 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, the even-year district-wide event, the international convention, and district board meetings, and for the governor-elect at the international convention. If another district board member requests a single room, she/he shall pay the difference between one-half of the double occupancy rate and the single room rate.  3. If the parliamentarian attends meetings or other events at the request of the governor, the parliamentarian’s expenses shall be covered as specified in subsections 1. and 2. of this section. | **X. Expenses and Reimbursements.**  Section 1. Approval for Reimbursement. The governor is responsible for approving the expenses of other district board members, committee chairmen, and the parliamentarian. The lieutenant governor is responsible for approving the expenses of the governor.  Section 2. Reimbursable Expenses – General.  (a) Reimbursable expenses include reasonable travel expenses, event registration fees, telecommunication charges, postage, printing, supplies, and business-type services when incurred on behalf of the district.  (b) Payment for hotel accommodations for district board members at district board meetings, conferences, and other district-wide official functions are limited to one-half of the double occupancy rate except that the district pays for a single room (i) when the number of district 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 (ii) for the governor at the district conference, the even-year district-wide event, and district board meetings. If another district board member requests a single room, they must pay the difference between one-half of the double occupancy rate and the single room rate.  (c) If the parliamentarian attends meetings or other events at the request of the governor, the parliamentarian’s expenses are to be covered as specified in subsections (a) and (b) of this section.  *Updates wording.*  *Pursuant to recommendations of the district finance committee, deleted provisions for reimbursing the governor and governor-elect for single rooms at the international conventions.* |
| C. Club Visits.  1. Area directors shall make at least one official visit to each club in their area each biennium. The official visit shall be a club business meeting only. Area directors will be reimbursed for official visits as for district board meetings, except that if the area director must incur hotel expenses at a single occupancy rate, this rate shall be reimbursed. The cost of the area director’s meal at the official club visit should be paid by the club being visited. It is preferred that the host club provide gratis lodging for the visiting area director whenever possible.  2. Additional official club visits by the area directors or visits to clubs by other district officers or district chairmen must be pre-approved by the governor to qualify for reimbursement from district general funds.  3. Club visits to serve as installing officer at a club’s installation meeting shall also be reimbursed as previously outlined. The cost of the installing officer’s meal should be paid by the club visited.  4. Attendance at charter presentations shall be reimbursed for the governor or the governor’s designee, the lieutenant governor if she/he was the chairman of the Sponsoring, Organizing and Mentoring (SOM) Committee, and for the current area director. Previous area directors’ travel costs may be reimbursed with prior approval by the governor. | Section 3. Club Visits.  (a) Area directors must make at least one official visit to each club in their area each biennium. The official visit is to be a club business meeting. Area directors will be reimbursed for official visits as for district board meetings, except that if the area director must incur hotel expenses at a single occupancy rate, this rate will be reimbursed. The cost of the area director’s meal at the official club visit should be paid by the club being visited. It is preferred that the host club provide gratis lodging for the visiting area director whenever possible.  (b) Additional official club visits by the area directors or visits to clubs by other district officers or district chairmen must be pre-approved by the governor to qualify for reimbursement from district general funds.  (c) Club visits to serve as installing officer at a club’s installation meeting are also be reimbursed as previously outlined. The cost of the installing officer’s meal should be paid by the club visited.  (d) Attendance at charter presentations is to be reimbursed for the governor or the governor’s designee, the lieutenant governor if they were the chairman of the Sponsoring, Organizing and Mentoring (SOM) Committee, and for the current area director. Previous area directors’ travel costs may be reimbursed with prior approval by the governor.  *Updates wording.* |
| D. Conferences.  1. District conference registration, hotel, and conference meals for district board members, the parliamentarian, and the Zonta International board representative shall be paid by the district from conference funds.  2. Reimbursement to district officers and conference chairmen for district conference planning expenses, such as postage, telephone, and copying; the governor’s and governor-elect’s travel expenses involved in planning the district conference; the lieutenant governor’s travel expenses involved in planning the next biennium’s district conference; and the lieutenant governor’s and lieutenant governor-elect’s travel expenses incurred to assist the governor/governor-elect in planning a district conference, shall be paid from district conference funds.  E. Reimbursement for expenses associated with the conference or other event held in the even year of the biennium shall be made consistent with the requirements specified in Section D., above, except that the parliamentarian shall not be reimbursed unless the event is a conference or the parliamentarian attends in an official capacity. | Section 4. Conferences.  (a) District conference registration, hotel, and conference meals for district board members, the parliamentarian, and the Zonta International board representative are to be paid by the district from conference funds.  (b) Reimbursement to district officers and conference chairmen for district conference planning expenses, such as postage, telephone, and copying; the governor’s and governor-elect’s travel expenses involved in planning the district conference; the lieutenant governor’s travel expenses involved in planning the next biennium’s district conference; and the lieutenant governor’s and lieutenant governor-elect’s travel expenses incurred to assist the governor/governor-elect in planning a district conference, are to be paid from district conference funds.  Section 5. Reimbursement for expenses associated with the conference or other event held in the even year of the biennium must be made consistent with the requirements specified in Section 4., above, except that the parliamentarian will not be reimbursed unless the event is a conference or the parliamentarian attends in an official capacity.  *Updates wording.* |

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| F. International Convention.  1. Zonta International convention expenses of on-time registration, transportation, lodging, and the event at which the governor is installed, will be paid for the outgoing and incoming governors. Zonta International convention on-time registration for the incoming area directors and lieutenant governor will be paid from district funds. These expenses will be reimbursed after the convention.  2. If the governor, governor-elect, incoming lieutenant governor, or an incoming area director does not attend the convention, prepaid expenses will not be reimbursed unless, in exceptional circumstances, the district board decides to reimburse some or all of these expenses by a two-thirds vote.  3. Optional meals, events, and excursion fees will not be reimbursed by the district. | Section 6. International Convention.  (a) Zonta International convention expenses of on-time registration, transportation, lodging (in accordance with Art. X, Section 2(b)), and the event at which the governor is installed, will be paid for the outgoing and incoming governors. Zonta International convention on-time registration for the incoming area directors and lieutenant governor will be paid from district funds. These expenses will be reimbursed after the convention.  (b) If the governor, governor-elect, incoming lieutenant governor, or an incoming area director does not attend the convention, prepaid expenses will not be reimbursed unless, in exceptional circumstances, the district board decides to reimburse some or all of these expenses by a two-thirds vote.  (c) Optional meals, events, and excursion fees will not be reimbursed by the district.  *No change, but see Art. X, Sec. 2(b).* |
| **X. Reimbursement Guidelines.**  Except as included in these Rules of Procedure, reimbursable expenses are specified in the Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds vote of the district board. | **XI. Reimbursement Guidelines.**  Except as included in these Rules of Procedure, reimbursable expenses are specified in the Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds vote of the district board.  *No change.* |
| **XI. Amendments to the Rules of Procedure.**  A. These Rules of Procedure may be amended by a two-thirds vote of the conference voting members, provided that:  1. The proposed amendment has been proposed by a majority vote of the district board or by a club in District 3;  2. If proposed by a club, the proposed amendment has been sent to the bylaws and resolutions committee chairman and the governor at least ninety days prior to the conference; and  3. The proposed amendment, with the district board’s designation as described in section B below, has been sent to the president of each club within the district at least 60 days before the conference.  B. The district 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 Rules of Procedure be submitted with the same intent covering the same subject matter, the district board shall review such proposed amendments and submit to the conference an amendment which best incorporates the intent and serves the interest of the district as a whole.  C. An amendment to these Rules of Procedure shall take effect at the adjournment of the conference at which it is adopted unless otherwise specified in the amendment. | **XII. Amendments to the Rules of Procedure.**  Section 1. These Rules of Procedure may be amended by a two-thirds vote of the conference voting members, provided that:  (a) The proposed amendment has been proposed by a majority vote of the district board or by a club in District 3;  (b) If proposed by a club, the proposed amendment has been sent to the bylaws and resolutions committee chairman and the governor at least ninety days prior to the conference; and  (c) The proposed amendment, with the district board’s designation as described in Section 2. below, has been sent to the president of each club within the district at least 60 days before the conference.  Section 2. The district board must consider each proposed amendment and designate each as: (1) “recommended for adoption”; (2) “not recommended for adoption”; or (3) “no recommendation.” Should more than one proposed amendment to these Rules of Procedure be submitted with the same intent covering the same subject matter, the district board must review such proposed amendments and submit to the conference an amendment which best incorporates the intent and serves the interest of the district as a whole.  Section 3. An amendment to these Rules of Procedure will take effect at the adjournment of the conference at which it is adopted unless otherwise specified in the amendment.  *Updates wording* |
| **XII. Parliamentary Authority.**  The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the district in cases in which they are not inconsistent with the bylaws, rules of procedure, or policies of Zonta International or with these Rules of Procedure or other rules adopted by the membership of the district. | **XIII. Parliamentary Authority.**  The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* govern the district in cases in which they are not inconsistent with the bylaws, rules of procedure, or policies of Zonta International or with these Rules of Procedure or other rules adopted by the membership of the district.  *Updates wording.* |