



## **DISTRICT 3 RULES OF PROCEDURE**

**ADOPTED 10/2015**

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 procedures for District 3.

### **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.

### **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 policies adopted by the Zonta International board.

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.



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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.

### **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.

### **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.



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- 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.

**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:	<u>\$ 3.00 per capita</u>
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:	<u>\$1.50 per capita</u>
Total to District 3:	\$6.50 per capita

**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.



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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.

### **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.

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, treasurer, area directors, and the delegates of each club in good standing. If, as of June 1, the official membership of any club, as



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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.

**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. 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



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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.

### **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 provides 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.

### **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.



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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.

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.

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. **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.



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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. 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.





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### Reimbursement Guidelines *To accompany District 3 Rules of Procedure*

**ADOPTED 10/2015**

#### **I. General.**

A. Claims for reimbursement of expenses for official travel, attendance at events in an official district officer capacity, and conduct of district business will be itemized, and receipts must be attached except as indicated below.

B. Expenses for conferences should be itemized on an expense voucher separate from claims for general expenses. Co-mingling claims for conference expenses with general expenses incurred is not permitted.

C. Miscellaneous hotel charges, such as laundry, personal telephone usage, video rentals, and mini-bar charges which are added to hotel bills are considered to be personal expenses and shall not be reimbursed. Reasonable amounts for gratuities to housekeeping staff and/or bellmen are allowed; no receipts are required for service gratuities.

D. Expense vouchers shall be submitted as soon as possible after expenses are incurred, with the exception of small expenses incurred by committee chairs; but, in all cases, not later than May 15 of each year to facilitate closing of the district financial records on May 31.

E. All board members and other authorized travel claimants should travel by the most economical mode possible.

1. Tourist, coach or economy class should be chosen if traveling by air or rail. Airport shuttles to the hotel or meeting place should be used whenever feasible. The governor must pre-approve use of rental cars.

2. When traveling by private automobile, drivers will be reimbursed at the rate of \$.35 per mile plus toll charges and parking. If requested by the governor, claimants may be asked to submit evidence of personal vehicle mileage driven; a printout from an on-line mapping application showing start and end travel points, and/or starting and ending odometer readings are examples of acceptable mileage documentation.

#### **II. District Board.**

##### **A. Board Meeting Attendance.**

1. Meals. Meals are to be reasonably priced. Alcoholic beverages are not included in the reimbursable meal rate, but gratuities associated with the meal price are included.



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2. Pre- and post-conference district board meetings. One half of the transportation expenses, plus additional hotel charges if any, and all meals incurred when attending pre-and post-conference board meetings shall be charged as board meeting expenses. One half of the transportation expense for the district board and parliamentarian shall be charged to the conference. All conference expenses incurred for the International representative shall be payable from conference funds.

### **B. Conference Attendance.**

Costs other than transportation expenses for the district board and parliamentarian, including conference registration fees, shall be charged to the district conference. All conference expenses incurred for the Zonta International representative shall be payable from conference funds.

### **C. Presidents' Meetings.**

1. Area directors or other district officers conducting or attending meetings of club presidents shall be reimbursed reasonable expenses associated with the meeting, (e.g. reasonable cost of refreshments provided at the meeting). Costs are normally limited to \$7 per invitee unless extraordinary costs such as printing and remote telecommunication services are incurred. Area directors' mileage and/or transportation costs associated with these meetings are reimbursable as described above.

2. Presidents' meetings, also known as area leadership meetings, should be conducted following district board meetings to ensure that clubs are kept abreast of actions and activities of the district and Zonta International. If necessary, an additional presidents' meeting should be scheduled in advance of the Zonta International convention to ensure that club presidents and convention delegates are fully informed on matters, such as bylaws changes and Zonta International board candidates, that will be decided at the convention.

### **D. District Conference and Other District-Wide Meetings.**

1. To the maximum extent possible, conference and district meeting expenses should be paid directly by the district or conference treasurer.

2. The district conference registration fee for one delegate from a newly organized and chartered club shall be paid from the district's conference fund. Said conference shall be the first one that occurs after club chartering.

3. The district will pay, from the district conference fund, the registration fee; and the cost of meals, transportation, and the double occupancy hotel rate for the district Young Woman in Public Affairs and Jane M. Klausman scholarship recipients, and for local Amelia Earhart fellowship recipients.

## **III. In-Kind Expenses**

In-kind expenses incurred by district board members and other Zontians should be reported to the district treasurer if incurred to support district operations and events. Although these expenses will not be reimbursed, reporting the costs will help the district



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understand and budget for the full range of the true costs of operating the district. In-kind expense reports should be sent directly to the district treasurer; they do not require the governor's approval.