

# CALL TO CONFERENCE – DOCUMENT 2

## Zonta District 3 Centennial Fall Conference



October 4-6, 2019  
Hotel Wilmington/Christiana  
Newark, Delaware

**PLEASE BRING THIS DOCUMENT, DOCUMENT 2, TO THE CONFERENCE. IT CONTAINS THE FOLLOWING VOTING MATERIALS WHICH WILL NOT BE IN THE PROGRAM.**

**The 100 Year Bridge: Putting Knowledge and Ideas into Action to Achieve Gender Equality**

## **2019 DISTRICT 3 CALL TO CONFERENCE VOTING MATERIALS**

Please note that besides voting for your candidates, there are other voting materials for your club delegates:

### 3 District Board Motions for Voting

- Motion 1: District 3 Membership Grant Program
- Motion 2: District 3 Proposed 2020-2022 Budget
- Motion 3: District 3 Proposed Rules Of Procedure And Reimbursement Guidelines

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**2019 DISTRICT 3 CALL TO CONFERENCE**

**VOTING MATERIALS**

**DISTRICT 3 MEMBERSHIP GRANT PROGRAM**

**General Purpose**

District 3 established the District 3 Membership Grant Program to provide individual clubs financial support and resources which focuses on assisting clubs to increase membership and to promote and enhance the services provided to members for retention.

The District 3 Membership Grant Program is available for the following projects:

- 1) Increase Membership – Recruit new members or re-affiliate past members. Projects are not limited to: ZINGS, special get together, promotion/publicity to raise community awareness of Zonta toward membership, etc.
- 2) Retention of Current members. Projects are not limited to: club development of social media (websites, Facebook), leadership training.

**Who Can Apply?** The District 3 Membership Grant Program is open to individual Zonta clubs.

**Application Process**

The club will provide a summary of the need for membership growth or retention. For Membership, the club will describe the membership situation, and why adding membership has been difficult. The club will explain why growth has been difficult. For Retention, the club will note areas of decline and reasons, if known, for the decline.

For either the Membership Project or the Retention Project chosen, the club will provide detailed action steps with a timeline of these action steps for the project for which the club is requesting a grant. The club will include targeted outcomes (goals) related to club membership or retention as a part of the application. A budget for the activities is required along with the application.

*Application Process (Suggestion: when writing your grant refer to the enclosed rubric used by reviewers).*

Steps:

- 1) Explain why your club is requesting this grant, detailing the need to be addressed.
  - For recruitment projects – describe your current membership situation, and why increasing membership has been difficult.
  - For retention projects – describe reasons why members leave.

2) Describe your project in detail

3) Provide detailed action steps with a timeline for each action step.

4) Supply a budget which includes a detailed estimate of all costs that are likely to be incurred before the project is completed.

5) Describe the outcomes hoped to achieve and explain how they will measure the effectiveness of their project.

Because total resources are limited to \$1,000 a year, the maximum amount awarded to one club is \$500.

Note: Grants WILL NOT be approved for projects that have already been completed.

#### Timeline

The awarded club should be prepared to begin the program/project once notified, which will be at either the Fall District Event or the District Conference.

#### YEAR

June 1, 2020	Application process begins
September 1, 2020	Full application must be submitted by midnight to Lt. Governor
At Fall District Event	Clubs notified of grant status/ awards
May 31, 2021	Club Completion Report Due to Lt. Governor

#### YEAR

June 1, 2021	Application process begins
September 1, 2021	Full application must be submitted by midnight to Lt. Governor
At District Conference	Clubs notified of grant status/ awards
May 31, 2022	Club Completion Report Due to Lt. Governor

**District 3 Membership Grant Application**  
**2020-2021 and 2021-2022 (Use this Form for both years)**

Club Name & Address	
Name of Preparer	
Title (if applicable)	
Email Address	
Telephone Number	
Number of Club Members	

	<b>PROJECT PROPOSAL</b>
Needs assessment	<p>a) Summarize your club’s situation, and why increasing membership has been difficult. <b>AND/OR</b></p> <p>b) Summarize your club’s situation, and reasons why club members leave</p>

<p>Project Description (Use separate sheet if necessary. Write <b>initials</b> of person submitting application on each sheet)</p>	<ul style="list-style-type: none"> <li>➤ Describe <u>project goal(s)</u> -realistically determine #'s to be recruited or retained.</li> <li>➤ Describe your <u>strategies/action steps</u> to reach project goal(s).</li> <li>➤ Describe how you will <u>evaluate</u> the effectiveness of your strategies/action steps.</li> </ul> <p style="text-align: right;">4.</p>
<p>Timeline</p>	<p>On a timeline list your strategies/actions steps stating what will occur between the time the project begins and when it is completed. Base the timeline on your goal(s) then decide <u>who</u> does <u>what</u> by <u>when</u>. Submit on separate sheet with initials of person submitting application)</p>
<p>Total \$1000/year Amount Requested (Up to \$500)</p>	

Project  
Budget  
Outline

**SUBMIT BUDGET ON SEPARATE PAGE** (Write initials of person preparing application on top)  
A simple budget can include the following categories in a table format

Category	Action	Projected Cost	Actual Cost <i>(include in final report)</i>
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**EXAMPLES**

Raise awareness of Zonta	Website upgrade	\$350	
ZING	Market event	\$xxx	
	Venue rental	\$xxx	
	Refreshments	\$xxx	

Applications may be emailed or mailed to the Lt. Governor.

## District 3 Membership Grant

### HOW PROJECT PROPOSALS ARE RATED

Each proposal is read anonymously by reviewers using the rubric below. The highest number is the goal. Reviewers then discuss scores and comments to make final determinations.

	1-3	4-6	7-10	Score	Comments
Needs Assessment	Project need is unclear. Minimal evidence is provided that grant is needed	Project need is stated and some evidence of need is provided	Need for the project is clearly described and thoroughly documented		
Project Description	Project description is vague. Goals, strategies, evaluation method minimally defined, not explained	Modest project description. Goals, strategies, and evaluation method not sufficiently defined or unclear.	Strong and innovative project description. Goals, strategies, and evaluation method are well defined, fully explained,		
Timeline	States project timeline No action steps described	States project timeline. Minimal or vague description of action steps	Clearly states time frame. Detailed action steps describe who does what when		
Project Budget	Budget lacks required information	Budget includes required information but amounts not reasonable.	Budget is complete. Categories, task, amount clearly listed and reasonable		
				Total Score	/40



## **DISTRICT 3 MEMBERSHIP GRANT Q & A**

### **What are you looking for in a proposal?**

A solid idea for a project that is well planned and articulated with specific strategies/action steps for achievement of goals. We are looking for evidence that if funded, the project has a high likelihood being accomplished.

### **What makes a proposal easier to read?**

A well written, organized proposal in the order listed in the application. When writing additional pages include the initials of the person completing the application. Do not leave out any required components.

Suggestions: a) identify a mock reviewer to read the application; b) read out loud your responses to each section of the application. \*Proofread for grammatical errors, typos, content clarification.

### **How important is the budget?**

The District seeks to provide funding to projects they think are going to be successfully operated. Therefore, the budget should be realistic. In other words, not too high or too low. If the budget is unrealistic, it will receive a low score on the rubric. Explain what the numbers represent and how they were calculated for your project.

### **Will the due date for the grant proposal be extended?**

No, the due date will not be extended. All proposals are due by midnight indicated on the cover sheet. No late proposals will be accepted. For this reason you are strongly encouraged to submit in advance of the deadline.

### **Can applicants be awarded funding for more than one project?**

No. Clubs can only submit one proposal with a maximum of requested funds at \$500.

**Zonta International District 3  
2020-2022 Budget**

Proposed Budget

		<b>2020-2021</b>	<b>2021-2022</b>	<b>2020-2022</b>	<b>Notes</b>
		Year 1	Year 2	Biennium	
<b>Allocated Funds</b>		\$ 5,300	\$ 2,615	\$ 7,915	<b>(1)</b>
<b>Reserves</b>		2,415	600	3,015	<b>(2)</b>
<b>Revenues</b>					
Dues for 515F & 16H	Yr 20/10				
Operating	Yr 15/7.5	7,845	7,845	15,690	<b>(3)</b>
Conference	Yr 5/2.5	2,615	2,615	5,230	<b>(3)</b>
Interest Income		-	-	-	<b>(4)</b>
<b>Total Revenues</b>		<u>10,460</u>	<u>10,460</u>	<u>20,920</u>	
<b>Revenues, Allocated Funds, Reserves</b>		<b>\$ 18,175</b>	<b>\$ 13,675</b>	<b>\$ 31,850</b>	
<b>Expenses</b>					
Board Meetings		4,100	1,600	5,700	
Governor		1,500	1,500	3,000	
Lt. Governor		800	800	1,600	
Area Director 1		350	350	700	
Area Director 2		350	350	700	
Area Director 3		500	500	1,000	
Area Director 4		350	350	700	
Treasurer		50	50	100	
Secretary		25	25	50	
District Membership Grants		1,000	1,000	2,000	
Organization & Extension		300	300	600	
Name Badges		300	-	300	
District Supplies		100	100	200	
Website		350	350	700	
Zoom Conference Call		150	150	300	
District Committee Expenses		200	200	400	
2020 District wide event		2,450	-	2,450	
2021 Official Conference		-	6,050	6,050	
2020 Convention		5,300	-	5,300	
<b>Total Expenses</b>		<u>18,175</u>	<u>13,675</u>	<u>31,850</u>	
<b>Revenues, Allocated Funds, &amp; Reserves less Expenses</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**Notes:**

(1) Allocated Funds represent money allocated for the convention (Year 1) and conference assessment fees collected (Year 2).

(2) Reserves represent funds available to cover expenses not covered by revenue. In order to “balance the budget” (whereas, revenues and expenses are equal), funds need to be added to revenue. This is because district dues are not enough to cover district expenses.

(3) District dues are used for the operations of the district while conference funds are used for conducting business at the official conference. Per capita dues and fees were increased in 2018 from \$13 to \$20.

(4) District funds are held in a non-interest bearing checking account. Plans are to move a portion of funds to an interest bearing money market account. However, due to low interest rates and minimal funds, less than a \$1 of interest is projected for the year.

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## 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.

<b>Rules of Procedure</b>	
Current Wording	Proposed Wording
<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p><i>No change</i></p>
<p><b>I. <u>District Board.</u></b></p> <p>A. <u>Meetings.</u> The district board shall meet at least three times per year. Meetings may be conducted by electronic means provided that</p>	<p><b>I. <u>District Board.</u></b></p> <p><u>Meetings.</u> The district board meets at least three times per year. Meetings may be conducted by electronic means provided that</p>

<p>participants have the opportunity for simultaneous aural communication.</p>	<p>participants have the opportunity for simultaneous aural communication.</p> <p><i>Updates wording.</i></p>
<p><b>II. <u>District Committees.</u></b></p> <p>A. <u>Standing Committees.</u> Standing committees shall include a bylaws and resolutions committee, a membership committee, a service committee, and an advocacy committee.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>II. <u>District Committees.</u></b></p> <p>Section 1. <u>Standing Committees.</u> Standing committees include a bylaws and resolutions committee, a membership committee, a service committee, and an advocacy committee.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(d). The advocacy committee coordinates, at the district level, activities to implement legislative awareness and advocacy programs, in accordance with policies adopted by the Zonta International board.</p> <p><i>Updates wording</i></p>
<p>B. <u>Ad Hoc Committees.</u> The governor shall appoint such ad hoc committees as the governor deems appropriate.</p> <p>C. <u>Committee Chairmen and Members.</u> The governor shall appoint the chairmen of all standing and ad hoc committees and shall appoint</p>	<p>Section 2. <u>Ad Hoc Committees.</u> The governor may appoint such ad hoc committees as the governor deems appropriate.</p> <p>Section 3. <u>Committee Chairmen and Members.</u> The governor appoints the chairmen of all standing and ad hoc committees and appoints</p>

<p>members of such committees as the governor deems appropriate.</p> <p>D. <u>Foundation Ambassador.</u> The governor shall appoint at least one Foundation Ambassador, who will promote the activities of and encourage contributions to the Zonta International Foundation.</p> <p>E. <u>Funding for Committee Activities.</u> 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.</p>	<p>members of such committees as the governor deems appropriate.</p> <p>Section 4. <u>Foundation Ambassador.</u> The governor appoints at least one Foundation ambassador, who promotes the activities of and encourages contributions to the Zonta International Foundation.</p> <p>Section 5. <u>Funding for Committee Activities.</u> 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.</p> <p><i>Updates wording</i></p>
<p><b>III. <u>Nominating Committee.</u></b></p> <p>A. <u>Duties.</u></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>III. <u>Nominating Committee.</u></b></p> <p>Section 1. <u>Chairman.</u> 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.</p> <p>Section 2. <u>Duties.</u></p> <p>(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.</p> <p>(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</p>

<p>B. <u>Floor Nominations.</u> 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.</p> <p>C. <u>Nomination of Nominating Committee Member for Other Position.</u> 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.</p>	<p>nominating committee. No name may be listed without the member's consent to serve if elected.</p> <p>(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.</p> <p>Section 3. <u>Floor Nominations.</u> 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.</p> <p>Section 4. <u>Nomination of Nominating Committee Member for Other Position.</u> 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.</p> <p><i>Updates wording.</i></p> <p><i>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.</i></p> <p><i>The 2016 convention eliminated the prohibition on a member of the district nominating committee being nominated for a position at the club level.</i></p>
<p><b>IV. <u>Transition Procedures.</u></b></p> <p>A. <u>District Officers and Committee Chairmen.</u> 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.</p> <p>B. <u>Club Officers.</u></p> <p>1. Clubs shall annually submit the names of their officers, with addresses, telephone</p>	<p><b>IV. <u>Transition Procedures.</u></b></p> <p>Section 1. <u>District Officers and Committee Chairmen.</u> 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.</p> <p>Section 2. <u>Club Officers.</u></p> <p>(a) Clubs must annually submit the names of their officers, with addresses, telephone</p>

<p>numbers and email addresses, to the governor, lieutenant governor, district treasurer, district secretary, and appropriate area director.</p> <p>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.</p> <p>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.</p>	<p>numbers and email addresses, to the governor, lieutenant governor, district treasurer, district secretary, and appropriate area director no later than June 15.</p> <p>(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.</p> <p>(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.</p> <p><i>Updated wording.</i> <i>Added deadline for submitting information re officers.</i></p>																								
<p><b>V. <u>Dues and Fees.</u></b></p> <p>A. Clubs shall pay per capita district dues and fees to the district treasurer no later than June 1 each year.</p> <p>B. District dues and fees shall be determined by a two-thirds vote of the voting members present and voting at conference.</p> <p>C. <u>Dues and Fees.</u></p> <p>1. For existing members of clubs in District 3 and new members admitted between June 1 and November 30:</p> <table data-bbox="131 1249 852 1480"> <tr> <td>District Dues:</td> <td>\$10.00 per capita</td> </tr> <tr> <td>District Conference Assessment Fee:</td> <td><u>\$ 3.00 per capita</u></td> </tr> <tr> <td>Total to District 3:</td> <td>\$13.00 per capita</td> </tr> </table> <p>2. For new members admitted between December 1 and May 31:</p> <table data-bbox="131 1543 852 1774"> <tr> <td>District Dues:</td> <td>\$5.00 per capita</td> </tr> <tr> <td>District Conference Assessment Fee:</td> <td><u>\$1.50 per capita</u></td> </tr> <tr> <td>Total to District 3:</td> <td>\$6.50 per capita</td> </tr> </table>	District Dues:	\$10.00 per capita	District Conference Assessment Fee:	<u>\$ 3.00 per capita</u>	Total to District 3:	\$13.00 per capita	District Dues:	\$5.00 per capita	District Conference Assessment Fee:	<u>\$1.50 per capita</u>	Total to District 3:	\$6.50 per capita	<p><b>V. <u>Dues and Fees.</u></b></p> <p>Section 1. Clubs must pay per capita district dues and fees to the district treasurer no later than June 1 each year.</p> <p>Section 2. District dues and fees must be determined by a two-thirds vote of the voting members present and voting at conference.</p> <p>Section 3. <u>Dues and Fees.</u></p> <p>(a) For existing members of clubs in District 3 and new members admitted between June 1 and November 30:</p> <table data-bbox="852 1249 1567 1480"> <tr> <td>District Dues:</td> <td>\$15.00 per capita</td> </tr> <tr> <td>District Conference Assessment Fee:</td> <td><u>\$ 5.00 per capita</u></td> </tr> <tr> <td>Total to District 3:</td> <td>\$20.00 per capita</td> </tr> </table> <p>(b) For new members admitted between December 1 and May 31:</p> <table data-bbox="852 1543 1567 1774"> <tr> <td>District Dues:</td> <td>\$7.50 per capita</td> </tr> <tr> <td>District Conference Assessment Fee:</td> <td><u>\$2.50 per capita</u></td> </tr> <tr> <td>Total to District 3:</td> <td>\$10.00 per capita</td> </tr> </table> <p><i>Updated wording.</i></p>	District Dues:	\$15.00 per capita	District Conference Assessment Fee:	<u>\$ 5.00 per capita</u>	Total to District 3:	\$20.00 per capita	District Dues:	\$7.50 per capita	District Conference Assessment Fee:	<u>\$2.50 per capita</u>	Total to District 3:	\$10.00 per capita
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*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.**

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(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.

	<p>Section 3. <u>Financial Oversight</u>: 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.</p> <p>The treasurer should also report at the district-wide event in the even-numbered year.</p> <p><i>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).</i></p>
<p><b>VII. <u>District Conference.</u></b></p> <p>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.</p> <p>B. <u>Venue, Planning, Program, and Appointments.</u> 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).</p> <p>C. <u>Per Capita Conference Assessment.</u> 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</p>	<p><b>VII. <u>District Conference.</u></b></p> <p>Section 1. The district must hold at least one conference in each biennium, in the odd-numbered year.</p> <p>Section 2. <u>Venue, Planning, Program, and Appointments.</u> 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).</p> <p>Section 3. <u>Per Capita Conference Assessment.</u> 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</p>

<p>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.</p>	<p>the district conference fund; the start-up funds referenced above are to be used for this purpose.</p> <p><i>Updates wording.</i></p>
<p>D. <u>Registration Fee.</u> 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.</p> <p>E. <u>Financial Reporting.</u> 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.</p> <p>F. <u>Conference Voting Members.</u> 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.</p> <p>G. <u>Conference Business.</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Conference motion cards and election ballots from the just-completed conference shall be retained by the secretary for at</li> </ol>	<p>Section 4. <u>Registration Fee.</u> 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.</p> <p>Section 5. <u>Financial Reporting.</u> 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.</p> <p>Section 6. <u>Conference Voting Members.</u></p> <ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> </ol> <p>Section 7. <u>Conference Business.</u></p> <ol style="list-style-type: none"> <li>(a) All adopted resolutions automatically expire at the end of each biennium.</li> </ol>

<p>least three months, or until the minutes of the conference have been approved by the district board, whichever is later.</p> <p>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.</p> <p>4. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium.</p>	<p>If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.</p> <p>(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.</p> <p>(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.</p> <p>(d) The governor should appoint a parliamentarian to serve at conference and as needed during the biennium.</p> <p><i>Updated wording. Added rules on proxies from ZI bylaws (Art. XIII, §11(b)) because the issue arose with respect to several recent conferences.</i></p>
	<p style="text-align: center;"><b><u>VIII. District-Wide Even Year Event</u></b></p> <p>Section 1. An additional conference or other event will be held in the even year of the biennium as determined by the district board.</p> <p>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.</p>
<p><b>VIII. <u>Area Workshops.</u></b></p> <p>A. <u>Registration Fees.</u> 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</p>	<p><b>IX. <u>Area Workshops.</u></b></p> <p>Section 1. <u>Registration Fees.</u> 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,</p>

<p>registration fee shall be charged to the governor’s budget allocation.</p> <p>B. <u>Receipts in Excess of Expenses.</u> Receipts in excess of area workshop costs must be returned to the district treasurer within sixty days of the workshop.</p>	<p>their registration fee is to be charged to the governor’s budget allocation.</p> <p>Section 2. <u>Receipts in Excess of Expenses.</u> Receipts in excess of area workshop costs must be returned to the district treasurer within sixty days of the workshop.</p>
<p><b>IX. <u>Expenses and Reimbursements.</u></b></p> <p>A. <u>Approval for Reimbursement.</u> 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.</p> <p>B. <u>Reimbursable Expenses – General.</u></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>X. <u>Expenses and Reimbursements.</u></b></p> <p>Section 1. <u>Approval for Reimbursement.</u> 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.</p> <p>Section 2. <u>Reimbursable Expenses – General.</u></p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p><i>Updates wording.</i></p>

	<p><i>Pursuant to recommendations of the district finance committee, deleted provisions for reimbursing the governor and governor-elect for single rooms at the international conventions.</i></p>
<p>C. <u>Club Visits.</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Section 3. <u>Club Visits.</u></p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p><i>Updates wording.</i></p>
<p>D. <u>Conferences.</u></p> <p>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.</p> <p>2. Reimbursement to district officers and conference chairmen for district conference</p>	<p>Section 4. <u>Conferences.</u></p> <p>(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.</p> <p>(b) Reimbursement to district officers and conference chairmen for district conference</p>

<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p><i>Updates wording.</i></p>
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<p>F. <u>International Convention.</u></p> <p>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.</p> <p>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.</p> <p>3. Optional meals, events, and excursion fees will not be reimbursed by the district.</p>	<p>Section 6. <u>International Convention.</u></p> <p>(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.</p> <p>(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.</p> <p>(c) Optional meals, events, and excursion fees will not be reimbursed by the district.</p> <p><i>No change, but see Art. X, Sec. 2(b).</i></p>
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<p><b>X. <u>Reimbursement Guidelines.</u></b>        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.</p>	<p><b>XI. <u>Reimbursement Guidelines.</u></b>        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.</p> <p><i>No change.</i></p>
<p><b>XI. <u>Amendments to the Rules of Procedure.</u></b></p> <p>A. These Rules of Procedure may be amended by a two-thirds vote of the conference voting members, provided that:</p> <ol style="list-style-type: none"> <li>1. The proposed amendment has been proposed by a majority vote of the district board or by a club in District 3;</li> <li>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</li> <li>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.</li> </ol> <p>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.</p> <p>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.</p>	<p><b>XII. <u>Amendments to the Rules of Procedure.</u></b></p> <p>Section 1. These Rules of Procedure may be amended by a two-thirds vote of the conference voting members, provided that:</p> <ol style="list-style-type: none"> <li>(a) The proposed amendment has been proposed by a majority vote of the district board or by a club in District 3;</li> <li>(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</li> <li>(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.</li> </ol> <p>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.</p> <p>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.</p> <p><i>Updates wording</i></p>

<p><b>XII. <u>Parliamentary Authority.</u></b>  The rules contained in the current edition of <i>Robert's Rules of Order Newly Revised</i> 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.</p>	<p><b>XIII. <u>Parliamentary Authority.</u></b>  The rules contained in the current edition of <i>Robert's Rules of Order Newly Revised</i> 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.</p> <p><i>Updates wording.</i></p>
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<p style="text-align: center;"><b>Reimbursement Guidelines</b> <i>To accompany District 3 Rules of Procedure</i></p>	<p style="text-align: center;"><b>Reimbursement Guidelines</b></p>
<p><b><u>I. General.</u></b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b><u>I. General.</u></b></p> <p>Section 1. 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.</p> <p>Section 2. 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.</p> <p>Section 3. Miscellaneous hotel charges, such as laundry, personal telephone usage, internet access, and mini-bar charges which are added to hotel bills are considered to be personal expenses and will not be reimbursed. Reasonable amounts for gratuities to housekeeping staff and/or bellmen are allowed; no receipts are required for service gratuities.</p> <p>Section 4. Expense vouchers are to 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.</p>
<p>E. All board members and other authorized travel claimants should travel by the most economical mode possible.</p> <p>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.</p> <p>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</p>	<p>Section 5. All board members and other authorized travel claimants should travel by the most economical mode possible.</p> <p>(a) 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.</p> <p>(b) 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</p>

<p>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.</p>	<p>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.</p> <p><i>Updated wording.</i></p>
<p><b>II. <u>District Board.</u></b></p> <p><b>A. <u>Board Meeting Attendance.</u></b></p> <p>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.</p> <p>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.</p> <p><b>B. <u>Conference Attendance.</u></b></p> <p>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.</p>	<p><b>II. <u>District Board.</u></b></p> <p>Section 1. <b><u>Board Meeting Attendance.</u></b></p> <p>(a) 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.</p> <p>(b) 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 are to be charged as board meeting expenses. One half of the transportation expense for the district board and parliamentarian is to be charged to the conference. All conference expenses incurred for the International representative are payable from conference funds.</p> <p>Section 2. <b><u>Conference Attendance.</u></b></p> <p>Costs other than transportation expenses for the district board and parliamentarian, including conference registration fees, are to be charged to the district conference. All conference expenses incurred for the Zonta International representative are payable from conference funds.</p> <p><i>Updated wording.</i></p>
<p><b>C. <u>Presidents' Meetings.</u></b></p> <p>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</p>	<p>Section 3. <b><u>Presidents' Meetings.</u></b></p> <p>(a) Area directors or other district officers conducting or attending meetings of club presidents will 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</p>

<p>transportation costs associated with these meetings are reimbursable as described above.</p> <p>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.</p>	<p>transportation costs associated with these meetings are reimbursable as described above.</p> <p>(b) 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.</p> <p><i>Updated wording.</i></p>
<p><u>D. District Conference and Other District-Wide Meetings.</u></p> <p>1. To the maximum extent possible, conference and district meeting expenses should be paid directly by the district or conference treasurer.</p> <p>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.</p> <p>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.</p>	<p>Section 4. <u>District Conference and Other District-Wide Meetings.</u></p> <p>(a) To the maximum extent possible, conference and district meeting expenses should be paid directly by the district or conference treasurer.</p> <p>(b) The district conference registration fee for one delegate from a newly organized and chartered club will be paid from the district's conference fund. Said conference is to be the first one that occurs after club chartering.</p> <p>(c) 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.</p>

**The 100 Year Bridge: Putting Knowledge and Ideas  
into Action to Achieve Gender Equality**

**2019 DISTRICT 3 CALL TO CONFERENCE**

**Member Check Off List for Conference**

\_\_\_ Hotel Reservation - Special Rate until **September 20**

\_\_\_ Conference Registration **LATEST September 30**

\_\_\_ Menu Selection

\_\_\_ Zonta Club Basket

\_\_\_ Zonta Store Table Reservation

\_\_\_ Program Ad Reservation

\_\_\_ Memorial Service names

**Items to bring to conference**

\_\_\_ Voting Materials from the Call to Conference document

\_\_\_ Personal/club contribution to ZI Foundation and CAIC

\_\_\_ Item/basket donation for Zonta Store

\_\_\_ Cash/checkbook for Zonta Store items, basket raffle and 50/50 raffle

\_\_\_ Sanitary napkins and/or tampons for Service Project of Greater DC Diaper Bank

**Items to review prior to attending (Under Voting Materials in the Call to Conference)**

\_\_\_ Candidate Biographies

\_\_\_ Motion 1: Membership Grants

\_\_\_ Motion 2: Proposed 2020-2022 Budget and Dues

\_\_\_ Motion 3: Proposed Amendments to Zonta International District 3 Rules of Procedure  
and Reimbursement Guidelines