



## ZONTA DISTRICT 9 RULES OF PROCEDURE Adopted October 3, 2021

District 9 of Zonta International shall be established and governed in accordance with Article XIII of the Zonta International Bylaws and the Zonta International Rules of Procedure. To the extent consistent with Zonta International Rules of Procedure, the following Rules will constitute standard operating procedure.

### A. ADMINISTRATIVE

1. District Rules of Procedure for the administration of District 9 shall be amended by a two-thirds (2/3) vote of the District Conference voting members, provided that: (a) the proposed amendments shall be submitted by a club or the District Board, (b) the Board consider all proposals and make recommendations as to whether they should be adopted, and (c) the proposed amendments have been sent to the president of each club within the District at least sixty (60) days before the Conference.
2. At the first meeting of the Board-elect, these Rules of Procedure shall be read and discussed for the purpose of understanding and application by each member throughout the term of office.
3. The District Board shall establish a reserve fund equal to one year's operating expenses but not less than \$20,000.00. This reserve is established to enable the District to continue a minimum operation in the event of emergency circumstances.
4. District 9 shall hold a biennial conference in the odd-numbered calendar years. Any deficit/surplus from the District Conference will be covered by/transferred to the District Conference Reserve Fund by the District Conference Treasurer within 60 days of the District Conference adjournment.
5. District 9 per capita dues shall be determined by a two-thirds (2/3) vote of the voting members at a District Conference and shall be due and payable on June 1st.
6. The number of delegates from each club shall be determined by the number of paid members according to the District Treasurer's records and Zonta International's records as of August 1st prior to the Conference.

7. The District Operating Budget shall be approved by a majority vote of the voting members at the District Conference.
8. Expenditures in excess of budgeted amounts shall be approved by a majority vote of the District Board.
9. Area meetings shall be rotated among an area's clubs on a regular basis.
10. District Board members shall not be delegates for a club or carry proxies to a District Conference.
11. The District Governor and District Treasurer shall be bonded for the entire duration of their term.
12. Conference motion cards and election ballots shall be retained by the District Secretary until the District Board approves the District Conference minutes, and then shall be destroyed.
13. The District shall own a perpetual Governor's pin and guard to be worn by each District Governor during the biennium. The pin shall be passed down to the incoming Governor by the predecessor.
14. In the event that extreme emergency prevents the holding of a conference, the District 9 board shall have the power to transact such business of the district as may be necessary, and to submit to voting members for a vote by mail, electronic or physical, all items that require action.
15. Meetings of the Executive Committee shall be held by call of the Governor. All actions are to be reported to the Board at the next Board meeting.
16. Area Directors shall be elected at the District Conference by ballot vote by the voting members of the clubs in the Area. In the event of a tie vote, there will be no more than two runoff elections with all candidates included on the ballot. If the tie remains unbroken after a second run-off election, a coin toss procedure will be utilized to break the tie.
17. The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern Zonta International District 9 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.
18. (Reserved).
19. The Treasurer shall compute the annual transfer of reserves as a percentage of actual income versus budgeted income.
20. Financial Oversight. At the close of the biennium, and at any other time determined to be in the best interest of the district, the district board shall cause the district financial

records to be examined (audited, reviewed or compiled) by certified/chartered public accountants or by a qualified individual independent of the district board. The examined financial statement and report shall be presented at the district conference.

## B. COMMITTEES

1. The standing committees of the District are:

- Bylaws and Resolutions Committee;
- Membership Committee;
- Service Committee; and
- Advocacy Committee

There may be such other standing and special committees as the District Board shall authorize. The Governor shall appoint the chairman and such other members of all standing and special committees as the Governor deems appropriate. The Lt. Governor shall be chairman of the District Membership Committee.

2. There may be an Executive Committee which may consist of but is not limited to the Governor, Lt. Governor, Treasurer and one Area Director elected by the Area Directors.

3. Committees may review and recommend to the Governor proposals from clubs for district-wide project funding to be funded by the District Discretionary Fund.

## C. DUTIES OF OFFICERS AND DIRECTORS

1. The District Board shall approve the District Conference minutes at the first Board meeting held after receipt of the minutes and no later than the close of the current biennium. Following approval, the District Secretary shall distribute the District Conference Minutes to all Board members and Area Directors, who shall distribute them to clubs. The Club Presidents shall distribute the minutes to all members.

2. The Governor shall appoint a District Historian whose charge shall be to keep the history of District 9, Zonta International, updated and factual.

3. The Governor shall appoint a District Webmaster to serve for the term of the Governor.

4. The Lt. Governor of the District shall be responsible for the purchase of a gift for the retiring Governor, to be purchased with donated funds. The Lt. Governor shall present the gift during the District 9 Meeting at the Zonta International Convention.

5. The Area Director shall be responsible for Area Events such as Area Meetings, Amelia Earhart Luncheons/Dinners, Leadership Training, Organization and Extension Functions, Young Women in Public Affairs Award Luncheons/Dinners, and any other Area Events open to representation by all clubs in the Area.

6. The Area Director shall appoint a controller for any Area Event. The controller shall prepare a standard financial report of the Event and shall send said report to the Area Director and District Treasurer no later than thirty (30) days from the date of the Event.

The Area Event Fund is intended to help reduce the cost of registration to participants in Area Events. Unused Area Event Funds will be carried over into the next biennium.

7. The Governor-elect may make plans for the next biennium, including appointing the Secretary, Parliamentarian and Standing Committee Chairmen, and meet with the incoming Board members and appointees to develop the upcoming District program goals and Conference plans, following the adjournment of the District Conference.

8. Upon approval of the Conference budget by the District Board, the District Treasurer will issue a check to the Conference Treasurer in an amount equal to the funds added to the Conference Reserve Fund in the previous biennium. The balance, if any, will be available for conference use, if necessary.

9. In addition to the duties set forth in the Zonta International Bylaws and the District Manual, the Secretary shall be responsible for obtaining and distributing Zonta District supplies for Board members, and any other duties as assigned by the Governor.

10. The Executive Committee shall handle situations of urgency that occur between scheduled Board meetings.

11. Each District Board member shall identify and disclose to the Board and Zonta International any potential conflict of interest, in accord with the Zonta International Conflict of Interest Policy.

12. The District Board shall ensure that District and club leaders comply with the Zonta International Use of Member Information by Zonta Leaders Policy.

13. The District Treasurer shall prepare a biennial Operating Budget, based on reasonable estimates of District operating expenses and the per capita dues. The District Treasurer shall propose the budget at Conference, for approval by the general membership of the District.

14. In the event that extreme emergency prevents the holding of a conference, the District 9 board shall have the power to transact such business of the district as may be necessary, and to submit to voting members for a vote by mail, electronic or physical, all items that require action.

#### D. DUES, EXPENSES AND REIMBURSEMENTS

1. The annual District general member dues (without fees) are \$35.00 per year. The annual District young professional member dues (without fees) are reduced by one-half.

2. A conference fee of \$10.00 per member is to be paid at the same time member dues are paid. The conference fee will be used to pay for expenses of the conference in accordance with these District Rules of Procedure and the Zonta International Bylaws and Rules of Procedure.

3. As a voting member of the delegation at Zonta International Convention, the Governor's expenses, net of any International reimbursements, shall be reimbursed by the District for the following items:

- a. The most reasonable airfare, round trip.
- b. The standard hotel room rate, double occupancy, beginning the night before the first day of registration and continuing through the night of the close of all Convention activities.
- c. Registration fee.
- d. International dinner or its equivalent.
- e. Closing banquet or its equivalent.
- f. Luncheon or dinner for the specific office, if not covered by Zonta International.
- g. Any event where the presence of the Governor will be noted, e.g., award. Full notification of known expenditures, including receipts, shall be submitted to the current District Treasurer by the close of the Governor's fiscal year.

4. As a non-voting attendee, the Lt. Governor's expenses, net of any International reimbursements, shall include sixty percent (60%) of the same expenses allowed for the Governor as stated in paragraph 2 above. Should the Lt. Governor obtain voting rights at International Convention, reimbursements shall include one hundred percent (100%) of the same expenses allowed for the Governor. Full notification of the known expenditures, including receipts, shall be submitted to the current District Treasurer by the close of the Governor's fiscal year.

5. The Governor shall be reimbursed from the District budgeted funds for the following District Conference expenses:

- a. The most reasonable airfare, round trip and/or auto mileage at the IRS charitable mileage rate when within reasonable driving distance of the conference site.
- b. Airport parking at the most reasonable rate, when air travel is necessary, and auto mileage at the IRS charitable rate when there is a distance to travel to the nearest airport.
- c. The standard hotel room rate, double occupancy, beginning the night before the first day of registration through the night of the closing banquet or its equivalent.
- d. Registration fee.
- e. Meals during Conference, including the Closing banquet or its equivalent.

6. District Board members shall be reimbursed from the District Conference funds for the following District Conference expenses:

- a. The most reasonable airfare, round trip and/or auto mileage at the IRS charitable mileage rate when within reasonable driving distance of the conference site.
- b. Airport parking at the most reasonable rate, when air travel is necessary, and auto mileage at the IRS charitable rate when there is a distance to travel to the nearest airport.
- c. The standard hotel room rate, double occupancy, beginning the first day of registration through the night of the closing banquet or its equivalent.
- d. Registration fee.

- e. Meals during Conference, including the Closing banquet or its equivalent.
  - f. Hotel and meals associated with Board meetings prior to and immediately following Conference shall be reimbursed from the District budgeted funds.
7. District Board members shall be reimbursed from District budgeted funds for the following Board meeting expenses:
- a. The most reasonable airfare, round trip, and/or auto mileage at the IRS charitable mileage rate for those members within reasonable driving distance of the meeting site.
  - b. Copies, postage and supplies at the most reasonably available rate.
  - c. Hotel & meals designated by the Governor as District expenses.
  - d. Expenses not enumerated above must be submitted in writing for prior approval to the District Board.
8. Area Event reimbursements from the Area Event Fund:
- a. Area Events reimbursements will be supported by a registration fee. The registration fee shall include all costs, except the District shall pay for the following:
    - The cost of printing and postage of sending the call to the event;
    - Registration fee, travel, or accommodation expense of the presiding Area Director and the Governor (or her/his designee). Overnight accommodations for members attending the event are not included in the registration fee.
  - b. Any surplus funds shall be sent with the report to the Area Director who shall forward surplus funds with a copy of the report to the District Treasurer to be credited to the Area Event account for use by the Area Director for future Area Events.
  - c. In the event of a deficit, the Area Event fund may be applied towards any deficit of said event. In the event a deficit remains after all existing Area Event funds are applied, the deficit shall be prorated among the Zonta clubs of the Area and collected by the Area Director.
  - d. All monies raised from any activities at an area event, net of expenses, shall go into the Area Event Fund.
9. District Zonta members shall be reimbursed from District funds for expenditures authorized by the Governor relating to Organization and Extension, District Committees, Z Club/Youth development, and other budget classifications using the same criteria as for reimbursements to Board members.
10. Expense Vouchers shall be submitted to the Governor for approval before any reimbursement by the District Treasurer. Expense Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than sixty (60) days after the date the expense is incurred.

Adopted District 9 Conference, October 3, 2021