

## DISTRICT 9 RULES OF PROCEDURE

Adopted *October 7, 2023*

District 9 of Zonta International is established and governed in accordance with Article XIII of the *Bylaws of Zonta International*, the *Rules of Procedure of Zonta International*, and the policies adopted by the Zonta International Board.

Unless inconsistent with the bylaws, the rules of procedures, or policies adopted by Zonta International, the following *Rules of Procedure* constitute standard operating procedure for District 9.

### A. District Board

The district board shall meet at least 4 times each year. Meetings may be conducted by electronic means provided that participants have the opportunity for simultaneous communication.

### B. District Committees

The governor shall appoint the chair and such other members of all standing and special committees as the governor deems appropriate, except the Nominating Committee.

Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairs shall apply to the governor 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.

- **Standing Committees.** *Zonta International Bylaws* require a bylaws and resolutions committee, a membership committee, a service committee and an advocacy committee.
- **The Bylaws and Resolutions Committee** shall: (a) review and, as necessary, suggest revisions to district bylaws and these rules of procedure each biennium to ensure they do not conflict with the *Bylaws of Zonta International*; (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 *Bylaws of Zonta International* and the *Suspension, Expulsion and Termination Policy* on the international website.
  - a. **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.
  - b. **The Service Committee** shall coordinate, at the district level, activities to implement service programs authorized by the international convention. The committee shall also promote awareness of clubs' local service projects and of policies adopted by the Zonta International Board.
  - c. **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.

2. **Special Committees.** There may be such special committees as the governor shall authorize to achieve biennial goals, such as a finance committee, a public relations and communications committee, a United Nations committee, an Amelia Earhart Fellowship committee, a Jane M. Klausman Women in Business Scholarship committee, a Young Women in Public Affairs Award committee and a Z Club and Golden Z Club committee.
3. **Foundation Ambassador.** The governor shall appoint one or more district foundation ambassador(s).

**C. Nominating Committee.**

1. The chair of the district nominating committee may request, at the beginning of the biennium of each year, suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. The nominating committee shall have all the nomination applications available to the district 180 days prior to conference. Personal data forms, including consent to serve if elected, shall be submitted for each name that is suggested. The deadline for slate suggestions from clubs shall be 90 days prior to conference.
2. The committee shall screen the suggested nominees based on the recorded prerequisites and on the committee's own knowledge and judgment. The nominating committee shall prepare a slate of one or more candidates for each district office that is to be filled at that election and of five nominees for the district nominating committee. No name shall be listed without the member's consent to serve, if elected. No member of the nominating committee shall be eligible for nomination at the district level of Zonta International while serving on the committee.
3. At least sixty (60) days before the conference at which the election is to be held, the nominating committee shall send its report to each district officer and to each club in the district.
4. At the conference, additional nominations may be made from the floor immediately after the report of the nominating committee, provided the consent of the nominee has been obtained.

▶ *Campaigning Policy* available under Governance/Policies on the Zonta International website

**D. Transition Procedures.**

Outgoing district officers and committee chairs shall deliver to their successors all properties belonging to their respective official positions within 30 days after their successors have been installed. The treasurer shall begin transferring responsibilities to the incoming treasurer by the beginning of the incoming treasurer's term and must complete the transfer within 30 days after the end of the treasurer's term.

**E. Dues and Fees**

District dues and fees shall be determined by two-thirds vote of the voting members present and voting at a district conference. By May 31st of each year, each club shall pay to Zonta International District fees as outlined in the schedule of district fees per capita dues based upon the number of members in the club by March 1<sup>st</sup> of each year. The district may wish to provide that members who join in the second six months of the

fiscal year pay one-half the district dues for that year. The annual District young professional member dues (without fees) are reduced by one-half.

**SCHEDULE OF DISTRICT FEES FOR RENEWAL MEMBER OR NEW MEMBER**  
As of May 31

District Dues	<u>35.00</u>	per capita
District Conference Assessment	<u>10.00</u>	per capita
<b>TOTAL:</b>	<b><u>45.00</u></b>	<b>per capita</b>

**SCHEDULE OF DISTRICT FEES FOR YOUNG PROFESSIONAL**  
As of May 31

District Dues	<u>17.50</u>	per capita
District Conference Assessment	<u>10.00</u>	per capita
<b>TOTAL:</b>	<b><u>27.50</u></b>	<b>per capita</b>

**SCHEDULE OF DISTRICT FEES FOR NEW MEMBER 1/2 YEAR**  
As of May 31

District Dues	<u>17.50</u>	per capita
District Conference Assessment	<u>10.00</u>	per capita
<b>TOTAL:</b>	<b><u>27.50</u></b>	<b>per capita</b>

**SCHEDULE OF DISTRICT FEES FOR YOUNG PROFESSIONAL 1/2 year**  
As of May 31

District Dues	<u>8.75</u>	per capita
District Conference Assessment	<u>10.00</u>	per capita
<b>TOTAL:</b>	<b><u>18.75</u></b>	<b>per capita</b>

**F. Finance**

1. The district treasurer shall use fund accounting to keep the general operating funds and the conference funds. The treasurer shall use money market checking, savings accounts, certificates of deposits, or other appropriate money management techniques to maximize earnings on district funds.
2. The district board shall take action annually to determine the use and disposition of interest earned from district operating and conference funds, even if the decision is to allow the interest to accrue in those respective funds.
3. The governor shall approve the expenses of other district board members and district committee members. *(This provision reflects one of the governor's duties as stated in the Bylaws of Zonta International. The district may wish to provide that the lieutenant governor is to approve the expenses of the governor.)*
4. Expenses to be paid from district general operating funds are defined in the Zonta International District Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
5. 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.

**G. District Conference**

1. The district shall hold 1 district conference per biennium on the odd calendar year.
2. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
3. The district financial records shall be audited, reviewed or compiled by either certified/chartered public accountants or a qualified individual independent of the district board.
4. A registration fee should be charged to each individual member who attends the district conference. Insofar as financially feasible, the registration fee should be set only so high as to recover the cost of items that benefit only the individual who attends and do not benefit the club she/he represents. Such items include meals, favors, and entertainment.

#### **H. Reimbursement Guidelines**

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.

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.

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.

**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. Hotels and meals associated with the Board meeting prior to and immediately following Conference shall be reimbursed from the District budgeted funds.

**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.

**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:
  - i. The cost of printing and postage of sending the call to the event;
  - ii. Registration fee, travel, or accommodation expense of the presiding Area Director and the Governor (or her/his designee). Overnight accommodation 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.

**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.

**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.

**Inter-district meetings, Commission on the Status of Women and other extra events** District board and committee members are encouraged to attend other events where Zonta International and/or the Zonta Foundation for Women has a presence. However, no expenses will be reimbursed for district officers for attending such events.

**Extending a Stay**

When a Board member chooses to extend the visit pre- or post-board meetings, the cost of additional hotel nights and all other costs are to be paid by the Board member. Any additional cost incurred such as additional airfare or ground transportation caused by the extension of the stay is to be paid by the board member.