



Zonta International District 2

Advancing the Status of Women Worldwide

Rules of Procedure 2008 – 2010

Meetings:

There shall be at least 3-5 Board Meetings each year. A Board Meeting may be called by the members of the Board with written notification to the Governor. The Governor may invite the newly elected Governor, Lt. Governor, Area Directors, Treasurer, Secretary and Parliamentarian to the Spring Board Meeting as observers. The newly elected Board members, appointed members, and the outgoing Board members shall be invited to attend a transitional meeting for both Boards.

The District Board shall consist of all elected officers: Governor, Lt. Governor, Treasurer, four (4) Area Directors and the appointed Secretary, Parliamentarian and Foundation Ambassador. The Governor shall appoint the Secretary, the Parliamentarian and Foundation Ambassador. Attendance at all Board Meetings is required.

Any proposed By-law changes and/or resolutions must be submitted to the District By-laws and Resolutions Committee by June 1 prior to the District Conference (odd years).

The Robert's Rules of Order Newly Revised shall be used as the order of procedure at Board Meetings.

Outgoing District officers and committee chairpersons shall deliver to their successors all properties and files belonging to their respective official positions within 30 days after their successors have taken office.

Awards:

The Board shall determine the nature and number of awards, which will be given at each District Conference.

Presidents of Z Clubs and Golden Z Clubs may be invited to attend District Conferences/Seminars. The District shall present a gavel at the charter dinner of each new Z Club or Golden Z Club.

The Governor's pin belongs to District 2. At the end of her term, the outgoing Governor shall be given a Governor's pin. The Lt. Governor and Treasurer bars belong to the District and are passed to the incoming Lt. Governor and Treasurer at their installation.

The **Governor's Silver Bowl** shall be awarded each year to the Club with the greatest number of members fully registered at the Conference/Seminar. The number of miles (AAA listing or CAA listing) traveled one way to the Conference/Seminar multiplied by the total number of Club members attending, multiplied by the following factor shall determine the recipient:

- (1) For Clubs with over 150 members
- (2) For Clubs with 100 to 149 members
- (3) For Clubs with 50 to 99 members
- (4) For Clubs with less than 49 members

The computation of the winning Club of the Governor's Silver Bowl is the responsibility of the immediate Past Governor, Lt. Governor and the Treasurer. This bowl shall be suitably engraved by the winning club and kept for one year. It shall then be passed on to the next winner at the next Fall Conference/Seminar. The hostess club shall not be eligible to participate.

The **Evelyn Dewitt Membership Tray**, presented to the District in the name of Evelyn Dewitt, Zonta International President (1978-1980), shall be awarded to the Club in District 2, which has the largest percentage of increase in new members during the preceding fiscal year (June 1 to May 31). The percentage of increase is computed by dividing the number of members acquired during the year by the number of members in the Club as of May 31 of the previous year, according to the membership figures of the District Treasurer. Computation for this award is the responsibility of the Lt. Governor.

The **Immediate Past Governor Tray** (a gift from Governor Marge Van Slyke, 1998) is presented at the Seminar to an individual, club or committee who has demonstrated unflinching support of the immediate past biennium. It is to be maintained by that party for two (2) years and passed on at the next seminar.

The **International Focus Award** will be presented every two (2) years at Conference to a Club which best demonstrates the International Spirit of Zonta. This Award will encourage our clubs to move away from being local and more open to the global world of Zonta. Criteria for the Award include:

- (1) Service projects with an International organization
- (2) Focus on the Club's International identity
- (3) Close ties with a sister Zonta Club in another country
- (4) Pledging one-third (1/3) of service dollars to Zonta International

The winning selection will be made by the Governor with the help of her Board and will be represented by a silver-plated bowl donated by Dolly Dastoor, Past District Governor (2002-2004). The Bowl will be presented at the District Conference and returned at the end of each biennium to the Governor who will present it to the new winning Club at the subsequent District Conference.

A **Zonta International Amelia Earhart Fellow** attending school in District 2 will be presented with her wings, medal and certificate at the District Conference/Seminar.

The **District Jean M. Coon Humanitarian Award** will consist of a check for \$200 (two hundred dollars, US) and a certificate to be awarded every year the Conference/Seminar.

The **Young Woman in Public Affairs Award** should be presented each year at the Conference/Seminar, with a certificate and a check from Zonta International for \$1000. Given the fact that checks are valid for a limited time, it may be necessary to ask the nominating club to present the check at a special event.

The **District 2 Jane M. Klausman Scholarship** shall receive a \$1000 check from District 2. She shall be invited to the presentation of Awards at the District Conference/Seminar.

The **District 2 Banner** (a gift through contributions from all 23 Clubs in the District in 1971), the **Memorial Vase** (a gift from the Binghamton Club for use in the service of remembrance at Conference/Seminar), the **Mahogany Wall Plaque** with the special holding arrangement for the District gavel (a gift in 1971 from Past Governor Evelyn Dewitt) a full complement of **flags** of the countries in which Zonta Clubs exist (a gift from Past Governor Jean Lansing, a **flag stand** donated by Past Governor Marge Van Slyke with an updated set of flags presented to the District by the Board of 1998-2000 in honor of Past Governor Jane McEwen, a wooden **ballot box** donated by Past Governor Marge Van Slyke, a bronze **gong**, a **sound system** presented by Past Area 3 Director Mary Ann Vitale and a **banner with the Zonta Mission and Objects** presented by past Governor Valerie Hume, shall be held in custody of the hostess Club at the close of the conference/seminar. **District 2 flag poles and two flag stands** were donated after the 1997 Seminar by Zonta Clubs of Oneida and Rome. The flag bags were donated by Velma Snyder of the Zonta Club of Oneida at the same time.

Conference and Seminar Expenses:

The District Seminar is held each Fall following the Zonta International Convention. The District Conference is held the Fall prior to the Zonta International Convention. No later than October 1 of the year preceding the event, the Zonta Club hosting the District Conference/Seminar shall prepare and submit the proposed Budget for the entire Conference/Seminar to the District Board for approval. The District (conference assessment) shall assume the at-Conference expenses (registration, hotel and meals) of the International Representative and a Director of the Zonta International Foundation. The "Call to Conference" mailing, the conference program and printing, meals, speakers, entertainers, gratuities, decorations, favors, and other expenses the hostess Club deems necessary shall be identified in the Conference/Seminar Budget. No expenditures shall be made without Board approval.

Funds shall be advanced to the Conference/Seminar hostess Club when a Conference/Seminar Budget has been submitted and approved by the District Board. The District Treasurer shall make the advance when requested from the Conference/Seminar Fund.

The expenses of the District Officers, Parliamentarian, Secretary and Foundation Ambassador attending the Conference/Seminar and the cost of the Minutes of the Conference shall be paid by the District Treasurer and charged to the Conference/Seminar Fund.

The Financial Report of the Conference/Seminar shall be submitted within 60 days of the close of the Conference/Seminar. All funds remaining in the hands of the Conference/Seminar Treasurer after payment of bills shall be forwarded with the Financial Report of the Conference/Seminar to the District Treasurer. The hostess Club shall be held responsible for any deficit resulting from expenditures over and above those approved by the District Board, unless such deficit is a result of an Act of God or circumstances deemed justifiable by the Board.

A full report of the District Conference/Seminar shall be made within 30 days and copies shall be sent to the International President, International President-Elect, Zonta International Executive Director, Editor of the Zontian, members of the District Board and to the President of each Club in the District. This report may be a summary report with the complete report filed with the District Secretary's records. Copies of the Conference and Seminar Programs will be sent to all District Governors.

Minutes of the District Conference shall be presented for approval at the next Board Meeting following the Conference.

Refunds of Conference/Seminar registrations will be made only if requested in writing and approved by the District Board at the post-Conference/Seminar Board Meeting. Refunds for other prepaid expenses may be made if requested in writing from the Conference/Seminar hostess Club prior to any deadline dates established with the Conference/Seminar facility.

At the April 16, 2005, District Board of Directors Meeting, it was agreed that any Conference or Seminar Profit, in excess of \$1,000, may be split evenly between the host club and the District, at the discretion of the Board of Directors. It was also agreed that the District's half of the excess profit should go to the Operating Fund.

Workshops:

There shall be 1-2 Regional District Workshops each year. These workshops are to be planned and directed by the District Board with the guidance of the Governor. The Financial Report for each workshop must be received by the District Treasurer within 30 days of the Workshop or by May 15, whichever comes first. If no Financial Report has been received within the stated time period, any loss incurred by the Club shall be borne by the Club rather than the District. The District will bear losses provided that every effort was made to keep within the Budget and the reason for additional cost was found warranted by the Board. Any proceeds realized from a Workshop by the hostess Club shall be forwarded to the District Treasurer and deposited in the Conference Account. Workshops shall be conducted on a break-even basis. Costs to participants should be minimized to encourage attendance.

District Budget:

Expenses necessarily incurred on District business by the District Officers and Committee Chairpersons are set forth in the District Reimbursement Guidelines. Vouchers for these expenses shall be submitted to the Governor for approval before any reimbursement by

the Treasurer. The Governor approves vouchers for Board members, Committee Chairpersons and the Conference Chairperson. The Lt. Governor approves vouchers for the Governor. Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of the Committee Chairpersons, but in all cases submitted not later than May 15 of each year to facilitate closing of the books on May 31. Hotel, travel, telephone bills, and other receipts shall be attached to the voucher. All requests for reimbursement must be accompanied by original receipts.

Following the closing of the District books on May 31 of each year, there shall be an Audit or Review of the books. This Audit/Review shall be arranged by the Treasurer with the Governor's approval and presented to the Fall Conference. One copy of the Audit/Review must be submitted to Zonta International headquarters by August 1. One copy is attached to the Conference Minutes and one copy is given to each District Board Member.

Expenses incurred by outgoing District Board Members during the period between the end of the fiscal year (May 31) and the close of the International Convention when their term of office ends, shall be charged to the Convention Fund. For comparison of budgeted and actual figures, these expenses shall be appropriately allocated to give a true picture of each biennium's financial activity. Committee Chairpersons and members shall turn in all incurred expenses prior to the close of the fiscal year (May 31).

At the close of each fiscal year, total earned interest from all other accounts for that year shall be transferred to the District Checking Account for use in District operations.

Convention Expenses:

International Convention Expenses of registration, transportation, hotel accommodation and two events (International Dinner and the Banquet) for the outgoing and incoming Governors will be paid from the District Convention Fund.

District Area Director Election:

At the October, 2005, District 2 Conference, the following was adopted: The Area Directors shall be elected at the District Conference by the clubs in that area. In the event of a tie vote and no Area Director is elected, there will be two run-off elections with all candidates included on the ballot. If the tie remains unbroken, a coin toss procedure will be utilized to break the tie.

Note:

- **Adopted at the 1/10/07 Board Meeting**
- **Amended at the 4/21/07 Board Meeting**
- **Revised August 15, 2008 Board Meeting**