



# Zonta District Manual

December 2019

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## Introduction

### Purpose

The purpose of this manual is to serve as a general guideline for those administering the districts of Zonta International.

### Audience

This manual should be read and followed by international board<sup>1</sup> members, all district officers committee chairmen and members and anybody with interest and ambition for district office.

### Contents and Use

Districts vary widely as to cultural norms, geographical size, the number of countries in the district, the numbers of clubs and of individual members in the district, and the languages spoken in the district. Consequently, this manual should be considered a general guide; not every suggestion in this manual will be practical and appropriate for every district.

The manual is not a substitute for the Zonta International Bylaws or Rules of Procedure, which are the primary rules that govern the operations of Zonta International and which should be read in conjunction with this manual.

### Update

This manual should be reviewed and, if required, updated once per biennium, unless relevant legal or policy requirements necessitate additional editions.

### Style

*The Associated Press Stylebook 2015* and the *Publication Manual of the American Psychological Association* are style guides utilized in this manual.

### Parliamentary Authority

Discussion of Parliamentary Procedures in this manual are based on *Robert's Rules of Order Newly Revised*, 11<sup>th</sup> Edition. Different districts use different parliamentary authorities.

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<sup>1</sup> Throughout this manual, *board* signifies the district board and *manual* signifies this manual, except where expressly stated otherwise. References to the governor include the regional representative

## SECTION ONE – District Structure

### Establishment and Purpose

The Zonta International Board creates districts to serve as the administrative links between clubs and Zonta International. All districts share the same purpose, to further the Objects of Zonta International. Districts of Zonta International are named in numerical order.

Districts are required to conform to the *Bylaws* and *Rules of Procedure of Zonta International*. Districts are required to adopt district rules of procedure to govern district administration. These district rules of procedure must not conflict with the *Bylaws of Zonta International* or the *Rules of Procedure of Zonta International*.

Zonta clubs are generally, but not always, established within the boundaries of a district. In addition, the Zonta International Board may assign an e-club to any district without regard to the geographical boundaries of that district.

► *Bylaws of Zonta International*, Article XIII, Sections 1, 2 and 15

### District Size

The number of clubs in a district and the district's geographical boundaries depend upon geographic, economic and cultural considerations. A district must have at least 300 members organized in Zonta clubs.

A district vote to divide or change boundaries requires the approval of the Zonta International Board.

### Forming a New District

New districts are formed because:

1. A district has grown too large and would benefit from being split in two or more smaller districts.
2. Neighboring districts have become too small and would benefit from being combined into one larger district.
3. Clubs have been chartered in a new country and a new district is needed.
4. Existing districts need to be realigned into a more logical arrangement.

► *Bylaws of Zonta International*, Article XIII, Section 2

### District Dues

The district dues are determined by the voting members of the district conference by a two-thirds vote.

A club member who transfers from a club in one district to a club in another and who has paid district dues in the first district is not required to pay district dues in the second district.

District dues for members in the young professional member category are to be decided by each district.

### **District Conference**

Each district must hold at least one district conference per biennium. The dates for the district conference must be approved by the Zonta International president.

- ▶ *Bylaws of Zonta International*, Article XIII, Section 11
- ▶ *District Conference Manual* on the Zonta International website

### **Areas**

A district can have two or more areas depending on the size and geography of the district.

Each area has an area director and may have a vice area director. The area director is elected by the club delegates of the area, either at the district conference or at the area meeting immediately preceding the convention.

The only clubs entitled to vote on changes in districts or the composition of areas are the clubs in the current areas and the proposed new area in the case of area changes, or the clubs in the current and in the proposed new district.

The district may, at its district conference, authorize areas to collect per capita area dues.

- ▶ *Bylaws of Zonta international*, Article XIII, Section 4, 5, 6, 7(c) and 8.

### **International Board Liaison**

A member of the Zonta International board is assigned to serve as the district's liaison to the Zonta International board. The responsibilities include:

- Establish regular reciprocal contact with the governor.
- Facilitate the flow of information between the International Board and the district.
- Support the governors and regional representatives.
- Present the district's ideas, concerns and needs to the International Board.
- Ensure that the district has a clear and correct interpretation of reports and decisions of the International Board.
- Receive and present, if required, the reports by the governor at each International Board meeting.
- Assist the governor whenever needed.

## SECTION TWO – District Board

The district board consists of the elected governor, lieutenant governor, treasurer and area directors, and a non-voting secretary appointed by the governor.

### Responsibilities of the District Board

Subject to the general supervision of the international Board, the district board has general supervision over clubs and administration of the district. It makes decisions upon matters requiring action between district conferences, provided that none of its actions may conflict with the actions taken by the conference.

The district board:

- Fills any vacancy of the board.
- Establishes the boundaries for areas within the district, provided that a majority of all clubs in the affected areas agree.
- Proposes goals and long-range plans for the district.
- Decides on district cooperation with other organizations.
  - ▶ *Affiliation with Other Organizations Policy* on the international website
- Works with the governor and the district conference committee or host club to plan the conference program and approve the conference budget.
- Designates the bank to hold district funds and ensures that the funds are in insurance-protected accounts.
- Reviews expenditures in accordance with the approved district budget at each district board meeting.
- Ensures that the district financial records are audited reviewed or compiled. The books must be closed on 31 May each year for audit or review. The audited or reviewed financial statement is to be presented at the district conference together with the audit or review report.
- Recommends the district budget for the following biennium for approval by the voting members of the district conference.
- Ensures that a conflict of interest situation is identified and handled in accordance with the *Zonta International Conflict of Interest Policy*.
- Acts on complaints against elected district officers.
  - ▶ *Bylaws of Zonta International*, Article XIII, Section 10 (e)
- Recommends action to the Zonta International Board, on complaints seeking suspension or expulsion of a club.
  - ▶ *Bylaws of Zonta International* Article XIV, Section 12 (a)
- Acts on appeals pertaining to expulsion of a club member.

## SECTION TWO – DISTRICT BOARD

- ▶ *Bylaws of Zonta International* Article XIV, Section 12 (b)
- Ensures that district and club leaders are familiar with and follow the *Use of Member Information by Zonta Leaders Policy*.
- Ensures a smooth transition to the next biennium.

### **Board Meetings**

The district board should meet at least twice yearly, including a meeting immediately before each district conference. Some district boards also meet immediately after the district conference in which case the governor may wish to invite members of the district board for the next biennium to the board meeting immediately following the conference at which elections are conducted.

The district board may also conduct business by mail, conference calls or other electronic means. Action by mail requires a unanimous vote by the entire board.

- ▶ *Bylaws of Zonta International*, Article XIII, Section 10,
- ▶ *Rules of Procedure of Zonta International*, Rule 4. (a).

## Governor

The governor is the link between the district and the Zonta International board, communicating through the assigned board liaison, and administers the affairs of the district. The governor is elected at the district conference in the year before the international convention at which she or he takes office and holds office for two years or until a successor takes office.

### General Responsibilities of the Governor

- Provides leadership training for the district board members.
- Attends and participates in area meetings and workshops or designates a representative to attend.
- Presides at district board meetings.
- Keeps board members informed about information received from the district's International Board liaison, Zonta International headquarters, and others as appropriate.
- Submits contact information for all district officers, the committee chairmen, coordinators, if applicable, and the foundation ambassador(s) to Zonta International headquarters.
  - ▶ *District Board member Form*
  - ▶ *District Committee Chairmen Form*
- Submits the district conference schedule, including dates and location, to the Zonta International president via Zonta International headquarters for approval at least one year in advance, or to the Zonta International president-elect for conferences in the next biennium.
- Issues a newsletter regularly.
- Ensures that district board members, elected and appointed district committee members and the Zonta International Foundation ambassador(s) read the *Conflict of Interest Policy* and sign the *Conflict of Interest Forms*.
  - ▶ *Conflict of Interest Policy (ZI) and Conflict of Interest Policy (ZIF)*
  - ▶ *Conflict of Interest Declaration Form (ZI) and Conflict of Interest Declaration Form (ZIF)*
- Ensures that district board members, elected and appointed district committee members and the Zonta International Foundation ambassador(s) sign the *Use of Member Information by Zonta Leaders Declaration Form*.
  - ▶ *Use of Member Information by Zonta Leaders Policy*
- Ensures that Zonta International Foundation ambassador(s) signs the *Use of Contribution Report and Donor Information Form* which can be found on the international website under Forms.
- Keeps general oversight of the district's website.
- Delivers to the successor all property belonging to the official position within 30 days after successor begins the term of office.
- Appoints district secretary and district parliamentarian.



- Appoints committees required by the Bylaws of Zonta International, other district committees that are aligned with the international committee structure to implement the programs of Zonta International, and the Zonta International Foundation ambassador(s).

► *Bylaws of Zonta International*, Article XIII, Section 6 and 7(a)

### Special Responsibilities

**District conference.** The governor holds a district conference in the odd year of the biennium. The district conference schedule, including dates and location, must be submitted to the Zonta International president via Zonta International headquarters for approval at least one year in advance, or to the Zonta International president-elect for conferences to be held in the next biennium. An international representative representing the Zonta International Board will attend the conference. To discharge the responsibility for the district conference, the governor:

- Issues a call to conference at least 60 days before the conference.
- Works with the district board and the conference committee or host club to plan the conference program.
- Ensures that the clubs are advised of the number of delegates to which they are entitled and have credentials information.
- Provides the online *District Conference Report* within 14 days of the end of the conference.

► *District Conference Manual*

**Zonta International convention.** The governor attends and votes at biennial convention. A proxy is not available for the governor. Zonta International does not pay any of the governor's expenses for attending the convention. Therefore, some or all of the expenses incurred by the governor representing the district at the convention should be included in the district budget.

The governor also approves club proxy representation for the international convention. Proxy forms must be completed in advance and forwarded to Zonta International headquarters by the due date and require the signatures of the president of the club carrying the proxy and the president of the club assigning the proxy. Any change in the club carrying a proxy made at the convention requires the additional approval of the governor. Credential and proxy forms are included in mailings from headquarters and are available on the Zonta International website for online submission.

**New clubs.** The governor supervises the formation of new clubs. When forming a new club, the governor signs *Authorization Request for Organizing a New Zonta Club Form* and submits the form to headquarters.

An authorization for formation of new clubs in existing Zonta countries is in effect for two years. If no club is successfully formed in this period, reapplication is required. Procedures for

organizing new clubs in new countries are specified in the *Zonta International Marian de Forest Membership Manual*. Approval is needed from the Zonta International president prior to the start of organizing clubs in new countries.

The governor reviews the minutes of the new club's board and club meetings with the area director and the SOM committee chairman for the first year of the new club's operation.

- ▶ *Zonta International Marian de Forest Membership Manual*
- ▶ *Authorization Request for Organizing a New Zonta Club Form*
- ▶ *Authorization for Entering a New Country Form*

**Clubs of special interest.** The governor must stay informed about clubs with low membership, internal conflicts or other problems and works with the clubs' area directors to assist clubs in resolving problems.

In the event that a club disbands, is expelled from membership in Zonta International, or forfeits membership for nonpayment of dues, the governor verifies that the club has paid all its legal debts and service obligations. Remaining assets must be disbursed to the Zonta International Foundation, except for operating funds, which revert to the district for organization and membership activities. In the event that a club intends to disband, it must notify the area director. If the club decides to disband, it must notify the governor, who in turn immediately notifies the international president and the executive director.

- ▶ *Bylaws of Zonta International* Article IV, Section 2(c) and (d).

**District finances.** The governor supervises preparation of the district budget prior to the district conference and authorizes expenditures in accordance with the approved district budget.

## Reports

**Reports to Zonta International board.** Using the report form provided by headquarters, the governor should make a brief report for each International Board meeting. The report should be presented through the international liaison by the scheduled due dates, approximately three weeks before each board meeting.

**Other reports.** The following should be reported to the international president, the international board liaison, headquarters and the members of the district board (as appropriate):

- Club disbandment.
- Club name changes.
  - ▶ *Naming Clubs Policy* under Governance/Policies on the website
- Comments on the nomination of an International Honorary Member proposed by a Zontian of the district.
  - ▶ *International Honorary Membership Guidelines*

- ▶ *International Honorary Membership Nomination Form*
- Serious grievances.
- Removal of district officers.
- Removal of members of the district nominating committee.
- Suspension or expulsion of members by a club.
- Recommendations for the expulsion of a club.
  - ▶ *Rules of Procedure of Zonta International Section 7*
  - ▶ *Bylaws of Zonta International, Article XIII, Section 10 (e) and Section 13 (f)*
  - ▶ *Bylaws of Zonta International, Article XIV, Section 12 (a) and (b)*

**Voting member.**

The governor is a voting member of the district board, district conference(s) and International Convention

## **Lieutenant Governor**

Many lieutenant governors become governor, so it is important that they become familiar with the duties of the governor. The lieutenant governor is elected at the district conference in the odd-numbered year of the biennium before the international convention at which she or he takes office and holds office for two years or until a successor takes office.

### **Responsibilities of the Lieutenant Governor**

In addition to being a member of the district board, the Lieutenant governor also:

- Reports to and assists the governor.
- Performs any duties as directed by the governor.
- Is chairman of the district membership committee.
- Actively encourages formation of new clubs and recruitment and retention of members in existing clubs.

### **Voting Member.**

The lieutenant governor is a voting member of the district board and at district conference(s).

► *Bylaws of Zonta International* Article XIII, Section 6 (a) and 7(b).

## Area Director

The area director is the liaison between the clubs in the area and the district board. The area director is elected at the district conference in the odd-numbered year of the biennium before the convention at which she or he takes office or, at the option of the district, at the area meeting held prior to the convention, and holds office for two years or until a successor takes office. An area director is eligible to serve again four years after the completion of the area director's first term in that office.

### General Responsibilities of the Area Director

In addition to being a member of the district board, the area director also:

- Reports to the governor.
- Acts as the liaison between the clubs in the area and the district board.
- Ensures that club board members and elected and appointed club committee members sign the *Conflict of Interest Declaration Form (ZI)* and *Conflict of Interest Declaration Form (ZIF)*.
  - ▶ *Conflict of Interest Policy (ZI) and (ZIF)*
- Ensures that club board members and elected and appointed club committee members sign the *Use of Member Information by Zonta Leaders Declaration Form*.
  - ▶ *Use of Member Information by Zonta Leaders Policy* for both ZI and ZIF
- Conducts area meetings or workshops at least annually.
- Maintains contact with club presidents and supports clubs as needed.
- Keeps the governor informed about clubs in the area.
- Visits established clubs in the area at least once in a biennium.
- May issue area director newsletters.
- Ensures that clubs have adopted bylaws and that clubs periodically review their bylaws and update them as needed.
- Represents the area clubs' interests to the district board and advises clubs of items of specific interest to the clubs from the district board meetings.
- Performs other duties as decided by the district board or assigned by the governor.

### Specific Responsibilities

**New clubs.** The area director should:

- Visit new clubs in the area at least once, but preferably twice per year, with the first visit occurring within 90 days of the club's charter.
- Review the minutes of club and board meetings for each new club during the first year of its existence with the governor and the chairman of the SOM committee.

**Clubs of special interest.** The area director stays informed about and advises the governor of clubs with low membership, internal conflicts or other problems and works with the governor to assist clubs in resolving the problems.

The area director should work with a club that intends to disband to try to avoid disbandment and cooperates with the lieutenant governor about all other club membership matters

**Voting member.** The area director is a voting member of the district board and district conference

► *Bylaws of Zonta International*, Article XIII, Districts, Section 6 and 7(c)

## **Vice Area Director**

The position of the vice area director is optional. If a district establishes the position, it must be included in the district Rules of Procedure. Vice area director is an elective position. The vice area director:

- Assists the area director to perform the duties in the area.
- Assumes the responsibilities of the area director in the area director's absence or inability to serve.
- Performs other duties as assigned by the district.

When performing the duties of the area director at a district board meeting or conference, the vice area director is a voting member.

► *Bylaws of Zonta International*, Article XIII, Districts, Section 6 and 8

## District Treasurer

The district treasurer reports to the governor and acts as financial officer for the district. The treasurer is elected at the district conference in the odd-numbered year of the biennium before the international convention at which she or he takes office. The term of office is for two years or until a successor takes office. The treasurer may hold office for up to two terms, unlike any other elected district officer.

### General Responsibilities of the District Treasurer

In addition to being a member of the district board, the treasurer also:

- Prepares a biennial district budget under the supervision of the governor, to be reviewed and approved by the district board prior to presentation at the district conference.
- Mails invoices for district dues and processes dues payments.
- Is a member of the district finance committee if one is appointed.
- Prepares financial statements for the district board.
- Takes care of tax matters and preparing tax returns, if applicable.
- Closes the books at the end of each fiscal year.
- Assists the auditor with all necessary documentation and information to enable the annual audit, review or compilation of the financial records as directed by the district board.

This audit of the district financial records must be made by a certified or chartered public accountants or by a qualified individual independent of the district board. The examined financial statement and report are to be presented at the district conference.

The audit, review or compilation must be a process as defined by generally accepted accounting principles, applicable law and the glossary to the Zonta International governing documents. A review consists of inquiries of the treasurer and analytical procedures that enable the reviewer to state with reasonable assurance that no material modifications to the statements appear to be needed in order for them to be in compliance with generally accepted accounting principles.

An audit further includes examining and testing underlying documents supporting the statements, with the objective of expressing an unqualified opinion, i.e. with no reservations or conditions, that the financial statements are fairly presented.

**For Districts with Clubs in the United States.** All districts with US clubs must be part of the Group Form 990 submitted by Zonta International. The annual financial statements must be submitted for audit, review or compilation by a certified/chartered public accountant or by a qualified individual independent of the district board. Such audited or reviewed statements are submitted to Zonta International headquarters by 30 August each year for use in preparing Zonta International's federal group tax return.



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### District Treasurer

Information about these requirements is sent to governors in advance, and additional information is available from the Zonta International Accounting Department. Each district with US clubs must use the district *Federal Employers Identification Number (FEIN Form)*, and this information must be passed on to the next district treasurer.

► *FEIN Form Memo*

► *Form 990 Spreadsheet for Group Filing*

For purposes of filling in the Form 990, moneys considered received for US clubs are:

- dues and fees,
- monthly meetings including meals,
- individual contributions,
- fundraising gross proceeds, and
- anything deposited into the bank.

**Receipts totaling more than US\$25,000.** Group filing is available free to all US clubs. For participation, Zonta International headquarters Accounting Department has to be notified prior to 25 February. Alternatively, a club may choose to file the 990 Form directly to the United States Internal Revenue Service no later than 15 October. If a club has a 501(c)(3) foundation, the 990 for the foundation must be filed directly with the Internal Revenue Service.

**Receipts totaling less than US\$25,000.** The club must file an e-postcard to the Internal Revenue Service and the Form 990-N is due by 15 October. Zonta International headquarters cannot do this electronic filing. If a 990-N form is not submitted for three consecutive years, the tax-exempt status will be lost.

### Special Responsibilities

**District conference.** The main responsibilities for the treasurer at the district conference are to present the biennial budget for approval and present the audited or independently examined financial report to the district conference, unless the examiner is present. The treasurer verifies that all voting clubs are in good standing, meaning that:

- Clubs have paid international dues and fees.
- Clubs have provided to headquarters a current and complete official club member list with the information requested by headquarters.
- Clubs have paid district dues and area dues, if applicable.
- Clubs organizational activity is in accordance with Zonta International bylaws provisions.

► *District Conference Manual*

► *Good standing* in Glossary in governing documents

**Voting member.** The treasurer is a voting member of the district board and district conference(s)

► *Bylaws of Zonta International*, Article XIII, Section 6, 7(d) and 12

## **District Secretary**

The district secretary is appointed by and reports to the governor, is a district officer and a member of the district board without a vote.

### **General Responsibilities of the District Secretary**

As a member of the district board, the district secretary:

- Records the minutes of district board meetings and, after approval by the governor, distributes them to the board.
  - Produces and distributes the district directory, if requested by the governor.
  - Prepares official list of voting members of the district conference and alternate delegates.
  - Maintains the records of the district securely and pass them on to the successor when leaving office.
- *Bylaws of Zonta International*, Article XIII, Section 6, 7(e) and 11

### **Responsibilities at the District Conference**

The district secretary is also the district conference secretary. Detailed responsibilities in connection with the district conference can be found in the *District Conference Manual*.

- *District Conference Manual*
- *Bylaws of Zonta International*, Article XIII, Section 11 (4)(b)

## **Financial Accountability, Fiduciary Duty and Legal Responsibility**

### **Financial Accountability and Responsibility**

The district should adhere to a strict policy of financial accountability and responsibility.

The district should have clear written district rules of procedure regarding district financial transactions, financial approvals, expense reimbursements, audit/financial review and related financial matters. These procedures should be consulted frequently and followed in detail. Clear financial procedures and detailed compliance helps to avoid misunderstandings and potential disputes.

It is the responsibility of the district board members to base their decisions on accurate and timely financial information. In order to have this information, all transactions, receipts and disbursements of all monies in district funds must be recorded and reported to the district board. These reports must be made at least quarterly and all transactions must be reported fully.

The computer system used by the treasurer should follow appropriate procedures for safeguarding and backing up computer files. Printed reports and reconciliations should be kept in the treasurer's files.

At the changeover of the district board, all district records must be turned over to successors no later than 30 days after the term of office ends. The treasurer's records must be turned over no later than 45 days after the term of office ends.

### **Fiduciary Duty and Legal Responsibilities**

Zonta International is a United States corporation subject to the laws of the United States, including the Internal Revenue Code and Internal Revenue Service (IRS) regulations. Zonta International is incorporated in the state of Illinois and is therefore subject to Illinois law governing nonprofit corporations.

Districts are global and subject to the laws of their country governing nonprofit organizations. The directors and officers of the district are legally responsible for the day-to-day decision-making of their district. Depending on the constitution of the district, they can be held personally liable for any breach of duty. District Board members should therefore be conversant with the requirement of the applicable law in their country regarding service as a board member of a nonprofit organization.

The officers and directors owe three specific duties:

**DUTY OF CARE** – the obligation to always act prudently and reasonably in regard to the management of Zonta International.

**DUTY OF LOYALTY** – it is prohibited for a director or officer to use his or her position in Zonta International, its districts, areas or clubs to further his or her own interests.

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Financial Accountability, Fiduciary Duty and Legal Responsibility

**DUTY OF OBEDIENCE** – requires directors and officers to ensure that Zonta International is run in accordance with its governing documents and that the organization complies with applicable laws.

When required, the Board should seek advice from legal counsel regarding its legal and fiduciary responsibilities.

## **Installation Ceremony of District Board and Nominating Committee**

The members of the district board take office automatically at the close of the international convention. The timing of the installation ceremony is at the discretion of the district. A district may install the new board at district meetings held at the convention, or at a district meeting after the convention. The installation ceremony is optional and includes the District Nominating Committee. The wording of the ceremony should reflect whether it is conducted before or after the Board has taken office.

► *Zonta International Protocol Manual*

## SECTION THREE – District Committees

### General

The *Bylaws of Zonta International* requires that each district have a Nominating Committee, a Bylaws and Resolutions Committee, a Membership Committee, a Service Committee and an Advocacy Committee.

Although not required by the *Bylaws of Zonta International*, it is suggested that districts adopt the same program committee structure as Zonta International, which is to have a United Nations Committee, a Public Relations and Communications Committee, a Finance Committee, an Amelia Earhart Fellowships Committee, Jane M. Klausman Women in Business Scholarships Committee, Young Women in Public Affairs Awards Committee and a Z clubs and Golden Z clubs Committee.

Except for the Nominating Committee, which is elected, the chairmen and the committee members are appointed by the incoming governor who is responsible for reporting the incoming committee chairmen to headquarters after the governors' orientation, using the *District Committee Chairmen Form* available on the Zonta International website.

► *Bylaws of Zonta International*, Article XIII, Section 7(a)

### General Responsibilities of Appointed District Committee Chairmen

The general responsibilities and attributes of a district committee chairman, include:

- Has knowledge about the committee's Zonta International program and procedures.
- Has regular contact with each of the area directors.
- Requires each club to send its club newsletter.
- Reports to the governor each quarter.
- Reports to the international committee chairman.
- Prepares articles for district newsletters if requested to do so by the governor.
- Attends area meetings and workshops whenever possible.
- Is available to speak at club meetings whenever possible.
- Participates both proactively and when invited.
- Offers assistance and is accessible to clubs.
- Is a skilled communicator and mentor for the club chairmen.
- Has a reputation for meeting commitments.

► *Bylaws of Zonta International*, Article XII,

► *Bylaws of Zonta International*, Article XIII, Section 13

► *District committee Chairman Form*

## **District Nominating Committee**

The District Nominating Committee is elected and is independent in fulfilling its duties. The role of the District Nominating Committee is to recruit qualified Zontians for district officers, directors and the nominating committee and to give information about the process as needed. This is an active role. The District Nominating Committee must encourage clubs to nominate qualified members. When necessary, and when asked by the Zonta International Nominating Committee, the District Nominating Committee will seek additional nominees for positions at the international level.

### **General Responsibilities of the Nominating Committee**

The committee members:

- Should be knowledgeable about;
  - the competences and experience of Zontians in the district,
  - the responsibilities of each office to be filled,
  - the Objects and programs of Zonta International, and
  - the *Campaigning Policy*.
- Solicit names of potential nominees for the positions to be filled throughout the term of office, emphasizing the qualifications required, the responsibilities of the office estimated time commitment, the amount of travel required including attendance at meetings, conferences, the international convention, and other events.
- Advises potential candidates of what expenses are reimbursable, and secures the consent of all nominees to be nominated and to serve if elected.
- Presents to each district officer and club at least sixty days before the district conference at which the election is to be held, a report listing one or more qualified candidates for each district position to be filled and at least five candidates for the District Nominating Committee.
- Reports at the district conference at which the election for district office is held.

### **Committee Membership**

The three members of the District Nominating Committee are elected by a plurality vote at the district conference in the odd-numbered year of the biennium. The candidate who receives the highest number of votes is the chairman.

No member of the District Nominating Committee is eligible for nomination at the district level of Zonta International while serving on the committee.

- ▶ *Bylaws of Zonta International*, Article XIII, Section 13
- ▶ *Campaigning Policy*
- ▶ *Nomination Form for District Office*

## **Bylaws and Resolutions Committee**

### **Committee Membership**

The chairman and members of the committee should be knowledgeable about the bylaws of Zonta International and the model club bylaws.

### **Main Responsibilities**

- Each biennium, reviews and, if appropriate, suggests revisions to the rules of procedure for the district.
- Upon referral by the district board, investigates complaints against an elected district officer.
  - ▶ *Bylaws of Zonta International* Article XIII, Section 10.
- Upon referral by the district board, investigates complaints against a member of the District Nominating Committee, and recommends action to the district board.
  - ▶ *Bylaws of Zonta International*, Article XIII, Section 13
- Upon referral by the district board, investigates complaints against a club, an officer or director of a club or a member of the club nominating committee and recommends action to the district Board.
  - ▶ *Bylaws of Zonta International* Article XIV, Sections 3 (e) and 12.

### **Other Responsibilities**

The committee:

- Promotes awareness of the *Bylaws of Zonta International* and their importance among clubs in its district.
- Promotes awareness of the *Bylaws of Zonta International* amendments made at each convention and their consequences.
- Informs the procedures necessary to propose amendments to the *Bylaws of Zonta International* at district conferences.
- Assists the district board with proposals from clubs regarding bylaws changes before these proposals are submitted to the district conference.
- Assists the governor/district board in drafting proposals for amendments to the *Bylaws of Zonta International* that the governor/board wants to submit to a district conference.
- Assists the governor/district board to draft resolutions to be adopted by a district conference and then submitted to an international convention.
- Assists the district secretary to submit proposals of amendments to the Zonta International Bylaws Committee chairman within 30 days after the district conference.
- Assists the district secretary to submit proposals for resolutions to the Zonta International Bylaws Committee chairman at least 180 days before the convention.



## SECTION THREE – DISTRICT COMMITTEES

### Bylaws and Resolutions Committee

- Assists clubs in the district in amending or revising club bylaws.

#### **Communication with the Zonta International Bylaws and Resolutions Committee Chairman**

The committee forwards, when necessary:

- Questions on bylaws issues put forward either by the governor or a district board member.
- Questions on bylaws issues, both international bylaws and club bylaws, put forward by club presidents.

## Membership Committee

### Committee Membership

The chairman is the lieutenant governor.

The chairman and members of the committee should be knowledgeable about which clubs need support on membership issues, where new clubs could be organized, how to organize new clubs, and how to recruit and retain members.

They must also be knowledgeable about international programs and policies on organization, recruitment and retention, and be familiar with the *Zonta International Marian de Forest Membership Manual* and the classification system.

### Main Responsibilities

The committee responsibilities include:

- Promoting continuing membership growth by recruitment and retention in existing clubs.
- Promoting organization of new clubs.
- Promoting programs developed by the International Membership Committee.

The committee communicates with:

- Club membership committee chairmen, acting as a resource on organization, recruitment and retention, and ensuring that club chairmen are familiar with the *Zonta International Marian de Forest Membership Manual* and the classification system.
- International Membership Committee chairman or assigned committee liaison.
- The area director and governor, sending the governor a copy of all correspondence sent to the club or to the International Membership Committee.

## **Service Committee**

### **Committee Membership**

The chairman and members of the committee should be knowledgeable about Zonta International service programs and projects and the purpose and activities of Zonta International and the Zonta International Foundation.

The chairman and members of the committee should be knowledgeable about how clubs can implement effective local service projects that further the Objects of Zonta International.

### **Main Responsibilities**

The committee coordinates, at the district level, activities to implement service programs authorized by the international convention. The committee also:

- Promotes awareness of and support for Zonta International service programs, the international service and ZISVAW projects adopted by international convention and supported with funds from the Zonta International Foundation.
- Cooperates with the District Advocacy Committee and the United Nations Committee.
- Assists the foundation ambassador, when requested, in soliciting funds for the service and education programs supported with funds from the Zonta International Foundation and adopted by the international convention.
- Assists in promoting awareness and support of the district Amelia Earhart Fellowship, Jane M. Klausman Women in Business Scholarships and the Young Women in Public Affairs Committees.
- Encourages and supports awareness of local service projects focusing on the Objects of Zonta International and undertaken by clubs in the district.
- Communicates with:
  - club service committee chairmen, acting as a resource on service,
  - the International Service Committee chairman, and
  - the governor, sending the governor a copy of all correspondence sent to clubs or to the international chairman.

## **Advocacy Committee**

### **Committee Membership**

The chairman and members of the committee must be knowledgeable about the Objects of Zonta International and projects, purpose and activities of Zonta International.

The chairman and members must be familiar with the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and its Optional Protocol, the UN Sustainable Development Goals, in particular goal #5 and other resolutions pertinent to women.

### **Main Responsibilities**

- The committee coordinates at the district level, activities to implement legislative awareness, advocacy and equal rights, following the guidelines established by the Zonta International Board in agreement with the International Advocacy Committee.
- The committee communicates with:
  - club advocacy committee chairmen, acting as a resource on legislative awareness, advocacy and equal rights issues,
  - the International Advocacy Committee chairman, and
  - the governor, sending the governor a copy of all correspondence sent to clubs or the international chairman.
- The Committee cooperates with the District Service Committee and the United Nations Committee.

► *Advocacy Definition and Policy*

► *Advocacy Definition and Policy and Guidelines*

## Public Relations and Communications Committee

### Committee Membership

The governor appoints the chairman, a district webmaster, and such other members of the committee as the governor deems appropriate.

The chairman and members of the committee should be knowledgeable about how to achieve effective public relations.

The district webmaster should be knowledgeable about website technology and design and communications principles.

The chairman and members of the committee should be knowledgeable about Zonta International programs and policies on public relations, external and internal communications, and international relations, and should also be knowledgeable about the Zonta International website, Zonta publications including *The Zontian* magazine and the brochures, PowerPoint presentations, DVDs, and other promotional materials, and be familiar with the Zonta International Directories available online and with the Zonta Club Manual.

### Main Responsibilities

- The committee promotes:
  - the Objects of Zonta International, its projects and programs,
  - awareness of Zonta clubs and their projects and programs throughout the district,
  - awareness of international and district websites, the resources available thereon and the need for clubs to establish and maintain websites,
  - the programs and materials developed by the international Public Relations and Communications Committee, and
  - appropriate communications that adhere to the Zonta International, district, and club lines of communication.
- The committee communicates with:
  - club public relations and communications committee chairmen,
  - the international Public Relations and Communications Committee chairman,
  - the governor, sending a copy of all correspondence sent to clubs and to the international chairman,
  - chairmen of other committees in the district as appropriate, and
  - district committee chairmen of the Amelia Earhart Fellowship, Jane M. Klausman Women in Business Scholarship, and Young Women in Public Affairs Committees about presentations to recipients.
- The committee arranges meetings, and prepares press releases and other forms of communication about award presentations, etc.

### **District Web Master**

The district webmaster is responsible for the technical development and maintenance of the district **website's database of** content and applications. The district webmaster is appointed by the governor as a member of the District Public Relations and Communications Committee.

The webmaster also:

- Maintains district website/pages as appropriate, including timely and accurate corrections and updates.
  - Conducts routine district website maintenance to ensure navigation, interactive content, links and cross promotions with other sites and other features are working at all times.
  - Submits district website to search engines.
  - Works to improve search engine placement.
  - Develops and maintains an accurate and detailed site directory/map and search engine for internal use and as a reference for website visitors.
  - Establishes links to new information on the Zonta International website.
  - Establishes links to new club websites.
  - Advises clubs within the district re developing websites as requested.
  - Monitors the district website and club websites for compliance with guidelines adopted by the International Board.
  - Leads a webmaster forum with representatives from clubs to share best practices for club websites.
  - Responds to (or forwards appropriately) questions/comments to the webmaster from website visitors.
  - Makes observations and presents concerns and recommendations for enhancements to the district website to the District Public Relations and Communications Committee chairman.
  - Works cooperatively within the District Public Relations and Communications Committee to develop and implement website solutions.
- *Electronic Communications Policy*  
► *Electronic Communications Guidelines*

## United Nations Committee

### Committee Membership

The chairman and members of the committee should be knowledgeable about the United Nations, about Zonta International's relationship with the United Nations and about how clubs can develop informational programs and activities related to Zonta International's relationships with the United Nations and its agencies.

### Main Responsibilities

- The committee promotes:
  - Awareness of the United Nations, its agencies and programs, and understanding of the relationship between the United Nations and the programs and activities of Zonta International and Zonta clubs.
  - Recognition of United Nations Day, International Women's Day and other international days, themes, years and world decades designated by the United Nations.
    - ▶ Important Dates for Your Calendar, Section 7 of the *International Manual*
  - Activities developed by the International United Nations Committee.
  - Implementation of the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and ratification of the Optional Protocol to the Convention.
    - ▶ Global Impact/ Advocacy on the international website
- The committee communicates with;
  - the club United Nations committee chairmen, acting as a resource for United Nations-related issues,
  - the international United Nations Committee chairman,
  - the governor, sending the governor a copy of all correspondence sent to the club and the international committee chairman, and
  - the District Service Committee and District Advocacy Committee.

## **Finance Committee**

If a District Finance Committee is appointed, the district treasurer must be a member of the committee.

The district treasurer is responsible for the funds of the district and administers them in accordance with the approved district budget. The appointment of a district finance committee does not change the duties and responsibilities of the district treasurer.

► *Bylaws of Zonta International* Article XIII, Section 7(d).

If the governor decides to appoint such a committee, the district finance committee chairman will have the following responsibilities:

- In consultation with the district treasurer, monitors the budget(s).
- Prepares a report that the district treasurer presents to the district board.
- Recommends a policy for record retention in keeping with national/local government legal or tax requirements. In the United States and many other countries, relevant regulations mandate record retention for seven years.
- Assists the district treasurer as needed.



## **Amelia Earhart Fellowship Committee**

### **Committee Membership**

The committee chairman and members must be knowledgeable about the Amelia Earhart Fellowship program.

### **Main Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Amelia Earhart Fellowship Committee.
- Actively promotes awareness of the fellowships to relevant institutions and candidates in the district.
- Contributes to the mailing list inviting applications for the awards.
- Promotes presentation ceremonies to give fellows who attend school in the district their Amelia Earhart Fellowship wings and certificates. The ceremony should ideally be hosted by a Zonta club nearest to the place where the fellow attends school, If feasible, the governor or a member of the International Board presents the certificate and the wings at no cost to Zonta International.
- Cooperates with the Zonta International Foundation Ambassador to solicit funds for the Fellowships.

SECTION THREE – DISTRICT COMMITTEES  
JMK Women in Business Scholarship

**Jane M. Klausman Women in Business Scholarship Committee**

**Committee Membership**

The committee chairman and members must be familiar with the Jane M. Klausman Women in Business Scholarship program.

**Main Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Jane M. Klausman Women in Business Scholarship Committee.
- Actively promotes awareness of the scholarships to relevant institutions and candidates in the district.
- Contributes to the mailing list inviting applications for the scholarships.
- Arranges for a presentation ceremony to give the district certificates to those recipients who live or attend school in the district.
- If appropriate, arranges for a presentation ceremony to give the international certificates to those recipients who live or attend school in the district. If possible, the governor or a member of the Zonta international Board may present the certificate, at no cost to Zonta International.
- Cooperates with the Zonta International Foundation Ambassador to solicit funds for the scholarships

SECTION THREE – DISTRICT COMMITTEES  
Young Women in Public Affairs Award Committee

## **Young Women in Public Affairs Committee**

### **Committee Membership**

The committee chairman and members must be knowledgeable about the Young Women in Public Affairs Award program.

### **Main Responsibilities**

- Disseminates and receives pertinent information from the Zonta International Young Women in Public Affairs Award Committee.
- Communicates with club Young Women in Public Affairs Award committee chairmen, acting as a resource to actively promote awareness of the awards to relevant institutions and candidates in the club communities.
- Arranges for a presentation ceremony to give the district certificates to those recipients who live or attend school in the district.
- If appropriate, arranges for a presentation ceremony to give the international certificates to those recipients who live or attend school in the district. If possible, the governor or a member of the Zonta International Board may present the certificate, at no cost to Zonta International.
- Cooperates with the Zonta International Foundation Ambassador to solicit funds for the awards.

SECTION THREE – DISTRICT COMMITTEES  
Z Club and Golden Z Club Committee

**Z Club and Golden Z Club Committee**

**Committee Membership**

The committee chairman and members must be knowledgeable about the Z Club and Golden Z Club program.

**Main Responsibilities**

- To promote awareness of Z clubs and Golden Z clubs.
  - Assist clubs with establishing new Z and Golden Z Clubs, as required.
  - Be a link between the International Z and Golden Z Club Committee, the Z and Golden Z clubs in the district, and the sponsoring Zontq clubs.
- *Zonta International Z Club and Golden Z Club Manual*

## **District Foundation Ambassador(s)**

Each district should have at least one Zonta International Foundation ambassador appointed by the governor.

The Foundation ambassador reports both to the governor and to the Zonta International Foundation Development Committee.

The ambassador should be knowledgeable about the Zonta International Foundation and the service and education programs funded through the Foundation. The ambassador should also be able to travel within the district and be willing to appear at club, area and district meetings to promote the Foundation and solicit contributions

### **Main Responsibilities**

- Encourages each member to make a meaningful gift to the Zonta International Foundation.
- In consultation with the governor and area directors, develops a corps of volunteers who will promote interest in the Foundation and encourages annual gifts to any of the funds supported by contributions to the Foundation.
- Recruits and trains volunteers who will make presentations at the area and club levels and will, as a member of the International Foundation Development Committee, assist in identifying, cultivating and soliciting individual donor prospects for major and planned gifts.
- Coordinates presentations on giving opportunities at the district, area and club levels.
- Reports on the Zonta International projects and programs, fundraising goals and giving opportunities at district conference, through district newsletters, and as much as possible at area and club meetings.
- Recognizes achievements of district volunteers.
- Assists at convention foundation booth as requested.
- Reports on a regular basis to the governor and to the chairman of the Foundation Development Committee
- Reviews fundraising reports from Zonta International Headquarters.
- Provides complete records to the incoming district Ambassador.
- The Foundation ambassador promotes:
  - The Zonta International service/Zonta International Strategy to end Violence Against Women (ZISVAW) projects and educational programs in the district through methods appropriate for the district.
  - The giving of at least one-third of club service funds to the Foundation.
  - Giving by individuals to the Foundation.
- The Foundation ambassador works with:

## SECTION THREE – DISTRICT COMMITTEES

### District Foundation Ambassadors

- The Zonta International Foundation Development Committee and governor in developing and implementing district fundraising goals.
- The international representative to the district conference and the governor to ensure that there are appropriate opportunities at the district conference to promote individual, club and district contributions to the Foundation.
- The governor and the chairman of the Zonta International Foundation Development Committee to recognize club and individual donors at district conference, area meetings, or other Zonta events.
- The foundation ambassador provides information on:
  - How to make contributions to the Foundation
    - ▶ *Donation Form* and *Recurring Card Gift Form*
  - The purpose of Zonta International and the Zonta International Foundation.
  - The legal relationship between Zonta International and the Zonta International Foundation.
  - The need for contributions from clubs and individuals.
  - Procedures for making individual contributions to the Zonta International Foundation.
  - General information about bequests to the Zonta International Foundation and membership in the Mary E. Jenkins 1919 Society.

## Other Committees

Districts may choose to have committees in addition to those specified here; for example, some districts have a committee that prepares a district directory.

### Other Appointed Positions

**Centurions.** Centurions are appointed at the option of the governor at the start of the biennium. Centurions hold office at the pleasure of the governor who appoints them and work at the direction of the governor as advisors. Whatever role the governor assigns a centurion, it is important to give clear direction and clearly define the responsibility.

**Archivist.** A district archivist is appointed at the option of the governor at the start of the biennium.

**Historian.** A district historian is appointed at the option of the governor at the start of the biennium.

## SECTION FOUR – Area Meetings

The Bylaws of Zonta International require each area to hold at least one meeting annually to promote the Objects and programs of Zonta International. At the option of the district, area meetings may establish area dues and/or elect the area director and/or vice area director. Each club in that area shall be entitled to one delegate and one alternate. If as of the date specified by the district for the payment of district dues, the membership of any club exceeds thirty (30) members, the club shall be entitled to a second delegate and alternate. If the membership exceeds sixty (60) members, the club shall be entitled to a third delegate and alternate. A member of the district board shall not be a club delegate or alternate.

► *Bylaws of Zonta International*, Article XIII, Section 2 (c)

Area meetings should provide club officers, directors, committee chairmen and members useful information on their rights and responsibilities, Zonta International and district programs, and practical suggestions for club programs and projects. All Zontians should be encouraged to attend, particularly new members.

Area meetings are hosted by a club in the area and are generally one-day events with a luncheon included, and should be scheduled for a day of the week that is not a work day for most members. The area director is primarily responsible for planning the meeting, with the assistance of the vice area director and other members of the district board and of the host club. The governor may direct that all area meetings cover the same subjects. The format may vary from area to area. The presiding area director reports to the district board following the area meeting. The governor or her/his designee attends the meeting.

Area meetings should be fully supported by a registration fee, which includes the cost of the luncheon. The costs for registration, travel and accommodation expenses of the presiding area director should be paid by the area or district and, for the governor or her/his designee, by the district. Overnight accommodations for members attending the meeting should not be included in the registration fee.

### **Responsibilities of the area director**

The area director:

- Selects a date and a host club for the meeting in cooperation with the governor.
- Meets with the host club to;
  - view the facility,
  - check for necessary equipment,
  - determine the registration fee,
  - assist with budget preparation, ensuring that the area meeting is self-supporting, and
  - inform the host club of overnight accommodation needs.



## SECTION FOUR – AREA MEETINGS

- In preparing the agenda for the meeting, the area director;
  - utilizes knowledgeable Zontians as session leaders, including district board members, district committee chairmen, and Zonta International Foundation ambassadors,
  - prepares materials to be distributed, including a meeting evaluation form, and
  - utilizes information from the district and from Zonta International.
- Issues a call to the area meeting in cooperation with the host club which includes;
  - date,
  - location,
  - name of the host club and contact information,
  - agenda,
  - information on workshops, speakers, etc.,
  - registration information, including cost,
  - registration form, and
  - accommodations information, including cost.

The call is sent to all members of the area, or only to club presidents. In either case, the date of the meeting should be publicized well in advance and the call should be sent as early as feasible and should be posted on the district website.

- Reports to the district board about the meeting, see suggested area meeting report at the end of this section.

### **Responsibilities of the host club**

The host club is responsible for:

1. Arranging;
  - meeting place,
  - meeting room and seating arrangements,
  - equipment, e.g. appropriate audio-visual equipment, microphones, lecterns or podiums,
  - registration table,
  - hospitality table where refreshments may be served during breaks,
  - the host club president to welcome attendees,
  - hotel lodging for the area director, governor or her/his designee, and any other district officers, as requested,
  - collection of registration and fees, and
  - preparing and mailing the call to meeting to all members in the area or to the club presidents and others as requested by the area director.
2. Preparing a budget in cooperation with the area director that includes:

## SECTION FOUR – AREA MEETINGS

- the costs of facility and equipment rental,
  - meal costs, including tax and gratuity, and
  - printing costs for the program and other materials.
3. Submitting a financial report to the area director.
- *Bylaws of Zonta International*, Article XIII, Section 6(b), Section 7(c) and Section 11(b)

## Appendix A – Sample Area Meeting Evaluation Form

Area:.....

Date of Area meeting:.....

District:.....

Is this your first area meeting?.....

1. What did you like best?

.....  
.....  
.....

2. What did you miss in the meeting, if anything?

.....  
.....  
.....

3. What can be done differently?

.....  
.....  
.....  
.....

4. Other comments?

.....  
.....  
.....  
.....

Signature: (optional).....

## Appendix B – Sample Area Meeting Report Form

The area director may use the replies from the Evaluation form – Appendix A to prepare this report.

Area:..... Date of Area meeting:.....

District:..... Host Club: Zonta club of .....

Total attendance:..... Number of evaluation forms returned:.....

5. How many members were attending their first area meeting?

.....

6. What did the attendees find most worthwhile about the meeting?

.....

.....

7. How can future meetings be improved?

.....

.....

8. Other area director comments?

.....

.....

.....

.....

.....

Date:.....Signed by area director .....

## Appendix C – Sample District Rules of Procedure

Adopted (*insert date of most recent adoption here*)

District <number> 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 <number>.

### A. District Board

The district board shall meet at least <number> 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 chairman 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 chairmen 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.

1. **Standing Committees.** Zonta International Bylaws require a bylaws and resolutions committee, a membership committee, a service committee and an advocacy committee.
  - a. **The Bylaws and Resolutions Committee** shall: (a) review and, as necessary, suggest revisions to these Rules of Procedure each biennium to ensure they do not conflict with the Zonta International Bylaws; (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.
  - b. **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.
  - c. **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.
  - d. **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 **chairman** of the district nominating committee shall request, prior to <month> of each odd-numbered year (or even-numbered year, for those districts whose election-year conference is held early in the 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 consent to serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be < month>.
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 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 website

**D. Transition Procedures.**

Outgoing district officers and committee chairmen 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 1 June of the first year of the incoming treasurer's term and must complete the transfer within thirty (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. On < date> of each year, each club shall pay to Zonta International District <amount> per capita dues based upon the number of members in the club as of < date>. 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.

**SCHEDULE OF DISTRICT FEES**

as of <date>

APPENDIX C  
Sample District Rules of Procedure

District dues	_____	per capita
District Conference assessment	_____	per capita
<b>TOTAL:</b>	_____	<b>per capita</b>

If district provides for half of the per capita dues to be paid by members who join during the second half of the fiscal year, the amount of those dues should be shown below.

**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 Zonta International Bylaws. 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 international convention expenses of <e.g., registration, banquet, other convention meals, transportation, and/or hotel> for <e.g., the outgoing governor, incoming governor, or other district officers> will be paid from district funds.

**G. District Conference**

1. The district shall hold <number> district conference(s) per biennium and <number> *If the district conducts one conference per biennium and also conducts other district-wide events, provision for such events should be inserted here.*
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.
5. *Provisions for how to decide where and when to hold district conferences.*
6. All previously adopted district resolutions automatically expire at the end of each district

conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.

7. District conference motion cards and election ballots shall be retained by the secretary for at least three months, or until the minutes of the conference have been approved, whichever is longer.
8. The district secretary, with the approval of the governor, shall prepare a summary of proceedings of the district conference, which shall be sent to each club president and to the district board members within 60 days following the conference. Minutes of the proceedings will be prepared by the district secretary and approved by the district board. After approval, a copy will be available for use by clubs and other appropriate interested parties. *Or, the rules of procedure may provide that conference minutes are adopted by the voting members of the next conference.*
9. The governor may appoint a parliamentarian to serve at district conference and as needed during the biennium.
10. The district conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within 60 days following the conference.
11. Clubs shall submit the names of their officers with addresses, phone numbers and email addresses to the governor, lieutenant governor, district treasurer, appropriate area director and Zonta International Headquarters within 30 days of election of club officers or latest by 1 May for clubs with officers taking office 1 June. Clubs shall submit the names contact information of their chairmen to each of the district chairmen promptly after club officers are elected.
12. These Rules of Procedure may be amended by two-thirds vote of the district conference voting members, provided that:  
*Insert requirements deemed appropriate; may require, for example, that proposals be submitted by a club or the district board, that the board consider all proposals and make recommendations as to whether they should be adopted. In any event, it is necessary under the Zonta International Bylaws that the following provision be included:*  
  
The proposed amendment has been sent to the president of each club within the district at least 60 days before the conference.
13. The rules contained in the current edition of <parliamentary authority>, shall govern Zonta International District <number> in cases where they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.



## Appendix D – Model Reimbursement Guidelines

### General Information

These Reimbursement Guidelines apply to the district officers and any other member of the incurring reimbursable expenses in the conduct of district business.

Approval from the governor is required in advance for any expense exceeding <amount>. All expenses must be within budget.

The district treasurer will review the expense reports for propriety and budget conformity. Documents must be supplied to support the expense report. Expenses exceeding budget or without supporting documentation will not be reimbursed.

Reimbursable expenses, in addition to those specified in these reimbursement guidelines, include telecommunication toll charges, postage, printing costs and supplies.

### Travel expenses

The following travel expenses will be reimbursed:

**Means of Travel.** Always using the most time and cost-efficient means of transport.

**By Air.** Best available economy/coach class rate. If other class is booked, only economy class will be reimbursed against proper proof of economy cost of the day of travel.

**By Train.** Second class, direct route including reservation fees.

**By Bus/Coach.** Direct route, including reservation fees.

**Private Car.** Mileage will be reimbursed at the rate of <amount> per km or mile plus parking and road toll, provided the total expense does not exceed the most reasonable airfare.

**Car Rental.** Exceptionally and only when approved by the governor in advance.

**Taxi.** To and from airport or train or bus station will be reimbursed if no more economical alternative is available

**Accommodation and other expenses.** Always follow instructions and guidelines from local Zonta clubs when choosing the hotel, if applicable.

**Hotel.** Half the cost of a double room in a reasonably priced hotel if travelling to events where sharing a room with another Zontian is feasible. In such circumstances, the traveller may occupy a single room but must pay the difference in rate. At district board meetings, area meetings/workshops, and conferences, the governor may occupy a single room and be reimbursed for the total costs.

**Gratuity.** Reasonable amounts will be approved.

**Meals and Beverages.** Reasonable cost for meals and beverages will be reimbursed. Only tea, coffee, milk, or soft drinks will be reimbursed. Alcoholic drinks or other bar beverages must be paid for privately. If the district board has established a daily expense allowance, this

allowance includes gratuity and no receipts are needed.

**Personal Charges.** Personal expenses such as dry cleaning, valet services, personal telephone, etc., will not be reimbursed and should be paid by the occupant when checking out of the hotel.

**Other Charges.** Postage, telephone, fax, and similar expenses necessary for Zonta district business will be reimbursed if approved by the governor in advance and in accordance with biennial budgets.

All expenses must have been paid for in order to be reimbursed. Frequent flyer miles used instead of buying a ticket, paying for a hotel room, or to obtain upgrades or other travel benefits will not be reimbursed.

Receipts are to be submitted to the district treasurer as soon as possible after the expense is incurred, with the exception of committee chairmen's expenses of no more than *<amount>*, but in all cases not later than 15 May of each year to facilitate closing of the books on 31 May.

### Board Meetings

**Board Members.** Half of the transportation expenses, additional hotel charges if any, and all meals incurred in attending pre- and post-conference board meetings are to be charged to board meeting expenses and paid by the district treasurer.

**Parliamentarian.** If attending pre- and post-conference board meetings reimbursement as outlined above. Expenses of the district parliamentarian for attending other board meetings if requested by the governor, are to be reimbursed as outlined above.

**District Committee Chairmen.** If requested to attend a board meeting, advance approval by the governor for estimated costs for planned expense must be sought and approved prior to incurring the expense.

### District Conference

Conference registration, accommodation and conference meals for district board, district parliamentarian, and international representative are to be paid by the district from conference funds.

Half of the transportation expense for the district board and the parliamentarian are to be charged to the conference and paid by the district treasurer.

The district is responsible for hotel accommodation, meals, local transportation and the conference registration fee, including all functions for the international representative.

Reimbursement to the host club for the district conference or any other district wide event, of expenses other than those covered by the registration fee, such as printing and postage costs, shall be paid from the conference fund.

Reimbursement to district officers for conference/governor's event planning expenses, such as postage, telephone, and copying and the governor's and incoming governor's travel expenses incurred in planning the conference shall be reimbursed from conference funds.

### **Club Visits**

Area directors are to make at least one official visits to each club in their area each biennium. Area directors will be reimbursed for official visits as for board meetings, except that if the area director must incur hotel expense at a single occupancy rate, this rate shall be reimbursed. The cost of the area director's meal at the official club visit is to be paid by the club being visited. It is preferred that the host club provides lodging, if needed, for the area director whenever possible.

Additional official club visits by the area directors or visits to clubs by other officers must be approved in advance by the governor.

Visits to act as installing officer at a club's installation ceremony will be reimbursed as previously outlined. The cost of the installing officer's dinner is to be paid by the club.

Attendance at charter presentations are be reimbursed for the governor or designee and for the current area director. Previous area directors may be reimbursed with prior approval by the governor.

### **Area Meetings**

Registration fees, meals, travel and accommodation expenses, when required will be reimbursed for the presiding and any sponsoring area director and for the governor or her designee, and paid from district funds. Any additional reimbursements must be approved by the governor.

### **International Convention**

Expenses arising in connection with Zonta International biennial conventions are paid for the governor and governor elect in accordance with the budget of the district.

### **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 International Foundation 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.

