

**STANDING RULES OF PROCEDURE
DISTRICT 10
ZONTA INTERNATIONAL**

1. NAME AND TERRITORIAL LIMITS

This organization shall be known as District 10 of Zonta International. Its territorial limits shall be defined by Zonta International.

2. OFFICERS

Per International Bylaw (IBL), Article XIII, Section 6, 6(b) and 6(d), The Officers of the District shall be a Governor, a Lieutenant Governor, the Area Directors, a Treasurer, and a Secretary. Officers, with the exception of the Secretary, shall be elected at the District Conference immediately preceding the Zonta International Convention. Area Directors shall be elected by the delegates from the clubs in that Area. The Governor shall appoint the Secretary who shall be an Officer and member of the District Board without vote. The Governor shall also appoint the Parliamentarian who shall be a member of the District Board without vote. The term of office of the Secretary and Parliamentarian shall coincide with the term of the Governor who made the appointment.

3. FINANCES

Dues and Fees: Per capita dues and fees shall be voted at District Conference by a majority of the Delegates and Proxies and shall be postmarked by the USPS or deposited via overnight carrier addressed to current District Treasurer, by each club prior to June 1.

For members admitted June 1 through November 30, Clubs shall pay full year dues and conference fees. For members admitted December through May, half the annual dues and full conference fees shall be payable.

Clubs in arrears for District dues and fees not postmarked by the USPS or deposited via overnight carrier by each club prior to June 1 will forfeit the right to vote at District Conference.

An extension may be requested and approved at the discretion of the District Board. No member whose club is in arrears for dues and fees shall stand for District Office. A Late Fee will be assessed in the amount of \$25 per 40 members.

Funds: The District shall maintain, and the District Board shall manage, a fund for District operations (General Fund), a District Organization and Extension Fund and such other funds as the Board/membership may approve.

General Fund

The income of the General Fund shall be dues as approved at District Conference and other income not specifically designated to another fund.

The District budget shall provide for the following expenses from the General Fund:

- a. District Board to attend Board Meetings
- b. Area Directors for official visits to Clubs and to Area Meetings
- c. The Governor or the Lt. Governor officially attending Area Meetings

- d. Honoraria and gifts
- e. Assist outgoing Governor and incoming Governor to attend International Convention
- f. District Committees
- g. District Board in fulfillment of duties (phone, postage, etc.)
- h. Other expenses as approved at District Conference.
- i. Financial review
- j. Bonding of Treasurer

The Lieutenant Governor shall approve expense vouchers for the Governor. The Governor shall approve all other expense vouchers.

The cost of Area Meetings shall be covered by the registration fee. Any surplus, except from the evening function hosted by the host Club, shall inure to the General Fund, and the General Fund shall cover losses as approved by the District Board.

District Organization and Extension Fund

The purpose of the fund is to provide financing for the formation of new Clubs, the retention of existing clubs and the activities of the Long Range Planning Committee. Clubs wishing to form new clubs will submit a request and budget to the District Organization, Membership and Classification Committee, for approval of the District Board. The Long Range Planning Committee will submit a budget to the District Board for their activities.

The income for this fund will be determined by the District Board and approved at District Conference.

Conference Assessment

The Conference assessments are approved at District Conference.

The Host Club will receive the Conference assessment funds after the District Board has approved the conference budget presented by the Host Club. The Host Club shall document all expenditures from the conference assessment funds.

The following are some of the expenses that Conference assessments and registration fees may be used to cover:

- a. Expenses for District Board members, International Representative and Scholarship/Award recipients
- b. Planning meeting expenses
- c. Printing and mailing costs
- d. Supplies
- e. Speaker expenses, including travel and room
- f. Handouts and packets
- g. Flag expense
- h. Other expenses as approved in the Conference budget

Any surplus, except from the evening function hosted by the host Club, shall inure to the General Fund, and the General Fund shall cover losses for expenditures as approved by the District Board.

4. MEETINGS

District Board: The District Board shall meet at least two (2) times annually. Up to three (3) additional Board Meetings may be held yearly if needed. Each member of the Board is expected to attend all Board meetings. Such other person(s) as the Board may need for assistance may be invited to attend a Board meeting but shall have no vote.

Article XIII, Section 10(e) Zonta International Bylaws states the District Board may transact business by mail, or through the use of a conference telephone or other communication equipment. Action by telephone or other communication equipment means that board members may participate in a meeting by means of conference call, video conference or similar communication equipment by means of which all persons participating in the meeting can hear each other. Action by mail requires a unanimous vote of the entire board.

Voting Board Members of the Conference: Pursuant to Article XIII 6(b), each area director is elected by the clubs in that area. Thus, only delegates, not district officers may vote for Area Directors.

District Conference: A District Conference shall be held annually to promote the objects of Zonta International and conduct the business of the District. Notice of proposed changes affecting the District or Zonta International shall be included in the Call to Conference sent to each Club President of the district at least sixty (60) days before the Conference. No act of the District Conference may conflict with the bylaws or actions of Zonta International. The location and date of a conference are by invitation of a club or clubs and submitted to the District Board for approval. The Governor shall administer the District Conference.

To allow for new members acquired after June 1, the total number of members whose dues and fees were paid to District 10 as of August 15 will determine the number of votes and delegates at Conference. However, if the club did not pay the dues for the renewing members by June 1 as per Standing Rule (3. Finances, Dues and Fees), they will have no votes or delegates at Conference.

Proxies. A club may be represented by one (1) proxy at district conference. No club may be represented by proxy at more than two (2) consecutive conferences. A club may carry the proxy votes from no more than two other clubs.

Area Meeting: Each Area shall hold at least one (1) meeting annually during March, April or May. This function shall promote the objects of Zonta International, emphasize leadership, and provide opportunity for participants to become more aware of the structure and functions within the various levels of the Zonta organization. The location and date of an Area Meeting are by invitation of a club or clubs and submitted to the District Board for approval. The Area Director shall administer the Area Meeting.

5. NOMINATING COMMITTEE

Per IBL, Article XIII, Section 13(a), at the District Conference at which District Officers are elected, a District Nominating Committee of three (3) members shall be elected. The nominee receiving the highest number of votes shall act as Chairman. No member of the Committee shall be eligible for nomination at any level of Zonta International while serving on the Committee. The term of members shall be for two (2) years. In the case of a

vacancy or the inability of a member to serve, nominees not elected shall be selected to fill the vacancy in the descending order of the number of votes received.

The duties of the Nominating Committee shall be to:

- a. Stress qualifications required; receive and secure suggestions for nominees for the positions to be filled;
- b. Secure for each proposed nominee a consent to serve if elected;
- c. Nominate one (1) or more qualified candidates for each office to be filled at the next election of district officers;
- d. Nominate at least five (5) candidates for the District Nominating Committee;
- e. At least sixty (60) days before the District Conference at which elections are to be held, send its report to each District Officer and to each club in the District;
- f. This report shall include a summary resume of each candidate;
- g. Work with the Zonta International Nominating Committee to recruit qualified Zontians for International Officers, Directors and Nominating Committee.

6. COMMITTEES

There shall be at least the following standing committees and such other standing and special committees as the District Board may authorize. The responsibilities of two (2) or more committees may be combined.

Section 1. Standing Committees shall be the Bylaws and Resolution Committee; Finance Committee; Organization, Membership and Classification Committee; Public Relations and Communications Committee; Status of Women Service Committee; and United Nations Committee.

Section 2. Appointment: The Governor shall appoint Committee Chairmen and Zonta International Foundation Ambassador, with the exception of the Nominating Committee, subject to approval by the District Board.

7. CLUBS

Each Club President shall, by June 1, submit an annual report of Club activities to the District 10 Secretary who shall distribute the reports to the District Board. The names and addresses of newly elected officers must accompany this report. Names and addresses of Committee Chairmen shall be submitted to the Area Director by July 1.

Clubs are encouraged to publish a regular newsletter and the newsletter mailing list should include District Officers, Area Directors, and Zonta International Liaison. Clubs are expected to keep District advised of potential nominees for District Officers and Committee Chairmen.

Each Club should invite the Area Director to attend one meeting per biennium for which District will cover costs. Expenses for additional visits are at Club expense. Clubs are encouraged to hold intercity events on a regular basis.

The host Club(s) for a District Conference shall be responsible for any deficit resulting from expenditures beyond those approved by the District Board unless such deficit is a result of circumstances deemed justifiable by the District Board.

8. AMENDMENTS

These Rules of Procedure shall remain in effect until rescinded or changed by a majority of the voting members and proxies at future

District Conference. In the interim between District Conferences the District Board may adopt rules of procedure and shall inform the clubs of these rules and their rationale. These new rules may remain in effect until District Conference, at which time they shall be recommended by the District Board and presented to District Conference for ratification. If the District Board rescinds a rule of procedure, that rule may not be adopted by the immediately succeeding District Board.

Any rule of procedure submitted and ratified by District Conference shall remain in effect until rescinded or otherwise disposed of at a District Conference.

Proposed amendments to these rules of procedure may be submitted by a Club to the District Board or by the District Board. Notice of such an amendment(s) shall be given to each Club at least sixty (60) days prior to District Conference.

Technical correction to these rules of procedure due to changes made by Zonta International may be approved by the District Board and reported at District Conference.

9. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern the District in all cases in which they are not inconsistent with these rules of procedure and the bylaws or rules of procedure of Zonta International.

***NOTE: THESE STANDING RULES OF PROCEDURE WERE REVISED AT THE D10 CONFERENCE NOVEMBER 12, 2010.**