



## **FINANCIAL PROCEDURES**

**1** The District Treasurer shall use fund accounting to keep the general operating funds and the district conference funds. The Treasurer shall use money market checking, savings accounts, certificates of deposit(s), or other appropriate money management techniques to maximize earnings on district funds.

**2** The District Treasurer shall advise the District Organization, Membership and Classification Chairman of the total per capita dues paid, so that comparison can be made to insure that the membership records agree with the records published by Zonta International.

**3** The District Board shall take action annually to determine the use and disposition of interest earned from district operating and district conference funds, even if the decision is to allow the interest to accrue in those respective funds.

**4** The Governor shall approve the expenses of other District Board Members and District Committee Chairmen. The Lieutenant Governor shall approve the expenses of the Governor.

**5** Expenses to be paid from district general operating funds are defined in the Zonta International District 3 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the District Board.

**6** Allocations may be made from the general operating fund to the Zonta International Convention fund to supply needed funds. This allocation will be done as part of the biennial budget process. Allocations from the general operating fund to the District Conference fund should only occur when the District Conference fund is short of needed funds and must be approved by the District Board.

**7** Expenses to be paid from District Conference assessment funds are defined in the Zonta International District 3 Reimbursement Guidelines.

**9** The Conference Chairman shall provide the District Treasurer with a financial statement for the District Conference and all fiduciary data relating to the conference within ninety (90) days following the District Conference.

## **NOMINATING COMMITTEE PROCEDURES**

**1** The Chairman of the District Nominating Committee shall request, prior to February of each 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 a consent to serve, if elected, shall be submitted for each name that is suggested.

■ The deadline for suggestions from clubs shall be **April 15<sup>th</sup>**.

■ 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 two or more candidates, if possible, for each District office, except Governor. A slate of five nominees should be prepared for the District Nominating Committee. No name shall be listed without the member's consent to serve, if elected, and no more than one candidate from the same club should be submitted for the same position.

- No member of the District Nominating Committee shall be eligible for nomination, unless she/he first resigns from the Committee.
- The Nominating Committee shall send its report to each District Officer and to each club in the District at least 60 days before the district conference at which the election is to be held.
- Additional nominations may be made from the district conference floor immediately after the report of the Nominating Committee, provided the consent of the nominee has been obtained.

## **DISTRICT BOARD MEETINGS/TRANSITION PROCEDURES**

**1** The District Board shall meet at least three (3) times each year.

**2** Outgoing District officers and committee chairmen shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The District Treasurer shall begin transferring responsibilities to the incoming District Treasurer by June 1<sup>st</sup> of the first year of the incoming Treasurer's term and must complete the transfer within thirty (30) days after the incoming Treasurer's installation.

## **CLUB REPORTING RESPONSIBILITIES**

**1** Clubs shall submit the names of their officers (with addresses, phone numbers, email addresses and FAX numbers) to the Governor, Lieutenant Governor, District Treasurer, and appropriate Area Director within thirty (30) days of election. Clubs shall submit the names of their committee chairmen (with contact information) to each of the District Chairmen within three (3) months of appointment.

**2** Prior to scheduling Intercity or other important club functions, including fundraisers, individual clubs shall submit the proposed dates to the District Governor for clearance.

**3** Sufficient copies of the annual report of each club should be brought to the District Conference so that a copy of each report can be distributed to the other clubs during the Conference.

## **AMENDMENTS TO THE RULES OF PROCEDURE**

**1** These Rules of Procedure may be amended by a two-thirds (2/3) vote of the District Conference voting members, provided that:

- (a) the proposed amendment has been proposed by a majority vote of the District 3 Board or by a club in District 3;
- (b) if proposed by a club, the proposed amendment has been sent to the District 3 Bylaws and Resolutions Committee Chairman and the District Governor at least 90 days prior to the District 3 Conference; and
- (c) the proposed amendment, with the District 3 Board's designation as described in subsection 2 below, has been sent to the president of each club within the district at least 60 days before the Conference.

**2** The District 3 Board shall consider each proposed amendment and shall designate each as: (1) "recommended for adoption"; (2) "not recommended for adoption" or (3) "no recommendation." Should more than one proposed amendment to these Rules of Procedure be submitted with the same

intent covering the same subject matter, it shall be the duty of the District Board to review such proposed amendments and to submit to the District Conference an amendment which best incorporates the intent and serves the interest of the District as a whole. In the event that any proposed amendment will not be reported to the District Conference, the District Bylaws and Resolutions Committee Chairman shall notify the proposer of the amendment.

## **BUDGET**

The biennial district budget shall be presented for approval at the District Conference immediately preceding the biennium in which the budget is to become effective.

## **DISTRICT COMMITTEE PROCEDURES**

**1** In addition to the district committees expressly provided for in the Bylaws of Zonta International, the District Governor shall establish such other District Committees as deemed necessary. The Governor shall appoint Chairmen or Coordinators and such other members of each committee as deemed appropriate.

**2** Provided funds are available, the District Board 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.

## **DISTRICT CONFERENCE PROCEDURES**

**1** The District shall hold a District Conference in each year of the biennium.

**2** Invitations from a club to host a District Conference should have been approved by vote of the club and should include the name of the hotel and one or more dates during which the hotel will be available. The place and date for the District Conference are set by the District Board if no acceptable date has been voted on at a previous District Conference. A meeting shall be held, at which the Governor and other members of the District Board, as deemed advisable, meet with the host club and conference chairmen. At this meeting, the general outline of the conference program, conference budget, conference committees, and duties of the host club will be developed. The host club should be responsible for nominating and appointing the committees for all of the tasks relating to the physical arrangements for the conference. It is the duty of the Governor to make all of the appointments of members who will serve at conference (e.g., time-keepers, credentials committee, resolutions committee, tellers, pages, participants in the program of the conference). Expenses, insofar as the District is concerned, are to be paid from the per capita conference assessment, as set up in the Rules of Procedure and in the district budget, unless otherwise authorized by a majority of the conference.

**3** A registration fee should be charged to each 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. In the event that receipts of a District Conference exceed

expenditures, the amount of such surplus in excess of \$2,000 seed money shall be transferred to the general operating account.

4 All adopted 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 District Conference.

5 District Conference motion cards and election ballots from the just completed Conference shall be retained by the District Secretary for at least three (3) months, or until the minutes of the District Conference have been approved by the District Board, whichever is longer.

6 The District Secretary, with the approval of the District 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 sixty (60) days following the District 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, on a loan basis, for use by clubs or other appropriate interested parties.

7 The Governor shall appoint a Parliamentarian to serve at District Conference and as needed during the biennium.

## **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Zonta International District 3 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

## **REIMBURSEMENT GUIDELINES**

### **DISTRICT 3**

As of 10/1/05

## **I. GENERAL INFORMATION**

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for conference should be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication toll charges, postage, printing, supplies and typing services when incurred for the District.

District payment for hotel accommodations for district board members shall be one-half of the double occupancy rate except that the District shall pay for a single room (1) when the number of Board members requiring accommodations is uneven and it is not feasible for a Board members to share a room with another Zontian attending the event; and (2) for the Governor at the District Conference and the Board meeting immediately preceding it. If a Board member requests a single room she shall pay the difference between one-half of the double occupancy rate and the single room rate.

Miscellaneous charges, such as cleaning and telephone, added to hotel bills are considered personal expenses and shall not be reimbursed. Reasonable amounts for gratuities to maids and/or bellmen shall be allowed.

Vouchers shall be submitted to the Governor for approval before any reimbursement by the Treasurer. The Governor's expenses shall be approved by the Lieutenant Governor.

Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of Committee chairs, but, in all cases, **not later than May 15<sup>th</sup>** of each year to facilitate closing of the books on May 31<sup>st</sup>.

## **II. DISTRICT OFFICERS**

### **A. Board Meeting Attendance**

1. Travel. All Board members should travel by the most economical means. Tourist class should be chosen by air or rail. When traveling by private automobile, carpooling is encouraged; \$ 0.35 per mile plus toll charges and parking will be reimbursed. Airport (limousine) shuttles to the hotel or meeting place should be used whenever feasible. The Governor must approve use of a rental car in advance.
2. Accommodations. All accommodations should be on a double occupancy basis. Single rooms may be requested, but Board members shall pay the difference in rates.
3. Meals. Meals are to be reasonably priced. Alcoholic beverages are not to be included in the reimbursable meal price, but gratuities are included. Receipts for meals should be submitted for reimbursement.
4. Half of the transportation expenses, additional hotel charges if any, and all meals incurred in attended pre-and post-Conference Board meetings shall be charged to Board meeting expense and paid by the District Treasurer.
5. Attendance at pre- and post-Conference board meetings shall be reimbursed for the District Parliamentarian as outlined above. Expenses of the District Parliamentarian for attendance at other Board meetings as requested by the Governor shall be reimbursed as outlined above.

6. Joint Board Meetings held in conjunction with an Area Workshop will be expensed as above in II A, 1, 2, and 3.

B. Conference Attendance

1. District Conference registration, hotel and conference meals for District Board members, District Parliamentarian and an International Representative shall be paid by the district from conference funds.

2. Half of the transportation expense for the District Board and District Parliamentarian shall be charged to the District Conference and paid by the District Treasurer.

C. Club Visits

1. Area Directors shall make one official visit and one additional visit to each club in their area each biennium. The official visit shall be a club business meeting only. Area Directors will be reimbursed for official visits as for Board meetings, except that if the Area Director must incur hotel expenses at a single occupancy rate, this rate shall be reimbursed. The cost of the Area Director's meal at the official club visit shall be paid by the club being visited. It is preferred that the host club will provide lodging for the Area Director whenever possible.

2. Additional official club visits by the Area Directors or visits to clubs by other officers shall be approved in advance by the Governor in order for them to be reimbursable.

3. Visits to act as installing officer at a club's Installation Dinner shall be reimbursed as previously outlined. The cost of the installing officer's dinner shall be paid by the club visited.

4. Attendance at Charter Presentations shall be reimbursed for the Governor or her designee, the Lieutenant Governor, if she/he was the chairman of the Sponsoring, Organizing and Mentoring (SOM) Committee, and for the current Area Director. Previous Area Directors may be reimbursed with prior approval by the Governor.

D. Presidents' Meetings

Area Directors, or other district officers, conducting or attending meetings of club presidents shall be reimbursed reasonable expenses associated with the meeting, (e.g. reasonable cost of food provided at the meeting).

**III. DISTRICT CONFERENCE**

A. District funds available for District Conference expenses are provided by the conference assessment for each member. Of this amount, \$2000 will be provided as start-up funds, with the remainder to follow later.

B. The district conference registration fee for one delegate from a newly organized club shall be paid from District Conference funds. Said conference shall be the first one that occurs after chartering.

C. The District will pay, from district conference funds, the registration fee, the cost of meals, and double occupancy hotel for the District Young Woman in Public Affairs winner.

D. Reimbursement for District Conference-related Expenses:

1. Reimbursement to the host club for district conference expenses other than those covered by the registration fee (see Rule of Procedure 10) shall be paid from the district conference fund; the start-up funds referenced in paragraph III. A. are to be used for this purpose. It is expected, however, that the registration will cover all district conference expenses.

2. (a) Reimbursement to District Officers for district conference planning expenses, such as postage, telephone, and copying; (b) the Governor's and Governor-Elect's travel expenses involved in planning the district conference; (c) the Lieutenant Governor's travel expenses involved in planning the next biennium's district conference; and (d) the Lieutenant Governor's and Lieutenant Governor-Elect's travel expenses incurred to assist the Governor/Governor-Elect in planning a district conference, shall be paid from district conference expenses.

#### **IV. AREA WORKSHOPS**

A. All Area workshops must be self-supporting through member registration fees. Registration fees, meals, travel and room expenses when necessary for the sponsoring Area Directors, the Governor or her designee, and the Lieutenant Governor shall be paid from District funds.

B. If one of the required Board meetings shall immediately precede or follow an Area Workshop, the registration fee for participating Board members shall be charged to the respective members' budget allocation except that if the Parliamentarian attends, her registration fee shall be charged to the Governor's budget allocation.

#### **V. INTERNATIONAL CONVENTIONS**

Zonta International Convention expenses of base, on time registration, transportation and hotel for the outgoing and incoming Governors will be paid from District funds. Zonta International Convention base on time registration for incoming District Area Directors and Lt. Governor will be paid from District funds.