

RULES OF PROCEDURE FOR DISTRICT 22

As adopted at the 2011 District Conference

Each District Conference reaffirms these rules (after debate)

District 22 of Zonta International shall be established and governed in accord with Article XIII of the International Bylaws and the International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

A. FINANCES

- A.1 District per capita dues shall be received by the District Treasurer who shall lodge said dues in the District Bank Account/s to be styled "Zonta International District 22". All payments from the District Bank Account/s shall require two signatories of the said account/s and all payments shall be approved by the District Governor.

The District Bank Accounts are to be kept with an accessible Bank.

Clubs shall forward per capita dues to the District Treasurer each year by 1 June based on membership as at that date.

- A.2 The District shall maintain a Contingency Fund of at least \$10,000. It shall be held in an "at call" investment account, and interest accruing from monies invested may be added to this Fund at the discretion of the District Treasurer and with the approval of the District Governor.
- A.3 All official administrative expenses of the District Board, Committee Chairmen, Parliamentarian, Centurions and members of the Nominating Committee, shall be paid by the District Board.

All such members shall work to a District Budget, such Budget shall be prepared by the District Treasurer in consultation with the District Governor, discussed and recommended by the Board, and approved by members at Conference.

- A.4 The District Governor may give written authorisation for an official visit to Clubs by a District Board member, a Centurion or a District Committee Chairman.

Travel expenses shall be paid by the District. Clubs are requested to provide home hospitality and meals. Should this not be possible, the District Governor shall consider authorising payment for accommodation and meals from District funds according to the approved Reimbursement Schedule.

To calculate car operating expenses, the rate per kilometre shall be set by the Board on the recommendation of the District Governor and District Treasurer and should not exceed the Australian Tax Office allowance for travel.

- A.5 The basic District Conference registration fee, travel and accommodation of the Conference Parliamentarian and the Bylaws and Resolutions Committee Chairman appointed by the District Governor to attend the Conference, shall be paid from the Conference Account.

For District Conference and mid-biennial Board Meetings, all travel expenses, accommodation on a shared basis, and basic Conference registration fee, for the members of the District Board, shall be paid by the District according to the approved Reimbursement Schedule.

Should a Board Meeting be associated with an Area Meeting, the Host Area Director's accommodation and basic registration fee shall be paid by the District according to the approved Reimbursement Schedule.

The District shall pay for a room at Conference which shall be for the District Governor's sole use.

- A.6 The cost of the District Conference Report and its distribution, and two District Directories per Biennium shall be payable from District funds.
- A.7 For International Conventions, the District shall pay best value fare, basic convention registration fee and shared accommodation for the outgoing District Governor and incoming District Governor. No other member of the District shall be reimbursed for any such expense
- A.8 The insurance policy/policies in the name of the District shall be reviewed each year and renewed in good time. As soon as possible after receipt annually, a copy of Certificate of Currency for the Public Liability Insurance policy shall be forwarded to each club in the District by the District Treasurer. A copy of the current policy/policies shall be placed on the District website. Any changes to the policy/policies shall be brought to the attention of clubs.
- A.9 The District shall maintain an Organisation, Membership & Classification Fund Account for the express purpose of organisation, extension and consolidation of Clubs within the District.
- A.10 All excess funds from Area meetings shall be paid into this fund, to which Clubs should be encouraged to contribute.
- A.11 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.

B. DISTRICT OFFICER - District Governor:

- B.1 The District Governor shall maintain a correspondence file which shall be handed on to succeeding District Governors. District Officers should, after consultation with incoming officers, discard unwanted papers.
- B.2 The District Governor shall wear the official District Governor's Pin, which shall be handed on to the District Governor's successor at the District Meeting at Convention. The past District Governor shall then be given a Past District Governor's Pin to retain.
- B.3 The District Governor or Lieutenant Governor shall officiate at Charter Presentation Dinners, the travel and accommodation expenses of which shall be the responsibility of the District. The District Governor or Lieutenant Governor shall attend Area Meetings as often as funds allow and/or time

permits. The District will not fund the attendance of both the Governor and Lieutenant Governor at any one function.

- B.4 With the concurrence of other Australian District/s, the District Governors shall confer on sharing responsibility for Zonta International on a national basis.
- B.5 The District Governor's newsletter shall be distributed as directed by the Zonta International Board to the International Board Members and Executive Director, to International Committee Chairmen, and to all other District Governors; also to past District Governors of District 22, District Board members, District Committee Chairmen, Parliamentarians and Centurions. The President of each District 22 Club shall receive a newsletter to be distributed to each Club member.
- B.6 Other duties of the District Governor as set out in the latest edition of the District Manual.

DISTRICT OFFICER – Lieutenant Governor:

- B.7 The Lieutenant Governor shall be the District Organisation, Membership and Classification Chairman
- B.8 The Lieutenant Governor shall submit an Annual budget for OMC to the District Board for approval, to cover retention and recruitment of members and formation of new Clubs
- B.9 Other duties of the Lieutenant Governor as set out in the latest edition of the District Manual.

DISTRICT OFFICER - District Treasurer:

- B.10 The District Treasurer shall maintain complete financial records and provide to the District Board written periodical financial reports for Board Meetings, an audited financial statement at the end of the first year of each Biennium, and an audited financial statement at the end of the Biennium. A copy of the audited financial statement for the Biennium must be sent to the District Governor for that Biennium.

All financial books, statements, records and files shall be passed on to the incoming Treasurer as soon as possible after taking office at the Biennial Convention, but no later than 45 days after the term of office ends.

The District Board shall name the next auditor at a Board meeting early in the second financial year of the Biennium.

- B.11 No later than 1 April, the District Treasurer shall render annually a reminder to each Club for District dues payable. This account shall show the number of Club members as then known to the District Treasurer, and the rate of dues per capita. The amount payable by Clubs shall be based on membership as at 1 June.
- B.12 The District Treasurer shall publish the audited Financial Statements on the District 22 website within 60 days of the end of the financial year. A hard copy of the audited Financial Statements and a copy of the proposed District budget for the next biennium shall be sent to all clubs no later than six weeks prior to the District Conference.

B.13 Following the audit of the annual financial statements, the Treasurer shall issue a statement showing income and expenditure for the year against approved budget items. This shall form part of the documents to be forwarded to clubs no later than six weeks prior to the District Conference.

B.14 Other duties of the District Treasurer as set out in the latest edition of the District Manual.

CONFERENCE/DISTRICT SECRETARY:

B.15 The Conference/District Secretary as set out in the District Manual (pp 44-45):

- prepares official list of voting members of the conference and alternate delegates
- records and produces the conference minutes (note: in some districts the minutes are approved by the district board; in other districts the voting members of the conference approve the minutes of the previous conference. In either case, the minutes should be sent to the International liaison, the members of the district board, and to all clubs in the district.
- ends a copy of any proposed bylaws amendments adopted at the conference to the Zonta International Bylaws and Resolutions Committee within thirty days after the end of the conference
- sends a copy of the completed District Conference Report Form see (F4) to the members of the district board, the International liaison, the International representative, all clubs in the district, and to Zonta International headquarters within 60 days after the end of the conference
- if an election has been held, sends the names of the officers-elect to Zonta International headquarters

B.16 Other duties of the District Secretary as set out in the latest edition of the District Manual.

C. DISTRICT OFFICERS - Area Directors:

C.1 Each Area Director is required to make a minimum of one official visit to every Club in the Area in the Biennium. The Host Club is required to provide accommodation and meals.

Any additional visits by the Area Director to any Club shall be at the Area Director's discretion and expense. Teleconferences could be used by Area Directors as an additional means of maintaining regular communication and contact with Club Presidents during the biennium. However, should circumstances necessitate subsequent visits of an official nature, the Area Director shall liaise with the District Governor for authorisation of reimbursement of expenses incurred.

The Area Director's travel expenses shall be payable by the District, according to current approved Reimbursement Schedule.

Each Area Director is required to hold two Area Meetings open to all members during the Biennium. All Area Meetings must be self-supporting (See D.2 and D.3)

Within sixty (60) days after each Area Meeting, a written financial statement and report prepared by the Host Club, signed by the Host Club President and the Area Director, shall be submitted to the District Governor, and to the District Treasurer together with surplus funds, which shall be credited to the Organisation and Extension Fund Account. (See D3 and D6). These statements shall be published on the District website.

Expenses relative to the training of Area Directors shall be subject to special consideration and authorisation by the District Governor.

- C.2 Each Area Director shall be given her official Area Director's Pin at the beginning of each Biennium; such Pin remains the property of the recipient.
- C.3 Each Area Director shall issue Newsletters as arranged for the Biennium with the District Governor, such to be sent to District Board members, District Committee Chairmen, and to each Club in her Area with a request that the newsletters be distributed to all Club members.
- C.4 Clubs may join together to promote the ideals of Zonta International, for action such as a service project, a program, or a fund raising event. Area Director/s shall be kept informed about such planned Interclub activity. Any resulting deficit shall be the responsibility of the participating Clubs.

Prior to scheduling a special event, or Interclub activity, a Club or an Interclub Planning Committee must clear the date/s of planned event/activity, in good time and in writing, with the Area Director, who in turn shall liaise with the District Governor, who shall respond as soon as possible to the request for clearance of date/s.

The District Board, a Club Board, the host Club for the District Conference or for an Area meeting, shall have authority to open a Bank/Society account in the name of Zonta International.

Funds raised in the name of Zonta shall not be deposited in any account other than that approved by the District Governor or in her absence the District Treasurer. The name of the proposed account, the location of the Bank/Society, the operating signatories and method of operation must be advised when approval is sought.

One participating club must accept responsibility for the financial management of an Interclub activity.

An Interclub Planning Committee shall submit to the participating Club Boards, a written report together with financial statement, at the conclusion of the project or event or program, or, in the case of a continuing project or program, annually at the conclusion of each Club year.

- C.5 If appropriate, an Area Director may maintain a permanent telephone number in a Regional Telephone Directory, under the name "Zonta International", the cost of such will be payable from District funds. The District Board shall determine whether there should be more than one Directory entry for any one Area, having regard to the location and the geographical size of the Area and other factors.
- C.6 Other Duties of the Area Director as set out in the latest edition of the District Manual.

D. AREA MEETINGS

- D.1 The Area Director will select a date and a host club(s) for the meeting in co-operation with the District Governor.

- D.2 Area meetings are to be fully supported by a registration fee which includes the cost of meals. A preliminary budget should be presented to the first District Board meeting of the year for meetings scheduled for that year.

The registration fee does not include the cost of printing and sending the call to the meeting or costs of the presiding Area Director and District Governor (or nominee), such as registration fee, travel, accommodation; these expenses are paid by the District according to the approved Reimbursement Schedule. Overnight accommodation for members attending the meeting is not included in the registration fee.

- D.3 Area Meetings must be self-supporting; any deficit will need to be covered by the host club(s). Profit making is to be discouraged. The registration fee needs to cover all basic expenses of running the meeting. A report on the meeting, including a detailed financial report, is to be submitted by the Host Club/s to the Area Director within sixty (60) days of the meeting.

- D.4 Any surplus Area Meeting Funds shall be divided equally between:
(a) the District OMC Fund and
(b) a local community project recommended by the host club or clubs

- D.5 Other responsibilities of the host club(s) are as set out in the latest edition of the District Manual.

- D.6 A financial statement, showing all income and expenditure from an Area Meeting, shall be provided to the District Treasurer for approval not later than sixty (60) days after the meeting.

- D.7 The proceeds of an Area Meeting are to be dispersed as per D4, and the account/sub-account closed not later than ninety (90) days after the meeting, with the Area Director being so advised.

E. DISTRICT BOARD

- E.1 Board meetings shall be called at the discretion of the District Governor. These meetings may be conducted face to face, via video link and/or teleconference. Excluding the Board meeting at Conference time, no fewer than four (4) and no more than five (5) meetings shall be held within the District during the Biennium.

Incoming Board members will be invited to attend the last Board meeting for the Biennium prior to the changeover of Boards.

- E.2 A District Property List shall be maintained by the District Secretary as part of the District Records. This list shall be published on the District website for members' information.

- E.3 The District must not promote or be part of any business venture, the proceeds of which are not wholly allocated to Zonta International, and in accordance with the objects of Zonta International.

Use of the Zonta logo on articles for sale must comply with the rules for use of logos as per the Zonta International policy.

- E.4 Results of final Ballots for all elections in the District shall be declared, disclosing the number of votes received. The detailed results will be recorded in the District records for access if requested by any member.

- E.5 The Area Directors shall be elected at the District Conference by the clubs in the area. In the event of a tied vote, no Area Director is elected for that area and there will be two run-off elections with all candidates included on the ballot. If the tie remains unbroken, a coin toss procedure will be utilized to break the tie.
- E.6 Any mail ballot shall be conducted through the District Credentials Committee which shall first establish which clubs are "in good standing".
- E.7 The District website shall conform to the policy on websites as issued by Zonta International.

F. DISTRICT CONFERENCE

- F.1 There shall be an annual advance representing at least \$1.50 per capita based on District membership as recorded by Zonta International in February or March, payable by the District, to the host Club or Clubs or to the District Conference Committee, to subsidise the cost of a member's basic Conference registration fee.

Any expenses relative to planning for the District Conference shall be the responsibility of the District Conference Committee.
- F.2 Any loss or gain from the District Conference has to be covered by/transferred to the District OMC Fund.
- F.3 The District Conference Committee shall budget for members of Z Clubs (if such Clubs exist within the District) to attend and to subscribe only 50% of the basic registration fee.
- F.4 No later than sixty (60) days after its close, a comprehensive Report including financial statements covering the District Conference, shall be submitted by the District Conference Committee Chairman to the District Board. At the same time, surplus funds shall be remitted to the District Treasurer. A copy of the Conference financial report shall also be available to members (via posting on the District Website) not later than 90 days after the close of the Conference.
- F.5 Surplus Conference funds, including proceeds from hire of sale tables and/or raffles or other fundraising at the District Conference, shall be divided equally among:
 - a. the International Service Projects approved by members in Conference;
 - b. the District OMC Fund; and
 - c. a local community project recommended by the host Club or Clubs.
- F.6 The District Governor may convene at the time of a District Conference, a function for Past District Governors and/or special visitors who may be attending the Conference, such to be at the expense of the District, not the Conference.
- F.7 District Conference motion cards and election ballots shall be retained by the District Secretary until the minutes of the District Conference have been approved.
- F.8 The District Secretary, with the approval of the District Governor, shall prepare Minutes 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. These Minutes will be adopted by the voting members of the next District Conference.

F.9 The Conference Budget shall be submitted to the Governor and the District Board for approval.

G. GENERAL

G.1 Following the District Conference, pertinent information about the newly elected Board shall be circulated for forthcoming editions of National, State or Women's Directories as deemed necessary by the Board, for the purpose of updating Zonta International entries in relevant publications and Websites. A list of these Directories shall be kept on file.

G.2 The Rules of Procedure for District 22 shall be revised prior to District Conference each Biennium to reflect any minuted change in District procedure, or directional change, or as directed by members at District Conference or at Zonta International Convention.

G.3 Raffle/art union tickets or similar shall not be circulated to other Clubs for sale unless requested and prepaid by the receiving Club. All raffles/art unions shall be conducted in accordance with State laws governing such events.

G.4 All clubs should be Incorporated within three (3) months of Charter date.

G.5 The rules contained in the current edition of "Robert's Rules of Order" shall govern Zonta International District 22 in cases in which they are not inconsistent with the Bylaws of Zonta International.

REIMBURSEMENT SCHEDULE

- | | |
|---------------|--|
| Car Travel | – 40 cents per kilometre, with maximum payment equivalent to no more than the best value economy airfare available on the day of travel |
| Air Fare | – equivalent to best value economy fare available at the time of booking |
| Accommodation | – Twin occupancy basis, single rooms may be requested with officers paying the difference in tariff |
| Meals | – reasonable cost; alcoholic drinks at the cost of the district officer |
| Photocopying | – 10 cents per sheet |
| Area Meetings | – Zontian speakers - travel and accommodation costs to be paid by the Area Meeting (or billeting offered) if the Area Meeting is not held in the "home" Area |