



DISTRICT 28 RULES OF PROCEDURE

District 28 of Zonta International shall be established and governed in accordance 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.

1. There shall be a vice area director for areas 02 – 04. The vice area director shall be elected by the clubs in the area.
2. The area and vice area director, area treasurer and two auditors shall be elected preferably at the autumn area meeting, latest at the area meeting immediately prior to the convention.
3. The District authorizes the Areas to collect per capita area dues. The area dues are payable each year, June 1st.
4. Area dues shall be determined by a two-thirds (2/3) vote of the delegates at an area meeting.
5. The District Board shall meet at least 2 times each year.
6. District dues and fees shall be determined by two-thirds vote of the voting members at a district conference. On 1 June of each year, each club shall pay to Zonta International District 28 € 18.00 per capita dues based upon the number of members in the club as of 1 June of the same year. Members who join in the second six months of the fiscal year of Z.I. pay one-half the district dues for that year.
7. 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.
8. 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.
9. The governor shall approve the expenses of other District Board members and district committee members.
10. Expenses to be paid from the district general operating funds are defined in the Zonta International District 28 Reimbursement Guidelines. **The district board has the authority to amend the Reimbursement Guidelines.**
11. The International Convention expenses of registration, banquet, other convention meals, transportation, and hotel for governor and incoming governor will be paid from the district funds.
12. The district shall hold 1 district conference per biennium and optionally 1 district seminar per biennium.

13. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective. The district financial records shall be audited by certified/chartered public accountants or by a qualified individual independent of the district board.
14. Expenses to be paid from the district conference funds shall include expenses for printing the Call to Conference, meeting room costs, registration, transportation and hotel, convention and other meals during conference days, etc. – for district board members, committee chairs only when invited by the governor.
15. 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 as 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.
16. The voting members of the district conference decide with majority vote where to hold the next conference - and which proposition as to the presumably date the governor has to make to the International President Elect.
17. All previously adopted resolutions automatically expire at the end of each conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.
18. District conference motion cards and election ballots shall be retained by the secretary for at least 3 months, or until the minutes of the conference have been approved, whichever is longer.
19. The district secretary, with the approval of the district governor, shall prepare a summary of the 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 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 or other appropriate interested parties.
20. The governor may appoint a parliamentarian to serve at conference and as needed during the biennium.
21. The conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.
22. The chairman of the district nominating committee shall request prior to 6 months of each odd-numbered year suggestions from each club for nominees for each position to be filled by election at the succeeding 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 each club shall be ninety (90) days prior to conference. 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 at least 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 any level of Zonta International while serving on the committee. 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. 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.

23. There shall be at least the following standing committees:

OMC – Organization, Membership and Classification committee

shall promote organization of new clubs, membership recruitment and retention in existing clubs, programs developed by the Z.I. OMC Committee.

Bylaws and Resolutions committee

shall review these Rules of Procedure to ensure their compatibility with Zonta International Bylaws and investigate complaints as to ZI Bylaws, Art. VII, Sect. 9

District PR and Communication committee

shall promote the objects of Z.I., awareness of Zonta clubs.

Zonta International Foundation committee

shall promote awareness of all Zonta International Foundation programs, the educational programs, service programs and all other programs funded by the Foundation, this shall also promote local service projects and their linkage to the ZI Advocacy policies.

Advocacy committee

shall promote legislative awareness, advocacy, and equal rights following the guidelines established by the ZI Board.

United Nations Committee

shall promote awareness of the United Nations, its agencies and programs, and the relationship between the United Nations and Zonta International; recognition of memorable days and programs of United Nations.

24. There may be other standing or special committees to achieve biennial goals as set by the governor or the district board.

25. The governor shall appoint the chairman, such other members of all committees as the governor deems appropriate and one or more district foundation ambassadors.

26. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairmen shall apply to the governor for funds and shall submit vouchers for reimbursement and/or requests for advances to the governor for approval.

27. 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 treasurer shall begin transferring responsibilities to the incoming treasurer by June 1 of the first year of the incoming treasurer's term and must complete the transfer within forty-five (45) days after the end of the treasurer's term.
28. Clubs shall submit the names of their officers (with addresses, phone numbers, fax, e-mail address) to the governor, lt. governor, treasurer, and area director – latest on 1 May of each year.
29. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the Conference voting members, provided that the proposed amendment has been sent to the president of each club within the district at least sixty (60) days before the conference; clubs may propose amendments by submitting them to the governor at least ninety (90) days before the conference. If the district board determines that the proposal does not require further study, it shall publish the proposal to all other clubs in the district at least sixty (60) days before the district conference and shall submit the proposal to the delegates at the conference.
30. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Zonta International District 28 in cases in which they are not inconsistent with the bylaws of Zonta International
31. SCHEDULE OF DISTRICT 28 FEES:
District dues € 18.- per capita, (including District Conference assessment)

These rules were adopted at the DC in Hanau on 26 September 2015

Governor Helena Buehler

Secretary Kathrin Laubacher