

Proposal to District Conference regarding Changes to the Rules of Procedure for D28

Background

1. The management of the district accounts is the responsibility of the District Treasurer. She is elected for a biennium and may extend the service of District Treasurer for a second biennium, for a total of 4 years of service in that capacity. Normally, the position of Treasurer is rotated between the three areas of District 28.

In the past, the bank account was moved with the change of the Treasurer to her country of residence. This used to be the most practical way of managing the accounts of the district. However, since the Finance crisis of 2007/08, regulation and oversight of banks in every country have been tightened to the point where it has become nearly impossible to open a bank account in the name of the District.

2. The age limit for young professionals has been set at age 30 in the District. Meanwhile, Zonta International has set an age limit of age 35 at the Convention in Hamburg.

Proposal

1. The District Board has therefore analyzed the possibilities to decouple the opening and closing of bank accounts from the change in District Treasurers.

The current account for District 28 is held with Postfinance AG in Switzerland. Postfinance is not a regular bank but offers all the bank services that the District needs. It is state-owned and therefore safe and, as a consequence, it is less regulated than regular banks.

With the possibilities of e-Banking, which are offered by Postfinance AG, the country of residence of the Treasurer is irrelevant. This means that it is possible to keep the account in Switzerland and a Zontian from Italy or Germany can manage the accounts. The main contact for the account, the Postfinance liaison, will have to be a Swiss Board member. That Postfinance liaison's only obligation will be to grant rights of access to the elected Treasurer in charge and to pass on administration rights to her Swiss successor.

2. In order to handle membership fees for young professionals in line with the stipulations of Zonta International, it is proposed to adapt the D28 Rules of Procedure accordingly.



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Request for decision by Delegates

The District Board therefore proposes to the delegates of D28 to approve the following changes to the Rules of Procedure of District 28:

The Account of the District Board is kept with Postfinance AG in Switzerland.

The D28 rules of procedure are changed as proposed with regard to the bank account (paragraphs 24 and 25 — see summary in Attachment A).

The membership fees for young professionals as defined by Zonta International are set at half the fees for regular members.

Marburg, 26 June 2023

For the District Board D28

Dersch Governor

Kathrin Laubacher
Lt Governor

Changes to Rules of Procedure

The following two articles are proposed to be added to the Rules of procedure for District 28:

21. Young professionals as defined by Zonta International pay half the annual per capita dues, i.e. 'g 9 per year; if they join in the second six months of the fiscal year, they pay € 4,50.
24. For continuity and efficiency reasons the bank account for the processing and handling of the district finances shall be kept in Switzerland with Postfinance AG, regardless of the country of residence of the Governor and the Treasurer. Two board members will be in charge as the main contacts and as Admin users in the bank relation (Postfinance Liaison). One of the two shall be a board member domiciled in Switzerland. They shall be responsible to grant the e-banking rights to the treasurer and a substitute as deemed appropriate and will also ensure a smooth transition to their successors in the Board.
25. The Postfinance Liaison will collect the data necessary for granting access rights and ensure that the officers granted access *are* informed how their data is used. The relevant documents can be downloaded at www.postfinance.ch/dse in German, Italian and English.

Beyond above material changes of content, further formal changes were made:

- Titles were added
- Provisions were grouped by subject and title

These formal changes were made to increase readability of the document.



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.

A. District Conference

1. The reimbursement Guidelines are approved by the District Conference.
2. The reimbursement of cost incurred related to the organisation and attendance of the District Conference is regulated by the District's reimbursement guidelines.
3. The voting members of the district conference decide with majority vote where to hold the next conference. Furthermore, the Voting members propose the date for the District Conference, which the governor has to submit to the International President Elect for approval.
4. During the District Conference all resolutions adopted for the time of the Conference automatically expire at the end of each conference. If a subject matter is to be continued, it must be reaffirmed or newly adopted at the conference it is scheduled to be discussed.
5. 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.
6. 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 interested parties.
7. The governor may appoint a parliamentarian to serve at the conference and as needed during the biennium.
8. The conference chair shall provide the district treasurer with the financial statements of the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.

The chair of the district nominating committee shall request suggestions from each club for nominees for each position to be filled by election at the succeeding conference. This request shall be placed at least 6 months prior to 31 May of each odd-numbered year. 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 the 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.

9. 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 thirty (30) 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 fifteen (15) days before the district conference and shall submit the proposal to the delegates at the conference.
10. 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

B. District Board

11. There shall be a vice area director for each area of District 28. The vice area directors shall be elected by the clubs in the area.
 12. 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.
 13. The District Board shall meet at least 2 times each year.
 14. The district shall hold 1 district conference per biennium and optionally 1 district seminar per biennium.
 15. The District Board shall take action annually to determine the use and disposition of interest earned from district funds, even if the decision is to allow the interest to accrue.
 16. Outgoing district officers and committee chairs 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.
 17. 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.
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C. Membership fees

18. The District authorizes the Areas to collect per capita area dues. The area dues are payable each year, June 1st.
19. Area dues shall be determined by a two-thirds (2/3) vote of the delegates at an area meeting.
20. District dues and fees shall be determined by two-thirds vote of the Voting members at a district conference. By 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.
21. Young professionals as defined by Zonta International pay half the annual per capita dues, i.e. € 9 per year; if they join in the second six months of the fiscal year they, pay € 4,50.

D. Treasury Management

22. 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.
23. The budget and the annual accounts shall be prepared by the treasurer using at least the following level of detail:
 - Governor Expenses
 - Lt Governor Expenses
 - Treasurer Expenses
 - District Chairs and Ambassadors
 - Auditors
 - District Board Meetings
 - District Conference
 - International Convention
 - Website and Social Media
 - Bank charges and fees
 - Subsidies for SOM Clubs
 - Prize money for Awards
 - Public Relations
 - Special District Projects
24. For continuity and efficiency reasons the bank account for the processing and handling of the district finances shall be kept in Switzerland with Postfinance AG, regardless of the country of residence of the Governor and the Treasurer. Two board members will be in charge as the main contacts and as Admin users in the bank relation (Postfinance Liaison). One of the two shall be a board member domiciled in Switzerland. They shall be responsible to grant the e-banking rights to the treasurer and a substitute as deemed appropriate and will also ensure a smooth transition to their successors in the Board.
25. The Postfinance Liaison will collect the data necessary for granting access rights and ensure that the officers granted access are informed how their data is used. The relevant documents can be downloaded at postfinance.ch/dse in German, Italian and

English.

26. The treasurer shall use money market checking, savings accounts, certificates of deposits, or other appropriate money management techniques to maximize earnings on district funds.
27. The governor shall approve the expenses of other District Board members and district committee members.
28. Expenses to be paid from the district funds are defined in the Zonta International District 28 Reimbursement Guidelines.
29. 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.
30. Expenses to be covered by the district conference shall include expenses for the Call to Conference, conference facilities, registration process, translation and catering during the conference.
A registration fee shall be charged to each individual member who attends the district conference. Insofar as financially feasible, the registration fee should be set so as to cover the above costs.

E. Standing Committees

31. 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.

32. There may be other standing or special committees to achieve biennial goals as set by the governor or the district board.
33. The governor shall appoint the chairs, such other members of all committees as the governor deems appropriate and one or more district foundation ambassadors.
34. Provided funds are available, the district budget may allocate funds for the use of committees. committee chairs shall apply to the governor for funds and shall submit vouchers for reimbursement and/or requests for advances to the governor for approval.