

## Zonta District 4 Rules of Procedure

*Adopted: April 29, 2006*

*Revised: Adopted by District Conference, September 27, 2013*

*Revised: Adopted by District Conference, September 26, 2015*

*Revised: Adopted by District Conference, September 23, 2017*

*Revised: Adopted by District Conference, September 28, 2019*

*Revised: Adopted by District Conference, September 25, 2021*

*Revised: Adopted by District Conference, September 21, 2023*

*Revised: Adopted by District Conference, September 27, 2025*

District 4, Zonta International shall be established and governed in accord with Article XIII of the Zonta International Bylaws, the International Rules of Procedure, and the Zonta International District Manual. The rules contained in the current edition of Roberts Rules of Order - Newly Revised shall govern Zonta International District 4 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure adopted by the Zonta International District 4 Board. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

### **A) Financial**

#### 1. Finances:

##### Dues

- a. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a District Conference.
- b. By June 1<sup>st</sup> of each year each club shall pay to Zonta District 4 \$23.00 per capita dues based upon the number of members in the club on June 1st. (June – May, full year: \$20 District Dues; \$3.00 assessment for Conference).
- c. Members who join in the second six months of the fiscal year pay one-half the district dues for that year and 100% of assessment for conference. (December-May: \$10.00 District Dues; \$3.00 assessment for a total of \$13.00 for 6 months).
- d. Any new member paying full District dues in April or May of the fiscal year shall be considered fully paid for the following year.

##### Other matters

- e. Provided funds are available, the District budget may allocate funds for the use of committees. Committee Chair 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 as outlined in the District 4 Reimbursement Guidelines and District 4 budget.
- f. The District Treasure, who shall also act as the Conference 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 and with the approval of the Finance Committee and Governor.

- g. The district board shall take action annually to determine the use and disposition of interest from district operating and conference funds, even if the decision is to allow the interest to accrue in those respective funds.
2. The District will maintain a reserve fund of US \$5,000.
3. The Governor shall approve the expenses of other District Board members and District Committee members as outlined in the District 4 reimbursement guidelines. All such members shall work within the District 4 budget. Such a budget shall be prepared by the District Finance Committee in consultation with the Governor, discussed and recommended by the District Board at their May board meeting of the odd year and approved by the members at the District conference.
4. No Officer is allowed to sign their own check/cheque. The Governor's expenses will be approved by the Lieutenant Governor.
5. 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.
6. Expenses to be paid from the District's general operating funds are defined in the District 4 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the District Board.
7. The District will pay for
  - a. Name tags for District 4 board members, Committee Chairs, and members of committees at their option.
  - b. 100 business cards will be provided by the District per biennium for elected members and Committee Chairs at their option.
  - c. Area Director's pins will be purchased by the District.
8. The District financial records will, at the end of the biennium be compiled by a certified/chartered public accountant or by a qualified individual independent of the district board. This examined financial statement will be presented at the district conference.

## **B) District Conference**

1. The District shall hold one District Conference per biennium.
2. The District Conference is held in the fall (of odd year) with approval of dates by Zonta International Board.
3. All Clubs are expected to refrain from hosting club events during the District Conference.

4. The Lieutenant Governor will decide location of the next District Conference or if to hold the conference electronically or as a hybrid meeting.
5. The Conference Committee establishes a budget, which is then be approved by the District Board. The Committee is entrusted to work within the approved budget.
6. The financial goal for the Conference is to break even. Any profits that the Conference realizes will be forwarded to the District; any losses will be underwritten by the District.
7. The biennial District budget shall be presented to the District Conference preceding the next biennium.
8. Conference registration for delegates for any newly chartered District club, since last District Conference, will be paid by District.
9. District Conference motion cards and election ballots shall be retained by the secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is sooner. A list shall be kept that indicates the descending order of votes received for the Nominating Committee candidates, to facilitate the filling of a Nominating Committee vacancy if one arises during the 2 year term.
10. The Governor shall appoint a Parliamentarian and Secretary to serve at Conference and as needed during the biennium.
11. The Conference Chair shall provide the District Treasurer with the financial statement for the Conference and all fiduciary data relating to the Conference within forty-five (45) days following the Conference and will provide the governor with a written report within forty-five (45) days of the end of the conference.
12. The District Secretary, with the approval of the governor, shall prepare a summary of proceedings of the conference, to be sent to each club president and to the district board members within sixty (60) days following the conference. Minutes of the Conference proceedings will be prepared by the District Secretary and approved by the District Board and adopted by the voting delegates at the next Conference). After approval, a copy will be issued to each club.
13. 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 the end of each conference.
14. A club represented by proxy at District Conference shall be represented by all of its entitled proxy votes. No club can be represented by proxy at more than two (2) consecutive conferences. Proxies should not be instructed how to vote but be trusted to vote in the best interests of the club.

15. Supporting Members will be assessed additional fees when registering for the District Conference. Additional fees will include the Conference assessment fee for the District, and any other reasonable administrative costs. New Sept 2025

### **C) Area Meetings**

1. The title of Area Meetings identified by Zonta International shall be determined by the incoming Governor for the following biennium.
2. The District shall hold a minimum of two Area Meetings per year, one located in the United States of America and one in Canada. The Clubs in the Areas will work together to choose a location or hold electronically if needed.
3. The financial goal for the Area Meeting is to break even. Any profits that the Area Meeting realizes will be forwarded to the District; any shortfalls will be prorated based on membership numbers by the area clubs where the meeting was held.
4. The topic and format to be featured at Spring Workshops will be discussed and recommended at the District Board meeting no later than November of the preceding year.

### **D) Nominating Committee**

1. By March 15<sup>th</sup> of each odd numbered year of the biennium, the Nominating Committee shall contact Club Presidents for the purpose of identifying nominees for each District position to be filled by election for the succeeding biennium. The Committee may also conduct outreach activities to District members for solicitation of potential candidates for nomination.  
The Deadline for nomination form submissions is **June 5**.
2. The committee shall screen nominees based on qualifications recorded on the Nomination form and must meet qualifications for the position nominated as of June 1st. Nominees who meet qualifications for the position nominated with their consent will have their name placed on the Slate of Candidates. Nominees that did not meet qualification requirements will be notified.
3. The Nominating Committee shall prepare a slate of one or more candidates 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 the District level while serving on the District Nominating Committee.
4. The report of the Nominating Committee shall be sent to each District Officer and Club in the District at least sixty (60) days prior to the commencement of voting or a date to be determined by the Governor to ensure inclusion into the "Call for Conference".

5. Additional nominations may be made after the June 1st deadline. The deadline for the receipt of additional nomination will be determined by the Governor and specified in the Call to Conference. When making a decision on the date, the Governor will consider the type of voting/election e.g. online preconference voting/election or in person conference voting/election.
6. The District 4 Board will determine the time and location, whether prior to or during the District 4 Conference, of the nominated candidates' speeches and election.
7. Area Directors are elected exclusively by the Clubs situated within the designated area.
8. The Nominating Committee is elected by plurality vote. All other offices are elected by a majority vote.

For positions elected by majority vote.

- If there is a tie vote or no candidate has the majority vote, only the two(2) candidates who received the largest number of votes will remain on the ballot for a second ballot for a run-off vote.
- Run-off will continue until one candidate receives a majority vote.

#### **E) Campaigning Policy**

1. Campaigning will align with the Zonta International Rules of Procedure on Circularization and the Zonta International campaigning Policy.
2. No campaigning of any sort, other than the wearing of the official candidate's identifier by the candidate at conference, shall be allowed.
3. Allowed activities:
  - a. Following issuance of the official slate by the District Nominating Committee, Zontians attending Zonta functions may be introduced as candidates, with no other information being provided about the candidates. At no time may either the candidate or any other Zontian publicly request votes for the candidate.
  - b. Candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter.
  - c. If asked, only oral endorsements, based on personal knowledge and experience, may be made by other Zontians.
4. Disallowed activities:
  - a. Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the Conference or at designated meeting in conjunction with electronic voting.

- b. No current or past officer or director of Zonta International or current or past officer of the District shall seek to influence members to vote for or against a particular candidate.
- c. No gifts, trinkets, buttons or promotional material (such as flyers, brochures or resumes including social media) shall be distributed on behalf of any candidate for campaign purposes either before or during the Conference or electronic voting other than material provided by the District Nominating Committee.

#### **F) Awards**

1. Z Club and Golden Z Club awards, or any other identified awards, will be determined by the District Board (monetary value only).

#### **G) District Teams and Standing Committees**

1. The Governor shall appoint the Chair and such other members of all committees as the Governor deems appropriate.
2. There will be four District Teams that will facilitate the partnership and activities of standing or other established committees. Each team will be assigned an Area Director who serves as a link between the committee and District Board. Committee assignments to a team will be based on a common types of activities, interests and ability to build on committee strengths. Teams are as follows; Building Team, Engaging Team, Promoting Team and Governance Team.
3. There shall be at least the following standing committees, and such other standing and special committees as the District Board shall authorize to achieve biennial goals.

##### **Committees required by Zonta International:**

- a. Bylaws and Resolutions Committee
- b. Membership Committee
- c. Service Committee
- d. Advocacy Committee
- e. Nominating Committee (as elected at District Conference)

##### **Other Committees can include:**

- f. Awards:, Jane M Klausman Scholarship, Young Women in Public Affairs Award, STEM
- g. Amelia Earhart Fellowship
- h. Z Club/Golden Z
- i. United Nations
- j. Finance
- k. Archives
- l. District Foundation Ambassadors
- m. Public Relations and Communications
- n. Leadership Development
- o. Risk Management
- p. Conference Committee
- q. Club Creator and Zonta Spirit

#### **H) Newly Chartered Zonta Clubs**

1. The sponsoring club for newly chartered clubs will receive up to \$300.00 from District 4 for reimbursable expenses as deemed necessary by the District Board.
2. The newly chartered club's district dues and conference assessment will be waived in the year the club was chartered.
3. The District will provide a gavel to newly chartered clubs within the District.
4. Newly chartered Z and Golden Z Clubs will receive a gavel from District 4.

#### **I) Communications**

1. The District 4 Board shall meet at least two (2) times each year.
2. Four (4) District 4 newsletters per year are recommended; means of distribution to be determined by the Governor.
3. The District 4 website must be kept current, be content-appropriate, and have links to Zonta International and the District 4 clubs. It shall adhere to the Zonta International guidelines for websites including data protection guidelines.
4. Clubs shall submit the names and contact information (addresses, primary phone number and email addresses) of their President and Treasurer to Zonta International, the Governor, Lieutenant Governor, District Treasurer, and appropriate Area Director by May 1st.
5. Clubs shall submit the names and contact information (addresses, primary phone number and email addresses) of their Committee Chairperson to the appropriate Area Director promptly.
6. Individual clubs in the District are asked to confer with the Board before scheduling charter anniversary events. An individual club shall not hold anniversary events more often than once every five years.
7. 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.
8. All Zonta International guidelines and policies are to be adhered to where they are in compliance with laws in Canada and the U.S.

#### **J) Zonta International Convention**

1. It is recommended that each club within the District, represented by a proxy vote at Convention financially recognize, through a modest subsidy, the INDIVIDUAL proxy bearer. The amount would be agreed upon at the Club level and along with a copy of the

Convention Delegate Proxy Certificate sent to the proxy bearer by the club, a check/cheque to indicate good faith would be included.

2. The international Convention expenses of the incoming and outgoing governors will be paid by the District according to the District 4 reimbursement guidelines.
3. The Governor's pin will transfer to the incoming Governor at the time of the International Convention.

**K - Rules of Procedure Adoption/Amendments**

1. Notice of proposed District Rules of Procedures changes shall be sent to club presidents at least sixty (60) days before the conference.
2. Rules of Procedure can be adopted or amended by a vote at a conference with a two-thirds (2/3) vote of the district conference voting members present at the conference.
3. Rules of Procedure may also be adopted or amended by a mail ballot with two-thirds (2/3) vote of the district voting members, provided fifty percent (50%) of the district clubs respond within forty-five (45) days.

END