



**NAME OF POLICY:** Advocacy Submissions

**Document Classification:** Policy

**Committee Responsible:** Advocacy Committee

**Document Control:**

Item	Date
Original document	May 2018
First adopted by Zonta International District 16 Board	26 May 2018
Posted on website	2019
Next review date	26 May 2019

<b>Related documentation (bylaws, guidelines)</b>	Zonta International Advocacy Tools <a href="https://membership.zonta.org/Tools/Advocacy-Tools">https://membership.zonta.org/Tools/Advocacy-Tools</a>
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1. This policy covers the procedure for the preparation and approval of submissions made by Zonta International District 16 as part of its mission to empower women through service and advocacy ("D16 Submissions").
2. D16 Submissions include:
  - a. submissions to the New Zealand Parliament through Select Committees;
  - b. direct approaches to Members of Parliament (for example, letters to Ministers of the Crown or the Prime Minister);
  - c. submissions to other entities (for example, submissions to the New Zealand Stock Exchange on the NZX Rules).

3. The Zonta International District 16 Advocacy Committee (“the District 16 Advocacy Committee”) shall, in consultation with the District 16 Governor:
  - a. determine the matters on which D16 Submissions will be made;
  - b. arrange for the preparation of each D16 Submission; and
  - c. ensure that all D16 Submissions are of a quality fitting of Zonta International District 16 and reflective of its mission and vision.
4. All D16 Submissions must be approved by the District 16 Governor (or in the Governor’s absence, an officer with delegated authority) before the D16 Submission is made.
5. All D16 Submissions made shall be:
  - a. notified to the Zonta International District 16 Board at the next Board meeting after the making of the D16 Submission; and
  - b. posted on the Zonta International District 16 website.
6. A Zonta International District 16 Club may make their own submission, but before doing so, must:
  - a. notify the District 16 Advocacy Committee Chair to ensure consistency of message; and
  - b. obtain approval of the Club’s submission from the District 16 Governor (or in the Governor’s absence, an officer with delegated authority) before the submission is made.
7. Clause 6a. does not apply to submissions (for example, form letters) that have been pre-approved by the District 16 Governor (or in the Governor’s absence, an officer with delegated authority).