

**ZONTA INTERNATIONAL DISTRICT 16**  
**RULES OF PROCEDURE**  
**(Dated 12th July 2018)**

**FINANCE**

**1. DISTRICT DUES**

District per capita dues shall be paid in New Zealand dollars to the District Treasurer, who shall lodge the said dues in the District Accounts. The District dues shall be determined by two-thirds (2/3) vote of the voting members present and voting at Conference.

**2. PAYMENT OF DUES**

The District Treasurer shall render an annual account to each Club for the payment of per capita district dues based on the annual membership as at 1 June. The account for payment by 1 July. For members admitted from 1 June through 30 November, clubs shall pay full year per capita dues to District, comprising the District fee; for members admitted from 1 December through 31 May, clubs shall pay one-half (1/2) the per capita dues to District, comprising one half of the District fee.

For members under the age of thirty (30) years, a discount of fifty percent (50%) of the relevant District per capita dues will apply.

**3. FISCAL YEAR**

The District fiscal year will be 1 June to 31 May.

**4. DISTRICT INVESTMENTS**

Investment of District funds shall be made only in accordance with the provisions of the Trustee Act and with the approval of the District Board.

**5. CONTINGENCY FUND**

The District shall establish a reserve fund equal to one year's operating expenses but not less than \$30,000. This reserve is established to enable the District to continue to a minimum operation in the event of emergency circumstances.

An amount of **\$30,000** shall be invested in accordance with the provisions of the Trustee Act to provide for any emergency within the District. Such funds to be distributed only after unanimous approval of the District Board.

**6. REIMBURSEMENT**

All reimbursement of District monies shall only be made on the presentation of receipts. All such expenses will be within the approved District budget.

Expense vouchers shall be submitted to the Governor for approval before any reimbursement by the District Treasurer. Expense vouchers for the Governor shall be submitted to the Lieutenant Governor for approval before any reimbursement by the District Treasurer. Expense vouchers should be submitted as soon as possible after the expenses are incurred but not later than 60 days.

**7. DISTRICT PUBLICATIONS**

District publications, such as promotional handouts and newsletter expenses, as determined by the District Board shall be paid by the district.

**8. CONVENTION EXPENSES**

When attending Conventions, installation banquet or similar event and the Governor's dinner, economy travel, registration fees and shared accommodation for the Outgoing

District Governor and Incoming District Governor shall be paid by the District. No other Board member will be reimbursed.

#### **9. DISTRICT INSURANCE**

District shall have public liability insurance as required and District insurances shall be reviewed each year.

#### **10. CHARTER DINNERS AND WORKSHOPS**

The District Governor, or representative, shall officiate at Charter Presentation Dinners, the expenses of which are the responsibility of the District.

The District Governor and the Lieutenant Governor will attend Area Meetings. Their registration fee will be the responsibility of the Area Meeting.

#### **11. OFFICIAL VISITS BY DISTRICT BOARD MEMBERS**

When an official visit is made to a Club by a member of the District Board, the Club shall provide the cost of the meal and, if necessary, overnight accommodation. If a District Officer elects motel/hotel accommodation rather than private accommodation, then the District Officer will meet this cost. These protocols will also apply where a Vice Area Director is attending in lieu of a District Board member.

#### **12. FINANCIAL STATEMENTS**

The District Treasurer shall circulate financial statements to each District Board member prior to each Board meeting.

#### **13. FINANCIAL STATEMENTS**

The District Treasurer shall send to all District 16 Clubs Annual Financial Statements. These statements to include the Statement of Financial Performance and Statement of Financial Position for the previous financial year, and the Biennium Budget which will be presented in two parts for ease of comparison with actuals.

### **DISTRICT BOARD**

#### **14. DISTRICT EXPENSES**

Official running expenses for the District Board, the District Committee Chairmen, Vice Area Directors and members of the Nominating committee shall be paid by the District in accordance with Rule 6.

Expenses in excess of the budget shall be approved in advance by a majority vote of the District Board.

#### **15. BOARD MEETINGS**

Board meetings will be held post-Convention, pre-Conference, post-Conference and pre-Convention as well as two further meetings and any additional meetings as determined by the District Governor. The mid-term Board meeting should be held at a venue chosen according to representation to conserve funds. At the post-Conference and pre-Convention Board meetings, the newly elected Board for the following Biennium is invited to attend.

For mid-term Board meetings, all travel expenses will be paid and private accommodation will normally be provided for members of the District Board.

#### **16. PARLIAMENTARY AUTHORITY**

District business will be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised. The rules contained in the parliamentary authority shall govern the District in cases in which they are not inconsistent with the Bylaws and Rules of Procedure of Zonta International and these District Rules of Procedure.

## **17. DISTRICT RULES OF PROCEDURE**

The Rules of Procedure for District shall be reviewed by the District Board prior to the District Conference and shall be adopted or amended by a two-thirds (2/3) vote of the District Conference present and voting members. Notice of such proposed Rules of Procedure or amendments shall be sent to the President of each Club within the District at least sixty (60) days before the Conference. Rules of Procedure may also be adopted or amended by a mail ballot.

## **18. QUORUM FOR BOARD**

A majority of the elected members of the District Board shall constitute a quorum.

## **19. VOTE FOR BOARD**

A majority vote shall be required for action, unless a greater vote is otherwise required.

## **20. DISTRICT RECORDS**

The District Governor shall maintain a correspondence file and the District Treasurer shall maintain complete financial records to be transferred to the incoming Governor and Treasurer respectively. The outgoing District Treasurer will transfer copies of transactions to the incoming District Treasurer no later than forty-five (45) days after the term of office ends, and will arrange audit or review of the accounts as soon as possible. The District Secretary shall maintain an inventory of District property and prepare any material appropriate for the District archives and will transfer these to the incoming District Secretary. Area Directors and District Chairmen shall maintain files to be transferred to their successors. With the exception of the Treasurer's records, all District records must be turned over to the successors no later than thirty (30) days after the term of office ends.

## **21. DISTRICT BOARD NAME BADGES**

Name badges for Board members and Vice Area Directors shall be ordered at the end of each Conference.

## **22. DISTRICT PINS**

The District Governor shall be given a District Governor's pin in gold to wear during the term of office. A similar pin in gold shall be given to the Lieutenant Governor. Both pins will remain the property of the District. An appropriate pin will be purchased and presented to the outgoing District Governor. Area Directors shall be given their Area Director pins at the beginning of each Biennium. These pins to remain the property of District 16. The pins are to be given at an appropriate hand-over ceremony.

## **23. PROFILE OF ZONTA**

Immediately following the Conference, pertinent information about the newly elected Board shall be advised to national organisations as deemed appropriate.

## **CONFERENCE**

### **24. CONFERENCE DELEGATES**

The voting members of the District Conference shall be the governor, lieutenant governor, area directors, treasurer, and the delegates of each club in good standing.

**Clubs.** Each club shall be entitled to one (1) delegate and one (1) alternate. If, as of the date specified by the district for the payment of district dues, the membership of any club exceeds thirty (30) members, the club shall be entitled to a second delegate and alternate. If the membership exceeds sixty (60) members, the club shall be entitled to a third delegate and alternate. Delegates and alternates shall be elected by the club they represent. A delegate may carry more than one of the total votes to which the club is entitled. A member of the District Board shall not be a club delegate or alternate. Clubs must confirm their standing when the club nominates its delegate/s and proxy/s.

**Proxies.** A club may be represented by proxy at a district conference. A club represented by proxy shall be entitled to its total vote by proxy. No club may be represented by proxy at more than two (2) consecutive conferences. A club may carry the proxy votes from no more than two other clubs.

### **25. VOTE FOR CONFERENCE**

A majority of voting members registered at Conference shall constitute a quorum.

### **26. RESPONSIBILITIES OF HOST CLUB/S FOR DISTRICT CONFERENCE**

The Host Club or Clubs for a Conference shall be held responsible for any deficit resulting from expenditure over and above that approved by the District Board, unless such deficit is the result of an "act of God" or of circumstances deemed justifiable by the District Board, when the deficit shall be borne by the District.

### **27. BOARD ASSISTANCE FOR HOST CLUB/S FOR DISTRICT CONFERENCE**

There shall be an on-going refundable advance of \$5,000 paid to the district Conference Host Club(s) by the District Treasurer. Conference profit to be forwarded within 60 calendar days of the close of the District Conference to the District Treasurer. A statement of accounts shall be submitted to the District Treasurer within 60 calendar days of the close of the District Conference.

### **28. BOARD CONFERENCE EXPENSES**

At District Conference, all travel expenses, registration fees and accommodation on a twin-share basis will be paid for by the District for the members of the District Board, the District Secretary and the Conference Parliamentarian appointed by the District Governor to attend the Conference.

The District will pay for a suite for the District Governor at Conference which shall be for her sole use.

### **29. SALES AT DISTRICT CONFERENCE**

Proceeds from the silent auction at the District Conference shall be given to the Zonta International Foundation – International Service Fund.

Proceeds from the raffle at the District Conference shall be given to a District 16 Project or one or more Zonta International Foundation Funds. This determination is to be made prior to Conference by the Club organising the raffle.

### **30. APPOINTMENT OF CLUB PROXY TO CONVENTION OR CONFERENCE**

Any Club appointing a proxy for Convention or Conference shall pay directly to the proxy a minimum of half the basic registration fee to assist with the expenses incurred in attendance at Convention or Conference. This payment shall be a matter between the proxy and the club appointing the proxy, and shall in no way affect the payment given to the proxy by any other club. In return the proxy shall give an undertaking to participate in all business sessions, to provide a written report on return from Convention or Conference and to attend the Club in person if at all possible. The Club shall give their proxy guidelines on how they would wish their vote to be exercised at Convention or Conference. The proxy will be held by one delegate.

### **31. DISTRICT CONFERENCE PROFIT**

Any net profit resulting after accounting for all expenditure incurred for a biennial District Conference shall be placed in a Special Reserve Fund ("the Reserve") in the District Financial Accounts. Expenditure from the Reserve will be budgeted in the financial year in which it is to be expended. Expenditure from the Reserve will be restricted to any District 16 project adopted in accordance with Rule 44 of the District 16 Rules of Procedure.

## **DISTRICT GOVERNOR**

### **32. DISTRICT GOVERNOR'S NEWSLETTER**

The District Governor's newsletter shall be sent to Past District Governors, each member of the District Board, and to members of the District via Club Presidents who shall ensure distribution.

## **AREA DIRECTORS**

### **33. APPOINTMENT OF AREA DIRECTORS AND VICE AREA DIRECTORS**

Area Directors will be elected at the District Conference. At District option, a Vice Area Director may be elected to assist an Area Director in the performance of Area duties by the delegates from Clubs in that Area, either at the District Conference, or at the Area Meeting immediately preceding the Convention.

### **34. CLUB VISITS BY AREA DIRECTORS**

The Area Directors are required to make an official visit to every Club in their Area at least twice in the Biennium and hold one Area Meeting each year. Any additional visits by the Area Director to any Club will be at their discretion and expense. However, should extraordinary circumstances necessitate subsequent visits of an official nature, the Area Director should liaise with the District Governor and District Treasurer for authorisation to claim expenses.

### **35. TRAINING SESSION FOR CLUB OFFICERS AND COMMITTEE CHAIRMEN**

A training session for Club Officers (Presidents, Vice-Presidents, Secretaries and Treasurers), Committee Chairmen and other interested Zontians shall be arranged annually by Area Directors.

### **36. ELECTION OF AREA DIRECTORS**

If a deadlock arises in the voting for an Area Director and/or Vice Area Director after two ballots, the relevant delegates shall be given the opportunity for further consultation and discussion with the candidates prior to the third ballot. If there is still a deadlock the District Governor and Governor-Elect shall consult together and make a casting vote.

## **ORGANISATION AND EXTENSION**

### **37. ORGANISATION AND EXTENSION FUND**

The District shall maintain an Organisation and Extension Fund for the express purpose of organisation, extension and consolidation of Clubs within the District. All Area Meetings or Workshop profits shall be paid into this Fund, and Clubs should be encouraged to contribute to the Fund.

### **38. TO ENCOURAGE SPONSORING AND MENTORING CLUBS**

On presentation of itemised accounts and receipts the District Treasurer will reimburse a nominal amount of \$300 to a Sponsoring, Organising, and Mentoring Committee approved by the District 16 Board for the purpose:

- (a) of supporting or resuscitating an existing club (whether by way or merger with another club, or otherwise); or
- (b) of setting up a new club.

The Committee will produce and submit to the District Governor for approval a plan including a budget for any expenditure additional to the initial \$300. On presentation of itemised accounts and receipts, the District Treasurer will reimburse expenditure in accordance with the approved budget and also reasonable expenses of the Membership Committee District Chairman. Any reimbursement beyond the approved budget will only be made for expenditure that has received prior approval from the District Governor, and in the case of a new Club is only payable if a new Club is formed.

## **GENERAL**

### **39. USE OF ZONTA NAME**

The District will not promote or be part of any business venture, the proceeds of which are not wholly allocated to Zonta, and which has not received the approval of the Board. Sponsorship of a Zonta article or action must have the approval of the Board.

### **40. USE OF ZONTA FLAG AT FUNERALS**

The Zonta International flag will be offered to the families of Past District 16 Governors for use at funeral or memorial services. Contact is to be made by the current Governor or Lieutenant Governor.

### **41. MAJOR CLUB EVENTS**

Individual Clubs must clear dates in writing with their Area Director before scheduling major Club events to avoid clashes. These dates should then be advised to the District Governor.

### **42. YOUNG WOMEN IN PUBLIC AFFAIRS AWARD**

Interviews are mandatory at Club level for finalists of the Young Women in Public Affairs Award. As well as a written application, the submission may include a DVD/or other media such as You Tube as visual and spoken evidence of their experience and achievements in the area of public affairs, local or student government, volunteering and knowledge of Zonta. The Club will still interview applicants and the winner's application will be forwarded to the District 16 selection committee with the DVD/You Tube reference.

### **43. ZONTA ROSE DAY**

As March 8<sup>th</sup> is recognised by Zonta International as Zonta Rose Day, District 16 Zontians shall be encouraged to recognise this day each year by presenting a yellow rose with an appropriate message to prominent women in their community on that day.

#### **44. DISTRICT PROJECT**

District 16 shall adopt a District Project each biennium. District Board will select two proposals from those submitted and these will be voted on by the membership at District Conference, or by a mail ballot conducted in accordance with Rules of Procedure of Zonta International 4b **Mail Ballot**.

More than one District Project can be adopted in any biennium

Each Biennium the District Treasurer will present a reconciliation of funds received from individuals and clubs in support of and for the use of any District Project and other project or funds that fall within the District Board supervision.

#### **45. GOVERNOR-ELECT**

The Governor-Elect may be authorized to make plans for the next biennium including appointing Secretary, Parliamentarian, and standing Committee Chairmen and meet with appropriate Board members and appointees to develop the District programme, goals and Conference plans.

#### **46. RESPONSIBILITIES FOR Z CLUB SPONSORING CLUBS FOR DISTRICT CONFERENCE**

The sponsoring club shall pay 50% of the basic registration fee for one member of each Z club to attend the District Conference.