



DISTRICT 1 RULES OF PROCEDURE

District 1 of Zonta International shall be established and governed in accordance with Article XIV of the Zonta International Bylaws and the Zonta International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

This District shall be divided into two (2) areas:

Area 1	Maine, New Hampshire, Vermont (USA) and Atlantic Provinces (Canada)
Area 2	Massachusetts, Connecticut, Rhode Island (USA) and e-Club of Atlantic Northeast

1. There shall be an area director for each area, elected by the clubs in the area.
2. The district board shall meet at least 4 times each year.
3. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members present and voting at a district conference. On or before, but no later than June 1 of each year, each club shall pay to Zonta International District 1, the per capita dues based upon the number of members in the club as of May 31st of that same year, according to the Schedule of District 1 fees, see Schedule A, page #9. A new member joining the club after December 1 of any year shall pay one half of the amount of the required dues and conference assessment for that fiscal year.
4. 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.
5. 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.
6. The governor shall approve the expenses of other district board members and district committee members. The lieutenant governor shall approve the expenses of the governor.
7. Expenses to be paid from district general operating funds are defined in the Zonta International District 1 Reimbursement Guidelines (see Schedule D and page #12). The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
8. The international convention expenses of the incoming governor and the outgoing governor (*e.g., registration, banquet, other convention meals, transportation, and/or hotel*) will be paid from district funds.

The district shall hold one (1) district conference per biennium. In addition, each area can also hold spring workshops. The first year of the biennium's workshops can be hosted virtually by the governor and the BOD. The

2nd year of the biennium, the workshops can be hosted by the area directors. There will also be one presidents training per biennium hosted by the governor and the BOD.

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9. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
 - a) The district financial records shall be examined by a certified/chartered public accountants or by a qualified individual independent of the district board.
10. 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 so 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.

11. See Conference Schedule B (provisions where and when to hold district conferences.)

12. All previously adopted district resolutions automatically expire at the end of each district conference. If a subject is to be continued, it must be reaffirmed or newly adopted at each conference.
13. 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 longer.

The district secretary, with the approval of the governor, shall prepare a summary of 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.

14. The governor may appoint a parliamentarian to serve at district conference and as needed during the biennium.
15. The district conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within sixty (60) days following the conference.
16. The chairman of the district nominating committee shall request, prior to **July 1st** of each odd-numbered year; suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. Personal data forms, including consent to serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be **June 30th**. 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 five (5) 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 the district and club levels 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.

17. Campaigning Policy (available on the Zonta International website)

(a) Zonta International Bylaws require that there shall be the following standing committees: bylaws and resolutions committee, membership committee, service committee and advocacy committee. There may be such other standing and special committees as the district board shall authorize to achieve biennial goals: finance committee, public relations and communications committee, United Nations committee, Amelia Earhart Fellowship committee, Jane M. Klausman Women in Business Scholarship committee, Young Women in Public Affairs Award committee and a Z club and Golden Z club committee.

- i. The district bylaws and resolutions committee shall review and suggest revisions to the District Rules of Procedure each biennium to ensure they do not conflict with the Zonta International Bylaws and shall investigate complaints made against officers of the district board or against a club. The committee shall follow the procedures as outlined in the Zonta International Bylaws.
- ii. The district membership committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the International Membership Committee.
- iii. The district service committee shall coordinate, at the district level, activities to implement service programs authorized by the international convention. The committee shall also promote awareness of local service projects undertaken by clubs in the district and elsewhere, and of policies developed by the International Service Committee following guidelines established by the Zonta International Board.
- iv. The district advocacy committee shall coordinate, at the district level, activities to implement legislative awareness and advocacy programs, following the guidelines established by the Zonta International Board.
- v. The district United Nations committee shall promote awareness of the United Nations, its agencies and programs, and understanding of the relationship between the United Nations and Zonta International; recognition of United Nations Day (24 October), International Women's Day (and Zonta Rose Day, 8 March) and other international days to commemorate, including themes, years and world decades; activities developed by the International United Nations Committee, including UN-related resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and of the Optional Protocol).
- vi. The district public relations and communications committee shall promote the Objects of Zonta International and its projects and programs, awareness of Zonta clubs and their projects and programs throughout the district, awareness of international and district websites and the resources available thereon, the need for club websites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communication lines.
- vii. The district Amelia Earhart Fellowship committee shall promote at the district level, awareness of the Amelia Earhart Fellowships. The committee shall follow the guidelines established by the Zonta International Board.
- viii. The district Jane M. Klausman Women in Business Scholarship committee shall coordinate, at the district level, activities to promote the Jane M. Klausman Women in Business Scholarships. The committee shall follow the guidelines established by the Zonta International Board.
- ix. The district Young Women in Public Affairs Award committee shall coordinate, at the district level, activities to promote the Young Women in Public Affairs Awards. The committee shall follow the guidelines established by the Zonta International Board.
- x. The district Z clubs and Golden Z clubs' committee shall coordinate, at the district level, activities to promote continuing growth by organization of new clubs and retention in existing clubs. The committee

shall follow the guidelines established by the Zonta International Board.

(b) The governor shall appoint the chairman and such other members of all standing and special committees as the governor deems appropriate.

(c) The governor shall appoint one or more district foundation ambassador(s).

18. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairmen 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.
19. 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 1 June of the first year of the incoming treasurer's term and must complete the transfer within thirty (30) days after the end of the treasurer's term.
20. Clubs shall submit the names of their officers (with addresses, phone numbers and email addresses) to the governor, lieutenant governor, district treasurer, appropriate area director and Zonta International Headquarters within thirty (30) days of election of club officers (by 1 May for clubs with officers taking office 1 June). Clubs shall submit the names of their chairmen (with addresses) to each of the district chairmen promptly after club officers are elected.

These Rules of Procedure may be amended by two-thirds (2/3) vote of the district conference voting members, provided that:

- (a) proposals be submitted by a club or the district board, that the board consider all proposals and make recommendations as to whether they should be adopted. In any event, it is necessary under the Zonta International Bylaws that the following provision be included.
- (b) The proposed amendment has been 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. In that case, to take action, a two-thirds vote of the voting members voting shall be required, provided more than 50 percent of the district clubs respond within 45 days.

The rules contained in the current edition of Zonta International Governing Documents shall govern Zonta International District 1 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

SCHEDULE OF DISTRICT FEES (Schedule A)

District 1, Zonta International

Approved fee schedule effective 2024-2026

District Dues	22 per capita
District Conference assessment	6 per capita
TOTAL	\$28 per capita

New member – half year

District Dues	11 per capita
District Conference assessment	3 per capita
TOTAL	\$14 per capita

SCHEDULE OF CONFERENCES (Schedule B)

District 1, Zonta International

To ensure that each Area will alternately host the official District conference in odd-numbered years we modified the current schedule based on areas that currently held conferences.

Year	Area	Type
2023	1	Official Biennial Conference
2025	2	Official Biennial Conference
2027	1	Official Biennial Conference
2029	2	Official Biennial Conference
2031	1	Official Biennial Conference

DISTRICT MEMBERSHIP FUND USAGE (Schedule C)

District 1, Zonta International

Club recruitment: A club that wishes to develop a recruitment plan should consult with its area director. A proposal documenting planned recruitment events and associated costs, once approved by the area director, should be forwarded to the governor, for approval by vote of the district board. Up to \$500US could be available to assist the club in its recruitment efforts. The proposal must include a plan for re-paying the funds so that the District Membership fund can continue in future biennia.

New Club Organization: Any club or group of individuals that wishes to establish a new club within the District 1 boundaries should contact the Lt. Governor with a strategic plan for club development. The lieutenant governor, in concert with the appropriate area director, will review, approve and forward the plan to the governor, for approval by vote of the district board. Up to \$500US in seed money could be available to assist in this effort. The strategic plan should include a re-payment schedule of seed money over time once the club is fully chartered in order that the District Membership fund can continue in future biennia.

Z/Golden Z Club Development: A club that wishes to organize a Z Club or Golden Z Club should contact the district Z/Golden Z Club chairman and the appropriate area director. A strategic plan for club development and associated costs, once approved by the district committee chair, should be forwarded to the governor, for approval by vote of the district board. Up to \$250US could be available to assist in this effort. The organizing club should submit a proposal for re-payment of the seed money over time that will not have an impact upon the Z/Golden Z Club.

DISTRICT BOARD EXPENSE REIMBURSEMENT (Schedule D)

District 1, Zonta International

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for conference should be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication, toll charges, postage, printing, supplies and typing services when incurred for the district.

TRANSPORTATION

1. Public or Private. Tourist class when traveling by air. U.S. mileage reimbursement will conform with current US Internal Revenue Service rates plus actual parking and/or toll charges, provided this does not exceed the most reasonable airfare.
2. Canadian mileage reimbursement would be based on the reimbursement rates in effect from revenue Canada. Taxis may be used for short trips within a city. Airport limousine (or bus) shall be used whenever possible, if hotel is several miles from airport.

ACCOMMODATIONS

1. District payment for hotel accommodations for district board members shall be one-half of the double occupancy rate except that the district shall pay for a single room (1) when the number of board members requiring accommodations is uneven and it is not feasible for a board member to share a room with another Zontian attending the event; and (2) for the governor at the district conference and the Board meeting immediately preceding it.
If a board member requests a single room she shall pay the difference between one-half of the double occupancy rate and the single room rate.
2. At an international convention the governor and the governor-elect may each be reimbursed up to the full cost of a double room, if desired; furthermore, the district board may decide to pay the cost of a suite for the governor to facilitate entertaining.
3. Miscellaneous charges (cleaning, telephone, etc.) added to hotel bills are considered personal expense and shall not be reimbursed. Reasonable amounts for gratuities (housekeeping, bellman, etc.) shall be allowed.
4. Single room will be provided for the governor or governor's representative at other board meetings, workshops and visitations. It is encouraged that board members accept invitations to stay at members' homes whenever possible on visitations.

MEALS

Not to exceed \$25.00 per day, if needed. Receipts need not be submitted for meals. Cash bar and bar items are not reimbursable expenses. Allowance includes gratuity.

ADVANCES

Advances may be requested at any time with an itemized expense voucher to be filed with the governor.

OTHERS

Officers and district chairmen will be expected to use reasonable care when expending Zonta's funds for any other expenses not covered in the above.

EXPENSE VOUCHERS

1. Vouchers must be itemized: Attach copies of plane tickets, toll receipts, telephone bills, hotel bills, etc.

Vouchers are to be filed with the district treasurer for review, with final approval by governor for approval within 30 days and after 60 days may not be given consideration. Expense vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than May 15th of each year to facilitate closing of the books on May 31.

2. Vouchers shall be submitted to the governor for approval before any reimbursement by the treasurer. The lieutenant governor shall approve the expenses of the governor.

CANADIAN VOUCHERS

Expense vouchers for Canadian Zontians are to be adjusted at the current rate of exchange as of the date the expenses were incurred.

DISBURSEMENTS FROM GENERAL FUND

Include but are not limited to the following:

Zonta travel within the District, expenses for hotels and meals during official Zonta meetings or visits within the District, postage, telephone, printing, multi-copy and office supplies related to Zonta. Travel expenses for the district chairmen must have prior authorization from the governor.

BOARD MEETING ATTENDANCE

Half of the transportation expenses, additional hotel charges if any, and all meal incurred in attending pre- and post-conference board meetings shall be charged to board meeting expense and paid by the district treasurer.

Attendance at pre- and post-conference board meetings shall be reimbursed for the district parliamentarian as outlined above. Expenses of the district parliamentarian for attendance at other board meetings as requested by the governor shall be reimbursed as outlined above.

CONFERENCE ATTENDANCE

1. Conference registration, hotel and conference meals for district board, district parliamentarian, and international representative shall be paid by the district from conference funds.
2. Half of the transportation expense for the district board shall be charged to the conference and paid by the district treasurer
3. Transportation expenses shall be reimbursed for the district parliamentarian as outlined above.

CLUB VISITS

1. Area directors shall make one (1) official visit to each club in their area each biennium. Area directors will be reimbursed for official visits as for board meetings, except that if the area director must incur hotel expense at a single occupancy rate, this rate shall be reimbursed. The cost of the area director's meal at the official club visit shall be paid by the club being visited. It is preferred that the hostess club provide lodging, if needed, for the area director whenever possible.
2. Additional official club visits by the area directors or visits to clubs by other officers shall be approved in advance by the governor.
3. Visits to act as installing officer at a club's installation program shall be reimbursed as previously outlined. The cost of the installing officer's dinner shall be paid by the club visited.
4. Attendance at charter presentations shall be reimbursed for the governor or designee and for the current area director. Previous area directors may be reimbursed with prior approval by the governor.

DISTRICT CONFERENCE

1. District funds available for conference expenses are provided by the conference assessment for each member. The conference assessment shall be forwarded to the conference treasurer in June prior to conference. The assessment is considered income to the conference.

2. The district treasurer will forward the cost of hotel deposits required to hold the conference venue for the requested dates when the contract is signed by the governor. The amount of the deposit will be deducted from the conference assessment.
3. Once the conference budget is approved by the governor, the conference chairman may request an advance of up to US\$1,000 to cover expenses incurred for the conference prior to any income being realized. This advance is to be returned to the district when the final conference accounting is made.
4. Reimbursement to the host club for conference expenses other than those covered by the registration fee, such as printing and postage costs, shall be paid from the conference fund.
5. Reimbursement to district officers for conference/governor's event planning expenses, such as postage, and photocopying; and the governor's and governor-elect's travel expenses involved in planning the conference shall be conference expenses.

AREA MEETINGS

All area meetings must be self-supporting with the exception that registration fees, meals, travel and room expenses when necessary for the sponsoring area directors and for the governor or designee, or any others designated by the district shall be paid from district funds.

Highlighted \Amendments approved by 100% of voters at the District 1 Conference on 10/28/23 in Halifax, Nova Scotia CA

Governor's signature