



ZONTA INTERNATIONAL DISTRICT 14 RULES OF PROCEDURE

A. District Board

1. The elections for the Board for the next Biennium take place at the District Conference.
2. The Board meets at least twice a year. At least one Board meeting must be held in conjunction with the District Conference.
3. The District may hold, if decided by the Board one District seminar per biennium.
4. All elected Board Members have voting and motion rights. The quorum for a meeting is at least two-thirds of the voting members.
5. Decisions are taken with a simple majority. With equality of votes the Governor has 2 votes.
6. In urgent cases the Governor can carry out a vote by email. These decisions must be taken unanimously.
7. The Board decides about the Reimbursement Guidelines and their alteration with a two-thirds vote. Approval at the District Conference is required.
8. All Board members receive the minutes of a Board Meeting no later than 30 days after the meeting. Area Directors will inform their clubs adequately and ensure the implementation of decisions made by the District Board.
9. At the end of the Biennium all minutes and files must be passed on to the successors by August 1.

B. Governor

1. The Governor appoints a (non-voting) Secretary. The Secretary takes the minutes of the Board Meeting and of the District Conference. The minutes of the Board Meeting shall be sent to the Board Members no later than 30 days after the meeting and the minutes of the District Conference no later than 60 days after the Conference. In addition the Secretary carries out any office work as assigned by the Governor.
2. The Governor may appoint a (non-voting) Parliamentarian, to serve the Biennium. The Parliamentarian will ensure that



decisions taken by the District are in compliance with the ZI Bylaws and assist in carrying out the parliamentary procedure.

3. The Governor prepares and chairs all meetings. In the absence of the Governor, the Lt. Governor performs the official duties.

4. There shall be standing committees and special committees as the District Board shall authorize to achieve biennial goals. The Governor shall appoint the chairman and such other members as the Governor deems appropriate. She is a Member of all Committees, except the Nominating Committee.

C. Finances, Treasurer, Auditors

1. The duties of the Treasurer are to administer the dues of the clubs of District 14. The Treasurer, together with the Governor, prepare a 2 years budget for the following Biennium on the basis of the expected revenues and expenditures.

2. This budget must be approved by the voting members at the District Conference.

3. The Treasurer administers the District General Operating Fund, the Solidarity Fund and the Conference Fund. 4.

Expenses to be paid from the District General Operating Fund are defined in the District 14 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds vote of the District Board.

5. In addition an appropriate sum should be held in reserve to cover contingencies.

6. The fiscal year runs from June 1 to May 31 of the following year.

7. At the end of each fiscal year (May 31) the Treasurer closes the books and presents the balance sheet to the Board.

8. At the end of the second fiscal year the Financial Report has to be audited by the elected Auditors by July 15. The audited financial report must be presented to the Governor by August

1. The past Governor will send the audited financial report to the members of the new Board. At least 2 months before the District Conference the audited financial report must be sent to all club presidents of District 14.



The Auditors elected at the District Conference audit the books independently and present their written report at the District Conference.

9. All financial documents shall be handed over to the new Treasurer beginning on June 1 and must be completed within 45 days after the new Treasurer has taken up her office.

10. The annual District dues are determined by a two-thirds at the District Conference. On June 1 of each year each club shall pay to District 14 Treasurer per capita dues in Euro based upon the number of members in the club as of June 1 of the same year. New members in the second half year of the financial year pay half year's dues.

11. Reimbursement of expenses incurred by the Governor, the Board and the appointed officers is laid down in the Zonta D14 Reimbursement Guidelines.

12. At every Board Meeting the Treasurer presents a current statement of finances of all Funds. The Treasurer will keep accurate financial records for all Funds. The books shall be available at all times for the Auditors and/or the Board members.

13. The Auditors will be elected on the proposal of the Nominating Committee at the District Conference for the following Biennium.

14. The Financial compensation for clubs by carrying Proxy votes is fixed at 1/3 of the expenses for travelling, accommodation, registration and gala dinner as defined by the reimbursement guidelines for clubs and is limited to two Proxies.

D. Vice Area Directors

1. There shall be Vice Area Directors elected by the clubs of each area at the District Conference. In the absence of the Area Director the Vice Area Director performs the official duties.

E. District Conference

1. The District shall hold one District Conference per Biennium, preferably not in the same year as the International Convention.



2. The Governor, the Lt. Governor, the Treasurer, the Area Directors, the Vice Area Directors, two Auditors and the Nominating Committee are elected for the new Biennium at the District Conference. Their office begins with the date of the Convention of the following year.
3. The elected Board members and the club delegates have voting rights.
4. A club does not have the right to vote, if it has failed to pay the annual district and international dues.
5. The Governor will invite all clubs, Board Members and Committee Chairmen to the District Conference 60 days in advance.
6. The minutes will be sent out after approval of the Governor within 60 days of the Conference to each club president of District 14 and to the Board members.
7. The District Conference voting members approve the minutes of the previous District Conference.
8. The District Conference voting members approve the budget for the following Biennium, the Auditor's report and the activities of the preceding Board.
9. The District Conference voting members decide on the dates and the place of the next Conference. The dates of the District Conference have to be approved by the International President-Elect.
10. In cooperation with the Conference Chairman, the Conference Treasurer prepares a budget based on the estimated attendance and funds from the Conference Fund. The Conference Chairman and the Conference Treasurer submit the Conference budget to the district board for approval. The Conference Chairman shall provide the District Governor and the District Treasurer with the final financial statement for the Conference and all fiduciary data relating to the Conference within ninety (90) days following the Conference. The conference Treasurer closes the Conference bank account and sends half of the remaining funds to the district and half to the host club.
11. Documents relating to the District Conference must be stored until after the following District Conference.



F. Nominating Committee

1. Five months before the District Conference the chairman of the District Nominating Committee shall ask each club to propose candidates for the positions to be filled. The deadline for suggestion of candidates is three months before the Conference.
2. Personal data form, including a consent to serve if elected shall be submitted for each name that is suggested. The committee shall screen the suggested nominees based on the recorded qualifications.
3. The Nominating Committee shall secure nominations and prepare a slate of candidates, if possible two or more candidates for each district office that is to be filled at that election and of five nominees for the District Nominating Committee.
4. No member of the Nominating Committee shall be eligible for nomination at any level of Zonta International while serving on the committee.
5. 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 club president and to the District Board members.
6. At the Conference additional nominations may be made from the floor immediately after the report of the Nominating Committee, provided that the consent of the nominee has been obtained.

Approved by District 14 Conference 29 October 2001 in Chania/Crete/Greece. Effective as of 4 July 2002. Amended at District 14 Conference 27 October 2005 in Murnau/Germany. Revised at the Boardmeeting April 18th, 2015 and approved at DC 2015 in Garmisch-Partenkirchen.

These Rules of Procedure may be amended by a two-thirds 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 days before the Conference.