

ZONTA CLUB OF NEWPORT HARBOR AREA RULES OF PROCEDURE

ADOPTED BY THE CLUB ON ____/2019

These Rules of Procedure serve as the guidelines for club activities, in alignment with Club and Zonta International bylaws. For additional information, please refer to the appropriate section of the Zonta Club Manual, which can be found on the Zonta International website (www.zonta.org). For information about the Club Foundation, refer to the Zonta Club of Newport Harbor Foundation governing documents.

A. MEMBERSHIP

1. By the meeting where new members are inducted, the membership committee shall ensure new members are presented with the club bylaws, rules of procedure, and membership pin, and assigned a club mentor.
2. Membership Responsibilities: It is expected that members shall make every effort to:
 - a. attend at least four business meetings per year,
 - b. attend area, district and Zonta International events,
 - c. support service projects and fundraising efforts through financial contributions and/or volunteer hours,
 - d. actively participate on at least one club committee, and
 - e. engage in conduct in alignment with Zonta ideals, mission, and Protocol Manual.
3. An Orientation Program shall be presented by the membership committee to new members, stressing:
 - a. Attendance
 - b. Committee Responsibilities
 - c. Dues Allocation
 - d. Organization of local club and Zonta International.

B. TRANSITION OF TERMS

1. The May business meeting shall serve as the transition meeting. At a minimum, the meeting shall include:
 - a. A comprehensive Annual Report given by the Historian, or appointee
 - b. Installation of incoming board members
 - c. Presentation of past president pin to outgoing president (in appropriate year).
2. The May board meeting shall serve as the transition meeting. At a minimum, the meeting shall include:
 - a. Attendance by outcoming and incoming board members.

- b. Report by club and foundation treasurers on current financial status.
 - c. Review of pending board matters.
- 3. Installation arrangements shall be the responsibility of the Club's outgoing President.
- 4. The outgoing President shall present the incoming president with the Club's President's pin at the installation meeting.
- 5. Upon leaving office, the President shall receive a Zonta pin with gavel as a gift from the Club. The Treasurer shall order the pin during March of the applicable year, if no existing past president's pin is available. The cost of the pin shall be covered by the Club's General Fund.
- 6. A name strip for the clubhouse lobby President's Board shall be ordered by the Foundation Treasurer for the immediate past president during March of the applicable year. The cost of the strip will be paid by the Zonta Club of Newport Harbor Foundation.

C. COMMITTEES & APPOINTED POSITIONS

- 1. All new chairs shall transition with the outgoing chairs. Committees are expected to meet as frequently as necessary to accomplish their purpose. The President shall work with the chairs to assist them in achieving their goals. Each committee chair shall recruit members to serve as needed to achieve committee goals. Meetings of all committees, with the exception of the Nominating Committee, shall be open to all members.
- 2. Standing committees specified in the Club bylaws shall meet regularly, invite members to serve, provide monthly updates at club business meetings, and submit an annual report to the Historian at least one week before the May meeting. Other standing and ad hoc committees shall meet as needed, invite members to participate, and provide updates at club meetings when active.
- 3. Duties of Standing Committees:
 - (a) **Finance Committee.** The Finance Committee shall submit an annual Club budget to the Board by July of each year; regularly analyze and report to the Board and Club on budget goals; recommend club dues increases, as needed; and work with the Board in providing for an annual review of the Club finances in line with Club bylaws.. The immediate past Treasurer shall automatically become a member of the Finance Committee.
 - (b) **Membership Committee.** In addition to the responsibilities outlined in the Club bylaws and these Rules of Procedure, the Membership Committee shall establish and monitor progress toward membership goals, and organize membership events and outreach activities. The committee shall also work with the Club Treasurer to ensure dues have been paid by any and all club members prior to the dues

deadline. Names of new members and losses of membership shall be reported to Zonta International and to the District in line with Zonta International procedures. The Vice President shall be the Chair of the Membership Committee, unless the President appoints another Member.

- (c) **Service Committee.** The Service Committee is responsible for selection and implementation of projects funded by the Zonta Club of Newport Harbor Foundation, in alignment with the mission of Zonta International. It shall:
- i. Send out by May a call to members for potential service projects for the upcoming year
 - ii. Host a meeting by July to select service projects for the new year
 - iii. Submit a slate of service projects with associated budget to the Board for recommendation and the Membership for approval by the August meetings.

Additionally, the committee chair shall identify a lead for each service project. Whenever possible the member presenting the project proposal shall serve as the project lead.

- (d) **Advocacy Committee.** The Advocacy Committee shall identify and organize opportunities to increase member and community knowledge and to advocate for laws and attitudes with the goal of helping women to develop their full potential, including recognizing women's rights as human rights and eliminating violence against women.
- (e) **Fellowship Committee.** A Fellowship Committee shall promote fellowship among the members. The Fellowship Chair shall ensure greeting cards or messages are sent to Zontians on their birthdays, when ill or bereaved, upon receiving special recognition, etc. In the event of the hospitalization or death of a member, a memoriam, not to exceed \$100.00 without Board approval, shall be sent in the name of the Club members. The cost shall be paid from the General Fund.
- (f) **Communications Committee.** A Communications Committee shall develop a communications plan to ensure club members, the District 9 board, prospective members, and the general public are kept apprised of club activities and events. The committee shall also maintain the club website and social media channels.
- (g) **Program Committee.** A Program Committee, at the discretion of the President, shall prepare and arrange programs for club meetings on a quarterly basis. .
- (h) **Bylaws & Resolutions Committee.** The Bylaws & Resolutions Committee shall review the Club Bylaws and Rules of Procedure every two (2) years, or more often if necessary, for revision. The Bylaws & Resolutions Committee shall consider all recommendations received from the Board or members for revisions

in the International Bylaws, or the District Rules of Procedure and present them to the International Bylaws & Resolutions Committee or District Bylaws & Resolutions Committee as required by the International Bylaws or District Rules of Procedure.

- (i) **Grants Committee.** A Grants Committee shall review and update grant application materials, organize outreach in the community to advertise the grant deadline, review application submissions and select awardees. The committee shall ensure any applications considered are 501(c)(3) nonprofit organizations. The committee shall organize, in conjunction with the Arrangements Chair, the Grants Dinner to recognize the selected organizations. The committee shall work with the Club Foundation Treasurer to distribute the grant funds to be awarded.
- (j) **Scholarship Committee.** A Scholarship Committee shall review and update club scholarship application materials, organize outreach in the community to advertise the scholarship deadlines, review application submissions and select an awardee for Zonta scholarships, excluding the Amelia Earhart Fellowship. The committee shall forward the selected awardee's application to the respective District scholarship committee chair by the district deadline. The committee shall work with the Club Foundation Treasurer to distribute the club scholarship to the selected awardee.
- (k) **Fundraising Committee.** A Fundraising Committee shall arrange for at least one fundraiser per year. The committee shall bring forward fundraising proposals for membership approval and ensure all proceeds from fundraisers are deposited with the Club Foundation.
- (l) **Nominating Committee.** The Nominating Committee shall fulfill its responsibilities as outlined in the Club Bylaws.

Appointed club chairs without a committee shall have the following responsibilities:

Arrangements Chair. An Arrangements Chair shall organize catering for meetings and club events, when requested by the president or agreed upon by the membership, and maintain inventory for clubhouse supplies. The chair shall receive reservations, set event/dinner fees to ensure costs are covered, and be responsible for event/meeting set-up and clean-up.

Foundation Treasurer. The President shall appoint a Foundation Treasurer, who shall serve as a non-voting member of the Club Board.

Historian. A Historian shall maintain a record of club activities, membership and recognition, including but not limited to, club directory, event programs, news articles, club newsletters and photos. When at all possible, materials shall be retained in a digital format.

Parliamentarian. The President shall appoint as Parliamentarian any member who has been a president, or who has the classification of Parliamentarian. The Parliamentarian will have no vote, unless already on the Board with voting privileges. Protocol is to be used at all Zonta meetings according to the Zonta Protocol Manual.

D. RESPONSIBILITIES OF OFFICERS AND COMMITTEE CHAIRS

1. Officers and committee chairs shall refer to the Zonta International Club Manual for general responsibilities of their positions.
2. Officers and committee chairs shall sign Zonta International's Club Conflict of Interest form.
3. Incoming officers are expected to attend any training seminar conducted by the Area or Club.
4. Officers and Committee Chairs shall be provided committee records and are responsible for maintaining them for their committees; these should include a job description, committee activities, and a record of the current and immediate past committee membership.
5. Officers and committee chairs shall not obligate the Club to any decision or commitment without prior Board approval. Upon the end of the term, or the resignation of an officer or committee chair, all records shall be turned over to the co-chair, the incoming committee chair, or the President within fifteen (15) business days.
6. In accordance with the Zonta Club of Newport Harbor Foundation Trust Agreement, the Officers and Board members of the Club shall serve as the Board of Managers of the Zonta Club of Newport Harbor Foundation with the exception that the office of Treasurer of the Zonta Foundation shall be a separate office from that of Treasurer of the Zonta Club of Newport Harbor Area.

E. FISCAL

1. Upon Board approval, the Finance Committee shall present the club budget for review and adoption by the membership. The annual budget shall be determined based on projected income from club dues.
2. The Club Treasurer shall bill each member when the dues become payable. Per Club Bylaws, annual dues are payable by May 1. The dues shall be payable to the Zonta Club of Newport Harbor Foundation. Dues not received by May 15 will be considered delinquent and subject to Zonta International's re-instatement fee. The Foundation Treasurer shall submit International, District and Club dues to the Club Treasurer, based on the number of members who have paid dues in full. The Club Treasurer shall send

International and District dues payments to be received on or before May 31 by the appropriate International and District contact.

3. The Club Treasurer shall pay all expenses accompanied by invoice or receipt and club reimbursement form within budgeted amounts, without action by the Board or membership. The Club Treasurer will keep accurate monthly records as to expenditures against the approved budget. In the event expenditures exceed the budgeted amount, action must be taken by the Board and/or membership.
4. All payment orders and checks drawn on the Club Treasury shall be required to have two signatures for amounts in excess of \$500.00. The authorized signatures are the President, Vice President and Club Treasurer, and others as determined by the Board annually.
5. The Board shall have authorization to approve non-budgeted expenditures up to the amount of \$100.00 without the membership's approval. All non-budgeted expenditures exceeding \$100 require membership approval.
6. Any monies raised from the public claiming a tax deduction must be credited to the Zonta Club of Newport Harbor Foundation.
7. Each biennium an expense shall be included in the Club budget for a \$100.00 donation toward the cost of a gift for the outgoing Governor and \$50 for the outgoing Area Director.
8. The clubhouse may be used for memorial services by club members and/or their immediate families, at no cost, when presented to the Board in advance and approved by the Board for each such use. Fees for use of the facility for any other use shall be determined by the Board and paid to the Club Foundation; such use shall require the submission of a signed copy of the Zonta Club of Newport Harbor Foundation liability release form.
9. If reservations for any occasion have been made, involving the expenditure of Club funds, and cancellation of same is not made prior to the event, that member is expected to be responsible for the cost incurred by the Club on her/his behalf.

F. DINNER COSTS

1. A prospective member may be a guest of the club for one dinner at a club business meeting. The expense of the dinner shall be paid by the Club's General Fund.
2. The cost of dinner for an invited speaker shall be paid by the Club's General Fund.
3. The cost of dinner for grant and scholarship recipients shall be paid by the Zonta Club of Newport Harbor Foundation.

G. INTERNATIONAL CONVENTION, DISTRICT CONFERENCE, AREA MEETING DELEGATE

1. Subject to the availability of funds, one (1) delegate shall be sent to the District Conference, and one (1) delegate shall be sent to the International Convention as the representative of the Club. Said delegate shall be reimbursed for transportation costs as defined in this section, the registration fee and one-half of the cost of the hotel room for the dates of the Conference/Convention. The actual amount available shall be determined by the Finance Committee at least six months prior to the conference/convention. Payment to the delegate for Convention or Conference expenses will be made only upon presentation of bills for said expenses. Reimbursement rates shall not exceed the published Conference/Convention hotel room rate, coach airfare with every attempt made to get the best airfare possible, and IRS mileage reimbursement rate. Reimbursable transportation costs shall be limited to coach airfare, roundtrip mileage to/from home and Conference/Convention venue, airport and Conference/Convention venue parking, and roundtrip airport and Conference/Convention venue ground transportation. Upgrades and other expenses shall be the Delegate's responsibility.
2. The President in office at the time of the delegate registration shall serve as the delegate/representative to all International, District, and Area functions. The Vice President shall serve as the alternate delegate and shall act as delegate in the event the President is unable to serve. Should the President and/or Vice President be unable to attend a given event, the membership shall elect at a business meeting an alternate from those members who plan to attend .
3. The Club Delegate shall review all convention/conference ballot items with the club membership prior to the event, attend all convention/conference business sessions, submit all club and carried proxy votes, and provide the club with a detailed report upon return.
4. Expenses related to area functions are not reimbursable.

H. INTERNATONAL CONVENTION FIRST-TIMERS ATTENDANCE

1. Subject to the availability of funds in the First-Timers account, the Club shall offer partial funding for eligible club members to attend a Zonta International Convention. To be considered for this funding, members must meet the following criteria:
 - a. Have not yet attended a Zonta International Convention.
 - b. Have been a member of the Club for at least one year.
 - c. Have attended at least one District 9 Conference.
 - d. Be approved by the Board, based on the recommendations of the selection committee.
 - e. Have submitted written responses to the following questions to the selection committee:

- i. Why do you want to attend a Zonta International Convention?
 - ii. How will your attendance and experience benefit the Club?
 - iii. How will you as a member benefit from attending the Zonta International Convention?
2. Club members selected to receive first-timers funds to attend a Zonta International Convention must attend as many sessions as possible and are responsible for submitting a written report and presenting a PowerPoint (or other similar tool) presentation to the Club membership by the September business meeting following the Convention.
3. Subject to the availability of funds in the First-Timers account, the club shall cover the registration fee for selected first-timers. Reimbursement to first-timers for the Convention registration fee will be made only upon presentation of proof of payment for the expense and proof of Convention attendance.
4. An ad hoc selection committee shall be appointed by the Board to review all applications, determine eligibility, and select the final recipient. Should the Board determine that no applicants meet the eligibility requirements, no first-timers award shall be disbursed.
5. First-timer funds shall be generated by monthly meeting drink sales, raffle ticket sales, and other events as designated by the club.

I. CLUB DIRECTORY & YEARBOOK

1. A Club Directory shall be electronically published at least annually and maintained as needed by the Membership Committee. The Directory shall be provided to each member as well as the Area Director and District Governor. The Club Directory shall not be distributed to non-Zonta entities and shall not be used for non-Zonta solicitation purposes.
2. A Club Yearbook shall be published annually in print form, the cost to be paid from the Club's General Fund. The Yearbook shall be given to each member and be included in the information packets given to new members.

J. AMENDMENT OF BYLAWS & RULES OF PROCEDURE

Any Club member may submit a proposed amendment to the Club Bylaws or Rules of Procedure, the District Rules of Procedure, or Zonta International Bylaws and Rules of Procedure to the Club Bylaws & Resolutions Committee at any time. The Bylaws & Resolutions Committee shall circulate any proposed amendment to Club members at least ten (10) business days prior to the business meeting where it shall be presented. Amendments to the Rules of Procedure require a majority vote at that business meeting. Refer to the appropriate bylaws and/or procedures document for the vote requirement for amendments to those respective documents.