



Proposed Amendments to Zonta District 2 Rules of Procedure

As called for in the district's 2015 Rules of Procedure Rule 15 C, the district board in collaboration with the district Bylaws and Resolutions Committee conducted a complete review of these rules. The governor invited clubs and members of the district board to submit proposals for revisions. These proposals were reviewed by the Bylaws and Resolutions Committee. The committee made its recommendations on revisions to the governor. The governor reviewed the Bylaws and Resolutions Committee recommendations with the district board. The proposals presented in this document were approved by the district board on July 23, 2017.

Page numbers below refer to the pages in the annotated Rules of Procedure provided in the Call to Conference.

Amendment 1 (page 2)

Rule 1-B 3) b) is revised to specify that the district treasurer provides written quarterly reports to the district board and a compiled financial statement at the end of the biennium.

Rationale: The revised language reflects practice in the district for the last several biennia.

Amendment 2 (page 2)

Rule 1-b 3) d) is revised to remove the reference to audits.

Rationale: The revision brings the rules into conformity with practice. The district board has provided compilation reports rather than audit reports for several biennia.

Amendment 3 (page 3)

Rule 6-A 3) is revised to permit submission of copies or scanned documents of receipts.

Rationale: to facilitate processing and electronic transmittal of documents.

Amendment 4 (page 4)

Rule 6-A 4) is revised by inserting the words “in the fiscal year paid” to the sentence about convention expenses of governor and lieutenant governor.

Rationale: This amendment clarifies how expenses are to be recorded.

Amendment 5 (page 4)

In Rule 6 C, delete mention of audit and review.

Rationale: District Finance Committee chair and district treasurer advise that the practice for years has been to provide a compilation. Audits and reviews have not been presented.

Amendment 6 (page 5)

Rule 7 A is revised by adding the sentence “Clubs carrying a proxy should not be instructed how to vote, but should be trusted to vote in the best interests of the club.”

Rationale: The District Conference Manual, February 2016, states that district Rules of Procedure should include this instruction.

Amendment 7 (page 5)

In Rule 7-F 1), PayPal fees are added to the list of items to be covered by the registration fee for district conferences and seminars.

Rationale: This addition reflects the practice for at least the past three biennia.

Amendment 8 (page 6)

Rule G-1 is revised to shorten the deadline for reports from 90 to 60 days after the district conference and from 60 to 30 days after the district seminar.

Rationale: Records are less likely to be lost and the district board will be informed in a more timely way. For the conference report, the change also aligns with Rule G-3, which calls for a report from the conference secretary in 60 days.

Amendment 9 (page 6)

This amendment proposes the addition to Rule 8 of a new section H, to read “PayPal Account: A district PayPal account exists to allow PayPal, credit, and debit card payments of fees for district

events. Event planners must figure in the fees associated with using PayPal, including the refund fee, when determining the cost of registration fees. It is recommended host clubs consider establishing their own PayPal account for hosting seminar/conference/workshops in order for the host club to have direct control and access to the registration funds for their hosted events.”

Rationale: This amendment resolves problems encountered in past events with using the district PayPal account for events hosted by clubs.

Amendment 10 (page 9)

Rule 12 A-4 is amended to revise the name of the Status of Women/Service Committee to Service Committee.

Rationale: This amendment to District 2 Rules of Procedure aligns with District Manual committee names.

Amendment 11 (page 9)

This amendment updates Rule 13 A-1 Governor’s Silver Bowl language to reflect online sources of trip mileage information.

Rationale: The amendment reflects current technology and practice.

Amendment 12 (page 11)

A new section 7 is added to Rule 13-A to describe an award donated by Past Governor Candace Edwards.

Past Governor Edwards proposed the award at a meeting of the District Board in August 2015. The Board approved but the action was too late for inclusion in revisions to the Rules of Procedure that went out in the 2015 Call to Conference. The award was first presented in 2015.