

Rules of Procedures

Zonta Club of Casa Grande Valley

(Approved April 8, 2021)

By Laws Committee, Bobbi Seabolt, Chair

History and Background

Sections from previous Rules of Procedure from 1987 and 2008 regarding Dinner Reservations and Solicitations were removed as agreed by the membership at March 14, 2019 meeting. The Gladys Ashburn and the Casa Grande Food Bank was edited to reflect a donation made in her honor to the Food Bank. Dues section was edited to reflect current policies, and sentence on service charge to the member for the use of a credit or debit card was added and approved on March 14, 2019. Section on Conflict of Interest was added, discussed and voted on March 14, 2019. The Sections on The Yellow Rose and the First Board Meeting were approved on April 9, 2020 and modified and Approved on May 14, 2020. The Sections on Electronic Payments and Reimbursement of Expenses to Members were discussed and approved on May 14, 2020. The Section on The Manual and the Section on Communications were discussed, edited on May 14, 2020 and approved on June 11, 2020.

An edit to address the Minute Ledger was originally added to the Manual, but February 2021 it is moved to the Bylaws since it is AZ law. The section on Destruction and Retention of Records was proposed in the July 2020 meeting, and decided to be in the Bylaws since it is AZ law. Condolences to family of prominent citizen was added to Condolences and The Yellow Rose in February 2021. Section 14 on the Resident Agent of the Corporation was discussed in July 2020, and is proposed on February 2021. Section on Treasurer's calendar and Committees added and mailed to Members for March meeting. 2021

1. Leave of Absence

A member's request for leave of absence shall be made in writing to the Board for a period not to exceed the current fiscal year or for one year, provided required dues are paid in a timely fashion. Payment of International and District dues shall be required. Payment of Club dues shall be left to the discretion of the Club. (Reauthorized March 14, 2019)

1. Orientation Meeting

At least one regular monthly meeting during the year shall be an orientation meeting. The subjects presented will be selected by the Board. (Reauthorized March 14, 2019)

2. Outgoing President's Gift

The outgoing vice president shall be chairman and all other Board members shall be members of the committee responsible for securing the outgoing president's gift, upon completion of her term of office. Said Committee shall pay for the gift. The Club shall bear the expense for the outgoing president's "Past President's Pin and Guard" upon completion of her term. Cost to Club shall not exceed \$75 (each term served) Her choice of pins, if known, shall be given first consideration. (Reauthorized March 14, 2019)

3. Condolences

Upon the death of a Club member, a single yellow rose will be sent to the family, service or survivors. Cards will be sent on other appropriate occasions. Funeral flowers may be given upon the death of a member or

one of her family (husband, son or daughter) in case of a memorial (instead of flowers) being requested, the price of the flowers shall be donated, for members only, not to exceed current minimum of floral arrangement. (Reauthorized March 14, 2019) A single yellow rose can also be given to family upon the death of a prominent citizen of Casa Grande, who is a friend to Zonta. (proposed February 11, 2021)

4. Bids for Services Rendered

The Club will attempt to secure bids for services or goods from businesses in Pinal County, wherever feasible, at the discretion of the Board. (Reauthorized March 14, 2019)

5. Dues

Half year dues will be accepted from new members after December 1, with an initiation fee to be collected at the same time as half year dues are paid. ZI voted at Convention, 2018 to give 50% discount to those under age 30, District 9 voted to follow ZI and reduce their portion of dues 50%, and Zonta Club of Casa Grande Valley Board voted on June, 2018 to give 50% discount to members under age 30. For payment of dues by debit or credit card, a service charge may apply to the member. (Updated and Approved March 14, 2019)

6. Gladys Ashburn and the Casa Grande Food Bank

To honor Gladys Ashburn, an early active member of our Club, who was instrumental in the founding of the Casa Grande Food Bank, each year a Donation will be made in her memory to either a child related or Food Bank project in her memory. (Updated and Approved March 14, 2019)

7. Conflict of Interest

When two members of same family (siblings, partners, spouses, parent, child, etc.) are in the Club it is important to have policies that protect family members from the appearance of impropriety. Thus, members of the same family shall not be included as signatories on any Club or Foundation checks or financial transactions; and they are eligible to be elected to positions, but not appointed. If one member of a family serves as either President, Treasurer or Assistant Treasurer, a family member shall not serve as President, or Treasurer or Assistant Treasurer during the same biennium. (Approved March 14, 2019)

8. The Yellow Rose

The yellow rose, a single one, is a symbol of our Zonta Club, and is used at times of celebration and condolences.

- a. Upon the death of a member, her spouse, son or daughter, a fresh yellow rose with a yellow ribbon shall be sent/delivered to the services, or family of the member.
- b. A single yellow rose can be delivered to the family upon the death of a prominent citizen of Casa Grande, who is a friend to Zonta.
- c. A yellow rose shall be presented to new members at their induction into Zonta, Z Club or Golden Z Clubs.
- d. A yellow rose will be presented to Officers and Directors at the time of their Installation.
- e. A yellow rose shall be presented to a member as a congratulation or appreciation.
- f. The yellow rose, fresh or artificial shall be used as decoration at formal Zonta occasions. (Approved 4-9-2020, Updated and Approved May 14, 2020, Updated Feb 11, 2021)

9. Guidelines for First Board Meeting Following the Election

At the first meeting of the new Board following the Election, the Board shall:

- A. Approve Committee Chairs appointed by the President for:
 1. Standing Committees of Membership, Service, Finance and Advocacy.

2. Non-Standing Committees including but not limited to; International Relations/UN, Public Relations, Fundraising, Technology, Newsletter, and Program.
- B. Assign additional duties to Officers and Directors that are not assigned in the Bylaws, and that are not designated to a Committee Chair. Those duties shall include, but are not limited to:
 1. Administration of Web Page and Facebook
 2. Picking up of mail from the post office box
 3. Posting of the meetings in the Dispatch, web and Facebook
 4. Sending of cards to members
 5. Taking of pictures at events
 6. Sending pictures and articles to the newspaper
 7. Delivery of the yellow rose at funerals and other events.
 8. Observance of Veteran's Day
 - C. Approve the Z Club Liaisons appointed by the President
 - D. Accept and approve the minutes from the previous year to be archived for the IRS.
 - E. Approve the contract for the Audit to be conducted in July (45 days following the closing of the 5/31 FY) for the previous year. (Above Approved 4-9-2020)
 - F. Approve the three (3) persons authorized in the By-Laws to sign checks. (one is allowed, two is optimal, and three are preapproved). All three are authorized and charged with monthly review of the bank account. (Approved May 14, 2020)
 - G. Establish whether there will be a system to assist members to pay their annual dues in installments and approve format and procedures. (Approved May 14, 2020)
 - H. Approve any updates to the Member Manual (Approved May 14, 2020)
 - I. Select the month for the annual orientation meeting, and the particular topics, as required by these Rules. (Approved May 14, 2020)
 - J. Decide whether there will be a meeting of the Club in July and August. (Approved May 14, 2020)

10. Electronic Payments

The Club should maintain the capability to pay and accept payment electronically. (Approved May 14, 2020)

11. Reimbursement of Expenses to Members

To provide appropriate oversight of expenses, and to follow Budget allocations, any expense in excess of \$50.00, must first be approved by the appropriate Board of either the Club or Foundation, and should be billed directly to the Club or Foundation from the vendor. Any expense of under \$50.00 to be reimbursed should be within Budget allocations and approved by the Chair, and ideally the President. Receipts must be submitted with the reimbursement form approved by the Board and the Treasurer. (Approved May 14, 2020)

12. Manual of the Zonta Club of Casa Grande Valley

A Manual for the Club shall be created and updated annually by an Officer, Director or Member appointed by the Board, on a date set by the Board. It shall be an online, secure website, password protected, PDF formatted, and available only to Club members. Club members will sign a release of information authorization at Induction. Current Members will sign a release when form is authorized. Membership list on the website shall be in a format easily printed to letter size paper.

The Online Manual shall include, but is not limited to:

1. An up-to-date membership list
2. A copy of the current By Laws of the Club
3. A copy of the Rules and Procedures
4. A one-page calendar of regularly anticipated Club and Foundation events
5. A membership application.
6. A copy of the form used for a tax-deductible gift.

7. A list of Past Presidents back to the beginning of the Club.
8. A contact information page with online addresses for the Club and Zonta International; and the Area and District Governors.
9. A copy of a reimbursement form
10. A copy of a dues invoice.
11. A short history of the Club from data collected for the 70th Anniversary. (Approved June 11, 2020)

13. Communications

1. The President shall email to all members the agenda for the monthly meeting on the 2nd Thursday of the month no later than three (3) days before the regular meeting of the Club. The President shall convene a Board meeting no later than three (3) days before the regular meeting of the Club, on a day and time agreed upon by the Board at their first meeting.
2. The President shall be the person to email the general membership with information. Upon the approval of the President, a member can email the membership.
3. The membership shall agree upon a format and rules for electronic communication, including audio/video meetings; voting for officers, payment of fees, email and media communications.
4. The Recording Secretary shall submit by email to the members, the Minutes of the previous meeting no later than fourteen (14) days after said meeting. The Treasurer shall present orally at each meeting, the status of the Club's finances, bank account balance, and happy dollars cash collected at previous meeting. The Treasurer shall submit these numbers in writing to the Recording Secretary to facilitate the Minutes. The monthly meeting Minutes shall be filed in the Minute Ledger, in paper and online, as required by AZ law, the Club's Bylaws and as required by the IRS. (clarified February 11, 2021)
5. The Corresponding Secretary shall communicate to members with cards by mail or electronically as appropriate. (Approved June 11, 2020)

14. The Registered Agent of the Corporation

The Registered Agent of the Corporation on file with the AZ Corporation Commission requires a street address, not a PO Box. The address of the Zonta Club of Casa Grande Valley is P.O. Box 11342, Casa Grande, AZ 85231-1342. The Registered Agent of the Corporation shall be the President, and the street address shall be the address of the President. Per the Treasurer's Calendar (attached) the Treasurer is responsible for filing this information with the Commission. (Proposed February 11, 2021. edited to conform to Treasurer Calendar on March 11, 2021 and approved April 8, 2021)

15. Treasurer's Calendar

The Treasurer's Calendar is attached here as an addendum to the Rules of Procedure, and is not to be edited without permission of the Treasurer. In addition to ARTICLE VII SECTION 8 (f) Treasurer of the Club's Bylaws the tasks of the Treasurer are described in the Treasurer's Calendar. (Reviewed and discussed to be an addendum on March 11, 2021 and approved April 8, 2021)

The following link is connected Treasurer's Calendar in Governing Documents on Zonta Club of Casa Grande Valley Website (Discussed March 11, 2021 and approved April 8, 2021)

<https://www.zontaaz.org/governing-documents>

Zonta Committee Structure and Responsibilities

COMMITTEE	CHAIRMAN/MEMBERS	RESPONSIBILITIES	CLUB GOALS/PLANS	Notes From 2015 Committee Document
*Finance	<i>Note: The Club Treasurer is a member</i>	Prepare Club budget for both the operating fund and service funds. Recommend portions for local and international service. Arrange for audit/review of the books at the end of the year. May recommend fundraisers.		The Club Treasurer is a member.
*Membership		Club Membership Committee The main responsibilities of the Membership Committee are: <ul style="list-style-type: none"> • Define goals for recruiting new members and monitor progress toward those goals • Encourage every member to identify prospective members and invite them to meetings and events • Adhere to the membership approval process in the Bylaws of Zonta International. • Identify a mentor for each new member and facilitate the new member's involvement in club activities • Communicate with the district lieutenant governor, who is the district membership chairman, as appropriate • Maintain updated record of the club membership, including 		Chairman plus general membership members (sponsors), when recommending a prospective member, become actively involved committee members while working with their candidate to achieve membership.
*Service		Club Service Committee The main responsibilities of the Service Committee are: <ul style="list-style-type: none"> • Recommend action in accordance with the Objects of Zonta International and Zonta International's Biennial Goals to empower women through international and local service projects • Inform the membership of the biennial international projects and programs and their progress during the biennium • Encourage the club to contribute one-third of funds raised locally to the Zonta International Foundation to support Zonta International's service and educational award programs • Encourage members to make individual contributions to the Zonta International Foundation • Propose a service budget and service activities to the board for recommendation to the membership. 		Chairman plus chairs of individual service projects adopted by the Club; i.e. Amelia Earhart, Z or Golden Z Club, Scholarships (YWPA, Jane M. Klausman, Rayma Neeb Re-entry), Local service projects determined at June planning meeting.
*Advocacy		The main responsibilities of the Advocacy Committee are: <ul style="list-style-type: none"> • Advocate to influence laws and attitudes that affect women with the goal of assisting women to develop their full potential • Define, organize and conduct advocacy activities focusing on recognizing women's rights as human rights and on preventing violence against women • Develop resources for members to be effective advocates in their communities • Report on successful advocacy outcomes through the Zonta International website • Work closely with the district Advocacy Committee and club Service Committee <p>Zonta Club Manual November 2017 16</p> <ul style="list-style-type: none"> • Cooperate with other like-minded organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and girls in their community. 		Chairman keeps Club informed of proposed changes in legislation, provides tools for the expression of support for or opposition to a cause, argument, or proposal.
United Nations	Chairman arranges a program which will engage and/or inform members of UN activities which highlight our partnership with the UN.	Encourage members to support ratification of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).		Chairman arranges a program which will engage and/or inform members of UN activities which highlight our partnership with the UN.

*Indicates committees determined as Mandatory by Zonta International Bylaws, Article XIV, Section 9

Zonta Committee Structure and Responsibilities

COMMITTEE	CHAIRMAN/MEMBERS	RESPONSIBILITIES	CLUB GOALS/PLANS	Notes From 2015 Committee Document
*Public Relations & Communications				Chairman and committee members create awareness of the Club among members, prospective members, and the community at large. Develop and use the Zonta brand; utilize the community to become donors or partners. Monthly newsletters, webpage management, and social media are ongoing means of achieving coverage.
*Nominating		A slate of officers which consists of qualified members should be sent to the newsletter editor in time for publication in the March issue of the <i>Zonta Scope</i> . Election will take place at the April meeting. The Nominating Committee will propose officers for appointment to the Zonta Foundation of the East Valley if any positions are to be opened.		Committee members are elected at the Club Annual Meeting in April and report to the Club at the March meeting prior to the Annual Meeting.
Inter-Club Council		Keep members alert to other club events and encourage attendance; invite other clubs to special programs and events.		Open to any member. ZCEV is entitled to two delegates to represent the Club.
Program		Informative speakers, panels, or issues that pertain to women, children, health and education. Legislative issues to discuss or action to be proposed. Representatives from service recipients.		Club Vice President is usually the chairman of this committee and assigns special programs for UN, Amelia Earhart, and Status of Women months. Other programs are provided as timely.
By-Laws/Standing Rules		Informs members on changes to be considered at convention or conference; interprets bylaws for club use; reviews standing rules annually and recommends changes.		Could go along with Parliamentary duties.
Fundraising		<u>Club Role in Fundraising</u> Biennial goals are proposed and voted on at convention. The biennial goals are aligned with Zonta International's mission, objectives and strategic goals. They are intended to provide the structure for districts and clubs to develop their own biennial goals and strategic goals, while taking into account the context of Zonta International's mission and responding to local needs. As a guideline, clubs are encouraged to contribute at least one third of all net service monies raised locally to the Zonta International Foundation in support of the biennial fundraising goals. Contributions to the Zonta International Foundation are voluntary. However, the primary purpose of the Foundation is to raise the funds necessary to support Zonta International's service and educational programs. One hundred percent of all donations support Zonta International's projects and programs		
Historian		Retains the history of the club and records information to recall the accomplishments and achievements of the club and its individual members.		

*Indicates committees determined as Mandatory by Zonta International Bylaws, Article XIV, Section 9