

Rules of Procedure
Zonta Club of Central Oklahoma Foundation, Inc.

Approved by the Membership on *August 15, 2017*

1. All Foundation meetings of the membership and the Board shall coincide with that of the Zonta Club of Central Oklahoma.
2. Area Meetings and District Summits: The Foundation may fund and subsidize one or more representatives to attend Area 1 Meeting and District 10 Summit as approved in the budget.
3. District Conferences and International Conventions: The Foundation may fund and subsidize one or more Delegates to attend District 10 Conference and International Convention as approved in the budget.
4. The Foundation will award service funds to the community each Zonta year as recommended by the Service Committee and approved by the membership.
5. At the beginning of each Fiscal Year (June 1), or upon assuming a vacant position/office, all Board Members shall sign a Conflict of Interest Form. The original of the form shall be kept and maintained by the Secretary and the Treasurer shall keep a copy on file. The form shall meet the requirements of the IRS.
6. The budget shall be presented to the Board no later than the August Board Meeting and to the membership no later than the August membership meeting.
7. The Rules of Procedure shall be presented to the Board no later than the August Board Meeting and to the membership no later than the August membership meeting.
8. All disbursements of Foundation funds, i.e. Service, Scholarships, Educational Awards, etc. must follow the guidelines set out in the IRS Form 1023 "Application for Recognition of Exemption under Section 501(c) 3 of the Internal Revenue Code". This document is the basis on which the Foundation received its 501(c)3 status. The information and instructions may be requested from the Zonta Club of Central Oklahoma Foundation, Inc. Board.
9. The Foundation shall maintain a reserve as set aside in the budget.



President's Signature and Date



Secretary's Signature and Date