

**Rules of Procedure**  
**Zonta Club of Central Oklahoma**

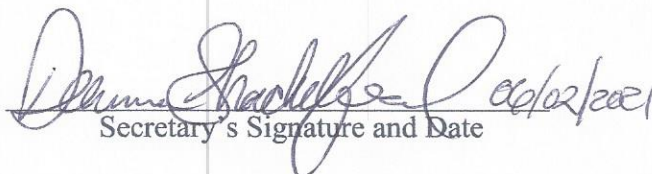
**Approved by the Membership on *September 18, 2018***

1. Membership meetings shall be held on the third Tuesday of each month at Rubye Atkinson Garden Center with dinner at 6:30 p.m. and meeting to follow unless otherwise recommended by the Board and approved by the membership. Date, time and location for July and December meetings as recommended by the Board and approved by the membership. Special membership meetings may be called as provided in Article VIII, Section 6 of the Club Bylaws.
2. The board meetings shall be held on the first Wednesday of each month at 5:30 p.m. with the location to be determined by the Board. If circumstances arise that require the board meeting date, time and/or location to be changed or if the Board finds it necessary to call a special meeting, the entire membership shall be notified. Such meeting changes and/or calling of a special meeting shall be with Board approval.
3. The Attendance Committee will email the membership with instructions for reservations and cancellations. Each member making a meal reservation is required to pay for their meal if the reservation is not cancelled per emailed instructions. It is also the responsibility of the member inviting a guest to make arrangements for payment. Speakers and special guest's meals shall be paid by the Club including official visits by Area, District, and International guests.
4. New member(s) shall be inducted within eight weeks, when possible, after accepting membership in the Club and paying all dues and fees. The Membership Chairman shall provide new members with a name tag, a Zonta pin, the current International Governing Documents and Rules of Procedure, the current Club and Foundation Bylaws and Rules of Procedure, a current Club roster, and a current Zonta Club Manual.
5. The Club shall send a memorial donation to the Zonta International Foundation Rose Fund in the event of the death of a member or a member's immediate family as defined as the member's spouse, significant other, child, parent or sibling. Donation amount to be determined in the budget. The President will notify the Treasurer to make the donation.
6. The Club President's Pin with Gavel Guard shall be presented to the incoming President when the member is installed. The member shall wear the pin during term of office. At the end of term of office, the pin and gavel guard shall be passed to the new President. The Club shall purchase a similar pin and gavel guard to be presented to the outgoing President. The Treasurer shall be responsible for placing the order for the outgoing President's Pin.
7. The Membership Chairman shall ensure perfect attendance of members at business meetings for the previous Zonta year are recognized. Presentation of the award shall be no later than the August membership meeting each year. The official attendance data shall come from the approved minutes submitted by the Club Secretary to the Board.
8. Funding for Area 1 Meetings: The Club shall pay for basic registration to the Area 1 Meeting for first timers to be funded by administrative fundraising projects dependent on fund availability.
9. 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.



10. 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.
11. The Area Director will be invited to attend one Club meeting per biennium with the District assuming all expenses/costs associated with the visit with the exception of the meal. It is encouraged that the Host Club provide lodging whenever possible. If the Area Director is invited to attend any meeting or function that is not considered the official visit, the Club will assume all costs associated with the visit.
12. For Club requests for attendance by any District or International Officers or members of the District or International Board, the Club will assume all expenses/costs associated with the visit if it is not in accordance with established reimbursement guidelines by District Rules of Procedure, Bylaws, etc. It is encouraged that the Host Club provide lodging whenever possible.
13. The Club shall have one or more delegate(s) in accordance with the ZI Governing Documents, appointed and approved by the membership, for each District 10 Conference and International Convention. Otherwise, the Club shall be represented by proxy.
14. A representative for the Club to attend the North American Inter-District Meeting shall be funded based upon the approved budget. The representative shall be recommended by the Board and approved by the membership. The representative shall provide a report of the meeting.
15. No Zonta funds shall be used to purchase and/or provide alcohol at any event. A cash bar is acceptable. Donations of wine, spirits, etc. for Club activities such as receptions at Area Meetings, District Conferences/Summits, Zonta International Conventions or for special Club events such as socials, Holiday Party, etc. are acceptable.
16. Area Meetings and District Summits: The Club may budget and subsidize one or more representatives to attend Area 1 Meeting and District 10 Summit. The representative will be recommended by the Board and approved by the membership.
17. District Conferences and International Conventions: The Club may budget and subsidize one or more Delegates to attend District 10 Conference and International Convention. The Delegate will be recommended by the Board and approved by the membership.
18. The Club may host an event in the even year in March to honor a woman/women as recommended by the Status of Women Committee and approved by the membership. The event is intended to break even. The "Woman/Women of the Year" may be an Honorary Member(s) for 1 year. The Zonta Club of Central Oklahoma will pay for the International and District dues and waive the Club dues for the Honorary Member.

  
 \_\_\_\_\_  
 President's Signature and Date 2 Jan 2021

  
 \_\_\_\_\_  
 Secretary's Signature and Date 06/02/2021

Zonta Club of Central Oklahoma Rules of Procedure housekeeping updates were made March 2021.