

STANDING RULES OF THE ZONTA CLUB OF BILLINGS

Standing Rules are rules which are related to the administration of the club and do not deal with parliamentary procedure. They can be adopted or changed by a majority vote without previous notice and continue in force until rescinded or amended.

Robert's Rules of Order Newly Revised

- I. Zonta International Convention – Zonta District Conference – Zonta Area Meeting
 - A. Establishment of a separate fund to be administered by the treasurer.
 - B. The annual allocation to be added to this fund each year.
 - C. Annual disbursements from the fund to be allowed as follows:
 1. Delegate(s) to International Convention (Biennial)
 - a. Allocate a maximum of \$2,000 to cover registration, transportation, and accommodations.
 2. Delegate(s) to District Conference (Annual)
 - a. Allocate a maximum of \$750 to cover registration, transportation, and accommodations.
 3. Delegate(s) to Area Meeting (Annual)
 - a. Allocate a maximum of \$500 to cover registration, transportation, and accommodations.
 4. In the event our delegate(s) carry a proxy for another Club, we will assess that Club 25% of the above allocation. We will also pay 25% of the above allocation to any Club that might carry our proxy.
 - D. Surplus to revert back into travel fund to meet costs of future meetings.
 - E. The Treasurer to make an annual report on the status of the Fund.
 - F. The Finance Committee to review the annual allocation as needed and make the recommendations to the membership for any needed changes.
 - G. Transportation is defined as any round-trip airfare or mileage at the current rate allowed by the Internal Revenue Service.
- II. Policy on Illness and/or Death
 - A. Zonta member ill at home to be sent a card.
 - B. Zonta member in the hospital in town to be sent a remembrance not to exceed \$15 to \$20.
 - C. Zonta member in hospital out of town to be sent a card.
 - D. Death of a Zonta member's immediate family – a memorial for \$15 to \$20 to be sent to the memorial of choice of the family or to one of the local projects of the Zonta Club. Immediate family to mean husband, child, mother, father, sister, or brother.
 - E. Death of a Zonta member – a memorial for \$25 to be made to the memorial of the choice of the family or to one of the local projects of the Zonta Club.
 - F. This policy is to be administered by the Fellowship Committee.
- III. Mission Statement

The Zonta Club of Billings is dedicated to enhancing women's access to education, economic self-sufficiency, legal and legislative equality, health, and wellness – all fundamental to women's advancement.

- IV. Finance Policy (amended September 2009)
- A. The purpose of the financial policy is to provide guidelines for the Zonta Club of Billings Board of Directors, Treasurer and Finance Committee. Financial management of club assets and expenses is required to fulfill the club's mission and to remain accountable to members.
 - B. Authority. The Board of Directors is ultimately responsible for the financial management of all activities.
 - 1. The Treasurer and the Finance Committee are authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.
 - C. Responsibility of the Treasurer.
 - 1. The Treasurer is responsible for the day-to-day financial management of the club. The Board authorizes the Treasurer to pay bills, receive funds, and maintain bank accounts.
 - 2. The Treasurer is authorized to sign checks up to \$250.00. Checks for amounts greater than \$250.00 shall require written approval of either the club President or Vice-President.
 - 3. Within 15 days after a fundraising event, the treasurer is to either obtain all cash received or confirm that the cash was deposited to the Club's checking account.
 - 4. The Treasurer must have a receipt prior to reimbursement of Club expenses to a member. The Board may approve reimbursement if no receipt is provided.
 - 5. The Treasurer is to assure proper authorized signatures are on all bank and investment accounts and make necessary changes in a timely manner. No later than 45 days after the term of office, the Treasurer shall turn all records over to the successor.
 - 6. The Treasurer is to send club membership dues statements and collect those by the due date for submission of the International portion of the dues.
 - 7. Each quarter, the Treasurer is to present a report of all receipts and expenditures during the quarter to the Club and the Board.
 - D. Roles and Responsibilities of the Finance Committee.
 - 1. The Finance Committee is to be comprised of the Treasurer and at least two other members of the Club.
 - 2. Meet at least four (4) times during the Club's fiscal year.
 - 3. Prepare the operating budget for the fiscal year.
 - 4. Present the operating budget and all recommendations to the Board for approval.
 - 5. Semiannually review financial statements, accounting records, bank reconciliations, and Treasurer's reports, including verifying reports to the Board and Club are correct.
 - 6. Review all investments upon maturity and reinvestment.
 - 7. Periodically review investment of additional available funds and recommend suitable investments for excess funds not needed for current operations.
 - 8. Review the policy for handling cash and make recommendations as needed.
 - 9. Monitor the budget versus actual receipts and expenses of the club and recommend appropriate budget adjustments for approval by the Board and/or Club.

- V. Other Standing and Special Committees
 - A. Other standing and special committees shall include the Calling Committee, Fellowship Committee, Fundraising Committee, Historian/Photographer, Parliamentarian, New Member Orientation Committee, Newsletter Committee, and Program Committee.
 - B. Duties of Standing and Special Committees
 1. Calling Committee. It shall be responsible for contacting all members to announce meetings and special projects.
 2. Fellowship Committee. It shall promote fellowship among members, keep in touch with those who are ill, send suitable messages during any period of sorrow in the families of club members, and express the club's congratulations to any member who is recognized or commended by others for meritorious achievement.
 3. Fundraising Committee. It shall be responsible for devising plans for raising necessary funds for service projects.
 4. Historian/Photographer. It shall be responsible for keeping records of club programs and events.
 5. Parliamentarian. It shall be responsible for advising the club on issues of parliamentary procedures.
 6. New Member Orientation Committee. It shall be responsible for the education and orientation of all new members.
 7. Newsletter Committee. It shall be responsible for compiling and publishing a club newsletter in an established time period considered appropriate by the committee.
 8. Program Committee. It shall prepare and arrange programs for club meetings.
- VI. Policies on Meeting Reservations
 - A. Any member making a definite reservation for a meeting will be held responsible for the costs incurred by the Club if the Club is charged for that reservation.
 - B. Cancellation can be made within 24 hours of the function by calling the individual sending the RSVP request, unless the facility where the meeting is being held requires a longer notification period. A longer notification period will be so noted in the meeting or function announcement requesting a reservation.

Revised 6/11/10