ZONTA CLUB OF ST CLOUD

STANDING RULES

Revised October 2012

1. In an effort to allow inclusive language, we will use the pronoun "they" to denote she/he in all our documents/communications.

2. Attendance is encouraged.

3. Any member may bring a guest to any meeting at member’s expense.

4. After a proposed member has been approved, they will be invited to one meeting at club expense.

5. At the first business meeting following the official acceptance of the new member, and upon receipt of their dues, they will be introduced to the club and presented with their Zonta pin and club materials as outlined in Appendix A.

6. The club will purchase and pay for the first member pin and name tag of new members and the pin for the incoming President.

7. Meetings will be program or business; the business meeting will be the Second Thursday of the month.

8. A member attending without wearing a Zonta pin shall pay a penalty of $1.00.

9. The Finance Committee Chair will maintain a separate accounting of each special project fund.

10. Authorized delegates(s) and/or alternate(s) representing Zonta at any official function or Area, District, or International function shall be reimbursed expenses according to funds available and as approved in advance by the Board.

11. All bills to be paid by the Club are to be submitted to the Treasurer for payment. All bills incurred by members in the name of Zonta must have prior approval. Anything not preapproved by a budget must be approved by the appropriate committee chair or the board.

12. All checks will be signed by the Treasurer and President.

13. Requests for special donations or projects must be presented first to the Service Committee who will assess compatibility with Zonta’s goals and make recommendations to the membership.

14. Special projects will be supported by fund raising efforts of the Club. Fifteen percent (15%) of all funds raised are dedicated to support Zonta International. Committees organizing fundraisers will select the local recipient of their efforts in accordance with Zonta International’s mission and with the pre-approval of the Board

15. An Undesignated fund is established to have a limited amount of money available to meet requests that are received throughout the year.

16. Any member is welcome to attend any Board meeting. Attendance is only for information purposes, they have no vote.

17. All standing committee chairpersons are invited to board meetings. They attend only for information purposes and have no vote. All committee chairpersons involved in an upcoming project should attend the appropriate Board meeting.

18. Officers and committee chairpersons will keep a file that will be turned over immediately upon completion of their term to their successor.

19. Committee files and Secretary’s correspondence and miscellaneous materials will be kept intact for three years. Membership Committee records will be kept permanently. Treasurer’s records, cancelled checks and bills will be disposed of after seven years.

20. All Zonta members are encouraged to actively participate in community service projects.

21. Committee chairperson will present written annual reports to the President two weeks after completion of their project or no later than April 1 of each year.

22. Programs for the year, including dates of orientation of new members, new committees, membership corrections, etc for the, ZoNews together with the announcement of the first meeting in the fall will be provided to each member in August.

23. The By-Laws and Standing Rule Committee is responsible for keeping current the list of Standing Rules and must provide up-to-date information to the Secretary.

24. The Zonta birthday designated in November will be celebrated.

25. The May program will consist of reviewing the Club’s projects, aims, the structure of Zonta (International and local) committee purposes and the meaning of the emblem. This meeting will serve as a rededication to the Zonta ideals for all members. New members from the preceding year will be honored. The President shall appoint a committee to facilitate this event.

APPENDIX A

STANDING RULES OF THE ZONTA CLUB OF ST CLOUD

1. Club materials to be presented to new members at the time of pin presentation include:

A membership listing

Copy of current Bylaws of the Zonta Club of St Cloud

Copy of the Standing Rules of the Zonta Club of St Cloud

Current Listing of Committees

Listing of meeting dates and locations.

1/7/2010 – approved by Board for presentation to membership at February business meeting

2/11/2010 – approved by Membership

10/04/2012 – approved by Board for presentation to membership at November business meeting

12/13/2012 – approved by Membership