

ZONTA CLUB OF KAUAI STANDING RULES

(Revised 02/29/2024)

1. **REQUIRED MEETINGS:** GENERAL MEMBERSHIP, FELLOWSHIPS, FUNDRAISERS AND SERVICE PROJECTS.

- a. **GENERAL MEMBERSHIP:** Regular Membership shall be held on the first Thursday of every month. Regular Meetings are mandatory, unless there is an adequate excuse.
- b. **FELLOWSHIP EVENTS:** Fellowship Events shall be held quarterly at times compatible with membership scheduling.
- c. **FUNDRAISERS AND SERVICE PROJECTS:** As Scheduled.
- d. **ABSENCES:** An unexcused absence is when a member fails to give notification of an intended absence by noon on the Tuesday before the general membership meeting or as requested by the Host Restaurant. An unexcused absence will result in a fine, see #7 Fines. After three (3) consecutive unexcused absences from all meetings (general membership, fellowships, fundraisers and service projects) the organization/membership committee will contact the member and attempts will be made to resolve the situation. Should the absences continue for another month, the issue on member's status will be taken to the Executive Board by the vice president, the organization/membership chairperson. Possible consequences may include recommendation for member involved to take a leave of absence, cancellation of membership, or any other action at the discretion of the Executive Board. Should a member have more than three (3) consecutive unexcused absences from general membership meetings that organization/membership committee will contact the member and attempts will be made to resolve the situation.

2. **BILLING**

- a. Billings and collections for dues and fines, for missed meetings without proper notification, meals, events, and contributions are the responsibility of the Treasurer. All Committees shall be responsible to provide a list of all monies collected for the respective event and submit to the Treasurer. All club members must make payment to the Treasurer to remain in good standing.
- b. New member and renewal dues for fiscal year must be paid to Zonta International by June 1 and half year dues must be paid by December 1. With Board approval, the prospective member(s) may attend luncheon meetings and participate in club functions until their dues are paid, at which time, they become voting members.
- c. The club may assess members should expenses surpass income in the general fund.

3. **STANDING COMMITTEES**

The following are club's standing committees:

- a. Budget and Finance
- b. Fundraising/Grants
- c. Bylaws and Standing Rules
- d. Organization/Membership
- e. Nomination/Installation of Officers

- f. Communication/Public Relations/Website
- g. Programs/Advocacy/United Nations/Amelia Earhart/ Status of Women
- h. Christmas Fund
- i. Scholarship
- j. Service
- k. Fellowship/Sunshine

The duties of the committee are in accordance with the Manual of Procedures for Zonta International. Committees shall report monthly to the executive board and to the club membership. In the event of a chairperson's absence, a substitute person shall report or a written report must be provided to the President.

4. COMMITTEE CHAIRS

- a. The Vice President shall serve as chairperson of the Organization/Membership Committee.
- b. The President-Elect shall serve as chairperson of the Program Committee.
- c. The Past President shall serve as chairperson of the Nomination/Installation of Officers Committee.
- d. All other Committee Chairs are assigned by the club President.

5. COMMITTEE ASSIGNMENTS

In order that the committees operate effectively, appointments to committee should require at least two (2) holdover members whenever possible. Each Chair should keep minutes of her committee meetings and turn over a written schedule for New Chair.

6. PLUNKING THE PIGGY

Each member shall "plunk the piggy" for making an announcement at meetings, for news affecting them personally, any publicity in the newspaper, other publication, appointments to any State, County, or Federal boards or commissions, forgetting your name tag, etc. The amount shall be left to the discretion of the member.

7. FINES/CONTRIBUTIONS FOR ABSENCES FROM GENERAL MEMBERSHIP MEETINGS, FELLOWSHIPS, FUNDRAISERS AND SERVICE PROJECTS

- a. The general membership meeting: Unexcused absence or any member who neglects to give prior notification of attending a meeting but opting not to eat will result in cost of the meal.
- b. Fellowship Events: The actual cost of event/function.
- c. Fundraisers and Service Projects: The membership shall determine the fundraisers and/or service project annually. A \$25.00 fine may be assessed for non-participation or failure to inform the committee chairperson that you are unable to participate.
- d. Treasurer or Treasurer Elect will notify members of all fines. All fines are due and payable at the first General Membership meeting following the event/function to the Treasurer or Treasurer elect.

8. SERVICE FUND/DONATIONS

- a. All request for service funds and donations in any amount shall be submitted to the Chair of the Service Committee.

- b. The Chair and her committee will review the request and report its decision or recommendation to the Club Board at the body's next meeting.
- c. At the next general membership meeting the Service Committee Chair will report on the request and the recommendation.
- d. If the membership approves the request, the Service Committee Chair will then submit in writing together with the amount approved to the Club Treasurer.
- e. The Service Committee Chair will then deliver the check to the requester. The foregoing procedures must be followed in order for the Club Treasurer to issue a check to the requester.

9. ADDITIONAL BUDGET REQUESTS

Each committee chair is responsible for submitting a written request to the Finance Chairperson two (2) weeks prior to the next Club Board meeting should the need arise for additional funds exceeding the budget allocation.

10. REQUEST FOR PAYMENT/REIMBURSEMENT

All request for any form of payment/reimbursement must be made on the Club or Foundation request form with invoice(s) or receipts(s) attached, signed by the Committee Chairperson, President, or Finance Chair. Non-compliance will result in no reimbursement or payment.

11. SIGNATURES FOR PAYMENT ORDERS AND CHECKS

All payment orders and checks drawn on Treasury shall require to have two (2) signatures. The authorized signatures are President, Vice President, Secretary, and Treasurer. Any two (2) can sign, in the absence of the Treasurer, these duties are the responsibility of the Treasurer-Elect.

12. FISCAL YEAR END

For purposes of the audit or review, the books shall be closed at the end of the fiscal year, May 31, and reviewed by the Finance Committee.

13. ANNUAL DONATION TO INTERNATIONAL SERVICE

The Zonta Club of Kauai determines the amount on the annual donation to be submitted for the Zonta Club of Kauai. The Club Foundation shall submit the completed form and check to Zonta International Service.

14. CLUB ADDRESS

The address of the Zonta Club of Kauai is Post Office Box 3032, Lihue, HI 96766-6032. Keys for the box will be held by the Club Treasurer and Foundation Treasurer. It shall be the responsibility of the Club Treasurer or Foundation Treasurer to pick up and disseminate the mail.

15. MAILINGS TO MEMBERSHIP

The Secretary shall email minutes to all members. The Secretary also will be responsible for mailing all pertinent materials (E.G., notices of fundraisers, etc).

16. DELEGATES TO INTERNATIONAL CONVENTION, DISTRICT CONFERENCES AND AREA MEETING ATTENDEES

- a. Delegates and attendees shall be selected according to Article X, Section 4 of the Bylaws of Zonta International and Article XII, Section 11 of the said Bylaws, as well as the following: Designation of delegates shall first be offered to the President and officers of the club in descending order. If no officer is available to attend, the naming of the said delegate shall be made among those members who will be attending. Area Meetings are open to all (no delegates are assigned).
- b. The club will pay for delegate attending International Convention – registration, airfare (economy/coach), and hotel only. Hotel cost during Convention Meeting only. (With prior approval from the Club Board we may also pay for the day prior to the Convention starting date. If budget allows the Club may pay registration fees for other members attending the International Convention).

The Club may pay for delegate attending District Conference and Area Meeting – registration, airfare (economy/coach), and hotel only. Hotel cost during the meeting days only. (With prior approval from the Club Board we may also pay for the day prior to the meeting starting date).

The Club will not pay or reimburse for any miscellaneous cost without prior approval.

- c. Budget allocation for attendee's expenses shall be strictly adhered to unless additional funds have been allocated and approved prior to said event by the Club Board.

17. REVIEW OF BYLAWS AND STANDING RULES

The Bylaws and Standing Rules are to be reviewed biennially by the Bylaws and Standing Rules Committee then presented to the Club Board for approval. A standing rule can be adopted by a majority vote at any business meeting without prior notice.