

Updated in Finnish on 22 August 2015 by
Zonta International District 20 Board

This updated version of 22 August 2015 includes the original Standard Rules for District Conferences adopted at the District XX Conference of 10 October 1987

Zonta International District 20 (Registered in Finland)

STANDING RULES FOR DELEGATES AND DISTRICT CONFERENCES

In accordance with the Finnish Associations Act of 26 May 1989/503, including amendments, the official language of District 20 conferences is Finnish. The language of Zonta International is English. The district conference convened in the autumn of odd-numbered years is an election meeting, which elects the district officers, with the exception of the district secretary, and the District Nominating Committee for the next biennium. At this district conference the languages used are English and Finnish, since election district conferences are always attended either by the Zonta International President or her International Representative. Delegates and their alternates may address the meeting in Finnish, if they so wish.

1 Voting members of the conference and representation by proxy

- ✘ The voting members of the district conference shall be the delegates of each club in good standing and the governor, lieutenant governor, area directors (or vice area directors, if deputizing for their ADs), district treasurer (or deputy treasurer, if deputizing for district treasurer). Each voting member of the board shall have one (1) vote.
- ✘ To be in good standing a club shall have paid international dues and fees, provided Zonta International Headquarters with a current and complete membership list, have paid district dues and area dues (if applicable), and have organizational activity in accordance with Zonta International Bylaws provisions.
- ✘ The following provisions apply to delegates: Each club with 1 to 30 members shall be entitled to one (1) delegate and one (1) alternate; each club with 31 to 60 members shall be entitled to two (2) delegates and two (2) alternates; each club with sixty-one (61) or more members shall be entitled to three delegates and three alternates
- ✘ Delegates and alternates shall be elected by the club they represent.
- ✘ A delegate may carry more than one of the total votes to which the club is entitled.
- ✘ A member of the district board shall not be a club delegate or alternate.
- ✘ A club may be represented by proxy at a district conference.
- ✘ A club represented by proxy shall be entitled to its total votes by proxy.

✘ No club may be represented by proxy at more than two (2) consecutive conferences.

✘ A club may carry the proxy votes from no more than two other clubs.

2. Standing rules for conference delegates

✘ In the absence of the delegate, the alternate acts and votes on her behalf.

✘ Area directors and vice area directors shall be elected by the delegates from the clubs in that area, and, should there be any other business that only concerns that area, only the delegates from the clubs in that area shall vote on the matter.

✘ Should a registered delegate be unable to attend the district conference, the area director concerned shall be notified immediately of the change, with notification sent to the organizers' official email at least five (5) days before the conference.

✘ Should a transfer of a proxy be necessary, the area director concerned shall be notified immediately for necessary action.

✘ Any changes during the conference shall be reported to the area director concerned.

✘ Delegates and alternates shall report to the area director or vice area director for registration at the appropriate area desk.

✘ The delegate shall check that she has received all the conference material in accordance with the number of votes she carries. If the delegate carries a proxy from another club, notification of this shall be given on registration and, at the registration desk, the delegate shall see to it that she will also receive the conference material of the club whose proxy she is carrying

✘ The official conference material consists of the District Conference Programme, the Agenda of the Business Sessions, Green and Red Voting Cards, Proposal/Motion Form and Participants' List and, as required, other necessary voting cards.

✘ The delegate shall print for herself any other necessary conference material available on the district website.

✘ District bylaws, standing rules for delegates and district conferences and district rules of procedure are published on the district conference website for each conference.

✘ The delegate shall check that her conference badge bears the appropriate insignia of a delegate and proxy/proxies.

✘ The delegate shall see to the collection of The Zonta Magazines for her own club and of that/those club(s) whose proxy/proxies she is carrying, from the Collection Point. (NB Magazines left behind will not be forwarded.)

3. Club president 's duties before district conference

✕ Invitation to the district conference shall be sent by email or by surface mail to district clubs, district board members, chairmen of district committees, parliamentarian and past governors sixty (60) days before the conference at the latest. The invitation and conference materials shall be published on the district website.

✕ Club president shall see to it that the club meeting elects club delegate(s) and alternate(s) in good time before the conference.

✕ The club chairman shall send the names of the club delegate and alternate to the district by the due date required on the form available on District 20 website at "piirikokous".

✕ If the club carries proxies, the club chairman shall inform the district of this by the due date required on the Club Registration Form available on District 20 website at "piirikokous".

4. Duties of the club and its delegate(s) before district conference

✕ Registration to the district conference shall start 60 days before the conference at the latest and close at the stated date.

✕ Should a District 20 club or private member wish to bring a motion before the assembly, the governor shall be informed of the matter in writing seventy-five (75) days before the meeting at the latest for inclusion in the call to conference and the agenda of the meeting.

✕ District conference registration takes place within given time limits and each registration will be acknowledged by return.

✕ Any one person registering shall also state whether she is a delegate or an alternate, or is carrying a proxy/proxies for another club.

✕ Payments to the District bank account shall be made by the due date. Cancellations shall be made to the email address provided by the organizers. No cancellations can be accepted and no refunds are remitted after the due date.

✕ In case of illness, travel insurance is recommended.

✕ District conference payments by individuals shall be remitted in a lump sum to the bank account provided by the organizers. If the club pays the delegate 's fees, notification shall be sent to the email address provided by the organizers to enable the district treasurer to collate the data.

STANDING RULES FOR DISTRICT CONFERENCES

1 duties during the conference

- ✘ Only voting members have the right to make motions and vote at the meeting. Other attendees have the right of presence and speech.
- ✘ Delegates shall be in place five (5) minutes before the call to order and they shall sit in the area especially reserved for delegates.
- ✘ Anyone wishing to speak shall stand up, ask the chair for the floor and, when recognized by the chair, state her name and club and proceed.
- ✘ The length of speech is limited to three (3) minutes, unless the assembly consents to an extension.
- ✘ No member can speak more than twice (2) to the same question.
- ✘ The speaker can obtain the floor for the second time only after every member who wishes to speak to the same question has had an opportunity to do so once.
- ✘ The motion or amendment shall be presented to the secretary of the meeting in writing on the Proposal/Motion Form at the meeting signed by the proposer and seconder, both of whom shall be official delegates or voting members.
- ✘ A delegate presenting a candidate from the floor for an elected office will be limited to presenting the name and club of the candidate only.

2. Duties after the conference

- ✘ Governor and the secretary of the meeting shall draft the minutes of the meeting to be scrutinized by the two scrutinizers of the minutes elected at the meeting. All the aforementioned persons shall sign the minutes which shall be published on the District 20 website within sixty (60) days of the meeting. The district secretary shall retain all the documents and other records of the meeting for at least a hundred and twenty (120) days after the meeting. Otherwise, District 20 Guidelines on Recording Archival Materials shall be observed.
- ✘ After the meeting, the delegate shall report on the conference and the business handled to her own club and the club whose proxy she has carried.
- ✘ The delegate shall attend the meeting of the club whose proxy she has carried. The club concerned should ensure that the necessary technical equipment, including a net connection, is available and in working order if needed.

3. Reimbursing delegates for travel expenses

- ✘ Club delegates' travel expenses by the most economical mode of transportation shall be reimbursed from the District 20 Congress Fund.

- ✘ It is recommended that the club should pay at least the registration fee for the delegate. Other club members attending a district conference cover their costs of participation themselves.
- ✘ If the club is carrying a proxy, the club giving it shall cover part of the delegate's expenses as mutually agreed by the clubs. (Practice varies, but many clubs cover half of the registration fee, for instance.)
- ✘ Travel expenses claim form will be sent to those entitled to reimbursement after the conference.
- ✘ This form shall be returned by the due date given, but the delegate may forgo the reimbursement by returning the form and filling in Item "No claim".

4. District conference evaluation form

- ✘ After the district conference participants will be sent an evaluation form which should be returned by the due date. Your contribution will be greatly appreciated and we look forward to receiving your replies and suggestions for ways to improve our conferences and seminars in future. Thank you.

Rendered into English by
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Zonta International
District 20
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