**ZONTA CLUB OF NEWARK STANDING RULES**

The following standing rules are policy and/or procedures for the Zonta Club of Newark and may be changed by the Board with approval of membership.

1. **New Members and Orientation**
2. Prior to application for membership, the prospective new member may be a guest of the club at a meeting or an event.
3. After application is approved and dues is received, the new member will be inducted into the Club at a regular meeting by the President, Vice President or Area Director.
4. As soon as convenient after induction, an orientation session shall be conducted by the Membership Committee. The orientation may take place prior to or after a regular meeting or at a time chosen by the Committee and the new member but no later than two months after being inducted into the Club.
5. The Membership/Orientation committee shall report new member information to editor/publisher of the Roster. The Treasurer will notify Zonta International and District.
6. **Club Publications**
7. Roster information shall be reviewed and updated as needed.
8. **Finances and Expenditures**
9. The Board shall have the authority to approve unbudgeted expenditures up to $500.00. Unbudgeted expenditures in excess of $500.00 must be approved by 2/3 vote of membership present at a meeting.
10. The Club financial account shall be at a financial institution designated by the Board.
11. Expenses may be paid (if finances are available) for up to four (4) delegates to attend the District Conference. The President and Vice President shall have first option to attend. The Board shall designate delegates and alternates.
12. Expenses may be paid (if finances are available) for two (2) delegates to attend the International Convention. The President and Vice President shall have first option to attend. The Board shall designate delegates and alternates. Expenses shall be limited to:

* airfare or standard mileage rate as designated by the Internal Revenue Service (IRS)
* registration fees
* hotel room based on double occupancy
* official function of the convention

1. Full year dues - $100.00 (June 1 – May 31)

Zonta International states “Clubs can now register in May and pay for New Members at the same time as they update and pay for all Club Members”. The official Join date for new members will be June 1.

Dues payable in full.

New Member dues - $129.00 payable in full.

Renewal dues - $100.00 payable in full. Zonta Club of Newark will pay the balance.

Reinstated Member - $129.00 payable in full.

New Young Professional dues - $73.50 payable in full.

Renewal dues - $58.50 payable in full.

1. **Service Projects and Fundraising**

Service and Fundraising projects will be recommended to the Board and presented to membership for approval by a 2/3 vote of membership present at meeting. All members are encouraged to participate in Service Projects and Fundraising Events.

1. **Committees**

A Board member may be appointed by the President to serve as a non-voting member of standing committees and/or special committees.

1. **Miscellaneous**
2. Officers, Directors and Committee Chairs shall have the permission to dispose of previous club reports and correspondence. Exception being the “master set” of Board minutes, club minutes, annual reports and financial reports (which are to be given to the Historian).
3. A sympathy card and $50.00 memorial contribution or floral arrangement may be made for the death of a member or member’s immediate family. A yellow rose may be sent for hospitalization and/or surgery of a member. Occasion cards may be sent for birthdays and/or well wishes.
4. The Standing Rules may be amended by a 2/3 vote of membership present at a meeting. The changes shall be presented to the membership at least ten (10) days prior to the vote.
5. Meetings shall be held the second Thursday of the month. Additional meetings may be added as necessary to conduct important business.

Exceptions include:

* In lieu of the December meeting, a Christmas party will be held.
* In lieu of the June meeting, a picnic will be held.
* There is no general meeting in July and August.
* The Board will continue to meet in July and August.

Revised date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_