

**STANDING RULES FOR DISTRICT ELEVEN  
QUOTA INTERNATIONAL INCORPORATED INC.  
2011– 2012**

**RULE 1           DISTRICT CONFERENCES**

**A. Annual Conferences.**

1. The Annual Conference shall be held on a weekend in April or May. Clubs wishing to be hostess to the Conference shall send an invitation to the Secretary-Treasurer at least twenty-one days before the opening of the Conference three years in advance of the year to which the invitation relates.

The time and place of the Annual District Conference shall be decided three years in advance by the delegate body of each Conference.

2. The “Call to Conference” issue of “Notes and Quotes” will be mailed prior to February 28<sup>th</sup> of each year.
3. The Hostess Club, under the general Chairman, shall with the advice and approval of the Governor make arrangements for:
  - Hotel accommodation and meeting rooms.
  - Luncheon, Leadership Seminar and Dinner (with meal tickets as needed)
  - Publicity
  - Registration
  - Decorations
  - Entertainment
  - Hospitality (including the Governor’s Reception)
  - Address of Welcome
  - Invocation
  - Guest Speakers
  - Provide Motion Cards

And any other arrangements directed by the Governor.

4. Sale of tickets of chance shall be confined to tables designated for Club Sales.

**B. Voting Body**

1. All clubs who are represented by the delegates to District Conference must be in good standing with Quota International Incorporated and District as of Club’s January membership report.
2. The Voting body of the District shall be the Governor, Lt. Governor, and Secretary-Treasurer, any International Officers or Past President of Quota International Incorporated residing in the District, and not more than two (2) delegates from each club.
3. Credential forms, giving the names of the two elected delegates and two alternates, certified by the President and Secretary of each club, shall be presented to the Credentials Chairman before registration at the Conference.
4. A majority of clubs in District 11 represented at the Conference shall constitute a Quorum to transact business.

**C. Conference Financing**

1. The Conference Budget shall be separate from the District Budget.
2. Conference budgeting is to include payment for:
  - hotel accommodation and registration fee of the International Representative.
  - hotel accommodation and registration fee for the Parliamentarian.

3. A registration fee, as fixed by the Governor in consultation with the Hostess Club to defray Conference expenses, shall be paid as follows:
  - a) Registration fee for not more than two (2) voting delegates, non-refundable, sent two (2) weeks in advance with credentials to the Hostess Club.
  - b) By each member attending, other than delegates at Conference registration.
  - c) Delegates' registration shall be \$5.00 higher than other members attending Conference.
  - d) Registration for only part of the Conference shall be prorated.
4. It is the intent that the Conference be self supporting. Surplus remaining after payment of Conference expenses shall revert to the District Funds; any deficit shall become the responsibility of the District.
5. All local clubs shall advise the Hostess club of the number of delegates, alternates and members planning to attend the Conference at least two weeks prior to the Conference.

## **RULE II OFFICERS AND THEIR ELECTION**

### **A. Officers**

1. The Governor and Lt. Governor are elected.
2. The Governor shall appoint the District Secretary-Treasurer.
3. The Governor shall appoint the Parliamentarian.

### **B. Nominating Procedure**

1. The Nomination Committee shall:
  - a) Prepare and send out nomination forms by January 31<sup>st</sup>, for the offices of Governor and Lt. Governor.
  - b) Receive nominations for the offices of Governor and Lt. Governor no later than February 28<sup>th</sup>. Persons nominated by the Clubs must have agreed to let their names stand and serve if elected.
  - c) Ascertain eligibility of nominees. A candidate for the office of Governor or Lt. Governor must be a Past President of a Quota Club and have active membership status.
  - d) Nominate candidates in case no nominations are received.
  - e) Prepare the slate of nominees and send to all Clubs no later than March 31<sup>st</sup>.
  - f) Prepare a ballot consisting of one or more names for each office, for use at the Conference.
2. The Nominating Committee shall report to the Conference the names of all nominees and shall attach thereto the original nominations received from the local Clubs in the District.

### **C. Election Procedure**

1. Nominations shall be called for and may be made from the floor of the Conference by any registered Quotarian of District 11 at the Conference, providing the nominee has agreed to accept the nomination.
2. At the close of nominations at the Conference, the Governor shall appoint an Election Committee consisting of three non-delegates of Clubs that have no nominee. The Committee shall conduct the Election and report the results to the Conference before adjournment.
3. Election of officers shall be by ballot.
4. A plurality of votes of those entitled to vote shall elect.

## **RULE 111      COMMITTEES OF THE DISTRICT**

### **A. Nominations Committee**

Prior to the adjournment of the District Conference, the Governor shall appoint one member of the Nominating Committee; two additional members shall be elected by the Delegates. Said committee of three shall serve until the next District Conference and shall receive from the Clubs in the District, nominations for Governor and Lt. Governor, and shall present a report to the District Conference.

The Governor shall not be a member of this Committee.

### **B. Resolutions Committee**

1. Shall be appointed within 60 days following the Annual Conference, by the Governor, and each club will be advised accordingly.
2. Resolutions from Clubs shall be sent to the Resolutions Committee not later than February 28<sup>th</sup>.
3. The Committee shall submit to the clubs By March 31<sup>st</sup>, all resolutions received.
4. Emergency resolutions arising out of the Conference business may be presented by the Committee during the Conference by unanimous vote of the voting body.

### **C. Credentials Committee**

1. Three (3) members shall be appointed by the Governor. One shall be from the Hostess Club to be present at the registration table from the opening of registration until after all voting has been complete.
2. Duties:
  - a) Ascertain the eligibility to vote of the delegates and/or alternates according to forms provided (Rule 1 B.3.)
  - b) Have a record of the names of the delegates and/or alternates eligible to vote and to see that they are seated in the delegates section for the business meeting.
  - c) Present a report of the voting strength at such times as the Governor calls for it. (This differs from the Local Registration Committee, which includes all registered members and guests.)

### **D. Anne Geddes Award Committee**

A Committee of three (3), consisting of the International Representative to the Conference, the Governor and the Lt. Governor, will choose the recipient of the Anne Geddes Award. The purpose of the award is to recognize excellence in EITHER – One Service Project – OR – One Fundraising Project. Presentations are to be made orally and visually at the Conference Friday evening ceremonies.

#### **d) Record of Membership Committee**

This committee of three (3) appointed by the Governor, sends requests for all Clubs in the District to send their membership records for the year April 1<sup>st</sup> to March 31<sup>st</sup> to determine and select the recipient of the Grace Atkinson Award for the highest percentage gain in membership in the District.

### **D. Development and Growth Committee**

This committee shall be comprised of the Lt. Governor and the Chairman of the Membership Committee of each Club. This Committee shall promote the organization of new clubs and encourage strengthening of existing clubs.

### **E. Finance Committees**

- a) A Budget and Finance Committee, appointed by the Governor, shall be comprised of a Chairman (from the Governor's own Club), and two (2) other members – one of whom shall be the District Secretary-Treasurer. The purpose of this Committee is to review the District financing and present a proposed budget to the District Conference. The Governor shall be an ex-officio member of this committee.

- b) The Governor shall appoint an Audit/Advisory Committee of not less than three (3) members in good standing, including one Past Governor. The Secretary-Treasurer shall provide for approval to the said Audit Committee by March 15<sup>th</sup>, the books and related documents. When approved, two (2) copies shall be sent by the committee to all clubs in the District by March 25<sup>th</sup>, for the first meeting in April.
- c) The Financial Statement as prepared by the Financial Secretary to the close of the current term shall be placed in the Conference Report as well as the March 15 statement mentioned in G b) above

**F. District Editor**

The District Editor will be the Governor after the elections are concluded, who can procure help as needed from her own Club. Notes and Quotes will be issued at least three (3) times annually, plus a Call to Conference Issue.

**G. District Historian**

The District Historian will be appointed by the Governor to compile archives of District 11 for posterity. Updating of the district scrapbook shall be the responsibility of the immediate past District Host Club annually.

**J. Other**

The Governor may appoint any special committee(s) that may be deemed necessary, such as Standing Rules or Conference Rules Committees.

**K.** Appointment of committee by the Governor refers to the Governor elected for the ensuing year.

**RULE IV        REPORTS**

- A. A copy of the approved financial statement with explanatory notes (Rule III G b) and the proposed budget shall be placed in the hands of each Quotarian upon registration and included on the agenda.
- B. All motions made by delegates at the Conference shall be in writing.
- C. **President's Annual Report**  
Each Club President shall prepare the District 11 club's President's Report on the form provided by the Governor for the period of April 1<sup>st</sup> to March 31<sup>st</sup> for the current year. One copy of the report shall be sent to the District Governor, one copy to the District Secretary-Treasurer and one copy to the Conference Chair at least one week prior to the commencement of the Conference for the inclusion in the Conference Handbook. A copy will be included in the printed minutes after Conference.
- D. **Conference Report**  
Within sixty (60) days, after the close of the District Conference, the Governor presiding at that Conference and the Secretary-Treasurer shall make a narrative report in writing, signed by each of them, of the proceedings of the Conference. A copy shall be sent directly to the President and Executive Director of Quota International Incorporated, Canada Area Director, Lt. Governor, Parliamentarian, and each club in the District.
- E. Governor's Report and International Representative's Report to be given to the voting delegates from each club attending District Conference.

**RULE V        DISTRICT FINANCING**

- A.
  - 1. Expenses of the Governor, when attending Conference, shall be paid as follows: transportation, registration and hotel accommodation.
  - 2. The expenses of the Lt. Governor shall be paid as follows: transportation, registration, and hotel accommodations while attending District Conference.
  - 3. Expenses of the Secretary-Treasurer shall be paid as follows: transportation, registration, and hotel accommodations while attending District Conference.

4. A Past Governor's pin shall be presented to the retiring Governor at the District Conference.

**B.**

1. Each club in the district shall be assessed \$35.00 per member. Clubs shall be billed at least 30 days before the due date of January 31, by the Secretary-Treasurer. Payment of District Assessment shall be forwarded to the Secretary-Treasurer. New clubs will be exempt from per capita assessment in the year in which they are chartered, but in no case to exceed twelve (12) months.
2. When a new member is initiated District Dues will be prorated as follows: January 1 to March 31 at 100%; April to June 30 at 75%; July 1 to September 30 at 50%; October 1 to December 31 at 25%".

Off-Shore Travel Fund

3. Each club in the District shall donate \$2.00 per member, with a minimum of \$50.00 per club, to the Off-Shore Travel Fund. One half of the excess fund realized from the District Conference (as per Rule 1 C (4)), shall be allocated to the Off-Shore Fund account.
4. The Secretary-Treasurer will invest the Off-Shore Fund and available General Funds in Bank/CU "Term Deposits" to expire not later than April 30<sup>th</sup> each year.

**RULE VI CANADA AREA FINANCING**

1. Each club in Districts 11 and 18 shall be assessed \$4.00 per member each year, deposited to the "Canada Area" account, for the purpose of funding the Canada area.
2. The Canada Area Director shall appoint an Area Secretary-Treasurer. Assessment is to be forwarded to the Canada Area Secretary-Treasurer no later than January 31st annually.

**AMENDMENTS TO DISTRICT STANDING RULES**

The Standing Rules may be amended by a two-thirds vote of those present and voting at Conference, provided a notice has been sent to all members with the "Call to Conference."

Amendments may be proposed by any Club in the District and are sent in writing to the Resolutions Chairman by February 28<sup>th</sup>, with a copy to be sent to the Secretary-Treasurer. These Standing Rules may be amended from the floor of the Conference by unanimous vote, with the exception of District Dues. If it is deemed advisable for the District to have additional dues, notice of such proposed dues shall be sent to all member clubs with the Call to the meeting at which it is to be voted upon. A two-thirds vote of those voting members present and voting shall be required to increase dues. (Quota International By-laws Article XV, Section 3).

Amendments shall become effective upon adjournment of the Conference.

It is the duty of the Governor who has presided at the Conference to bring the Standing Rules up-to-date at the close of the Conference, and to include a copy of the revised Standing Rules with the Minutes of the Conference.