

ZONTA INTERNATIONAL DISTRICT # 11  
AREA MEETING POLICIES

1. An Area Meeting shall be held annually in each area. The meeting content is planned by the Area Director, who is the presiding officer, with the assistance of the host club and in consultation with the Governor. At the Mid-Winter Board meeting, the District Board should establish guidelines for the content of each area meeting so that the program and message to members in District #11 is consistent.
2. The Area Director shall attend the meeting in her area, and the Governor or the Lt. Governor shall attend all area meetings within the District by alternating areas each year.
3. All Zontians should be urged to attend the Area Meeting in their respective area.
4. The programs of an Area Meeting should:
  - a) offer practical suggestions and assistance to clubs;
  - b) provide instruction on procedure;
  - c) encourage discussion of club activities.
5. Area Meetings should not be elaborate social affairs and expenses should be kept to a minimum to encourage participation.
6. After obtaining schedule approval from the Governor, the Area Director may accept an invitation from a club to host an Area Meeting, or she may request a club to host such a meeting. To the extent possible an effort should be made to rotate the meetings around the Area.
7. The host club is responsible, upon request of the Area Director, for physical arrangements for the meeting, meals, registration, and suitable overnight accommodations. The Area Director should submit to the host club the area meeting guidelines as outlined in Section 5 of the District Manual. The Area Director shall maintain approval for all arrangements.
8. At least 60 days prior to the area meeting, the Governor shall notify all Area Directors attendance information for her and the Lt. Governor. The Area Director shall provide the Governor and Lt. Governor with a written agenda/program thirty (30) days prior to the scheduled meeting.
9. Area Meetings are fully supported through a registration fee. District representatives do not pay meeting registration fees. Overnight accommodations shall not be part of the registration fee. Registration fees for District representatives, including the Area Director shall be included in the Area Meeting budget as an expense.
10. District #11 will be responsible for expenses of travel, overnight accommodations, and those meals incurred which are not included in the registration fee, for the Area Director and Governor (or her designee). Registration fees shall be an expense for the Area.
11. A "Call to Area Meeting" shall be mailed to all Area Clubs and District Board members no less than sixty (60) days prior to the scheduled date.
12. A written report of the Area Meeting shall be submitted to the Governor within thirty (30) days following the meeting.
13. A written financial report shall be submitted to the District Treasurer within thirty (30) days following the meeting. If there is a surplus of funds, a check in the amount of the surplus shall accompany the report. If there is a deficit, the host club may ask the District Board to consider compensation for the shortfall.

14. The District Manual of Procedure will be utilized for guidelines in planning the Area Meeting, with input from the Governor as to current topics to be included in the planning.
15. The Area Director and host club are encouraged to use the templates endorsed by the District Board as the basis for their mailings and contacts with members in District #11. See Appendix or visit the District web site [www.zonta-district11.org](http://www.zonta-district11.org) for copies of the templates.
16. Club fundraisers shall not be permitted at Area Meeting, however, District fundraisers are permissible.

Adopted by the District Board January 14, 2006