

QUOTA INTERNATIONAL INC. DISTRICT 18 STANDING RULES

Note: For further information regarding District rules and responsibilities refer to Quota International Bylaws, Article XV: Districts.

Amended at the annual conference of Quota International Inc. District 18, held at the Embassy West Hotel and Conference Centre, Ottawa, Ontario (hostess club, QI of Ottawa), May 1st - 3rd, 2009.

1. The time and place of the annual District Conference shall be decided three years in advance by the delegate body of each conference. Any club wishing to be hostess to a 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 that to which the invitation relates.

2. A registration fee to defray the expenses of the conference shall be fixed by the District officers, to be paid by Quotarians attending the conference. Registration categories will be listed allowing members to attend the full conference or the Saturday evening dinner or the installation banquet. Any surplus remaining after the payment of conference expenses shall revert to District funds, and any deficit shall become the responsibility of the District. The Quotarian acting as the District Parliamentarian shall have registration waived.

3A. At least 60 days before the opening date of the conference, the Governor shall appoint a Standing Rules Committee of not less than three members and shall name the chairperson thereof. Resolutions or amendments to the standing rules proposed by the clubs for consideration by the conference shall be sent to the chairperson of the committee at least 28 days before the opening date of the conference. The chairperson of the committee shall send these proposed resolutions or amendments to the standing rules in appropriate form to each club in the District not less than 21 days before the opening date of the conference.

3B. The chairperson of all the Standing Committees and Ad Hoc Committees with the exception of the Auditing and Election Committees submit their report to each club in District 18 no less than twenty-one (21) days before the opening conference.

4A The Governor shall, at District Conference, appoint one (1) member of the Nominating Committee who shall be the chairperson of that committee. Two (2) additional members shall be elected by the voting body at that conference. Said committee of three (3), no two of whom shall be from the same club, shall serve until the next District Conference and shall receive from the clubs in the District, nominations for Governor and Lieutenant Governor at least twenty-eight (28) days before the opening date of the conference. Each nomination shall be accompanied by a statement that the nominee has signified willingness to serve if elected. The chairperson of the Nominating Committee shall send the list of nominees to each club in the District not less than twenty-one (21) days before the opening date of the conference. This Committee shall present a report at Conference.

4B The Lieutenant Governor shall serve as the chairperson of the Development and Growth Committee for the District, and in co-operation with the Governor, works with the President-elect and Vice-President of each club to mentor and communicate any responsibilities/tasks in the area of development and growth.

4C Any club wishing to propose the name of a member of any other club for District office shall obtain the written endorsement of the club to which the member belongs.

4D The Governor shall attend at least one business meeting of each club in the District or request the Lieutenant Governor to attend.

4E The Governor shall be an ex-officio member of all committees, except the Nominating and Elections Committees.

5. The Governor shall appoint an Auditing Committee of not less than two (2) members of a club other than the governor's own, and the Secretary-Treasurer of the District shall provide the books and related documents to the said auditing committee for examination prior to the opening date of the conference.

6. At the close of nominations at the conference, the Governor shall appoint an Elections Committee consisting of three non-delegates of clubs that have no nominee. This committee shall conduct the election and report the results to the conference before adjournment. If however, any position on the executive has only one (1) nominated candidate, the candidate for the position shall be considered elected by acclamation and no ballots shall be cast for the position.

7A The following awards shall be made annually at the District Conference on the basis of information to be provided to the Secretary-Treasurer and to cover the same period as the Presidents' reports in April, (1 May to 30 April each year).

(i) MEMBERSHIP AWARD (formerly Membership and PEP) - A silver rose bowl and a framed pencil sketch donated by District 18 in 1951, and Past Governor Elizabeth Revell respectively, presented to the club having the highest increase in members (bodies) from May 1 to April 30 prior to the District Conference.

(ii) COMMUNITY SERVICE AWARD - A silver tray donated by Dorothy Milligan, Past International President in 1965, presented to the club for the most outstanding service project for the year.

(iii) CARE AWARD - A plaque donated by CARE International in 1972, presented to the club making the highest average contribution per member to CARE.

(iv) ATTENDANCE AWARD - A wooden plaque donated by Dorothy Milligan, Past International President in 1973, presented to the club having the highest average percentage attendance at its meetings.

(v) VELMA MOFFAT SHATTER SILENCE AWARD - A Quota 50th anniversary commemorative plate donated by Evelyn Home, Past Area Vice-President, presented to the club with the best Shatter Silence project for the year.

(vi) DISTRICT TRUST FUND AWARD - A silver basket, donated by Ilse Mitchell, Past Governor in 1985, presented to the Club making the highest average contribution per member to the Helene MacKenzie and Past Governors of District 18 Trust Fund.

(vii) INTERNATIONAL SERVICE AWARD - A silver candelabra donated by Nasreine Canaran, Past Governor in 1986, presented to the club for the highest per capita contribution to International Service, excluding CARE and UNICEF.

(viii) UNICEF AWARD - A silver cup donated by Helen Macdonald, Past International President in 1990, presented to the club making the highest average contribution per member to UNICEF.

(ix) CONFERENCE ATTENDANCE AWARD - A plaque donated by Past Governor Gail Pomeroy 1997 to be awarded to the Club with the highest percentage of their membership attending District 18 Conference, excluding the host club.

(x) DISADVANTAGED WOMEN & CHILDREN AWARD - A framed print donated by Past Governor, Suzanne Prosser, in 2002 to be awarded to the club with the most outstanding disadvantaged women and children project for the year.

(xi) DISTRICT VOLUNTEER OF THE YEAR AWARD - A crystal bowl donated by Past Governor, Marie Dobson-Dunlop, 2002-2004, to honour the Quotarian who positively affected the District by embodying the true spirit of volunteerism.

Clubs holding any of the above awards, which are the property of the District, shall be responsible for returning them to the District Secretary-Treasurer at the opening of the conference.

7B It should be noted that the following contributions have been made by other Past Governors, but not in the form of awards:

QUOTA PODIUM BANNER - Made and donated by Past Governor, Heather Fell, in 2000, to be used as an adornment at each District 18 Conference.

ROBERT'S RULES OF ORDER - Donated by Past Governor Georgina Waind, in 2006, to be used at each District 18 Conference and meetings.

FOUR FLAG STANDS - Donated by Past Governor Donna Spicer in October 1995 to celebrate the 50th anniversary of District 18.

FLAG STAND - Donated to District 18 by Governor Evelyn Horne in October 1976.

7C The following awards have been retired, but are listed below for information only.

(i) MILEAGE AWARD - A plaque donated by Donna Spicer, Governor in 1994, presented to the club traveling the most kilometres to conference. Formula based on the number of members attending x the kilometers traveled.

RETIRED 2006

(ii) HISTORY AWARD - A wooden plaque, showing an open book, replacing a desk set donated by Betty Kane of the Quota Club of Samia, presented to the club whose submissions to the history book reflect the best quality, variety and detail.

RETIRED 2009

8. President's Council and Quota Training Seminar shall be held before the end of May and during the District Conference.

9A The annual District dues of twenty dollars (\$20.00) per member per annum shall be payable to the Secretary-Treasurer of the District on or before January 31, based on the number of members in the club on the first of January as shown on the membership report to International. In accordance with Quota International bylaw, Article XIV, Section 4(b), a member-at-large shall continue to pay Quota International dues, and if the member resides in a district, district dues. Out of the twenty dollars (\$20.00), four dollars (\$4.00) per member per annum shall be transferred by the Secretary-Treasurer to the Development and Growth account and four dollars (\$4.00) per member per annum shall be transferred by the Secretary-Treasurer to the Canada Area Secretary-Treasurer.

9B The District surcharge of ten dollars (\$10.00) per month shall be charged each club delinquent in the payment of its District dues.

10A Each club shall be responsible for the registration of one (1) delegate to Conference and one (1) delegate to Quota Training Seminar even if no delegate attends. Each club shall be responsible for the travel expenses of not more than two (2) delegates to Conference and not less than one (1). Each club shall also be responsible for travel expenses of its president to attend Quota Training Seminar in May.

10B The number of new club delegates for which Conference and Quota Training Seminar registrations shall be paid is 2 delegates.

11. The expenses of the Governor, Lieutenant Governor, and the Secretary-Treasurer, or designated alternate(s) for any District officer(s), while conducting District business shall be paid out of District funds.

12. A maximum of one hundred and fifty dollars (\$150.00) may be expended annually to provide for District identification and to extend hospitality and fellowship while in attendance at International Convention.

13. The Governor of District 18, or designate, will be responsible for publishing at least four issues of the District newsletter "Quotascopie".

14. The District 18 "Off-Shore Fund" shall be used to send the District 18 Governor to a Convention when same is located off the North American continent. Each club shall donate Seventy-five dollars (\$75.00) per year to the District 18 "Off-Shore" Fund. This money shall be presented at District Conference.

15. The District Secretary-Treasurer shall be responsible to ensure that an In Memoriam donation of Twenty-five (\$25.00) is made to the Helene McKenzie & Past Governors of District 18 Trust Fund, at the time of death of a Past Governor, who is still active in Quota, or a Current District Officer.

16. With the exception of Rule 9A, these rules may be suspended by a two-thirds vote at District Conference. With the same exception, they may be amended by simple majority vote at the District Conference if the proposed amendments have been circulated to the clubs in advance, and by a two-thirds vote if the amendments are proposed from the floor of the conference. Rule 9A may be amended in accordance with the provision of Section 3 of Article XV of the Bylaws of Quota International Incorporated.

17. Within sixty (60) days after the close of District Conference the governor, Lieutenant Governor and Secretary-Treasurer in office at the time of the conference shall make a report in writing, signed by each of them, of the proceedings of the conference, transmitting copies to the International President, the Executive Director, the Area Director and each club.

18. Business that requires action prior to Conference may be discussed and voted on at Quota Training Seminar if a quorum of delegates is in attendance, and if clubs have received notification not less than 30 days in advance of the meeting.

19. At the beginning of each District Conference, the presiding Governor shall appoint a committee of three delegates, to be a committee to approve the Conference minutes. The Secretary-Treasurer shall forward the minutes to the committee members. The Committee members must review and return the minutes with any comments within five days.

20. District 18 Standing Committees are:

- i. Development and Growth
- ii. Standing Rules
- iii. Nominating
- iv. Confirmation of Conference Minutes

District 18 Ad Hoc Committees are:

- i. Elections
- ii. Auditing
- iii. Other

- last amended May 2009

PURPOSE AND MISSION OF DEVELOPMENT AND GROWTH QUOTA INTERNATIONAL DISTRICT 18 AMENDED JUNE 2006

PURPOSE

The purpose of these guidelines is to assist and advise clubs in the acquisition of new members, retention of current members and the establishment of new Branches and/or Clubs.

The Development and Growth (D&G) of the District is the responsibility of the Lt. Governor. The Lt Governor works with the President-elect and Vice President to mentor and communicate any responsibilities/tasks in the area.

The specific duties of these club positions are outlined in Club By-laws. District officers encourage, motivate and provide any needed materials for continuous D&G.

In accordance with District 18 Standing Rules, the D&G fund shall be provided annually with Four dollars (\$4.00) for each member from District dues.

All President-elects and Vice Presidents should ensure they are aware of the International By-Laws, District 18 Standing Rules, Purpose and Mission of Development and Growth, and club By-Laws.

MISSION/GENERAL OBJECTIVES

The Mission of this District is to work diligently to charter new clubs and branches. Membership is a perpetual motion activity. **A recruitment event should be held at least once annually.** Why not celebrate the club's birthday with a recruitment/information event in the community? Awareness of Quota's work in the community should always be a goal.

The General Objectives of the above is to:

Establish President-elect/Vice Presidents as the lead promoter and spokesperson for D&G;

Encourage the use of materials available from International and District levels;

Provide support to those excelling in the D&G area;

Provide guidelines for successful recruitment events; and

Recognize those who mentor new Branches/clubs;

FUNDING

New Club development/Branching

Every member is encouraged to develop and organize a new club.

Up to Three hundred dollars (\$300.00) may be advanced, upon request, from District funds for this purpose.

Any additional amount requested for this purpose will be considered a loan to be repaid in full within two (2) years.

Delegate registration for two (2) members for Quota Training Seminar (QTS) and District conference can be provided in a club's first year, if requested by the club.

An advertising allowance will be considered in an area in which interest has been shown by prospective members. An estimate of required funds for advertising must be submitted to the Lt. Governor for consideration.

Any additional funds are available from Quota International for organizing a new club.

Branches ideas must be followed through. Five (5) members most likely will grow into a chartered club (15 members). Information on Branching is available on the website or from the District Executive.

RECRUITMENT OF NEW MEMBERS

All clubs are eligible for rebate of up to Two hundred dollars (\$200.00) annually to cover one-half (1/2) of the cost of food served at a recruitment event. An event would consist of a minimum of one or more prospective members at a regular schedule meeting or a designated "recruitment or information" event. Only one event is eligible per year.

A report including the date, location, name(s) of prospective members and total cost of the food served must be submitted to the Lt. Governor. This event should take place between 1 May and April 30 each year. Any request for reimbursement must be submitted to the Lt. Governor by 30 April each year.