

Guidelines for Ongoing District 23 Service Projects

Document Control

Version V1.0	Original Document	November 2007
Version V1.1	Amended	February 2013

1. General

After a District Project has been running successfully over two biennia it may be put to District Conference for a vote for the project to become an Ongoing District Project. For a project to be eligible to be classified as an Ongoing District Project it must have met all the District reporting requirements. Any Project Coordinator wishing to put forward a proposal for the Project to be classified as ongoing, must submit this proposal to the Governor by the second District Board meeting of the biennium in the odd numbered year.

After evaluation by the District Board to ensure that the Project meets the ongoing criteria, the District Secretary will forward a motion to clubs with the business "Call to Conference". This occurs at least sixty (60) days prior to conference, as required by the Zonta International Bylaws. This will allow club delegates to be well aware of what is being proposed and confident that they can make an informed decision when voting.

In the event that there is more than one proposed Ongoing District Service Project for a particular biennium, each Project will be voted on separately at Conference, in the order of receipt by the Governor. For a Project to be accepted as an Ongoing District Project it must receive at least 50% of the votes cast by voting delegates at the Conference.

2. Criteria for an Ongoing District Service Project

All Projects submitted must have previously met and continue to meet the following criteria as a District Project.

An Ongoing District Service Project will:

- Benefit women.
- Be consistent with the Objects of Zonta International and raise the profile of Zonta at the local and district level
- Have relevance and potential for the involvement of all clubs throughout the District
- Be self-funded or funded by participating clubs. There should be no expectations of monies from District 23
- Be sustainable as demonstrated by the Project report from the previous biennium. Have provided Project reports prior to each board meeting
- Presented to each Conference an update on the Project.

3. Management of Ongoing District Service Project/s

The Ongoing District Project will continue to be managed by District Coordinator/s supported by Area Liaison Officers.

Day to day management and administration of the District Project/s is still undertaken by the Project Coordinator/s; however the following activities must first be approved by the District Board, through the Governor. District Board is to be then copied on all correspondence.

- Submissions for applications for funds and/or grants which result in contractual obligations for District 23. District Board approval must not be presumed.
- Formal partnerships with other organizations.
- Requests to clubs for resource effort and/or funding. Following District Board approval requests will be forwarded through Area Directors.
- All publicity to be used by clubs in the District including information brochures and media releases must be first approved by the District PR&C Chairman..

Clubs will be free to undertake local publicity subject to it meeting Zonta International guidelines. An Ongoing District Project must be identified as “belonging” to Zonta International District 23 and not to Zonta International.

4. Evaluation and Reporting

The Coordinator/s must prepare a status report for each meeting of the District Board and must present a report for the biennium to the District Conference. Regular reporting for inclusion in the District Newsletter and on the District Website is desirable.

Where there is a Project Management Committee in place, minutes of its meetings must be sent to the Governor and District Secretary at least two weeks prior to the next Project Management Committee meeting.

Once a project has been defined as ongoing, it will be presented for re-endorsement as an ongoing project at every third biennial conference.

NOTE: Breast Cushions and Birthing Kits were re-endorsed at District Conference 2013.