

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

These Guidelines contain the relevant sections of the Quota International Bylaws and Rules of Procedure that relate to the operation of Regions of Quota International Inc. The Guidelines have been prepared to assist with simplifying access to this information.

The over-riding documentation will be the current Bylaws and Rules of Procedure and these are available on www.quotainternational.org

THE REGION

GUIDELINES The Region shall be as defined by Quota International Inc. Charter, Bylaws, Rules of Procedure (R. of P.) and Resolutions and as described on the Quota International website www.quotainternational.org

Each Region is a constituent division of Quota International Inc. and as such is subject to Quota International Inc. Charter, Bylaws, Rules of Procedure and Resolutions.

R. of P. 37 Regions will be provided with operational guidelines and a budget template as a framework to meet the unique needs of its members.

REGIONAL REASSIGNMENT

R. of P. 38 Any club can petition the Board of Directors to consider changes after consulting with the Region they are currently assigned to, and the Region they want to join.

THE REGIONAL DIRECTOR / REGIONAL OFFICER

Bylaws Article XIV: A. Elected Officer Named: The officer of each Region shall be a Regional Director
Sect. 1

B. Term of Office:

1. The Regional Director shall be elected at a Regional Meeting for a term of two years; and
2. The Regional Director shall assume office upon the adjournment of the meeting at which the Regional Director is elected. The Regional Director can be removed from office by the Board of Directors for non-compliance of Quota International Bylaws and Rules of Procedure.

C. Eligibility:

1. To be eligible to serve as a Regional Director, a member must be a past president of a Quota club in good standing or a Past District Governor or Past Area Director.
2. In the event the club to which a Regional Director belongs is not in good standing according to Quota International's Bylaws and /or has not paid its regional dues, that Regional Director would be removed from office and a replacement assigned by the Board of Directors.

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

D. Nominations and Elections:

1. Any club may nominate one of its members who meets the eligibility requirements for a Regional Director; and
2. Election of Regional Director shall be by ballot at the meeting and a plurality vote shall elect. Absentee voting will NOT be permitted for election of the Regional Director.
3. Any Club wishing to propose the name of a member of any other club for Regional Director shall obtain the written endorsement of the club in which the member belongs.

E. Duties:

The Regional Director Shall:

1. Represent, communicate with, and support Quota members and clubs in the region;
2. Encourage development & growth;
3. Promote participation in Quota International's programs;
4. Preside at their Regional Meetings and be responsible for these meetings;
5. Perform such duties as are prescribed by these Bylaws or by the Board of Directors of Quota International;
6. Attend the Quota International convention as the official representative of the Region, meet with the Quota International Board of Directors at the training meeting of Regional Directors at the convention;
7. Transmit at the conclusion of the term all property and monies of the region to the newly elected Regional Director not later than thirty (30) days after the close of the Regional Meeting;
8. Keep the records of the region or delegate this responsibility;
9. Receive and disburse all funds of the Region or delegate this responsibility;
10. Insure the establishment of an audit committee; and
11. Prepare a Regional Meeting report. (*See Rule 44 in R. of P. for Details.*)

R. of P. 42

Regional Director Responsibilities:

- A. Appoints own leadership team including signatories as required by the country's banking rules and any positions required by the laws, rules, or regulations of the country in which the Regional Director resides;
- B. Insures that no public fund-raising takes place by Regions;
- C. May accept invitations to club events.

R. of P. 44

Report of the Regional Director

Within 60 days of a Regional Meeting, the Regional Director in office at the time of the meeting shall submit a full report including financial reports, regional reports, budgets and the official minutes of said meeting. Said documents to be signed by the Regional Director and forwarded to each Club President of the Region and the appointed International Board Representative for inclusion in the annual report.

R. of P. 45

Transfer of Regional Property and Monies

- A. If any Regional Director fails to comply with the provision of Bylaws Article XIV – E. 7 states, “Transmit at the conclusion of the term all property and monies of the region to the newly elected Regional Director not later than thirty days after the close

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

of the Regional Meeting,” the newly elected Regional Director may request assistance from the Board of Directors of Quota International.

- B.** The Board may take such steps as it deems necessary to enforce compliance with the Bylaws.

GUIDELINES

- 1.1** The Regional Director shall be ex-officio on all regional committees

REGIONAL FINANCES

GUIDELINES

- 2.1** The Regional Director shall have the responsibility for and/or to oversee all dues and accounts raised in the name of the Region.
- 2.2** The Regional Director shall be one of two signatories authorized to operate the Region’s financial account, the other one being appointed from the Regional membership.
- 2.3** The Regional Director shall send to all clubs each year a dues invoice based on the international dues membership statement numbers.
- 2.4** The Audit committee will be appointed at the Regional Meeting by the newly elected Regional Director. No audit committee member may be a signatory on the Region’s bank account.
- 2.5** The financial year of the Region will confirm to the term of the Regional Director.
- 2.6** A financial statement setting out in simple form the income and expenditure of the region will be presented at the annual Regional Meeting.
- 2.7** The current Regional Director shall have prepared a proposed 2 year budget. The newly elected Regional Director shall be given the proposed budget for approval. The newly elected Regional Director shall present the budget to be voted on by the membership prior to the end of the Regional Meeting.
- 2.8** An audited financial report will be sent to all constituent clubs within 30 days of the end of the Region’s financial year.

R. of P. 40

- A.** Each Regional Director will ensure a \$1,000 reserve and the cost of the least expensive round trip to Convention is available at the end of her/his tenure for use by the incoming Regional Director.
- B.** Each Region will determine the appointment of an audit committee who reports at every annual Regional Meeting.
- C.** Expenses over \$25 require a receipt.
- D.** Approved expenses incurred by the leadership team are reimbursable.

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

REGIONAL DUES

- R. of P. 39**
- A. Regional dues will be determined by members of each region to meet the operational expenses of the Region.
 - B. Regional dues will be paid in the currency of the country of the presiding Regional Director
 - C. Dues fund the Regional Director's biennial convention participation; communications; upfront costs of the regional meeting. Dues may also fund club visits.

GUIDELINES

- 3.1 The dues shall be based on a per capita basis as per the international dues membership statement numbers as of the annual membership report to Quota International.
- 3.2 The Regional Director dues invoice will be sent to clubs by the Regional Director once yearly, date to be set by Region.”

REGIONAL MEETINGS

Bylaws Article XIV Section 2

- A. Meetings held. The Regional Director shall hold an annual meeting of the clubs in the Region in such place as may be determined by the Regional Director. Other Regional Meetings may be held.
- B. Content. The purpose of a Regional Meeting shall be to celebrate, educate, encourage, offer networking and elect the new Regional Director in convention years.
- C. Fee. Each Region shall set a registration fee, which shall be adequate to cover expenses of the Regional Meeting.
- D. Voting Body. The voting body of the Region shall be the Regional Director, any current International Board Members and Past Presidents of Quota International residing in the Region, and one delegate from each club in good standing as of its annual membership report to Quota International.
- E. Quorum. The quorum for a Regional Meeting shall be a majority of the delegates registered as present at the meeting.

R. of P. 41

- A. An appointed International Board Representative will attend each Regional Meeting when Quota International funds are available to send a representative to all Regions. The Region will pay for lodging and meals for the representative and will waive the registration fee.
- B. Regional Meetings will be held annually, in April or May, avoiding public/ religious holiday conflicts.
- C. Within 60 days of the close of the Regional Meeting, the Regional Director will liaise with the appointed International Board Representative regarding the date and location of the next Regional Meeting, plus an alternative date in the event the first choice cannot be scheduled.

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

- D.** Upon completion of all Regional Meetings, a schedule of all meetings for the next year will be drawn up by the President and Executive Director to provide for an International Representative to be present at each meeting. Once completed, the Schedule will be provided to all Regional Directors so venue bookings may be made/confirmed.

GUIDELINES

- 4.1** The Regional Director shall appoint an organizing committee. The organizing committee shall be responsible for all organizational arrangements for the meeting in consultation with the Regional Director, but shall not be responsible for the program which shall be at the discretion of the Regional Director.
- 4.2** The date and alternate date and location of the next Regional Meeting may be announced at each Regional Meeting pending approval by the International President.
- 4.3** A meeting registration fee for all attendees shall be set by the Regional Director in consultation with the organizing committee to cover the costs of the Regional Meeting as per the Regional Meeting budget.
- 4.4** The Regional Meeting registration fee will be advised to every club at least 120 days prior to the meeting of the Region.
- 4.5** Any Surplus accruing from the Regional Meeting shall be returned to Regional Director's Funds. In the event of a loss resulting from the regional meeting, the way to recoup the loss shall be determined by the Region's membership.
- 4.6** All financial transactions in relation to the organization and administration of the Regional Meeting shall be in the currency of the host country.
- 4.7** No members shall be entitled to more than one vote.

REGIONAL DIRECTOR NOMINATIONS AND ELECTIONS

- Bylaws Article XIV: Section 1 D**
- 1.** Any club may nominate one of its members who meets the eligibility requirements for a Regional Director; and
 - 2.** Election of the Regional Director shall be by ballot at the meeting and a plurality vote shall elect. Absentee voting will NOT be permitted for election of Regional Director.
 - 3.** Any club wishing to propose the name of a member of any other club for Regional Director shall obtain the written endorsement of the club to which the member belongs.

GUIDELINES

- 5.1** The Regional director will appoint a nomination search committee consisting of three (3) members each from a different constituent club who will then choose a chair.
- 5.2** The nominations search committee chair will be responsible for soliciting nominations from each constituent club seventy-five (75) days prior to the Regional Meeting.

QUOTA INTERNATIONAL REGIONAL GUIDELINES – JUN 2019

- 5.3 Forty-five (45) days prior to the Regional Meeting constituent clubs will return nominations to the nominating committee.
- 5.4 The nominations search committee chair will thirty (30) days prior to Regional Meeting send the list of nominees to all constituent clubs.
- 5.5 The nomination search committee chair shall present a slate of nominees at the Regional Meeting.
- 5.6 Elections for multiple candidates will be by written ballot. The nominations search committee chair will prepare written ballots for distribution at the Regional Meeting.
- 5.7 The Installation of the newly elected Regional Director will take place at the Regional Meeting at which he or she is elected. All newly installed Regional Directors will be recognized during the program at the following International Convention.

VACANCIES IN REGIONAL OFFICE

Bylaws Article XIV: Section F

1. In the event of a vacancy in the office of the regional director, the international president shall appoint a new Regional Director.
2. A person serving 12 months to fill a vacancy shall be deemed to have served a full term; and
3. In the event a Region is unable to propose and elect a regional director, then the president shall appoint a secretary/treasurer for a term of one year to manage the Region and serve as the Regional Representative that year.

PARLIAMENTARY AUTHORITY

The Parliamentary Authority for a Regional Meeting shall be Roberts Rules of Order, Newly Revised.

REVISION OF GUIDELINES

The Quota International Board will review and revise these Guidelines as is appropriate.