



## Bylaws of Zonta International

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*Zonta International Bylaws revised June 2022.*

## **Article I Name**

The name of this organization shall be Zonta International.

## **Article II Objects**

The Objects of Zonta International shall be:

- (a) To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy.
- (b) To work for the advancement of understanding, goodwill and peace through a world fellowship of members.
- (c) To promote justice and universal respect for human rights and fundamental freedoms.
- (d) To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations and the world.

## **Article III Policy**

**SECTION 1. Nonpartisan and Nonsectarian.** Zonta International, its districts and its clubs\* shall be nonpartisan and nonsectarian.

\*All references to *Zonta clubs* or *clubs* include e-clubs, unless otherwise indicated.

**SECTION 2. Principles and Public Issues.** Zonta International, its districts and its clubs may express themselves about and become involved in principles and public issues having a bearing on the Objects of Zonta International, following the policies established by the Zonta International Board.

## **Article IV Members**

**SECTION 1. Categories.** The membership of Zonta International shall consist of Zonta clubs in good standing, composed of individuals who have joined the club and agreed to support the Objects of Zonta International, supporting members, international honorary members and past international presidents.

**SECTION 2. Clubs.**

- (a) **Eligibility.** A club shall be accepted as a member of Zonta International and issued a charter if it has paid dues and fees, and has elected officers, has the minimum charter membership established by the Zonta International Board, and is based in a country that has been approved as a Zonta country by the Zonta International Board.

Guidelines for the organization of clubs are in the Zonta International Marian de Forest Membership Manual.

- (b) **Bylaws.** Upon being chartered, each Zonta club shall adopt club bylaws that are consistent with

the Zonta International Bylaws. The initial adoption of the club bylaws shall be by a two-thirds vote of the club members present and voting at any regular or special meeting called for that purpose, provided that notice of the proposed bylaws shall have been given to each member at least 10 days before the meeting. Each Zonta club shall be bound by the bylaws of Zonta International except that, if any provision of the bylaws is contrary to the laws of the country, state or province in which a club is organized, that club shall notify the Zonta International Board in writing of the need to conform to such laws.

- (c) **Diversity of Membership.** Clubs shall have a membership composition that is inclusive and diverse.
- (d) **Termination.** Club membership in Zonta International may be terminated by the Zonta International Board if the club has failed to:
  - (1) Pay club dues or other financial obligations to Zonta International, and pay district and area (if applicable) dues, or
  - (2) Function as a Zonta club.

The governor shall report to the Zonta International Board if a club in the district fails to perform any one of the duties described above. The Zonta International Board shall mail a notice with proof of service to ask the club concerned for clarification within 45 days from the date on which the notice is mailed. After 45 days, a decision of termination shall be made by a two-thirds vote of the entire Zonta International Board.

In the event of termination, all legal debts and service obligations shall be paid by the club. Remaining assets must be disbursed to the Zonta Foundation for Women, except for operating funds, which shall revert to the district for organization and membership. The club's archives shall be deposited in appropriate storage after consultation with the governor and archivist of the district.

- (e) **Disbandment.** A club that intends to disband must first notify the area director. If the club, after taking all necessary steps together with the area director to avoid disbandment, decides to do so, it shall inform the governor, who shall inform the international president and the executive director immediately. The disbanding club shall pay all its legal debts and service obligations and its remaining assets, including archives, shall be disbursed as provided in Section 2.(d) above.

**SECTION 3. Supporting Members.** A supporting member holds direct membership at the international level.

- (a) **Eligibility.** New members must:
  - (1) Hold experience in a recognized business or profession.
  - (2) Express a commitment to upholding the mission, objects and vision of Zonta International.
  - (3) Comply with the rules and policies of Zonta International.

The Zonta International Board shall review applications for membership.

- (b) **Rights.** A supporting member may:
  - (1) Participate, without voting rights, in Zonta International Convention, events, and programs.

(2) Serve on international level committees of Zonta International.

(c) **Termination.** Supporting membership in Zonta International may be terminated by the Zonta International Board if the individual:

(1) Fails to pay international dues.

(2) Has acted in a way to injure the good name of Zonta or to hamper its work.

(3) Promotes interests in Zonta International's name that do not align with the mission and values of Zonta.

(4) Fails to abide by these bylaws or Zonta's rules and policies.

**SECTION 4. International Honorary Members.** In recognition of international achievements that advance the status of women, election to international honorary membership shall be by a two-thirds vote of the Zonta International Board. Membership shall carry with it none of the rights and obligations of membership except that the honorary member shall be entitled to attend and speak at Zonta International conventions, district conferences and club meetings.

**SECTION 5. Past International Presidents.** The title of past international president shall be conferred upon each outgoing president of Zonta International. The title shall carry with it the rights but none of the obligations of membership. Past International Presidents shall be entitled to attend and speak at Zonta International conventions, district conferences and club meetings, and at convention be entitled to make motions and to vote. This shall in no way affect the eligibility of a past international president for membership in a Zonta club.

## **Article V Dues and Fees**

**SECTION 1. Fiscal Year.** The fiscal year of Zonta International shall be from 1 June through 31 May, inclusive.

**SECTION 2. Zonta International Dues and Fees.**

(a) Zonta International dues and fees (in U.S. dollars) shall be determined by two-thirds vote of the voting members present and voting at convention and shall be payable in accordance with the Rules of Procedure of Zonta International.

(b) For members under the age of 30 years dues are reduced by 50%.

**SECTION 3. New Member/Charter Member/Reinstated Member Fee.** Each club shall pay to Zonta International a fee for each new member, charter member or reinstated member. This does not apply to a current member transferring to another club.

**SECTION 4. Extension or Adjustment of Payment.** Only the Zonta International Board may temporarily waive dues and fees.

**SECTION 5. Nonpayment of Dues and Fees.** Procedures relating to nonpayment of dues and fees are specified in the Rules of Procedure of Zonta International.

**SECTION 6. Emergency Assessment.** In case of emergency, the Zonta International Board or the convention may request a per-capita per-year assessment in U.S. dollars, which must not exceed 10% of current dues.

(a) **Assessment Approval.** An assessment may be approved by:

- (1) Vote at convention.
- (2) Mail ballot provided that a majority of the clubs return the mail ballot within 60 days of the mailing date. Each club shall be entitled to one vote. If, as of the last payment of annual dues, the membership of any club exceeds 30 members, the club shall be entitled to a second vote. If the membership exceeds 60 members, the club shall be entitled to a third vote.
- (3) In either case, a majority vote of the voting members and proxies of the convention or of the mail ballots returned, shall be required to approve the assessment.

## **Article VI Business Meetings and Voting**

### **SECTION 1. Business Meetings and Voting.**

- (a) Zonta International business, including voting, may be conducted and action may be taken (i) at a meeting in-person, (ii) through the use of mail or electronic ballot, or (iii) at a meeting through conference telephone or interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by means of which all persons participating in the meeting can simultaneously hear and communicate with each other. Participation in such meeting shall constitute attendance and in-person presence at the meeting of each person so participating.
- (b) The written notice of the place, day and hour of official business meetings and the purpose or purposes shall be issued to voting members not less than five nor more than 60 days before the business meeting.
- (c) The Zonta International Board shall in each case determine the means of meeting and voting based on the best interests of Zonta International as a whole.

**SECTION 2. Quorum.** A majority of the voting members registered at convention, or participating in a business meeting, shall constitute a quorum. If a vote is taken by mail or electronic ballot, a majority of members eligible to vote shall constitute a quorum.

**SECTION 3. Voting Members.** Voting members at the international level shall be members of the Zonta International Board, past international presidents, governors and delegates from each club in good standing.

(a) **Clubs.**

- (1) Each club of Zonta International shall be entitled to one delegate and alternate.
- (2) If the membership of any club, based upon the dues payment through 1 March, exceeds

30 members, the club shall be entitled to a second delegate and alternate.

(3) If the membership exceeds 60 members, the club shall be entitled to a third delegate and alternate.

(4) A delegate may carry the total votes to which the club is entitled.

(5) A member of the Zonta International Board shall not be a club delegate or alternate.

(b) **Proxies.** Any club may be represented by proxy.

(1) A club choosing to be represented by proxy shall be entitled to its total votes by proxy.

(2) A club may carry the proxy votes from two other clubs except that the total votes carried by one club may not exceed five.

(3) A club with a delegate, who must leave an in-person voting event due to an emergency, may give a proxy to a delegate of another club.

## **Article VII Officers and Directors**

**SECTION 1. Officers and Directors.** The officers of Zonta International shall be a president, a president-elect, a vice president and a treasurer/secretary.

(a) **Prerequisites.** Each Zonta International officer shall be a member of a club of Zonta International and shall have served as a Zonta International director or at least one year as a governor, lieutenant governor, district treasurer or area director. An officer shall hold no other elective office at any level of Zonta International.

(b) **Election.**

(1) Election of officers shall take place no later than the day before the last day of convention or by 15 July of even numbered years.

(2) Election shall be by ballot vote.

(3) A majority of the votes cast shall be necessary for election of officers. In the event that no candidate receives a majority of the votes cast, the balloting for the office shall continue. Only the two candidates receiving the largest number of votes shall remain on the second ballot.

(c) **Term of Office.**

(1) Zonta International officers shall take office at the close of the convention or, if no convention is held, 15 days after the announcement of the election result.

(2) The term of office shall be two years or until a successor takes office.

(3) No member who has served previously as an officer is eligible to serve in the same office again, except the treasurer/secretary who is eligible to serve two consecutive terms in that office.

- (4) An officer who has served more than half a term shall be deemed to have served a term in that office.

(d) **Vacancies.**

- (1) In case of a vacancy in the office of president, the vice president shall automatically become president for the unexpired term.
- (2) In case of vacancy in the office of president-elect, the office shall remain vacant and the office of president shall be filled by election at the next convention.
- (3) A vacancy in the office of vice president or treasurer/secretary shall be filled by the Zonta International Board.

(e) **Duties.**

- (1) **President.** The president shall be the chief executive officer and shall exercise a general supervision over the interests and welfare of Zonta International, its districts and its members. The president shall:
  - i. Preside at meetings of Zonta International, the Zonta International Board and the Executive Committee.
  - ii. Appoint committees authorized by the bylaws or the Zonta International Board.
  - iii. Be a member of the Zonta International Bylaws and Resolutions Committee and the Zonta International Finance Committee and be an ex-officio member of all other committees except the International Nominating Committee. When the Zonta International Bylaws and Resolutions Committee investigates a complaint against a member of the Zonta International Board, the president shall not participate.
- (2) **Vice President.** In the absence or inability of the president to perform official duties, the vice president shall perform the duties of president.
- (3) **President-Elect.** The president-elect shall serve for a term of two years and at the close of the convention held two years after the election, shall automatically become president. The president-elect shall perform such duties as assigned by the president, and shall have authority to make plans for the next biennium, including appointing and meeting with appropriate incoming standing committee chairs to develop the Zonta International program goals to be presented to the convention for approval, and selecting a professional parliamentarian to serve during the next biennium. The president-elect shall be a member of the Zonta International Bylaws and Resolutions Committee and the Zonta International Finance Committee and be an ex-officio member of all other committees except the Zonta International Nominating Committee. When the Zonta International Bylaws and Resolutions Committee investigates a complaint against a member of the Zonta International Board, the president-elect shall not participate.
- (4) **Treasurer/Secretary.** The treasurer/secretary shall be the chief financial officer of Zonta International and be a member of the Zonta International Finance Committee. The treasurer/secretary shall have the authority to certify resolutions and other documents of the organization and shall report and perform other duties as required by the Zonta International Board.

**SECTION 2. Directors.** There shall be seven international directors.

(a) **Prerequisites.** Each Zonta International director shall be a member of a Zonta club, and shall have served at least one year as a governor, lieutenant governor, district treasurer or area director. A director shall hold no other elective office at any level of Zonta International.

(b) **Election.**

- (1) Seven directors of Zonta International shall be elected by ballot vote.
- (2) Election of directors shall take place no later than the day before the last day of convention or, by 15 July of even numbered years.
- (3) Election shall be by ballot vote.
- (4) Directors shall be elected by plurality vote.

(c) **Term of Office.**

- (1) Each director shall take office at the close of the convention or, if no convention is held, 15 days after the announcement of the election results.
- (2) The term of office shall be two years or until a successor takes office.
- (3) No member who has served a term previously as a director is eligible to serve in the same office again.
- (4) A director who has served more than half a term shall be deemed to have served a term in that office.

(d) **Vacancies.** A vacancy in the office of Zonta International director shall be filled from the nominees not elected for the term in question at the immediately preceding election in descending order of votes received.

## **Article VIII**

### **Zonta International Board**

**SECTION 1. How Constituted.** Officers and seven directors shall constitute the Board of Zonta International. Officers of Zonta International shall be officers of the board.

**SECTION 2. Duties and Powers.** The Zonta International Board shall:

- (a) Exercise a general supervision over the interests and welfare of Zonta International, its districts and its clubs.
- (b) Direct the affairs of Zonta International and control the funds in accordance with the policies established by convention, and as set forth in these bylaws and rules of procedure. None of the acts of the Zonta International Board shall conflict with or modify action taken by the convention.
- (c) Employ an executive director to manage the affairs of Zonta International within the parameters established by the Zonta International Board.
- (d) Be responsible for the strategic and long-range planning of the organization.

- (e) Approve the biennial budget and the audit and ensure that a copy of the approved budget is sent to district board members and club presidents.
- (f) Ensure that the operation manuals reflect the policies and procedures adopted by the Zonta International Board and the convention assembly.
- (g) Ensure that the treasurer/secretary, executive director and other persons entrusted with the handling of funds and property of Zonta International are sufficiently bonded or that other protections are in place.
- (h) Perform such other duties as designated in these bylaws and rules of procedure. The Zonta International Manual shall serve as a guideline for international operation.

**SECTION 3. Authority.** Contracts and/or agreements on behalf of Zonta International shall be made only by those authorized by the Zonta International Board to act on behalf of Zonta International.

**SECTION 4. Emergency Powers.** In the event that extreme emergency prevents the holding of a convention, the Zonta International Board shall have the power to transact such business of Zonta International as may be necessary, and to submit to voting members for a vote by mail all items that require action in accordance with Article XI Section 1.

**SECTION 5. Meetings.** The Zonta International Board shall hold no fewer than five and no more than seven regular meetings during the biennium, the first of which shall be held immediately following the convention, the final meeting immediately prior to the convention. Special meetings may be held at the call of the president, or upon request of five members of the board. Conference calls and electronic meetings by which persons participating in the meeting may hear each other simultaneously may constitute a meeting provided that all board members are invited to participate and have the ability to attend by such means.

**SECTION 6. Notice of Meetings.** Regular meetings of the board may be held without notice. Special meetings of the board require notice of the time and place be given to each board member by one of the following methods: (i) by personal delivery of written notice; (ii) by first- class mail, postage prepaid; (iii) by telephone in a conversation directly with the board member; (iv) by facsimile transmission; or (v) by electronic mail. All such notices shall be given or sent to the board member's address, telephone number, facsimile number or electronic mailing address as shown on the records of Zonta International or as may have been given to Zonta International by the board member for purposes of notice. Notices of special meetings of the board sent by first-class mail shall be deposited in the mail system at least 14 days before the date of the meeting. Notices given by personal delivery, telephone, facsimile transmission or electronic mail transmission shall be delivered, telephoned, telefaxed or electronically transmitted at least 48 hours before the time set for the meeting.

**SECTION 7. Waiver of Notice.** The attendance of any board member at any meeting shall constitute a waiver of notice of the meeting, except where a board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened and where the objection is made prior to or at the commencement of the meeting. In addition, whenever any notice is required to be given under the provisions of these bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

SECTION 8. **Quorum.** A majority of the members of the Zonta International Board shall constitute a quorum.

SECTION 9. **Vote.** A majority vote of the entire Zonta International Board shall be required for action.

SECTION 10. **Mail/Telecommunication Voting.** The Zonta International Board may transact business by mail, or through the use of a conference telephone or other communication equipment. Action by mail requires a unanimous vote of the entire board.

SECTION 11. **Removal.** Zonta International officers and directors may be removed for cause by the Zonta International Board. A director can be removed pursuant to applicable law. Cause shall include but not be limited to failure, without excuse, to attend meetings, failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work. A complaint in writing against an officer or director for such behavior may be made to the Zonta International Board, which shall refer the complaint to the Zonta International Bylaws and Resolutions Committee for investigation. The procedure shall be as specified in a policy.

## **Article IX Executive Committee**

SECTION 1. **How Constituted.** The officers of Zonta International shall constitute the Executive Committee.

SECTION 2. **Duties and Powers.** The Executive Committee shall act for the Zonta International Board between meetings of the board, except that its acts may not conflict with or modify action taken by the board including the budget. At the next meeting of the Zonta International Board, a report shall be made of the Executive Committee's actions.

SECTION 3. **Meetings.** Special meetings may be called by the president or upon request of two members of the Executive Committee.

SECTION 4. **Quorum.** A majority of the members of the Executive Committee shall constitute a quorum.

SECTION 5. **Vote.** A majority vote of the entire Executive Committee shall be required for action.

SECTION 6. **Mail/Telecommunication Voting.** The Executive Committee may transact business by mail or through the use of a conference telephone or other communication equipment. Action by mail requires a unanimous vote of the entire Executive Committee.

## **Article X Executive Director**

The executive director shall be employed by the Zonta International Board to manage the headquarters office, to assist the Zonta International president and the board in conducting the business of Zonta International, and to perform such other duties as may be required by the Zonta International Board. The executive director shall abide by the guidelines and the budgets established by the Zonta International Board.

## **Article XI Convention**

**SECTION 1. Purpose.** Zonta International shall hold a biennial convention to present an informative, motivational and educational program and receive reports. The Zonta International Board shall determine business of the convention, which may include elections, voting on proposed amendments to the bylaws; on dues and fees; on resolutions and goals that establish the international service projects and programs; and for any other business that may properly come before the convention assembly.

**SECTION 2. Time, Place and Program.** The Zonta International Board determines time, place and program of the convention.

**SECTION 3. Call.** The official Call to Convention noting the dates, location and general program shall be communicated to members as soon as practical and as soon as the dates and location are determined.

**SECTION 4. Notice of Business Meeting.** The written notice of the place, day and hour of official business meetings and the purpose or purposes shall be issued to voting members not less than five nor more than 60 days before the convention. This will detail when voting takes place.

## **Article XII Zonta International Nominating Committee**

**SECTION 1. How Constituted.** A Nominating Committee of nine members shall be elected by plurality vote as follows:

- One member from the clubs in North, Central and South America.
- One member from the clubs in Europe.
- One member from the clubs in Africa.
- One member from the clubs in Australia and New Zealand.
- One member from the clubs in Asia.
- Four members at large.

Voting members shall be entitled to vote for all nine members of the committee.

The chair and the vice chair of the committee shall be chosen by majority vote of the members of the Zonta International Nominating Committee.

**SECTION 2. Prerequisites.** A member of the Zonta International Nominating Committee shall be a past international president or a member of a club of Zonta International and shall have served on the Zonta International Board, as a governor or as a Zonta International committee chair. No member of the committee shall be eligible for nomination at the international level of Zonta International while serving on the committee.

**SECTION 3. Election.**

- (a) Election shall take place no later than the day before the last day of convention or by 15 July of even numbered years.
- (b) Election shall be by ballot vote.
- (c) The members of the Nominating Committee shall be elected by plurality vote.

#### SECTION 4. **Term.**

- (a) The term for the members of the Zonta International Nominating Committee shall be two years, beginning immediately after the announcement of election results and ending when their successors are elected.
- (b) After being declared elected and prior to the close of convention, the newly elected Zonta International Nominating Committee shall meet to elect the chair and vice chair of the committee.

**SECTION 5. Vacancies.** Should an elected member of the Zonta International Nominating Committee be unable to attend the committee meeting at which candidates are to be selected, that committee position shall be considered vacant. Vacancies on the Zonta International Nominating Committee shall be filled by the nominees not elected from that territory or at large in descending order of votes received.

#### SECTION 6. **Duties.** The Zonta International Nominating Committee shall:

- (a) Provide the official slate and qualifications for publication at least 60 days before convention, including, when possible, nominations as follows:
  - (1) For each Zonta International officer position to be filled, two or more candidates.
  - (2) For Zonta International director positions, at least 14 candidates for election of seven directors.
  - (3) For the Zonta International Nominating Committee, at least:
    - Two candidates from the clubs in North, Central and South America.
    - Two candidates from the clubs in Europe.
    - Two candidates from the clubs in Africa.
    - Two candidates from the clubs in Australia and New Zealand.
    - Two candidates from the clubs in Asia.
    - Eight candidates at large.
- (b) Report at the convention. Additional nominations may be made from the floor, provided the nominee meets the prerequisites and has consented to serve if elected.

**SECTION 7. Removal.** Members of the Zonta International Nominating Committee may be removed by the Zonta International Board for failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work. The procedure shall be as specified in a policy.

### **Article XIII Committees**

**SECTION 1. Committees.** There shall be standing committees as provided by these bylaws and special committees as authorized by the convention or the Zonta International Board. The board shall coordinate the activities of all committees, except the Nominating Committee. The committees are authorized to transact business through the use of electronic communication.

**SECTION 2. Committee Chairs and Members.** Chairs and members of Zonta International standing committees shall be appointed for the next biennium by the president- elect with the approval of the Zonta International Board. Each committee shall have at least three members.

**SECTION 3. Bylaws and Resolutions Committee.**

- (a) It shall consider all amendments proposed in accordance with these bylaws and submit its report to the Zonta International Board and convention.
- (b) It shall review, combine as required, and make recommendations on all resolutions submitted in accordance with these bylaws.
- (c) It may develop and send to the convention resolutions designed to further the Objects of Zonta International.
- (d) It shall investigate disciplinary matters of removal, suspension or expulsion and make recommendations to the Zonta International Board.

**SECTION 4. Convention Committee.** It shall function in accordance with the fiscal and operation manual guidelines approved by the Zonta International Board.

**SECTION 5. Finance Committee.** The purpose of the Finance Committee is to assist the Board in the discharge of its fiduciary / stewardship responsibilities. It shall:

- (a) Provide oversight for monthly financial statements, budget, financial policies and internal controls.
- (b) Provide oversight of the annual audit, including selection of the audit firm and reporting on any performance concerns to the Zonta International Board.
- (c) Provide oversight for financial risk management.
- (d) Provide an annual report of financial position and activity to members.

**SECTION 6. Membership Committee.** It shall promote continuing membership growth and encourage and supervise the organization of new clubs.

**SECTION 7. Public Relations and Communications Committee.** It shall promote the Objects of Zonta International and develop a comprehensive plan to create external and internal awareness of Zonta International.

**SECTION 8. Service Committee.** It shall promote international service projects sponsored by Zonta International and funded through the Zonta Foundation for Women, and shall encourage and support local service projects.

**SECTION 9. Advocacy Committee.** It shall recommend action in accordance with the Objects of Zonta International to improve the status of women and to promote legislative awareness, advocacy and equal rights.

SECTION 10. **United Nations Committee.** It shall disseminate and receive pertinent information and promote relations between the United Nations, its agencies and Zonta International. The committee shall consist of, but not be limited to, representatives appointed to the various United Nations sites.

SECTION 11. **Leadership Development Committee.** It shall develop and provide resources for leadership development at all levels of Zonta International.

SECTION 12. **Z Club and Golden Z Club Committee.** It shall provide resources and information to encourage the formation of Z clubs and Golden Z clubs and provide ongoing support.

SECTION 13. **Amelia Earhart Fellowship Committee.** It shall select and recommend to the Zonta International Board, candidates for annual Zonta International Amelia Earhart Fellowships.

SECTION 14. **Jane M. Klausman Women in Business Scholarship Committee.** From submissions put forward by districts, this committee shall select and recommend to the Zonta International Board candidates for the annual Zonta International Jane M. Klausman Women in Business Scholarships.

SECTION 15. **Young Women in Public Affairs Award Committee.** From submissions put forward by districts, this committee shall select and recommend to the Zonta International Board candidates for the annual Zonta International Young Women in Public Affairs Awards.

#### **Article XIV Districts**

SECTION 1. **Definition and Purpose.** A district is a group of Zonta clubs and e-clubs within a geographical territory or territories, as determined by the Zonta International Board.

The purposes of districts are:

- (a) To function as an administrative division of Zonta International in the attainment of the Objects of Zonta International as stated in these bylaws.
- (b) To promote the programs of Zonta International within the district.
- (c) To inspire and assist clubs to implement the goals and programs of Zonta International.
- (d) To serve as a link between the clubs in the district and the Zonta International Board and committees.

SECTION 2. **How Established.** The Zonta International Board shall have authority to create districts and to establish their boundaries. A proposed change in the boundaries of a district shall be subject to:

- (a) 60-day notice to the affected clubs of the proposed change.
- (b) Participation in the voting procedure by a majority of district clubs.
- (c) Approval by a majority of delegates voting from district clubs. Each club shall be entitled to one vote. If, as of the last payment of annual dues, the membership of any club exceeds 30 members, the club shall be entitled to a second vote. If the membership exceeds 60 members, the club shall be entitled to a third vote.

**SECTION 3. Members.** Each Zonta club and each e-club within the established boundaries of a district shall be a member of that district.

**SECTION 4. Areas.** With the approval of the majority of the clubs affected, the district board shall establish areas and outline their boundaries to implement the administrative functions within the district.

**SECTION 5. Dues.**

- (a) **District Dues.** The district dues shall be determined by two-thirds vote of the voting members present and voting at conference.
- (b) **Area Dues.** A district conference may authorize areas in the district to collect per-capita area dues. Area dues shall be determined by a two-thirds vote of the delegates at an area meeting, in accordance with the procedures in Article XIV, Section 11 (a) and (c) of these bylaws.

**SECTION 6. Officers.** The elected officers of the district shall be a governor, a lieutenant governor, the area directors and a treasurer. The governor shall appoint a secretary, who shall be an officer and a member of the board without a vote.

- (a) **Prerequisites.** Each elected officer shall be a member of a club, shall have served at least two years in an elected club office and/or have been a district committee chair. The governor, lieutenant governor and area directors shall have served at least one year as club president. An elected officer shall hold no other elective position at district level.
- (b) **Election.** Officers, with the exception of the secretary, shall be elected at the district conference immediately preceding the convention. Election shall be by ballot vote of voting members present and voting. Area directors and/or vice area directors shall be elected by the delegates from the clubs in that area, either at the district conference, or, at the option of the district, at the area meeting immediately preceding the convention. Elections at area meetings shall be in accordance with the procedures in Article XIV, Section 11 (a) and (c).
- (c) **Term of Office.** Officers shall take office at the close of the convention, or if no convention is held, 15 days after the announcement of the election result. The term of office shall be two years or until a successor takes office. No member who has served previously as an elected officer is eligible to serve in the same office again except that the treasurer and the area directors are eligible to be elected to a second term which may be either consecutive or not. An officer who has served more than half a term is considered to have served a full term in that office. The term of office of the secretary shall coincide with the term of the governor who made the appointment.

**SECTION 7. Duties of Officers.**

- (a) **Governor.** The governor presides at district board meetings and shall attend area meetings; supervise the preparation of the district budget and shall authorize expenses in accordance with the approved budget; appoint committees; supervise the formation of new clubs; plan the district conference program and preside at the district meeting; and keep the Zonta International president, headquarters office, lieutenant governor and clubs informed about district matters.
- (b) **Lieutenant Governor.** The lieutenant governor shall perform such duties as assigned by the governor and in the absence or inability of the governor to perform the official duties within the district, the lieutenant governor shall perform such duties of the governor.

- (c) **Area Directors.** Each area director shall attend district conferences, plan area meetings, visit clubs, and act as liaison between the clubs and the district board.
- (d) **Treasurer.** The treasurer shall be responsible for the funds of the district and shall administer them in accordance with the approved district budget and make reports to the district board and to the conference. The treasurer shall prepare a biennial district budget, under the supervision of the governor, to be reviewed by the district board and presented at the conference for approval. No later than 45 days after the term of office ends, the treasurer shall transfer all records to the successor. At all times, the treasurer's books shall be open to inspection by the district board and by any auditors named by the district board.
- (e) **Secretary.** The secretary shall maintain records of the district. If a district conference adopts proposals to amend the Zonta International Bylaws, the secretary shall send such adopted proposals to the Zonta International Bylaws and Resolutions Committee within 30 days after conference.

**SECTION 8. Vice Area Director.** At the option of the district, a vice area director may be elected to assist the area director in the performance of area duties. An elected vice area director shall meet the same prerequisites as the area director. In the absence or inability of the area director to serve, the vice area director shall perform the duties of the area director and shall be entitled to a vote on the district board or at a conference. The district shall determine additional rights and responsibilities of the vice area director.

#### **SECTION 9. Vacancies.**

- (a) **Governor.** In case of a vacancy in the office of governor, the lieutenant governor shall become governor.
- (b) **Lieutenant Governor.** In case of a vacancy in the office of lieutenant governor, the office may remain vacant until filled by election at the next district conference, or the vacancy may be filled by mail ballot provided the candidate receives a majority vote of district voting members, as defined in Article XIV Section 11 a and c, or by appointment of the district board.
- (c) **Area Director.** A vacancy in the office of area director shall be filled from the same area by appointment of the district board. If the area has an elected vice area director, the vacancy shall be filled by the vice area director.
- (d) **Treasurer.** A vacancy in the office of treasurer shall be filled by appointment of the district board.
- (e) **Secretary.** A vacancy in the office of secretary shall be filled by appointment of the governor.

#### **SECTION 10. District Board.**

- (a) **How Constituted.** Elected officers of the district and the appointed secretary shall constitute the district board.
- (b) **Duties.** Subject to the general supervision of the Zonta International Board and its officers and directors, the district board shall have general supervision over clubs and administration of the district. It shall make decisions upon those matters requiring action between meetings of the district conference, provided that none of its acts shall conflict with action taken by the conference. It shall perform such duties as are prescribed by the bylaws. The Zonta District Manual shall serve as a guideline for district operation.

(c) **Quorum.** A majority of the elected members of the district board shall constitute a quorum.

(d) **Vote.** A majority vote shall be required for action, unless a greater vote is otherwise required.

(e) **Removal.**

(1) Elected district officers may be removed by the district board for cause upon grounds permitted for removal at the international level (Article VIII, Section 11). A complaint in writing against an officer for such behavior may be made to the district board, which shall refer the complaint to the district Bylaws and Resolutions Committee for investigation. The procedure shall be as specified in a policy.

(2) The district secretary may be removed by the governor whenever in the judgment of the governor the best interests of the district shall be served by such removal.

## SECTION 11. **Business Meetings and Voting.**

(a) **Business Meetings and Voting.**

(1) District business including voting may be conducted and action may be taken (i) at a meeting in-person, (ii) through the use of mail or electronic ballot, or (iii) at a meeting through conference telephone or interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by means of which all persons participating in the meeting can simultaneously hear and communicate with each other. Participation in such meeting shall constitute attendance and in-person presence at the meeting of each person so participating.

(2) The district board shall in each case determine the means of meeting and voting based on the best interests of the district.

(b) **Quorum.** A majority of the voting members registered at district conference or participating in a business meeting shall constitute a quorum. If a vote is taken by mail or electronic ballot, a majority of members eligible to vote shall constitute a quorum.

(c) **Voting Members.** Voting members at the district level shall be governor, lieutenant governor, area directors, treasurer and the delegates of each club in good standing.

(1) **Clubs.** Each club shall be entitled to one delegate and alternate.

i. If, as of the date specified by the district for the payment of district dues, the membership of any club exceeds 30 members, the club shall be entitled to a second delegate and alternate.

ii. If the membership exceeds 60 members, the club shall be entitled to a third delegate and alternate.

iii. A delegate may carry the total votes to which the club is entitled.

iv. A member of the district board shall not be a club delegate or alternate.

(2) **Proxies.** Any club may be represented by proxy.

i. A club choosing to be represented by proxy shall be entitled to its total votes by proxy.

- ii. A club may carry the proxy votes from two other clubs except that the total votes carried by one club may not exceed five.
  - iii. A club with a delegate who must leave an in-person voting event due to an emergency may give a proxy to a delegate of another club.
  - iv. No club may be represented by proxy at more than two consecutive voting events, i.e. conferences, mail or electronic ballots.
- (d) **District Conference.** Each district shall hold at least one district conference per biennium on dates approved by the Zonta International president.
- (1) **Purpose.** The district conference shall be for the purpose of promoting the objects and programs of Zonta International and to conduct the business of the district.
  - (2) **Authority.** The conference shall have power to act upon recommendations and resolutions and to submit these to Zonta International.
  - (3) **Call to Conference.** Notice of proposed changes affecting the district or Zonta International shall be sent to the president of each club within the district at least 60 days before the conference. No act of the conference may conflict with these bylaws or with action taken by Zonta International.
  - (4) **Mail Ballot.** In the event club action is required between district conferences, the district board shall submit to each club for vote by mail any question that may require action by the clubs in the district. Each club shall be entitled to vote in accordance with the procedure in Article XIV Section 11 (c). To take action, an affirmative majority of the voting members voting shall be required, provided that more than 50% of the district clubs respond within 45 days.
- (e) **Area Meetings.** Each area shall hold at least one meeting or workshop annually to promote the objects and programs of Zonta International.

**SECTION 12. Financial Oversight.** At the close of the biennium and at any other time determined to be in the best interest of the district, the district board shall cause the district financial records to be examined (audited, reviewed or compiled) by certified/chartered public accountants or by a qualified individual independent of the district board. The examined financial statement and report shall be presented at the district conference.

### **SECTION 13. Nominating Committee.**

- (a) **How Constituted.** At the conference at which district officers are elected, a district Nominating Committee of three members shall be elected by plurality vote. The member receiving the highest number of votes shall be the chair of the committee. No member of the committee shall be eligible for nomination at the district level of Zonta International while serving on the committee.
- (b) **Prerequisites.** Each member of the Nominating Committee shall be a member of a club, shall have served at least two years in an elected club office and have served in an elected or appointed capacity at the district level.
- (c) **Term.** The term of the members of the district Nominating Committee shall be two years,

beginning at the close of the convention.

- (d) **Vacancies.** In case of a vacancy on the district Nominating Committee, or the inability of a member to serve, nominees not elected shall be selected to fill the vacancy in the descending order of the number of votes received for election.
- (e) **Duties.** The district Nominating Committee shall provide the official slate of candidates for election and shall work with the Zonta International Nominating Committee to recruit qualified club members for Zonta International officers, directors and Nominating Committee. Additional nominations may be made from the floor, provided the nominee meets the prerequisites and has consented to serve if elected.
- (f) **Removal.** Members of the district Nominating Committee may be removed by the district board for failure to perform the duties of the position or acting in such a way as to injure the good name of Zonta or hamper its work. The procedure shall be as specified in Article XIV, Section 10 (e)(1).

**SECTION 14. Election.** Election shall be by ballot vote, and a majority vote of the conference voting members shall elect district officers. In the event that no candidate receives a majority of the votes cast for any office, only the two candidates receiving the largest number of votes shall remain on the second ballot. The district Nominating Committee shall be elected by plurality vote.

**SECTION 15. Bylaws and Rules of Procedure.** Each district shall adopt bylaws and district rules of procedure that conform to the bylaws and Rules of Procedure of Zonta International and are in accordance with applicable laws and regulations. The initial district bylaws and rules of procedure may be adopted by the district board. District bylaws and rules of procedure shall be amended by a two-thirds vote of the district conference voting members present and voting, provided that notice of such proposed rules of procedure or amendments shall be sent to the president of each club within the district at least 60 days before the conference. Bylaws and rules of procedure may also be adopted or amended by a mail ballot. In that case, to take action, a two-thirds vote of the voting members voting shall be required, provided more than 50% of the district clubs respond within 45 days.

**SECTION 16. Parliamentary Authority.** Each district shall adopt a recognized parliamentary authority used in the country or countries in which the clubs in that district reside. The rules contained in the parliamentary authority shall govern the district in cases in which they are not inconsistent with these bylaws or the rules of procedure adopted by the district.

## **Article XV Clubs**

**SECTION 1. How Established.** The Zonta clubs shall exist only as chartered clubs of Zonta International.

**SECTION 2. Bylaws.** Clubs shall adopt club bylaws in accordance with Article IV Section 2 (b) of the Bylaws of Zonta International.

**SECTION 3. Good Standing.** A club that has paid international dues and fees as defined in Article V, has provided to Zonta International Headquarters a current and complete club member list, including a club president, has paid district dues and area dues (if applicable), and whose organizational activity is in accordance with these bylaws and the Rules of Procedure of Zonta International, is a club in good standing.

#### **SECTION 4. Members.**

**(a) Club Member.**

- (1) Membership shall be drawn from individuals with experience in a recognized business or profession.
- (2) A candidate must be willing to actively support and implement the Objects of Zonta International.
- (3) All candidates for club membership, whether by application or invitation, meeting the requirements for membership in these bylaws shall be considered. Approval for membership is made by the club board unless the club bylaws provide otherwise.
- (4) A club member who has paid all required dues and fees and whose Zonta activities are in accordance with bylaws provisions is a member in good standing.
- (5) A club member has all rights and responsibilities of membership, including the right to hold office and represent the club as required, except as otherwise provided in these bylaws.

**(b) Past International President.** The club may retain as a member or may elect to its membership, without an additional initiation fee, any past international president.

**(c) Honorary Membership.** Honorary members shall be persons who have distinguished themselves by some unusual service other than their service to Zonta. An honorary member shall be entitled to all membership privileges of the club except those of holding an elective office or directorship, of making motions and voting, or of representing the club as a delegate or alternate. The club board shall determine the specific tenure for honorary membership. An honorary member shall be exempt from the payment of dues. The club shall assume the obligation for payment of Zonta International and district dues for any honorary member the club may elect.

**(d) Transfer Privileges.** A member who moves to the geographical location of another Zonta club may transfer membership to that club, provided the required dues have been paid as set forth in Article XV, Section 5(b) of these bylaws.

**(e) Duration of Membership.** Membership shall be for life except as otherwise provided in the bylaws and Rules of Procedure of Zonta International.

#### **SECTION 5. Club Dues.**

**(a) Fiscal Year.** A club may establish its own fiscal year according to the date of its annual meeting, except that clubs in the United States of America must conform to the fiscal year of 1 June through 31 May, inclusive.

- (b) **Annual Dues.** The annual dues of a club member shall be established by the club to include Zonta International, district, area (if applicable) and club requirements, and shall be paid in accordance with club bylaws. Guidelines are in the Zonta Club Manual.

**SECTION 6. Officers and Directors.** The officers of the club shall be at least a president, vice president, secretary and treasurer. There may be one or more directors. With the exception of that of president, two offices may be combined if consistent with club bylaws. One individual holding two offices shall be entitled to only one vote

- (a) **Prerequisites.** To be eligible for the office of president, a member must have been at some time a member of the club board for at least one year, except in the case of a newly chartered club.
- (b) **Election.** At the election meeting, officers and directors shall be elected by ballot vote unless there is but one nominee for the office, in which case a voice vote may be taken. A majority vote shall elect. At the option of the club, balloting may be by mail.
- (c) **Term of Office.** The officers and directors shall assume office on 1 June. The officers shall hold office for at least one year or until their successors assume office. The officers and directors shall be limited to four consecutive years in the same office. A member who has served more than half a term shall be deemed to have served a full term in that office. At club option, a member who has served previously as an officer or director is eligible to serve in the same office again after an intermission.
- (d) **Vacancies.** In case of vacancy in the office of president, the vice president shall become president. Vacancies in other offices shall be filled by the club board.
- (e) **Removal.** Club officers and directors may be removed for cause by the club members. Cause shall include, but not be limited to, failure without excuse to attend meetings, failure to perform duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work. A complaint in writing against an officer or director for such behavior shall be referred by the club board to a committee of club members elected by the members for investigation. The procedure shall be as specified in a policy.

**SECTION 7. Duties of Officers.** The officers of the club shall perform the duties prescribed by the club, by the bylaws and rules of procedure of Zonta International, and by the parliamentary authority adopted by the organization.

- (a) **President.** The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. Subject to approval by the board, the president shall appoint chairs of standing committees and all other committees except the Nominating Committee. The president shall be ex-officio a member of all committees except the Nominating Committee.
- (b) **Vice President.** The vice president, in the absence or inability of the president, shall perform the duties of the president. The vice president may serve as chair of a committee and may be assigned other duties by the club board.
- (c) **Secretary.** The secretary shall keep a record of the proceedings of the meetings of the club and of the board, conduct correspondence not specifically assigned to other officers or committees and perform other duties as assigned by the club board.

- (d) **Treasurer.** The treasurer shall be responsible for the funds of the club and shall administer them in accordance with the approved club budget. The treasurer shall make periodic reports to the board and the club. No later than 45 days after the term of office ends, the treasurer shall turn all records over to the successor.

## SECTION 8. **Club Board.**

- (a) **How Constituted.** Elected officers and directors of the club shall constitute the club board.
- (b) **Duties.** The club board shall have general supervision of the affairs of the club between meetings of the club provided that none of its acts shall conflict with action taken by the club. It may act upon routine questions in carrying out established policies but shall not determine policy, authorize projects and donations or adopt the budget. It shall perform such duties as are required by the bylaws and rules of procedure of Zonta International. The Zonta Club Manual shall serve as a guideline for club operation.
- (c) **Meetings.** The club board shall hold regular monthly meetings unless otherwise ordered by the board. A majority of the members of the club board shall constitute a quorum.

The club board may transact its business through the use of electronic communication.

SECTION 9. **Meetings.** Meetings shall be held as provided in the club's bylaws. Clubs may hold their meetings through the use of electronic communication.

The quorum shall be determined by vote of the club provided that no less than one-fourth of the members shall constitute a quorum at any regular or special meeting of the club.

Guidelines for club meetings are in the Zonta Club Manual.

## SECTION 10. **Nominating Committee.**

- (a) **How Constituted.** At its election meeting, the club may elect its Nominating Committee for the next term.

If nominees are unopposed, a voice vote may be taken and committee members may select their own chair.

If elected by ballot vote, the designated number of committee nominees receiving the highest number of votes shall constitute the club Nominating Committee.

The member receiving the highest number of votes shall be chair of the Nominating Committee.

- (b) **Vacancies.** Vacancies in the Nominating Committee shall be filled by the club board.
- (c) **Duties.** The Nominating Committee shall provide the slate of officers, directors and members of the Nominating Committee before the election meeting.

Additional nominations may be made from the floor, provided the nominee meets the prerequisites of the office and has consented to serve if elected.

- (d) **Removal.** Members of the club Nominating Committee may be removed by the club members for failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work. The procedure shall be as specified in a policy.

SECTION 11. **Committees.** Committees shall be authorized by the club board. Guidelines for club committees are in the Zonta Club Manual.

#### SECTION 12. **Z Clubs and Golden Z Clubs.**

- (a) Z clubs and Golden Z clubs are service programs formed and sponsored by a Zonta club. Guidelines are in the Zonta International Z Club and Golden Z Club Manual.
- (b) The sponsoring Zonta club shall pay a charter fee and an annual renewal fee in U.S. dollars. The renewal fee shall be used toward the administration of the Z Club program of Zonta International.

SECTION 13. **Financial Oversight.** The club board shall cause the club financial records to be examined by a person independent of the board. For purposes of the examination, the books shall be closed at the end of the fiscal year.

#### SECTION 14. **Suspension or Expulsion.**

- (a) **Club.** Any club of Zonta International that has acted in a way to injure the good name of Zonta or to hamper its work may be suspended or expelled by the Zonta International Board. A complaint in writing against a club for such behavior may be made to the district board which shall refer the matter to the District Bylaws and Resolutions Committee for investigation. The procedure shall be as specified in a policy.
- (b) **Member.** Any member of a club who has acted in a way to injure the good name of Zonta or to hamper its work may be expelled by the club members. A complaint in writing against a member for such behavior may be made to the club board. The board shall refer the complaint to a committee appointed by the board for investigation. Neither the member concerned nor the complainant shall be appointed to the committee. The procedure shall be as specified in a policy.

SECTION 15. **Parliamentary Authority.** Each club shall adopt a recognized parliamentary authority used in the country in which the club is organized. The rules contained in the parliamentary authority shall govern the club in cases in which they are not inconsistent with Zonta International Bylaws and Rules of Procedure, the rules of procedure of the district in which the club resides, the club bylaws or with the rules of procedure adopted by the club.

SECTION 16. **Bylaws Amendments.** Club bylaws may be amended by a two-thirds vote of the club members present and voting at any regular or special meeting called for that purpose, provided that notice of such proposed amendment shall have been given to each member at least 10 days before the meeting.

### **Article XVI** **International Identification**

SECTION 1. **Seal.** The corporate seal of Zonta International shall be circular in form with the words "Zonta International, Inc."

SECTION 2. **Colors.** The official colors of Zonta International shall be mahogany and gold.

SECTION 3. **Emblem.** The emblem of Zonta International shall be a square as shown.



SECTION 4. **Name and Marks.** The name and symbol of Zonta may be used by any district, club or member of Zonta International only in accordance with regulations issued from time to time by the Zonta International Board. Use of the name and symbol of Zonta by nonmembers other than in news reporting or commentary is permitted only with prior approval of the Zonta International president.

SECTION 5. **The Zontian.** The Zonta International Board shall publish under its supervision and control, *The Zontian* magazine, which shall be the official registered publication of Zonta International.

### **Article XVII Indemnification**

The Zonta International Board may from time to time establish and implement policies for indemnification of officers, directors and employees of Zonta International.

### **Article XVIII Resolutions**

SECTION 1. **Definition and Duration.** A resolution is a statement proposing a policy, procedure or action. A resolution adopted by an international convention shall remain in effect only for the biennium proposed, unless it is renewed at the next convention.

SECTION 2. **How Proposed.** To be considered by the convention, the resolution must have been:

- (a) Proposed by the Zonta International Board, or by any of its members, by a district conference, by a club, or by a committee of Zonta International.
- (b) Mailed to the Zonta International Bylaws and Resolutions Committee at least 180 days before the convention except as prescribed in this article.

SECTION 3. **Powers of Bylaws and Resolutions Committee.** The committee shall have power to:

- (a) Initiate resolutions.
- (b) Combine two or more resolutions into one resolution which best reflects the intent of the proposer and serves the interest of Zonta International as a whole.
- (c) Reword a resolution to reflect the intent of the proposer and serve the interest of Zonta International as a whole.
- (d) Make recommendations upon all resolutions submitted to it. It may decide not to report a proposed resolution that it concludes should have further study or that is in conflict with the Objects of Zonta International. In the event of such a decision, the committee shall notify the proposer of the resolution.

**SECTION 4. Exemptions from Requirements.** If, due to unavoidable circumstances, a resolution proposed by the Zonta International Board, by a committee of Zonta International, or by a district conference cannot be mailed to the Zonta International Bylaws and Resolutions Committee 180 days before the convention, the resolution may be exempt from the requirement of referring the resolution to the Bylaws and Resolutions Committee. Guidelines on process are in the Zonta International Manual.

**SECTION 5. 60-Day Notice Requirement.** A copy of all resolutions, by whichever way presented, shall be sent to members of the Zonta International Board, district boards, and to each club at least 60 days before convention.

**SECTION 6. Convention Report.** The chair of the Zonta International Bylaws and Resolutions Committee, in reporting to the convention, shall state the Zonta International Board designation of “recommended,” “not recommended,” or “no recommendation” with a reference to each resolution presented.

**SECTION 7. Resolution Without Advance Notice.** In cases where the need for a recommendation or for a resolution could not have been foreseen in time to give the advance notice as required in this article, and where delayed action would render the resolution or the recommendation valueless, the convention may by a two-thirds vote decide to consider a recommendation or a resolution.

## **Article XIX Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern Zonta International in cases in which they are not inconsistent with these bylaws or with the rules of procedure adopted by Zonta International.

## **Article XX Amendment to Bylaws**

**SECTION 1. Amendment.** These bylaws may be amended by a two-thirds vote of the convention voting members present and voting at any convention of Zonta International, provided that:

- (a) The amendment has been proposed by the Zonta International Board, by a district conference, by the Zonta International Bylaws and Resolutions Committee, or by a revision committee authorized by a convention or by the Zonta International Board.
- (b) The proposed amendment from a district conference has been sent to the Zonta International Bylaws and Resolutions Committee within 30 days after conference.
- (c) The proposed amendment from the Zonta International Board has been sent to the Zonta International Bylaws and Resolutions Committee at least 30 days prior to the committee’s pre-convention meeting.
- (d) A report of the Bylaws and Resolutions Committee, indicating the Zonta International Board’s designation on each proposed amendment of “recommended for adoption,” “not recommended for adoption,” or “no recommendation” has been sent by headquarters to the Zonta International Board, governors, lieutenant governors and to the president of every club at least 60 days before convention.

An amendment to these bylaws shall become effective on adjournment of the convention at which it is adopted.

**SECTION 2. Process for Club/District Amendment Proposals.** A member of a Zonta club may recommend to the club for approval proposed changes in Zonta International Bylaws or rules of procedure. After club approval, the club may submit the proposal to the district board. If the district board determines that the proposal does not require further study, it shall publish the proposal to all other clubs in that district at least 60 days before district conference and shall submit the proposal to delegates at the conference. The district board may also submit a proposal to the district conference in the same manner. If a majority of voting members at district conference adopts the proposal, the district secretary shall submit the proposal to the Zonta International Bylaws and Resolutions Committee within 30 days after the conference.

**SECTION 3. Amendment Duplication.** Should more than one proposed amendment to the Zonta International Bylaws be submitted with the same intent covering the same subject matter, it shall be the duty of the Zonta International Bylaws and Resolutions Committee to review such proposed amendments and to present to the Zonta International Board an amendment which best incorporates the intent and serves the interest of Zonta International as a whole. In the event that any proposed amendment will not be reported to the convention, the committee shall notify the proposer of the amendment.

**SECTION 4. Automatic Conformation.** If any amendment of these bylaws causes the bylaws of Zonta clubs to be in conflict with the Bylaws of Zonta International, the bylaws for Zonta clubs shall be considered to have been amended automatically to conform to the Bylaws of Zonta International.

**SECTION 5. Articles of Incorporation.** The Articles of Incorporation of Zonta International may be amended by a two-thirds vote at any convention of Zonta International to include the changes to the articles brought about by amendments to the Zonta International Bylaws or in accordance with the procedure for amending bylaws.

## **Article XXI**

### **Rules of Procedure**

Rules of procedure prescribe standard operating procedures of Zonta International and remain in effect until rescinded or changed by majority vote of the voting members at a future convention. In the interim between conventions, the Zonta International Board may adopt rules of procedure and shall inform the clubs of these rules and their rationale. These new rules may remain in effect until convention by which time they shall be rescinded by the Zonta International Board or presented to the convention for ratification. If the Zonta International Board chooses to rescind a rule of procedure, that rule may not be adopted by the immediately succeeding board. Any rule of procedure submitted to and ratified by a convention shall remain in force until rescinded or otherwise disposed of by a convention. Proposed amendments to the rules of procedure may be submitted by the Zonta International Bylaws and Resolutions Committee to the convention for action.

## **Article XXII**

### **Glossary**

Specialized terms in the bylaws and Rules of Procedure of Zonta International are contained in the Glossary. The Glossary may only be amended by the Zonta International Board or by the international convention.