



Zonta International Suspension, Expulsion and Removal Policy

Purpose

The purpose of the Suspension, Expulsion and Removal Policy is to set forth the procedure that must be followed for:

1. Suspension or expulsion of a club¹ of Zonta International.
2. Expulsion of a member of a Zonta club.
3. Removal of an officer or a director at any level of Zonta International.
4. Removal of a member of a Nominating Committee at any level of Zonta International.

The applicable procedure must be followed for purposed fairness and due process for all parties involved.

1. Suspension or Expulsion of 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.

- 1.1. Complaint, Response and Hearing.** A complaint in writing against a club for such behavior shall be made to the applicable district board, which shall refer the matter to the District Bylaws and Resolutions Committee for investigation. The complaint shall include specific charges and available evidence.

The complaint and available evidence shall be mailed to the club president upon receipt by the committee. The committee shall give the club president at least 20 days to respond to the complaint in writing and may hold a hearing with the club board and witnesses, if any. The committee shall give the complainant, club president and any known witnesses at least 30 days written notice of a hearing. The hearing may be held electronically, so long as all participants can hear each other.

- 1.2. District Board Recommendation.** After the hearing or other consideration of the evidence, the committee shall make a written recommendation to the district board. The district board shall make a recommendation to the Zonta International Board. A two-thirds ballot vote of the entire elected district board shall be required for a recommendation of suspension or expulsion. Notice of the district board recommendation shall be mailed with proof of service to the complainant and the president of the club concerned.

- 1.3. Zonta International Board Decision.** Suspension or expulsion shall be by a two-thirds ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final. Notice of the Zonta International Board decision shall be mailed immediately with proof of service to the complainant and the president of the club concerned.

¹ References to Zonta club(s) or club(s) include e-clubs.

If the district board fails to act, the Zonta International Board has full authority to initiate proceedings and impose discipline on its own.

- 1.4. **Expulsion.** In the event of expulsion, all legal debts of the club shall be paid by the club and the remaining assets shall be disbursed as provided in Article IV, Section 2(c) of the Zonta International Bylaws.

2. Expulsion of 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.

- 2.1. **Complaint, Response and Hearing.** 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 complaint shall include specific charges and available evidence. The committee shall give the member concerned at least 20 days to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses, if any. The committee shall give the member, the complainant, and any known witnesses at least 30 days written notice of the hearing. The hearing may be held electronically, so long as all participants can hear each other.

- 2.2. **Committee Recommendation.** After the hearing or other consideration of the evidence, the committee shall make a written recommendation to the club board.

- 2.3. **Expulsion by Club Members.** If the club board determines that further action regarding expulsion is necessary, it shall make a recommendation to the club members for a decision at a meeting of which written notice has been given to all members. The meeting may be held electronically, so long as all participants can hear each other. There must be a quorum present at the meeting. The member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to participate in the voting process.

A two-thirds ballot vote of club members present, and voting shall be necessary for expulsion of a member. Notice of the club decision shall be mailed immediately with proof of service to the complainant and to the member concerned.

- 2.4. **Appeal to District Board.** The decision of the club members may be appealed by the complainant, or the member concerned to the district board within 45 days from the date on which the notice of decision is mailed to the parties. Expulsion shall be by a two-thirds ballot vote of the entire elected district board after consideration of the evidence. The decision of the district board shall be mailed immediately with proof of service to the complainant and to the member concerned.

- 2.5. **Appeal to Zonta International Board.** The decision of the district board may be appealed by any party concerned to the Zonta International Board within 45 days from the date on which the notice of decision is mailed to the parties. Expulsion shall be by a two-thirds ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final. The decision of the Zonta International Board shall be mailed with proof of service to all involved parties.

2.6. **Failure of Club to Act.** If the club fails to act, the complainant may refer the written complaint to the district board, which shall initiate disciplinary proceedings.

2.6.1 ***District Committee.*** The district board shall refer the written complaint to a committee appointed by the district board, which shall include the district's bylaws chair and at least two other members who are not members of the same club as either the complainant or the member concerned. The committee shall mail the complaint to the member concerned upon receipt by the committee.

2.6.2 The committee shall give the member concerned at least 20 days to respond in writing and may hold a hearing with the member, the complainant, and witnesses, if any. The committee shall give the member, the complainant, and any known witnesses at least 30 days notice of the hearing. The hearing may be held electronically, as long as all participants can hear each other.

2.6.3 ***Committee Recommendation.*** After the hearing or other consideration of the evidence, the committee shall make a written recommendation to the district board for a decision.

2.6.4. ***District Board Decision.*** Due notice in writing of the matter to be voted on at a meeting shall be given to the district board and to the member concerned, who shall be entitled to be present for consideration of the action to be taken but shall not be entitled to participate in the voting process. The meeting may be held electronically, so long as all participants can hear each other. Expulsion shall be by a two-thirds vote of the elected district officers. Notice of the board decision shall be immediately mailed with proof of service to the member concerned and to the complainant.

2.6.5. ***Appeal to Zonta International Board.*** If dissatisfied with the district board's decision, the member concerned, or the complainant may appeal to the Zonta International Board within 45 days from the date on which the notice of decision is mailed to the parties. The district board shall deliver all evidence and documents to the Zonta International Board. Expulsion shall be by a two-thirds ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final. The decision of the Zonta International Board shall be mailed with proof of service to all involved parties.

If the district board fails to act, the Zonta International Board has full authority to initiate proceedings and to impose discipline on its own.

3. **Removal of an Officer or a Director**

An elected officer at any level of the organization may be removed for cause by the board on which the officer serves. A director can be removed pursuant to applicable law. In many instances, directors may only be removed by the members who elected them. 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.

3.1. **Complaint.** A written complaint against an officer or director for such behavior may be made to the board on which the officer or director serves, which shall refer the complaint to the applicable Bylaws and Resolutions Committee for investigation or if at the club level, to a committee elected by the club members for the purpose of investigating the complaint. The committee shall not include the officer or director concerned or the complainant. The

complaint shall include specific charges and available evidence and shall be mailed to the board member concerned upon receipt by the committee.

- 3.2. **Board Member Response and Hearing.** The committee shall give the board member concerned at least 20 days to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses if any. The committee shall give the officer or director at least 30 days written notice of the hearing. The hearing may be held electronically, so long as all participants can hear each other.

3.3. **Committee Recommendation and Decision on Removal**

3.3.1 ***International and District.*** After hearing or other consideration of the evidence, the committee shall make a recommendation to the applicable board for a final decision on removal. The officer or director concerned shall be entitled to be present for consideration of the action to be taken by the boards but shall not be entitled to participate in the voting process. The meeting may be held electronically, so long as all participants can hear each other. Removal of the officer is by a two-thirds ballot vote of the entire elected board.

3.3.2. ***Club.*** The committee shall make the recommendation to the club members for a decision. Due notice in writing of the matter to be voting on at a meeting shall be given to all members. The meeting may be held electronically, so long as all participants can hear each other. The officer or director concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to participate in the voting process. Removal shall be by two-thirds ballot vote of the club members present and voting during a meeting at which a quorum of members is present. Notice of the decision shall be immediately mailed with proof of service to the officer or director concerned and to the complainant.

If the club fails to act on a written complaint, the complainant may notify the district board, which shall initiate disciplinary proceedings. The district board shall refer the written complaint to a committee elected by the district board, which shall include the district's bylaws chair and at least two other members who are not members of the officer or director's club. The committee shall mail the complaint to the officer or director concerned upon receipt by the committee. The committee shall give the officer or director concerned at least 20 days to respond in writing and may hold a hearing with the officer or director, the complainant, and witnesses, if any. The committee shall give the officer, complainant, and any known witnesses at least 30 days written notice of the hearing.

Thereafter, the committee shall make a recommendation to the district board for a decision. Due notice in writing of the matter to be voted on at a meeting shall be given to the district board. The officer or director concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to participate in the voting process. Removal shall be by a two-thirds ballot vote of the entire elected district board. Notice of the board decision shall be immediately mailed with proof of service to the complainant and to the officer or director concerned.

If the district board fails to act, the Zonta International Board has full authority to initiate and impose discipline on its own.

3.4 Appeal

3.4.1 ***District Officer or Director.*** If dissatisfied with the district board's decision, the complainant or the officer or director concerned may appeal to the Zonta International Board within 45 days from the date on which the notice of decision is mailed to the parties. Removal shall be by a two-thirds ballot vote of the entire Zonta International Board. Notice of the decision shall be mailed immediately with proof of service to the complainant and to the officer or director concerned. The decision of the Zonta International Board shall be final.

3.4.2 ***Club Officer or Director***

- a. ***Club Decision.*** If dissatisfied with the club's decision, the complainant or the officer or director concerned may appeal to the district board within 45 days from the date on which the notice of decision is mailed to the parties. Removal shall be by a two-thirds ballot vote of the entire district board. The decision of the district board shall be mailed immediately with proof of service to all involved parties.
- b. ***District Board Decision.*** If dissatisfied with the district board's decision, the complainant or the officer or director concerned may appeal to the Zonta International Board within 45 days from the date on which the notice of decision is mailed to the parties. Removal shall be by a two-thirds ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final and shall be mailed with proof of service to all involved parties.

4. Removal of a Member of a Nominating Committee

A member of the International Nominating Committee, a District Nominating Committee or a Club Nominating Committee may be removed for cause by the board for the level of the organization at which the member serves. 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. The process shall be the same as that applying to the removal of an officer described above in 3. Removal of an Officer or Director.

Document control²:

Original Document	Date: February 2022
First adopted by the international board	Date: February 2022
Most recent review by the risk manager	Date: February 2022
Amended policy adopted by the board	Date: February 2022
Convention 2022 update	Date: June 2022
Next review date	Date: September 2026
Committee Responsible:	Bylaws & Resolutions Committee

Printed hard copies of controlled documents are considered uncontrolled. All personnel using hard copies for ease of reference are required to determine the up-to-date status of any hard copy document ensuring it matches the current electronic version.

² This policy has also been reviewed in February 2022 by Zonta International Bylaws and Resolutions Committee and by the Zonta International Attorney.