



## **ZONTA CLUB OF WATKINS-GLEN MONTOUR FALLS BYLAWS**

**Adopted by 2/3 of the members presented and voting on March 18, 2018.**

All Zonta clubs shall adopt club bylaws that conform to the ZI Bylaws & structure.

Club bylaws and any amendments are adopted at the annual meeting of the club or during special meetings. The adoption is by two-thirds (2/3) vote of the club members present and voting.

The proposed bylaws (or proposed amendments) shall be given to each club member at least ten (10) days before the meeting (annual or special). Amendments proposed with shorter notice shall not be considered.

Club bylaws shall not be contrary to the laws of the country, state, or province in which a club is organized. Club bylaws shall not be contrary to the ZI bylaws.

### **Article I Name**

The name of this organization shall be the Zonta Club of Watkins Glen-Montour Falls. It shall exist only as a chartered club of Zonta International.

### **Article II Objects**

The objects of this club and of Zonta International are:

- (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.** This club shall be nonpartisan and nonsectarian.

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

### **Article IV Membership**

SECTION 1. **Categories** The membership of this club shall be limited to Classified Members, Past International Presidents, and Honorary Members.

(a) A Classified Member shall be drawn from women and men with experience in a recognized business or profession who is willing to actively support and implement the Objects of Zonta International. Every member shall be assigned a classification based on the Zonta International Marian de Forest Manual.

(b) The club may retain as a member or may elect to its membership, without any classification requirement and without additional initiation fee, a Past International President.

(c) 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: (1) holding an elective office or directorship; (2) making motions and voting; or (3) representing the club as a delegate or alternate. The club board (See Article VI) shall determine the specific tenure of any honorary membership. An Honorary Member shall be exempt from the payment of dues, and the club shall pay the international, district and area (if applicable) dues of any Honorary Member the club elects.

### SECTION 2. **Election to Membership**

(a) Membership shall be drawn from women and men with experience in a recognized business or profession.

(b) A candidate must be willing to actively support and implement the Objects of Zonta International.

(c) All candidates for membership, meeting the requirements for membership in these bylaws, shall be considered.

(d) The club Membership Committee shall review proposals for membership, whether by application or invitation, and present the names of all candidates to the club board with its recommendations. If approved by a 2/3 vote by a ballot of the board, the candidate's application is presented to club membership at the next meeting or via email, for majority approval. The Membership chairman shall extend an acceptance letter & induction/meeting invitation to the person accepted to become a member.

SECTION 3. **Referral Privileges.** A member of another Zonta club who moves to the geographical location of the Zonta club of may transfer membership to our club, provided the required dues have been paid.

SECTION 4. **Duration of Membership.**

Classified membership shall be for life except as otherwise provided in the Bylaws and Rules of Procedure of Zonta International.

## **Article V Meetings of the Club**

SECTION 1. **Regular Meetings.** The Zonta club of Watkins Glen-Montour Falls holds its monthly meeting on the 3<sup>rd</sup> Monday of each month, excepting July and August.

SECTION 2. **Annual Meeting.** The meeting in the month of May is the annual meeting of the Zonta club of Watkins Glen-Montour Falls. In this meeting, the club president and the club committee chairmen present reports of the activities of the club. Furthermore, the officers of the club (president, vice-president, and treasurer), the committee chairmen and the members of the club Nominating Committee for the following year are elected.

SECTION 3. **Special Meetings.** Special meetings may be called by the President and shall be called upon the written request of five (5) members of the club. At least ten (10) days written notice of a special meeting shall be given. The business to be transacted at a special meeting shall be limited to that mentioned in the meeting notice.

SECTION 4. **Quorum.** Quorum (minimum number of members necessary to conduct business) shall be determined by vote of the club provided that no less than one-fourth (1/4) of the members shall constitute quorum at any regular or special meeting of the club.

## **Article VI Club Board**

SECTION 1. **How constituted.** Elected officers and directors of the club constitute the club board. Number of Directors shall equal 10% of club membership, but not exceed 4.

SECTION 2. **Duties and Powers of the Board.** The 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 may make recommendations to the club, receive such reports of Committees as it may find necessary and perform such duties as are required by these Bylaws and by the Bylaws and Rules of Procedure of Zonta International, and of the club. The *Zonta Club Manual* shall serve as a guideline for club operations.

SECTION 3. **Meetings of the Board.** The board shall hold regular monthly meetings unless otherwise ordered by the board. A majority of the members of the board shall constitute a quorum. The club board may transact its business through the use of electronic communication.

## Article VII Officers and Directors

SECTION 1. **Officers and Directors.** The officers of the club and its directors shall be a president, a vice president, secretary, and a treasurer. There shall be 2-4 directors.

SECTION 2. **Qualifications.** To be eligible for the office of president, a member must at some time have been a member of the board for at least one (1) year, except in the case of a newly chartered club.

SECTION 3. **Election.** At the election meeting, officers and directors shall be elected by ballot unless there is but one (1) nominee for the office, in which case a voice vote may be taken. A majority vote shall be required to elect. [OR club can decide a mail ballot with the following wording: "Officers and directors shall be elected by a mail ballot. A majority vote shall be required to elect."]

SECTION 4. **Terms of Office.** The officers and directors shall take office 1 June, of a given biennium. Officers shall hold office for 2 years or until successors are elected and take office. Directors shall hold office for 2 years or until successors are elected and take office.<sup>3</sup> With the exception of the treasurer who shall serve no more than four (4) consecutive years, no officer or director shall be eligible to serve more than two (2) consecutive years in the same office. A member who has served more than half a term in any office shall be deemed to have served a full term.

SECTION 5. **Resignations.** A resignation from the board shall be sent to the president who shall refer it to the board for action.

SECTION 6. **Removal from Office.** An officer or director 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 the duties of the position; or acting in such a way 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 complaint shall include specific charges and available evidence. The committee shall give the board member concerned an opportunity to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses if any.

Thereafter, the committee shall make a recommendation to the club members for a decision. Due notice in writing of the matter to be voted on at a meeting shall be given to all members. The board member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to vote. Removal shall be by a two-thirds (2/3) ballot vote of the club members present and voting.

If the club fails to act, the complainant can notify the district board which shall initiate disciplinary proceedings. If the district board fails to act, the complainant can notify the Zonta International Board which has full authority to initiate and impose discipline on its own.

SECTION 7. **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 board of directors.

**SECTION 8. Duties of Officers.** The officers of the club shall perform the duties prescribed by the club, by these Bylaws, and by the Bylaws of Zonta International.

(a) President. The president shall preside at all meetings of the club and of the club board and shall be the chief executive officer of the club, and countersign all payment orders and checks drawn by the treasurer.<sup>4</sup> Subject to approval by the board, the president shall appoint the chairmen of all standing committees and other committees except the Nominating Committee and shall be an ex-officio member of all committees except the Nominating Committee.

(b) Vice President. In the absence or inability of the president, the vice president shall perform the duties of president. The vice president may serve as a Chairman 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 board.<sup>5</sup>

(d) Treasurer. The treasurer shall be responsible for the funds of the club. The treasurer shall disburse these funds by check or other commonly used means of payment, as directed in accordance with the approved budget. The treasurer shall make monthly reports to the board and the club, and be ex-officio a member of the Finance Committee. Within 45 (forty-five) days of the close of the fiscal year, all accounts shall be examined by a person independent of the board. No later than 45 (forty-five) days after the term of office ends, the treasurer shall turn all records over to the successor.

### **Article VIII Nominating Committee**

**SECTION 1. Election.** At its election meeting, the club shall elect a Nominating Committee of three (3) members for the next term. If the nominees are unopposed, a voice vote may be taken and committee members may select their own chairman. If elected by ballot vote, the three (3) members receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.

**SECTION 2. Duties.** It shall be the duty of the Nominating Committee to nominate one (1) or more members for each office or directorship to be filled at the time of election, and to nominate at least three (3) members for the next term's Nominating Committee. No name shall be presented unless the nominee has consented to serve if elected

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<sup>4</sup> The ZI Bylaws do not require that the president countersign all checks. In any event, club Bylaws should provide that all checks be signed by two officers.

<sup>5</sup> See the **DUTIES OF OTHER OFFICERS, DIRECTORS, COMMITTEE CHAIRMEN AND MEMBERS** in the Zonta Club Manual for how to divide these duties among a corresponding and a recording secretary if your club has each.

SECTION 3. **Report of the Committee.** The Nominating Committee shall report the slate of officers, directors, and members of the Nominating Committee at the business meeting prior to the Election Meeting unless otherwise directed by the club. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained.

SECTION 4. **Vacancies.** Vacancies in the Nominating Committee shall be filled by the board.

## Article IX Committees

SECTION 1. **Committees.** In addition to the Nominating Committee, there shall be at least the following standing committees and such other standing and special committees as the club board authorizes to achieve biennium goals:

(a) **Standing committees shall be:** a Membership Committee; a Service Committee; and an Advocacy Committee.

(b) **Other standing and special committees may include:** Attendance Committee; Fellowship Committee; Intercity Committee; Newsletter Committee; and Program Committee.

(c) **Ad hoc committees** may be appointed at the discretion of the president.

(d)

SECTION 2. **Appointment.** Except as otherwise provided in the Bylaws, the club president shall appoint Committee Chairmen, subject to approval by the club board.

SECTION 3. **Reports.** Committees shall report regularly to the club board and to the club.

## Article X Fees and Dues

SECTION 1. **Fiscal Year.** The fiscal year of this club shall be from 1 June to 31 May, inclusive.

SECTION 2. **Initiation and Reinstatement Fees.** The initiation fee shall be that established by Zonta International and shall be paid to Zonta International as a new member fee, upon acceptance of invitation to membership. A former member of this club or of another Zonta club who is re-elected to membership in accordance with requirements of Article IV shall be subject to a reinstatement fee as established by Zonta International and which shall be paid to Zonta International.

SECTION 3. **Annual Dues.** (a) The annual dues of a Zonta Club of Watkins Glen-Montour Falls member has been established by the club to be: \$88 + \$3 International, \$20 District, \$15 Local, for an annual total of \$126.00. There is a one-time International induction or reinstatement fee of \$15. Young Professional membership reduces the \$88 to \$44 for any member who has not attained the age of 30 years at the time annual dues are collected (May 1<sup>st</sup>) Zonta International and Zonta District 2 observe a 50% pro-rated dues amount for new members joining between December 1 and May 31.<sup>st</sup> (\$88 becomes \$44, \$44 becomes \$22 and \$20 becomes \$10.)

Any change in the amount of annual dues shall be approved by a two-thirds majority of the club members voting. (b) These dues shall be payable on or before 1 May. (c) From these dues the club shall pay the annual dues and fees of members to Zonta International and to the District, no later than May 31<sup>st</sup>.



## **Article XI Suspension or Expulsion**

Any member of the 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 club board for investigation (or a committee elected by the club if the complaint is against a club officer, per Article VII Section 6).

The complaint shall include specific charges and available evidence. The committee shall give the member concerned an opportunity to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses if any.

Thereafter the committee shall make a recommendation to the club board. 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 member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to vote. A two-thirds (2/3) ballot vote of club members present and voting shall be necessary for expulsion of a member.

Notice of the board or club decision shall be mailed with proof of service to the complainant and to the member concerned forthwith. The decision of the club board or 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 (2/3) ballot vote of the entire elected district board. The decision of the district board shall be mailed with proof of service to the complainant and to the member concerned forthwith.

The decision of the district board may be appealed by the parties 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 (2/3) ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final.

If the club fails to act, the complainant can refer the matter to the district board which shall initiate disciplinary proceedings. If the district board fails to act, the complainant can refer the matter to the Zonta International Board which has full authority to initiate proceedings and to impose discipline on its own.

## **Article XII 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.

## **Article XIII Seal, Colors, Name and Emblem**

SECTION 1. **Seal.** The corporate seal of Zonta International, with the addition of the name of the club shall be the seal of this club.<sup>7</sup>

SECTION 2. **Colors and Emblem.** The official colors and emblem of this club shall be those of Zonta International.

## **Article XIV Corporate Property**

All property, real, personal or mixed, legal or equitable, acquired by this Zonta club by grant, purchase, gift, bequest or devise, shall be its corporate property.

## **Article XV Parliamentary Authority**

The rules contained in *Robert's Rules of Order Newly Revised* shall govern this club in all cases in which they are not inconsistent with the club Bylaws or Rules of Procedure, the Zonta International Bylaws or Rules of Procedure, or the Rules of Procedure of District 2.

## **Article XVI Amendment to the Bylaws**

These Bylaws may be amended by a two-thirds (2/3) vote of the club members present and voting at any regular meeting or special meeting called for the purpose, provided that such amendment is not inconsistent with the Bylaws or Rules of Procedure of Zonta International and further provided that notice of such proposed amendment shall have been sent to each member at least ten (10) days before the meeting.

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<sup>7</sup> A corporate seal may not be necessary unless the club is incorporated.