

ZONTA CLUB OF GREATER SANDUSKY
CLUB BYLAWS and POLICIES

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NAME, MISSION, OBJECTS, VISION AND POLICY:

Section 1: How Established.

(a) Name.

- (1) The name of this organization shall be the Zonta Club of Greater Sandusky. It shall exist only as a chartered club of Zonta International, Club #0480. The territorial limits of this Club shall be Sandusky, Ohio, and its environs. The Club was founded in 1961.
- (2) Zonta Club of Greater Sandusky is a 501(c) 4 organization under Zonta International's Group Number 1219 since July 18, 1974.
- (3) Zonta Club of Greater Sandusky tax identification number is 45-5252543. *Rev: 4.28.15*

(b) Mission.

Zonta International is a leading global organization of professionals empowering women worldwide through service and advocacy. *Rev: 2.28.17*

(c) Objects.

The Objects of Zonta Club of Greater Sandusky shall be:

- (1) To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy;
- (2) To work for the advancement of understanding, goodwill, and peace through a world fellowship of members;
- (3) To promote justice and universal respect for human rights and fundamental freedoms;
- (4) 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. *Rev: ZI 3.14; 6.12.12; 4.28.14; 2.28.17*

(d) Vision.

Zonta International envisions a world in which

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- (1) Women's rights are recognized as human rights and every woman is able to achieve her full potential.
- (2) Women have access to all resources and are represented in decision making positions on an equal basis with men.
- (3) No woman lives in fear of violence. *Rev: 2.28.17*

(e) Policy.

- (1) This Club shall be nonpartisan and nonsectarian.
- (2) This Club may express itself 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 of Directors.

Rev: 6.12.12; ZI 2015; 4.28.14; 2.28.17

MEMBERS:

Section 1: Members.

- (a) Categories. The membership of this Club shall include the following individual members: Classified Members, Young Professional Members, Past International Presidents, Honorary Members and Emeritus Members. *Rev: 2.28.17*
- (b) Diversity of Membership.
 - (1) The Club shall have members in a variety of classifications that is inclusive, diverse and reflective of the Mission, Objects and Vision of Zonta International and Zonta Club of Greater Sandusky. A classified member is accepted for membership under a classification as described in the Zonta International Bylaws, Zonta International Club Manual and the Zonta International Marian de Forest Membership Manual.
 - (2) A candidate eligible for classified membership shall be drawn from women and men with experience in a recognized business or profession and who must be willing to actively support and implement the Mission, Objects and Vision of Zonta

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International and Zonta Club of Greater Sandusky. Membership candidates should be sought among community leaders in a variety of activities.

- (3) The Club Membership Committee shall review proposals for membership, including those for Honorary and Past International Presidents, whether by application or invitation. The Membership Chairman will present names of all the candidates to the Club Board with the Membership Committee's recommendations. If approved by a majority ballot vote of the Board, the Membership Committee Chairman shall inform the membership of the candidate(s) for Club membership and shall extend a written invitation to the person(s) accepted to become a member.
- (4) Every member shall be assigned a classification based on the Zonta International Marian de Forest Membership Manual. A classified member has all the rights and responsibilities of membership, including the right to hold office and represent the Club at meetings, except as otherwise provided in these bylaws.

Rev: ZI 2010; 6.12.12; ZI 2015; 4.28.15; 2.28.17

- (c) Young Professional Members. The Young Professional Membership shall include young adults under the age of thirty (30) to attract mainly, but not only, former members of the Z and Golden Z Clubs and awardees of Zonta International educational programs. Members shall pay fifty percent (50%) of Zonta International dues. *Rev: 2.28.17*
- (d) Past International President. The Club may retain as a member or may elect to its membership, without any classification requirement and without additional initiation fee, any Past International President.
- (e) Honorary Members. Honorary Members shall be persons who have distinguished themselves by some unusual service other than their service to Zonta. The Club Board shall determine the specific tenure of any honorary membership if it so chooses. An Honorary Member shall be exempt from the payment of dues, and the Club shall pay the International and District dues of any Honorary Member the Club elects. *Rev: 2.28.17*

An Honorary Member shall be entitled to all membership privileges of the Club except those of:

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- (1) holding an elective office or directorship;
 - (2) making motions and voting; or
 - (3) representing the Club as a delegate or alternate.
- (f) Emeritus Members. Emeritus Members are those Zontians who have been faithful members for at least five (5) years, but are now unable to attend meetings because of health issues or incapacitation in some other way.
- (1) They shall not pay dues, vote or hold office and are not recognized as members of Zonta International.
 - (2) They shall, however, continue to receive monthly newsletters and a yellow rose on Zonta Rose Day.
 - (3) Emeritus Members will be considered and approved by the Board, on a case-by-case basis.
 - (4) Following Board approval, the Organization, Membership and Classification Committee shall contact such Zontians for their acceptance of this honor.
Rev: 6.12.12; 4.28.15
- (g) Transfer Privileges. A member of another Zonta Club, who moves to the geographical location of the Zonta Club of Greater Sandusky, may transfer membership to that club, provided the required dues have been paid.
Rev: 6.12.12; 4.28.15
- (h) Duration of Membership.
- (1) Classified membership shall be for life after five (5) years membership except as otherwise provided in these bylaws.
 - (2) Any member in arrears for dues for sixty (60) days shall forfeit membership. A member dropped for nonpayment of dues may be reinstated upon payment of current obligations. The member shall pay a reinstatement fee in U.S. dollars to Zonta International.

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(3) The resignation of a member shall be sent in writing to the club president who shall present it to the next meeting of the Board. No member's resignation shall be accepted in good standing unless dues are paid.

(i) Attendance.

(1) Members shall be advised of the yearly meeting schedule.

(2) Any member who is absent from all club meetings for three (3) consecutive months shall communicate with the Membership Chairman advising of a reasonable excuse for absence.

(3) The Membership Committee Chairman shall advise the Board of the member's three (3) consecutive absences and reasonable excuse.

(4) If the excuse is deemed not adequate in the opinion of the Board, the Board may notify the member in writing that membership may be in jeopardy. Should the absences continue, following written notice, the Board may notify the member in writing that membership is forfeited.

(5) Attendance requirements may be met by attending a meeting of another Zonta Club. The member shall provide a letter from the president of the club visited stating the name of the club, date of visit and signed by the club president. The letter shall be retained by the Membership Chairman for the records. *Rev: 4.28.15*

(j) Leave of Absence. Leave of absence may be granted to a member upon approval of the Board for a period to be determined by the Board. Each leave of absence is reviewed annually by the Board. Leave of absence excuses a member from participation in Club activities, and they are not required to pay meals or service assessments, but a member on leave of absence continues to be obliged to pay all International, District, and Club dues.

CLUB DUES:

Section 1. Club Dues.

(a) Fiscal Year. The fiscal year of this Club shall be from June 1 to May 31, inclusive.

(b) Annual Dues. The annual dues of a Club member shall be established by the Club. Any change in the amount of annual dues shall be pursuant to a two-thirds (2/3) majority of the

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Club members voting. These dues shall be payable on or before April 1. From these dues, the Club shall pay the annual dues and fees of members to Zonta International and to the District. The Club's annual dues include; liability insurance, new member, per capita dues and District 5 dues. *Rev: 3.11; 6.12.12; 4.28.15*

- (c) 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 shall be subject to a reinstatement fee, in accordance with requirements of the Zonta International Bylaws, Section 3, as established by Zonta International and which shall be paid to Zonta International. *Rev: 6.12.12; 4.28.15*

Section 2. Z Club and Golden Z Club Dues.

- (a) Z Clubs and Golden Z Clubs are service programs for young adults in high school and college formed and sponsored by a Zonta Club. Guidelines may be found in the Zonta International Z Club and Golden Z Club Manual.
- (b) Charter and Renewal Fees. 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. *Rev: 2.28.17*

OFFICERS AND DIRECTORS:

Section 1. Officers and Directors. The Officers of the Club shall be a President, a Vice President, a Secretary and a Treasurer. There shall be two (2) Directors. *Rev 3.10.2020*

- (a) Qualifications. Officers shall be a classified member. 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. An officer shall hold no other elective office at any level of Zonta International. *Rev 4.28.15*
- (b) Election. At the election meeting in April, Officers and Directors shall be elected by ballot vote unless there is but one (1) nominee for the office, in which case a voice vote may be

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taken. Majority vote is required to elect. The president, secretary and one (1) director is elected in the even numbered years. The vice president, treasurer and one (1) director is elected in the odd-numbered years.

Rev: 3.11; 2.28.17; 3.10.2020

- (c) **Term of Office.** The Officers and Directors shall take office June 1. Officers shall hold office for two (2) years or until their successors are elected and take office. Directors shall hold office for two (2) years or until their successors are elected and take office, unless an officer or Director is elected to fill an unexpired term, in which event the Officer or Director shall serve the remainder of the term. 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 one-half (1/2) a term in any office shall be deemed to have served a full term. A member who has served previously as an officer or director is eligible to serve in the same office again after an intermission of at least one year.
- (d) **Vacancies/Resignations.** A resignation from the Board shall be sent to the President who shall refer it to the Board for action. In case of the vacancy being in the presidency, the vice president shall become president. Vacancies in other areas will be filled by the Club Board.
- (e) **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. The procedure shall be as specified in Zonta International Bylaws, Article VII, Section 11.

Rev: 4.28.15

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 Officer or 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 Officer or 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 Club members present and voting. The decision shall be mailed to the Officer or Board member concerned and complainant.

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If the Club fails to act, the complainant can notify the District Board which shall initiate an investigation. If the District Board fails to act, the complainant can notify the Zonta International Board which has full authority to initiate an investigation and impose discipline on its own if warranted.

If dissatisfied with a decision made by the Club and/or District Board, the complainant, the Officer or Board member concerned may appeal to the Zonta International Board within forty-five (45) days of the date on which the decision is mailed to the complainant and the Officer or Board member concerned. Removal shall be by a two-thirds (2/3) ball vote of the entire Zonta International Board. The decision of the Zonta International Board is final.

Rev: ZI 2015; 4.28.15

Section 2. Duties of Officers. The Officers of the Club shall perform the duties prescribed by the Club, by Zonta International Bylaws and Zonta International Club Manual, along with Club Bylaws and Policies and Procedures.

Rev: 4.28.15

- (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 checks drawn by the Treasurer. 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. The President may appoint a parliamentarian, subject to the approval by the Board.
- (b) Vice President. In the absence or inability of the President, the Vice President shall perform the duties of this officer. It shall be the Vice President's duty to collect all committee files from the preceding Club year and to turn such files over to the incoming committee chairmen for their use during the next Club year. It shall further be the Vice President's duty to act as program coordinator. The Vice President may serve as a Chairman of a Committee and may be assigned other duties by the Club Board and Club President.
- (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.
- (d) Treasurer. The Treasurer shall be responsible for the operating funds of the Club.

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- 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 Club and the Board, including a register of all checks written for Club business during the preceding month.
- The Treasurer shall prepare an annual budget, with input from committee chairs, to be presented to the board in August each year.
- The Treasurer shall work with the clubs accounting firm to file the IRS form 990 at the end of each fiscal year.
- Within forty-five (45) days of the close of the fiscal year, all accounts shall be examined by a person independent of the board, examined by the Finance Committee and a report submitted to the Board.
- No later than forty-five (45) days after the term of office ends, the Treasurer shall turn all records over to the successor.
- The Treasurer shall be an ex officio member of the Finance Committee.

Rev: 10/06, 6.12.12; 4.28.15; 3.10.2020

CLUB BOARD:

Section 1. Club Board.

- (a) **How Constituted.** The Club Board consists of elected Officers and two (2) Directors, an immediate past president and a parliamentarian (optional – appointed by the president).
Rev: 3/11; 4.28.15; 8.23.16; 2.28.17; 3.10.2020
- (b) **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. The *Zonta International Club Manual* shall serve as a guideline for Club operations.
Rev: 8.23.16
- (c) **Role of Club Immediate Past President on Club Board.** An immediate past president will serve on the Board in an advisory capacity only for one (1) year immediately following her

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term as Club President. While a member of the Board, an immediate past president is able to attend Board meetings in an advisory capacity only, is not an active member of the Board, cannot vote on issues brought forward to the Board and cannot bring forward motions.

Rev:8.23.16;3.10.2020

- (d) Meetings of the Board. The Board shall hold regular monthly meetings unless otherwise ordered by the Board.
- (e) Quorum. A majority of the members of the Board shall constitute a quorum. *Rev: 8.23.16*
- (f) Mail/Telecommunication Voting. The Zonta Club of Greater Sandusky’s Board may transact business by mail, or through the use of a conference telephone or other communication equipment. Voting by mail, by telecommunication or by other communication equipment requires a unanimous vote of the entire Board. *Rev: 4.28.15; 8.23.16*

CONFLICT OF INTEREST POLICY:

Purpose: The purpose of the Conflict of Interest Policy is to protect the interests of this tax-exempt organization, the Zonta Club of Greater Sandusky (the “Organization”), when it is contemplating or entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

(a) **Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a *direct or indirect* financial interest, as defined below, is an interested person. Examples may include:

- Zonta of Greater Sandusky Club Officers and Directors- administer club funds
- Finance Committee – administer foundation and investments
- Non Traditional Scholarship Committee – administer selection of scholarship recipients

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Interested persons will receive and sign a copy of this policy annually, stating that they have read and understand it and agree to comply with it in full, and that they understand that Zonta is tax-exempt and must engage in activities that accomplish one or more of its purposes.

(b) **Financial Interest – areas in which conflict may arise**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (1) An ownership or investment interest in or compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
- (2) A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction.

Examples may include; persons supplying goods and services to, leasing property or equipment to, dealing with gifts, sales of real estate, securities or other property to, grant recipients of, agencies/organizations and associations that affect the operations of Zonta.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Club President & Board decides that a conflict of interest may exist. If the member is on the Club Board, then the Policy Committee and 2 members-at-large selected by the Policy chair, will hear the issue and vote on it.

Procedures for Addressing a *Possible* Conflict of Interest:

- (a) In connection with any actual or possible conflict of interest, an interested person **must disclose** the existence of the financial interest and be given the opportunity to disclose all material facts to the Club President & Board and those with delegated powers considering the proposed transaction or arrangement.
- (b) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the club board meeting while the determination of a conflict of interest is discussed and voted upon. If the interested party is on the Club Board, the Policy Committee and 2 members-at-large, selected by the Policy chair will hear the issue and vote on it.

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- (c) After exercising diligence, the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (d) If it is determined that the club can obtain, with reasonable efforts a more advantageous transaction or arrangement from another person or entity, then that alternative will be pursued by the Club Board, based on the disinterested committee's recommendations.

If a more advantageous transaction or arrangement is **not** reasonably possible under circumstances not producing a conflict of interest, as determined by a majority vote of the disinterested committee, then the Club Board will have to re-examine the issue and determine if the transaction or arrangement under discussion is in the organization's best interest, for its own benefit and whether it is fair and reasonable. The Club Board will then make its decision by majority vote whether to enter into the transaction or arrangement.

Procedures for Addressing a Violation of the Conflict of Interest Policy:

- (a) If the Club Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for that belief and give the member an opportunity to explain the alleged failure to disclose.
- (b) If, after hearing the member's response and after making further investigation as warranted, the Club board or committee has determined that the member has failed to disclose an actual or possible conflict of interest, the board or committee will take appropriate disciplinary and corrective action, up to and including dismissal from the club, under the guidance of Zonta International District leadership.

Rev 4/11

MEETINGS:

Section 1. Meetings.

- (a) Regular Meeting. Unless otherwise ordered by the Club or by the Board, regular Business Meetings of the Club may be held monthly during the months of September through June. A minimum of six (6) Regular Meetings shall be scheduled. Optional program meetings may be scheduled during these same months.

Rev: 3.11; 4.28.15;3.10.2020

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(b) Annual Meeting. The annual meeting in May shall be for the purpose of receiving reports of the activities of the Club, the installation of Officers and Directors, and for any other business that may arise. Election of Officers and Directors may be conducted at the April business meeting or at the annual meeting, which is then called the Election Meeting.

Rev: 3.11, 6.12.12; 4.28.15

(c) 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 to Club members. The business to be transacted at a special meeting shall be limited to that mentioned in the notice of the meeting.

Rev: 4.28.15

(d) Quorum. At least one-fourth (1/4) of Club members shall constitute a quorum at any regular or special meeting of the Club.

NOMINATING COMMITTEE

Section 1. Nominating Committee.

(a) How Constituted. At its annual election meeting, the Club shall elect a Nominating Committee of three (3) members for a one (1) year term.

Rev: 6.12.12; 4.28.15

(b) Election. 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.

(c) Vacancies. Vacancies in the Nominating Committee shall be filled by the Board.

Rev: 6.12.12; 4.28.15

(d) 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 annual election, and to nominate at least three (3) members to the Nominating Committee for a one (1) year term. No name shall be presented unless the nominee has consented to serve if elected.

Rev: 6.12.12; 4.28.15

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- (e) Report of the Committee. The Nominating Committee shall report the slate or ballot of officers, directors, and members of the Nominating Committee at the Club Business Meeting prior to the Club 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.

Rev: ZI 2010

COMMITTEES:

Section 1. Committees. Each committee shall have at least three (3) members. There shall be the following Standing Committees:

- (a) Standing Committees shall be:

- Advocacy and Service Committee
- Bylaws and Resolutions Committee
- Finance Committee
- Membership Committee
- Nominating Committee

- (b) Other Standing, Ad Hoc and Special Committees may be appointed at the discretion of the President and/or authorized by the Club Board to achieve biennium goals to include, but not limited to:

- Archives & History Committee
- Bylaws and Resolutions Committee
- Fellowship Committee
- Public Relations & Communications Committee
- United Nations Committee
- Ways & Means Committee

Rev: 3.10.2020

- (c) Appointment. Except as otherwise provided in the Bylaws, the Club President shall appoint Club Committee Chairmen, subject to approval by the Club Board.

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(d) Reports. Committees shall report regularly to the Club Board and to the membership. In addition, committees shall prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.

Rev: ZI 2010; 6.12.12; 4.28.15

AUDIT:

The Club Board shall cause the Club financial records to be examined by a person independent of the Board, examined by the Finance Committee and have a report submitted to the Club Board. For purposes of the examination, the books shall be closed at the end of the fiscal year.

Rev: 6.12.12; 5.08.14; 4.28.15

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.

Rev: 6.12.12; 4.28.15

PARLIAMENTARY AUTHORITY:

The rules contained in *Roberts Rules of Order Newly Revised*, current edition, shall govern this Club or according to the Zonta International Bylaws. The rules in the parliamentary authority shall govern the Club in cases in which they are not inconsistent with Zonta International Bylaws.

Rev: ZI 2010; 6.12.12; 4.28.15

SUSPENSION OR EXPULSION:

Section 1. Suspension or Expulsion.

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(a) Zonta Club. Any Club 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. The District Board shall refer the matter to the District Bylaws and Resolutions Committee for investigation. The procedure shall be as specified in the Zonta International Bylaws, Article VII, Section 11. *Rev: ZI 2015; 5.08.14; 4.28.15*

(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 suspended or expelled by 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. The procedure shall be as specified in the Zonta International Bylaws, Article VII, Section 11. 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 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 members present and voting shall be necessary for expulsion of a member. *Rev: 6.12.12; ZI 2015; 4.28.15*

ZONTA 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 published on the website.

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

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Zonta International Board. Use of the name and symbol of Zonta by non-members 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.

Rev: 4.28.15

AMENDMENT TO THE CLUB BYLAWS AND POLICIES:

Club Bylaws and Policies may be amended by a two-thirds (2/3) vote of the Club membership present and voting at any regular meeting or special meeting. The meeting may be called for the purpose of amending items, provided that such amendments are 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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CLUB BYLAWS and POLICIES

CONFLICT OF INTEREST POLICY RECEIPT OF POLICY FORM

I have read and agree to abide by the Conflict-of-Interest Policy for the Zonta Club of Greater Sandusky. To the best of my knowledge, I have no conflicts as described in this policy. I will additionally, review club agenda items with this in mind.

NAME _____ (print)

Signature _____ Date _____

OR

I have read and agree to abide by the Conflict-of-Interest Policy for the Zonta Club of Greater Sandusky. I will additionally, review club agenda items with this in mind. To the best of my knowledge, I have no conflicts as described in this policy, except the following relationships or affiliations noted below.

Please be aware of the following affiliations, financial interests or relationships:

NAME _____
(print)

SIGNATURE _____ DATE _____

Rev 4/11