

# ZONTA INTERNATIONAL DISTRICT 05 BYLAWS



## Article I Name

The name of this organization shall be the Zonta International District 05, hereinafter known as “the District”. The District is an affiliate of Zonta International and shall be governed in accordance with the Zonta International Bylaws, the Zonta International Rules of Procedure, the policies adopted by the Zonta International Board, these Bylaws and the District’s Rules of Procedure and policies.

## Article II Areas

The district board shall establish areas and outline their boundaries. Area boundaries may be modified with the approval of the majority of the clubs affected.

## Article III Members

SECTION 1. **Members.** Each club within the established boundaries of the district and each assigned e-club shall be a member of the district.

SECTION 2. **Voting Rights of Clubs.** Voting rights of clubs at the district level. The voting members of the district conference under Article XII may:

Approve district dues, rules of procedure, and resolutions.

Elect district officers.

Elect the area director for the area in which the club is assigned; and

Validate area boundaries for the area in which the club is assigned as proposed by the district board.

## **Article IV Purpose**

The purposes of the District are:

- (a) To function as an affiliate of Zonta International in the attainment of the Objects of the organization as stated in the Zonta International 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.

## **Article V District Officers**

SECTION 1. **Officers.** The officers of the district shall be a governor, a lieutenant governor, an area director from each area, a treasurer, and a secretary.

SECTION 2. **Prerequisites.** Each elected district officer shall be a member of a club and 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 the district level.

SECTION 3. **Elections.**

- (a) **Governor, Lieutenant Governor, and Treasurer.** The governor, lieutenant governor and treasurer shall be elected at the district conference immediately preceding the Zonta International convention by ballot vote of voting members present and voting.
- (b) **Area Directors.** Area directors shall be elected by ballot vote of the delegates from the clubs in that area present and voting at the district conference or at an area meeting immediately preceding the convention.

SECTION 4. **Term of Office.** Officers shall take office at the close of the convention. The term of office is two years or until a successor takes office. An officer may not be re-elected to the same office again except (1) the treasurer who is eligible to serve two terms in that office and (2) an area director is eligible to serve two terms. An officer who has served more than half a term is considered to have served a full term in that office.

SECTION 5. **Appointment of Secretary.** The secretary shall be appointed by the governor. The term of office of the secretary shall coincide with the term of the governor who made the appointment.

## **Article VI**

### **District Board**

SECTION 1. **How Constituted.** Voting members of the district board are the governor, lieutenant governor, area directors, and treasurer. The appointed district secretary shall attend as a non-voting member of the board. The governor may appoint a parliamentarian to serve at the conference and during the biennium. The Parliamentarian may attend board meetings as a non-voting member.

SECTION 2. **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 these bylaws, the District Rules of Procedure, and the Zonta International Bylaws and Rules of Procedure. The Zonta District Manual shall serve as a guideline for district operation.

SECTION 3. **Meetings.** The district board shall meet at least two times a year, but not more than six times per year. The District Conference chair shall provide the District Treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference. The District Board shall approve the district conference minutes at the first board meeting held after the distribution of the minutes. The Secretary will have the conference minutes completed.

SECTION 4. **Quorum.** A majority of the elected members of the district board shall constitute a quorum.

SECTION 5. **Vote.** A majority vote of the elected board members shall be required for action, unless a greater vote is otherwise required.

SECTION 6. **Mail/Telecommunication Voting.** The district board may transact business by mail or through the use of a conference telephone or other communication equipment through which participants can hear each other. Action by mail, including electronic mail, requires a unanimous vote of the entire board.

SECTION 7. **Removal.**

- (a) Elected district officers may be removed by the district board for cause upon grounds permitted for removal in the Bylaws of Zonta International.

(b) 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 complaint shall include specific charges and available evidence and shall be mailed to the officer concerned upon receipt by the committee. The committee shall give the officer at least 20 days to respond in writing and may hold a hearing with the officer, 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.

(c) Thereafter, the committee shall make a recommendation to the district board for a decision. The officer shall be entitled to be present for the consideration of action to be taken but shall not be entitled to participate in the deliberation or to vote. Removal shall be by a two-thirds (2/3) ballot vote of the entire elected district board excluding the member concerned. Notice of the elected district board's decision shall be given with proof of service to the complainant and the officer concerned forthwith.

(d) If dissatisfied with the district board's decision, the complainant or the officer concerned may appeal to the Zonta International Board within 45 days of the date on which the decision is mailed to the parties. Removal shall be by a two-thirds (2/3) ballot vote of the entire Zonta International Board. Notice of the decision shall be immediately mailed with proof of service to the complainant and to the officer concerned. The decision of the Zonta International Board shall be final.

(e) If the district board fails to act on a written complaint, the Zonta International Board has full authority to initiate and impose discipline on its own.

(f) 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.

## **Article VII**

### **Duties of Officers**

SECTION 1. **Governor.** The governor shall perform the following duties:

(a) The governor shall preside at district board meetings and attend area meetings.

(b) The governor shall supervise the preparation of the district budget and shall authorize expenses in accordance with the approved budget.

(c) The governor shall appoint committees, each with a chairman and such other members as the governor deems appropriate. The governor may make other

appointments as appropriate to implement the programs of Zonta International.

(d) The governor shall supervise the formation of new clubs.

(e) The governor shall work with the district board, conference committee and host club in planning the district conference program, issue the Call to Conference at least 60 days before the conference and preside at the district meeting.

(f) The governor shall keep the Zonta International President, headquarters office, lieutenant governor and clubs informed about district matters.

(e) The governor shall work with the district board, conference committee and host club in planning the district conference program, issue the Call to Conference at least 60 days before the conference and preside at the district meeting.

(f) The governor shall keep the Zonta International President, headquarters office, lieutenant governor and clubs informed about district matters.

**SECTION 2. Lieutenant Governor.** The lieutenant governor shall perform such duties as assigned by the governor.

(a) 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.

(b) The lieutenant governor shall be chairman of the district Membership Committee and actively encourage formation of new clubs and recruitment and retention of members in existing clubs.

**SECTION 3. Area Directors.** Each area director shall act as liaison between the clubs and the district board, attend district conferences, plan and attend area meetings and visit clubs.

**SECTION 4. Treasurer.** The treasurer shall be responsible for the funds of the district and shall administer them in accordance with the approved district budget. 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.

(a) The treasurer shall 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.

(b) The District Conference chair shall provide the District Treasurer with the financial statement for the conference and all fiduciary data relating to the conference within

ninety (90) days following the conference.

(c) The Treasurer shall begin transferring responsibilities to the incoming Treasurer by June 1 of the first year of the incoming Treasurer's term. No later than 45 days after the term of office ends, the treasurer shall transfer all records to the successor. and must complete the transfer within forty-five (45) days after the end of the Treasurer's term.

**SECTION 5. Secretary.** The secretary shall maintain records of the district.

(a) Within 60 days after each conference, the secretary shall send a conference report to district clubs and to Zonta International headquarters signed by the governor and the secretary.

(b) If proposals to amend the Zonta International Bylaws are adopted by a conference, the secretary shall send such adopted proposals to the Zonta International Bylaws and Resolutions Committee within 30 days after the conference.

## **Article VIII Vacancies**

**SECTION 1. Governor.** In case of vacancy in the office of governor, the lieutenant governor shall become governor.

**SECTION 2. Lieutenant Governor.** In case of vacancy in the office of lieutenant governor, (i) the office may remain vacant until filled by election at the next district conference; (ii) the vacancy may be filled by mail ballot, provided the candidate receives a majority vote of district voting members, or (iii) by appointment of the district board

**SECTION 3. Area Director.** A vacancy in the office of the area director shall be filled from the same area by appointment of the district board.

**SECTION 4. Treasurer.** A vacancy in the office of the treasurer shall be filled by appointment of the district board.

**SECTION 5. Secretary.** A vacancy in the office of secretary shall be filled by appointment of the governor.

## **Article IX Nominating Committee**

SECTION 1. **How constituted.** At the conference at which district officers are elected, a district Nominating Committee of three members shall be elected by plurality vote. No member of the committee shall be eligible for nomination at the district level of Zonta International while serving on the committee.

SECTION 2. **Prerequisites.** Each member of the Nominating Committee shall be a classified member of a club as defined by the Bylaws of Zonta International, 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.

SECTION 3. **Term.** The term of the members of the district Nominating Committee shall be two years, beginning at the close of the convention.

SECTION 4. **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.

SECTION 5. **Duties.**

(a) **Duties to the District.**

- (1) Provide the official slate and qualifications of each candidate for publication at least sixty (60) days before the district conference.
- (2) Nominate one or more qualified candidates for each office to be filled at the next election of the district officers.
- (3) Nominate at least five candidates for the district Nominating Committee.
- (4) Report the nominations at the conference. Additional nominations may be made from the floor provided the nominee is qualified.
- (5) No member shall be proposed without that member's consent to serve if elected.

(b) **Duties to Zonta International.** The district Nominating Committee shall work with the Zonta International Nominating Committee to recruit qualified Zontians for Zonta International officers, directors, and the Nominating Committee.

SECTION 5. (continued)

- (1) Provide the official slate and qualifications of each candidate for publication at least sixty (60) days before the district conference.
- (2) Nominate one or more qualified candidates for each office to be filled at the next election of the district officers.
- (3) Nominate at least five candidates for the district Nominating Committee.
- (4) Report the nominations at the conference. Additional nominations may be made from the floor provided the nominee is qualified.
- (5) No member shall be proposed without that member's consent to serve if elected.

(b) **Duties to Zonta International.** The district Nominating Committee shall work with the Zonta International Nominating Committee to recruit qualified Zontians for Zonta International officers, directors, and Nominating Committee.

SECTION 6. **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 VI SECTION 7.

**Article X  
Dues**

SECTION 1. **District Dues.** District dues shall be determined by two-thirds (2/3) vote of the voting members present and voting at conference.

**Article XI  
Financial Biennium and Oversight**

SECTION 1. **Financial Biennium.** The financial biennium of the district shall correspond to the biennium of Zonta International.

SECTION 2. **Examination of Records.** The district's financial records shall be examined (audited, reviewed or compiled) by certified/chartered public accountants or by a qualified individual independent of the district board. For purposes of the examination, the books shall be closed at the end of the biennium.



SECTION 3. **Conference.** The examined financial statements and report shall be presented at the district conference.

## **Article XII District Conference**

SECTION 1. **Purpose and Authority.** The district shall hold at least one district conference per biennium on dates approved by the Zonta International president to promote the Objects and programs of Zonta International and to conduct the business of the district. The conference shall have the power to act upon recommendations for resolutions and amendments to the Zonta International Bylaws or Rules of Procedure and to submit these to the Zonta International Bylaws and Resolutions Committee within the times prescribed In Articles XVII and XIX of the Bylaws of Zonta International.

SECTION 2. **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.

SECTION 3. **Conference Voting Members.** The voting members of the district conference shall be the governor, lieutenant governor, area directors, treasurer, and the delegates of each club in good standing.

**(a) Clubs.** Each club shall be entitled to one delegate and one alternate. If district dues have been paid in full and the membership of any club exceeds thirty (30) members, the club shall be entitled to a second delegate and alternate. If the membership exceeds 60 members, the club shall be entitled to a third delegate and alternate. Delegates and alternates shall be elected by the club they represent. A delegate may carry more than one of the total votes to which the club is entitled. A member of the district board shall not be a club delegate or alternate.

**(b) Proxies.** A club may be represented by proxy at district conference voting events, conferences, mail, or electronic ballots. A club represented by proxy shall be entitled to its total votes by proxy. No club may be represented by proxy at more than two consecutive conferences. A club may carry the proxy votes from no more than two other clubs, except that the total votes carried by one club may not exceed five.

**(c) Emergency Proxies.** A club with a delegate, who is the sole member of a club attending the conference, shall be entitled to an emergency proxy to be carried out by another club.

SECTION 4. **Quorum.** A majority of voting members registered at the conference shall

constitute a quorum.

SECTION 5. **Election.** Election shall be by ballot vote. A majority vote of the conference voting members shall elect the district governor, lieutenant governor, and treasurer. Area directors shall be elected by a majority vote of the delegates from the clubs in that area present and voting.

If 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.

### **Article XIII Area Meetings**

Each area shall hold at least one meeting or workshop annually to promote the objects and programs of Zonta International.

### **Article XIV Rules of Procedure**

District Rules of Procedure shall conform to the Bylaws and Rules of Procedure of Zonta International. Rules of procedure shall be adopted or amended by a two-thirds (2/3) vote of the district conference voting members present and voting provided that notice of such proposed rules of procedure or amendments thereto shall be sent to the president of each club within the district at least 60 days before the conference. Rules of procedure may be adopted or amended by a mail ballot. In that case, to act, a two-thirds (2/3) vote of the voting members shall be required, provided more than 50% of the district clubs respond within 45 days.

### **Article XV Parliamentary Authority**

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

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

SECTION 1. **Conformance to Zonta International Bylaws.** These bylaws shall conform to the Zonta International Bylaws in all essential matters affecting districts. Any amendment to the Zonta International Bylaws affecting districts shall be reflected in

these bylaws immediately after the convention at which it is adopted.

**SECTION 2. Amendment.** These bylaws may be amended by a two-thirds (2/3) vote of the conference voting members present and voting at any conference, provided that:

(a) **Notice to Members.** The district board shall provide notice of the proposed amendments a minimum of forty-five days prior to the intended vote.

(b) **Opportunity for Response.** The club may submit written responses on the proposed amendments to the district secretary a minimum of ten days prior to the intended vote.

**CERTIFICATE OF ADOPTION OF BYLAWS**

The undersigned hereby certifies that the above Zonta International District 05 Bylaws were duly adopted by at least two-thirds of the voting members of the District 05 Board of Directors on (date)\_\_\_\_\_ and now constitute the Zonta International District 05 Bylaws.

DATED: \_\_\_\_\_

President\_\_\_\_\_

Secretary\_\_\_\_\_

*Recommended For Adoption at the District 05 Conference August, 2023 (Board)*

*Adopted at the Oct 21, 2023 District 05 Zonta Conference (Body)*

