

**ZONTA CLUB OF COLUMBIA  
BYLAWS**

**ADOPTED BY THE MEMBERSHIP JUNE 11, 2007**  
(Amended September 14, 2013)

**Article I  
Name**

The name of this organization shall be the Zonta Club of Columbia. It shall exist only as a chartered Club of Zonta International.

**Article II  
Objects**

The objects of the Club and of Zonta International are:

- (a) To provide service at the global and local level;
- (b) To improve the legal, political, economic, educational, health and professional status of women;
- (c) To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
- (d) To promote justice and universal respect for human rights and fundamental freedoms;
- (e) 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 universe.

**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 guidelines established by the Zonta International Board of Directors.

**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 is a decision-maker accepted for membership under a major classification as shown in the Zonta International Marian de Forest Membership and Classification Manual. A classified member has all rights and responsibilities of

membership, including the right to hold office and represent the Club at meetings, except as otherwise provided in these bylaws.

(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 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.

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

(a) Eligible for classified membership are executives and professionals or others in a decision making capacity willing to support and implement the Objects of Zonta International. Membership candidates should be sought among the community leaders in a variety of activities.

(b) To be invited to classified membership, a candidate shall be actively engaged (work at least fifty percent of a normal work week) in a recognized business or profession in a decision-making capacity.

(c) The Club Organization, Membership and Classification Committee shall consider all proposals for membership, including those for Honorary and Past International President membership and present the names of the candidate to the Club Board. If approved by a majority vote by a ballot of the Board, the membership shall be informed of the candidates for club membership and vote on such application before invitation to become a member is extended. After the club votes, the Organization, Membership and Classification Committee chairman shall extend a written 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 Columbia, may be elected to membership in the club, pursuant to the procedure specified above for election to classified membership, provided the required dues have been paid.

## **SECTION 4. Duration of Membership.**

(a) Classified membership shall be for life after five (5) years' membership except as otherwise provided in these bylaws.

(b) Any member who is absent from all club meetings for two consecutive months without excuse deemed adequate in the opinion of the board may be notified that membership may be forfeited. Should the absences continue following this notice, the board may notify the member that membership is forfeited. Attendance requirements can be met by attending a meeting of another Zonta club.

(c) Any member in arrears for dues for sixty (60) days shall forfeit membership. A member dropped for non-payment of dues may be reinstated upon

payment of current obligations. The member shall pay a reinstatement fee in US dollars to Zonta International.

(d) 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.

**SECTION 5. 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. Leave of absence excuses a member from participation in Club activities, but a member on leave of absence continues to be obliged to pay all International and District dues.

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

**SECTION 1. Regular Meetings.** Unless otherwise ordered by the Club or by the Board, regular lunch meetings shall be held on the second Monday of each month.

**SECTION 2. Annual Meetings.** The meeting in May shall be known as the annual meeting and shall be for the purpose of receiving reports of the activities of the Club on the Annual Report, 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 meeting, which is then called the Election Meeting.

**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 notice of the meeting.

**SECTION 4. Quorum.** One fourth of the membership shall constitute a quorum at any regular or special meeting of the Club.

#### **Article VI Club Board**

**SECTION 1. How constituted.** Elected officers, directors and Committee Chairs of the club constitute the club board.

**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, and shall determine policy, authorize projects and donations and adopt the budget which is then presented to the club to be voted on. 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 *Manual of Procedures for Zonta Clubs* 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.

## **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 at least two directors of the Club to serve terms determined by the Club's Standard Operating Policies.

SECTION 2. **Qualifications.** Officers shall have experience in a decision-making capacity. 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 year (except in the case of a newly chartered Club).

SECTION 3. **Election.** At the election meeting, officers and directors shall be elected by Voice vote unless there is more than one (1) nominee for the office, in which case a ballot vote may be taken. A majority vote shall be required to elect.

SECTION 4. **Terms of Office.** The Officers and Directors shall take office June 1. Officers shall hold office for at least one year or until their successors are elected and take office. 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 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. 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.

(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 Club and the Board, and be ex officio a member of the Finance / Fundraising Committee(s). Within forty-five days of the close of the fiscal year, all accounts shall be audited as directed by the Board. No later than 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. Elections.** At its election meeting, the club shall elect a Nominating Committee of three members for the next term. If the nominees are unopposed, a voice vote may be taken and committee members may select their own chairman.

**SECTION 2. Duties.** It shall be the duty of the Nominating Committee to nominate one (1) or more members for each office, directorship and Committee Chair position to be filled at the annual election. No name shall be presented unless the nominee has consented to serve if elected.

**SECTION 3. Report of the Committee.** The Nominating Committee shall report the slate of officers, directors, and members 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.** 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:** Finance Committee; Organization, Membership and Classification Committee (Fellowship); Public Relations and Communications Committee; Legislative Awareness and Advocacy (Status of Women) Service Committee;

(b) **Other standing and special Ad Hoc committees may include:** Attendance Committee; Fellowship Committee; Intercity Committee; Newsletter Committee; Program Committee; United Nations Committee and the Nominating Committee.

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

SECTION 2. **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 June 1 to May 31, 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 club member shall be established by the Club. Any change in the amount of annual dues shall be pursuant to a two-thirds majority of the Club members voting. (b) These dues shall be payable on or before April 1. (c) From these dues the Club shall pay the annual dues and fees of members to Zonta International and to the District.

### **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 board 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 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 of 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**

### **Audit**

The Board shall cause the Club financial records to be audited or reviewed by a certified public accountant or by a qualified member of the Club. For purposes of the audit or review, 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.

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 these Bylaws or with the Bylaws or Rules of Procedure of Zonta International.

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

These Bylaws may be amended by a two-thirds (2/3) vote of the Club membership 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.