

CLUB OPERATING POLICIES AND PROCEDURES

1. The club meets the second Monday of no less than six months during the club year to be announced at the beginning of the year.
2. **Attendance at Club meetings is mandatory.** Excused absences are at the Board's discretion and should have been given to the Club's Treasurer in time to cancel their lunch reservation. After two unexcused absences, the Membership Committee will notify the member that her membership is in jeopardy. A third, unexcused absence will result in forfeiture of membership.
3. **Attendance (Participation)** in the Club's designated Service activities on non meeting months should be attended at least 75% of the time by each member. Ex. Member is required to attend at least 4 of the 6 service activities. Excused absences are at the discretion of the Board.
4. Request for leave of absence must be submitted in writing to the Club Board and then to the full membership. No member will be excused from payment of commitments (excluding luncheon fees) while on leave of absence.
5. Induction ceremonies shall be held for all new members. This ceremony is the responsibility of the Membership Committee and will be performed at a regular membership meeting.
6. An Orientation of Zonta should be presented to new members in a timely manner. All club members are encouraged to attend. Orientation is the responsibility of the Membership Committee.
7. The Club Board meets the first Monday of each month. The May Board Meeting shall be attended jointly by the outgoing and incoming Boards.
8. The most Immediate Past President is a voting member of the Club Board and serves for one year.

9. Club members shall wear their Zonta pins at all Zonta functions. a fee of \$1.00, per occurrence, will be assessed for each violation.
10. The Nominating Committee shall consist of three members proposed to the membership by the current Nominating Committee on their proposed slate of officers, board members and committee chairs.
11. All previously adopted Operating Policies automatically expire at the end of every two year Term of Officers and the President shall appoint, with the consent of the Club Board, an Ad Hoc Committee to study the current Club Operating Policies, Procedures and Bylaws and submit recommendations for changes, deletions, and additions to the new club Board by the beginning of the next Club Year for consideration prior to their being presented to the full membership for approval. At the beginning of the Zonta Year, the membership portion of the yearbook shall be reviewed, revised and updated as needed, and provided to the membership.
12. By precedent and custom, the President shall be the Delegate to International Convention and District Conference and she should make every effort to attend. Should she be unable to attend, the delegate status would be open to any member elected. All club members are urged to attend Area Meetings, District Conferences and International Conventions.
13. A newsletter shall be published at least quarterly by the Public Relations Committee with an effort made to publish bimonthly.
14. A copy of all correspondence sent out by committees or club officers must be sent to the Acting Secretary to be included in the permanent records of the Club Board.
15. **Mandatory Standing Committees shall be:**
 - Finance Committee (Fundraising Committee)
 - Membership Committee (Organization, Membership and Classification Committee and Fellowship Committee)
 - Legislative Awareness and Advocacy (Status of Women)

Optional Committees shall be:

- Public Relations Committee (Public Relations and Communications Committee)
- Service Committee

Ad Hoc Committees shall be:

- Nominating Committee
- United Nations Committee

The Committee Chairmen of all Mandatory Standing and Optional Committees are voting members of the Board. Additionally, one chair shall hold a one-year term on the Board and one chair shall hold a two-year term on the Board as presented by the Nominating Committee and elected by the membership.

15. Should both President and Vice President be unable to serve as President at a Board or Membership Meeting, the President shall designate a Board Member to serve.
16. The Zonta E-tree is to be used only for Zonta sponsored activities and business.