



## **Zonta International District 02 Bylaws**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Zonta International District 02, 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 approval of the majority of clubs affected.

### **ARTICLE III**

#### **Members**

**SECTION 1. Members.** Each club within the established boundaries of the district shall be a member of the District.

**SECTION 2. Voting Rights of Clubs.** The voting members of the District conference under ARTICLE XII may:

- (a) Approve District dues, rules of procedure and resolutions;
- (b) Elect District Officers;
- (c) Elect the Area Directors for the area in which the club is assigned; and
- (d) Validate area boundaries for the area in which the club is assigned as proposed by the District Board.

## **ARTICLE IV**

### **Purpose**

- (a) To function as an administrative division of Zonta International in the attainment of the objects of Zonta International as stated in its 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 Board
- (d) To serve as a link between the clubs in the District and the Zonta International and Committees

## **ARTICLE V**

### **Business Meetings and Voting**

District business, including voting, may be conducted and action may be taken (i) at a meeting in person, (ii) through the use of mail or electronic ballot, or (iii) at a meeting through conference telephone or interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by means of which all persons participating in the meeting can simultaneously hear and communicate with each other. Participation in such a meeting shall constitute attendance and in-person presence of each person so participating. The District Board shall in each case determine the means of meeting and voting based on the best interests of the District.

## **ARTICLE VI**

### **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 (2) years in an elected club office and/or have been a District Committee Chair. The Governor, Lieutenant Governor, Area Directors shall have served at least one (1) year as a Club President. An elected Officer shall hold no other elected position at 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 in accordance with ARTICLE V of these bylaws.
- (b) Area Directors. Area Directors shall be elected by a vote of the delegates from the clubs in that area present and voting at the District conference immediately preceding the convention in accordance with ARTICLE V of these bylaws.

**SECTION 4. Term of Office.** Officers shall take office at the close of convention. The term of office is two (2) years or until a successor takes office. An Officer may not be reelected to the same office again except (1) the Treasurer and (2) Area Director who are eligible to be elected to a second term which may be either

consecutive or not. 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 VII 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 during the biennium.

**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 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, at the discretion of the Governor.

**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. Removal.**

- (a) Elected District Officers may be removed by the District Board for cause upon grounds permitted for removal by 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 twenty (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 two-thirds ( $\frac{2}{3}$ ) 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 forty-five (45) days of the date on which the decision is mailed to the parties. Removal shall be by  $\frac{2}{3}$  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 judgement of the Governor the best interests of the District shall be served by such a removal.

## **ARTICLE VIII**

### **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 Committee Chairs 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.

**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 chair the District Membership Committee and actively encourage the formation of new clubs and recruitment and retention of members in existing clubs.

**SECTION 3. Area Directors.** Each Area Director shall act as a 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) No later than 45 days after the term of office ends, the Treasurer shall transfer all records to the successor.

**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 the conference, the secretary shall send such adopted proposals to the Zonta International Bylaws and Resolutions Committee within 30 days after conference.

## **ARTICLE IX 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 the District voting members; or (iii) by appointment of the District Board.

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

**SECTION 4. Treasurer.** A vacancy in the office of 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 X 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 the 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 District Officers.
- (3) Nominate at least five (5) candidates for the district Nominating Committee.
- (4) Report the nominations prior to the conference. Additional nominations may be made from the floor, with the time established by the District. The committee will verify the nominee's qualifications.
- (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 VII SECTION 6.

**ARTICLE XI**

**Dues**

**District Dues.** District dues shall be determined by two-thirds ( $\frac{2}{3}$ ) vote of the voting members present and voting at conference.

**ARTICLE XII**

**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 XIII 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 ARTICLE XX 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 sixty (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 by June 15 prior to conference. Should the membership of any club exceed 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 a 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 a District conference. 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 (2) consecutive conferences. A club may carry the proxy votes from no more than two (2) 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 conference, shall be entitled to an emergency proxy to be carried by another club.

**SECTION 4. Quorum.** A majority of voting members registered at conference shall constitute a quorum.

### **ARTICLE XIV Area Meetings**

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

### **ARTICLE XV 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 two-thirds ( $\frac{2}{3}$ ) 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 sixty (60) days before the conference. Rules of Procedure shall be adopted or amended in accordance with ARTICLE V of these bylaws.

**ARTICLE XVI**  
**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 XVII**  
**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 ( $\frac{2}{3}$ ) vote of the conference voting members present and voting at any conference, provided that:

- (a) Notice to the Members. The District Board shall provide notice of the proposed amendments a minimum of sixty (60) 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 (10) days prior to the intended vote.

**CERTIFICATE OF ADOPTION OF BYLAWS**

The undersigned hereby certifies that the above Zonta International District 02 Bylaws were duly adopted by at least two-thirds ( $\frac{2}{3}$ ) of the voting members of the District 02 Board of Directors on August 2, 2021.

**DATED:** August 6, 2021

Amended by the Zonta International District 02 Membership on October 19, 2025.

**GOVERNOR'S SIGNATURE:**

**DATED:**