ZONTA CLUB OF ANCHORAGE
Anchorage, Alaska

BYLAWS

Article I
Name

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

Article II
Territorial Limits

The territorial limits shall be the Greater Anchorage Area.

Article III
Objects

The Objects of the club shall be to promote the Objects of Zonta International a club and in the local community to:

1. Provide service at the global and local level;

2. Improve the legal, political, economic, educational, health, and professional status of women;

3. Work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;

4. Promote justice and universal respect for human rights and fundamental freedoms;

5. 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 IV
Policy

The policy of this club shall be as stated in Article III of the Zonta International Bylaws:

SECTION 1. Nonpartisan and Nonsectarian. Zonta International, its districts, and its clubs, shall be nonpartisan and nonsectarian.

SECTION 2. Principles and Public Issues. Zonta International, its districts, and its clubs, may express themselves about, and become involved in principles and public issues having a bearing

on the Objects of Zonta International, following the guidelines established by the Zonta International Board of Directors.

Article IV
Members

SECTION 1. Categories. The membership of this club shall be limited to classified members, Past International Presidents, and honorary members.

A. Classified Member.

1. A classified member is a decision-maker accepted for membership under a classification as shown in the *Marian de Forest Membership and Classification Manual.*

2. Eligible for membership are executives and professionals, women and men in decision-making positions willing to support and implement the Objects of Zonta International. Membership candidates should be sought among the community leaders in varied businesses and professions.

3. To be invited to membership, a candidate shall be actively engaged (work at least 50 percent of a normal workweek) in a recognized business or profession in a decision-making capacity.

4. The club Organization, Membership and Classification Committee shall consider all proposals for membership and present the names of candidates to the club board. Upon board approval, the Organization, Membership and Classification Committee chairman shall extend a written invitation to the person accepted to become a member and notify the Club membership.

5. 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. 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.

C. Honorary Membership. 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 holding an elected office or directorship, of making motions and voting, or of representing the club as a delegate or alternate. The club board shall determine the specific tenure for honorary membership. An Honorary member shall be exempt from the payment of dues. The club shall assume the obligation for payment of Zonta International and district dues for any honorary member the club may elect.

SECTION 2. Referral Privileges. A member who moves to the territorial limits of another Zonta club may be elected to membership in that club provided the required dues have been paid.

SECTION 3. Duration of Membership.

A. Classified membership shall be for life after five years' membership except as otherwise provided in these bylaws.

B. 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 *(currently $15.00).*

C. The resignation by a member shall be sent in writing to the club president who shall present it at the next meeting of the board. No member's resignation shall be accepted in good standing unless dues are paid.

SECTION 4. Leave of Absence. Leave of Absence may be granted to a member upon approval of the club board. Payment of Zonta International and district dues shall be required.

SECTION 5. Club Attendance Requirements. At the option of the club or to comply with district attendance requirements. 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.

Article VI
Dues

SECTION 1. Fiscal Year. The fiscal year of this club shall be 1 June through 31 May inclusive.

SECTION 2. Annual Dues. The annual dues of a club member shall be established by the club and shall include Zonta International, district and club requirements. Dues shall be payable on or before 1 April. Any member in arrears for dues for 60 days shall forfeit membership. Please see attached standing rules for current club dues.

Article VII
Officers and Directors

SECTION 1. Officers. The officers of the club shall be a president, vice president, corresponding secretary, treasurer and two directors.

A. Qualifications. Officers shall have experience in a decision-making capacity. To be eligible for the office of president, a member must have been at some time a member of the club board for at least one year, except in the case of a newly chartered club.

B. Vacancies. In case of vacancy in the office of president, the vice-president shall become president. The club board shall fill vacancies in other offices.

SECTION 2. Directors. There shall be at least two directors of the club. There shall be two (2) two-year directors who shall be elected during alternate years to stagger terms in office beginning at the expiration of the term of service of the current directors. If necessary the election of a one-year director may be used to bring terms of office into compliance.

A. Qualifications. Members in good standing shall be eligible for the position of director.

B. Vacancies. In case of vacancy in the position of director, the club board shall fill the vacancy.

SECTION 3. Election. At the election meeting, officers and directors shall be elected by ballot unless there is only one nominee for the office, in which case a voice vote may be taken. A majority vote ***of members in good standing present and voting at the election*** shall elect. Balloting may be by mail.

SECTION 4. Term of Office. The officers and directors shall assume office on 1 June. The officers shall be elected to a two year term or until their successors assume office. No officers or directors shall be eligible to serve more than two consecutive years in the same office with the exception of the treasurer who shall serve no more than four consecutive years in the same office. A member who has served more than half a term shall be deemed to have served a full term in that office**.**

SECTION 5. Removal.

A. In the event that removal of a club officer is to be considered, a special committee elected by the club will investigate complaints against a club officer or member. That committee will make recommendations to the club membership for a vote. Items that may constitute dismissal shall include but not be limited to failure without excuse to attend meetings, failure to perform duties of the position, or acting in such a way as to injure the good name of Zonta or to hamper the work of Zonta. In the case of action on the removal of a member of the club board, such member shall be entitled to be present for consideration of the action to be taken but shall not be entitled to vote. A 2/3 ballot vote is required for suspension or expulsion.

B. A member of the club board absent from more than two consecutive meetings of the board without an adequate excuse in the opinion of the board can be asked by the board to resign from office.

SECTION 6. Resignation. A resignation from a member of the board shall be sent to the president who shall refer it to the board for action.

SECTION 7. Duties of officers. The officers of the club shall perform the duties prescribed by the club, by the Zonta International Bylaws and Rules of Procedure and by the parliamentary authority adopted by the organization.

A. President. The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. Subject to approval by the board, the president shall appoint chairmen of standing committees and all other committees except the Nominating Committee. The president shall be an ex-officio member of all committees except the Nominating Committee.
B. Vice President. The vice president in the absence or inability of the president shall perform the duties of the president. The vice president may serve as chairman of a committee and may be assigned other duties by the club board. The vice president shall serve as the chair of the Membership Committee.

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 club board. This office may be split between two individuals, i.e. Recording Secretary and Corresponding Secretary at the recommendation of the Nominating Committee.

D. Treasurer. The treasurer shall be responsible for the funds of the club and shall administer them in accordance with the approved club budget. The treasurer shall make monthly reports to the board and the club. Within 30 days after the close of the fiscal year, all accounts shall be audited as provided by these bylaws. Forty-five days after the term of office ends, all records of the treasurer shall be turned over to the successor. The treasurer shall be ex-officio a member of the Finance Committee and the Service Committee.

Article VIII
Meetings

SECTION 1. Regular meetings shall be held on first and third Wednesday of each month unless otherwise directed by the club board. The business meeting in April shall be for the purpose of electing officers, directors. The Nominating Committee shall be elected at a January meeting.

SECTION 2. Annual Meeting. The business meeting in April shall be known as the annual meeting and shall be for the purpose of receiving reports of officers, the club board, committees, and for any other business that may arise. Election of officers and directors may be conducted at the annual meeting. The club will also hold an annual retreat when appropriate to conclude a strategic plan for the upcoming year.

SECTION 3. Special Meetings. Special meetings may be called by the president and shall be called upon the written request of five members of the club. At least 10-days

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 meeting notice.

SECTION 4. Quorum. One-third of the membership shall constitute a quorum at any regular or special meeting of the club.

Article IX
Club Board

SECTION 1. How Constituted. The club board shall consist of the elected officers and directors.

SECTION 2. Duties. The club 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 shall perform such duties as are required by the Zonta International Bylaws and Rules of Procedure. The *Zonta Club Manual* shall serve as a guideline for club operation.

SECTION 3. Meetings.

A. The board shall hold regular monthly meetings unless otherwise ordered by the board.

B. Quorum. A majority of the members of the board shall constitute a quorum for any regular meeting.

C. Special meetings of the board may be called by the President and shall be called upon the written request of at least three members of the board. Except in emergency, at least three-days notice of a special meeting shall be given.

Article X
Nominating Committee

SECTION 1. How Constituted. At its January meeting, the club may elect its Nominating Committee of at least three members for the next year.

SECTION 2. Election. If nominees are unopposed, a voice vote may be taken, and committee members may select their own chairman. If elected by ballot vote, the designated number of committee nominees receiving the highest number of votes shall constitute the club's Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.

SECTION 3. Vacancies. The club board shall fill vacancies in the Nominating Committee.

SECTION 4. Duties. It shall be the duty of the Nominating Committee to nominate one or more members for each office and directorship to be filled at the annual election.

SECTION 5. Report of the Nominating Committee. The Nominating Committee shall report the slate of officers, directors before the election meeting. Additional nominations may be made from the floor provided the nominee has consented to serve.

Article XI
Committees

SECTION 1. There shall be at least the following standing committees and such other standing and special committees as the club board may authorize to achieve the biennium goals. Standing committees shall be: Organization, Membership and Classification Committee, Public Relations and Communications Committee, Status of Women Service Committee, United Nations Committee, Finance Committee, Program Committee. Other standing and special committees are Nominations and Bylaws.

SECTION 2. Appointment. Except as otherwise provided in the bylaws, the club president shall appoint committee chairmen and members subject to approval by the club board.

SECTION 3. Reports. Committees shall report regularly to the club board and to the club.

SECTION 4. Duties of Committees.

A. Organization, Membership and Classification Committee. The committee shall consider all proposals for membership and present the names of candidates to the Club Board. On approval, the committee chairman shall extend a written invitation to the person accepted to become a member and notify the club members. Names of new members and losses of membership shall be reported to headquarters and to the district.

B. Public Relations and Communications Committee. The committee shall, develop a plan to create external and internal awareness of the Objects of Zonta International.

C. Status of Women Service Committee. It shall recommend action in accordance with the Objects of Zonta International and with the Club. It shall promote interest in the club and within the community in programs improving the Status of Women, including the Amelia Earhart Fellowship Awards and Z club programs. It shall have charge of all service activities of the Club.

D. United Nations Committee shall receive and disseminate pertinent information about the United Nations and its agencies.

E. Finance Committee. It shall prepare an annual budget and submit it to the board before consideration by the club; regularly analyze and report to board and club on budget goals; work with the board in providing for an annual audit in line with these bylaws; and report at the annual meeting.

F. Program Committee. It shall prepare and arrange programs for club meetings.

Article XII
Audit

The club board shall cause the club financial records to be audited or reviewed by certified/chartered public accountants, 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
Suspension or Expulsion

SECTION 1. Club. Any club of Zonta International that has acted or is acting in a way to injure the good name of Zonta or to hamper the work of Zonta may be suspended or expelled. If a district is to take disciplinary action against a club, the authority for the procedure shall be the recognized parliamentary authority adopted by the club or the law of the country in which the club resides. The disciplinary findings shall be referred to the Zonta International board. A two-thirds (2/3) vote of the entire Zonta International Board shall be necessary for suspension or expulsion of a club. The action of the Zonta International Board shall be final.

SECTION 2. Member. Any member of a club who has acted or is acting in any way to injure the good name of Zonta or to hamper the work of Zonta may be expelled. If a club is to take disciplinary action against a member, the authority for the procedure shall be the recognized parliamentary authority adopted by the club or the law of the country in which the club resides. The disciplinary findings shall be referred to the district board. A two-thirds (2/3) vote of the entire district board shall be necessary for expulsion of a member. The action of the district board shall be final.

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Article XIV
Parliamentary Authority

Each club shall adopt a recognized parliamentary authority used in the country in which the club resides. The rules contained in the parliamentary authority shall govern the club in cases in which they are not inconsistent with these bylaws or with the rules of procedure adopted by the club. 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 of Zonta International.

Article XV
Amendment of Options

The Club Membership by a two-thirds (2/3) vote of members present and voting at any regular or special meeting called for that purpose, may amend or adopt any option indicated in these Bylaws, provided that notice of such proposed amendment has been given to each member at least 10 days before the meeting.

Zonta Club of Anchorage
Standing Rules

1. A member of the Zonta Club of Anchorage shall pay for all reservations for any function, whether present or absent at said functions.
(Adopted 5/27/68, readopted 5/7/97)

2. Dues will be paid in advance such that the total amount due for the year has been collected by April 1st of each year. Those who wish to elect a periodic payment plan may begin quarterly payments July 1st so the final payment is received by April 1st. Any member who has failed to pay their dues 60 days after April 1st will automatically be dropped from membership for the club year that begins June 1st. Annual dues shall be $125.00.
(Adopted 5/7/97)

3. The Nominating Committee may consist of past club Presidents who maintain current membership, may be chaired by the immediate past President (or their predecessor if the immediate Past President is unavailable) and any interested additional current members to build a committee with a total of at least three Committee members.
(Adopted 5/7/97)

4. Requests for reimbursement for unallocated expenditures shall be presented in writing to the board for consideration.
(Adopted 2/99)

5. Zonta Club of Anchorage welcomes "Grow Dollars". These individual voluntary contributions are optional. These funds can be raised from a creative project, auction or gifted by check or cash.
(Adopted 9/03)