



Rules of Procedure of Zonta International

The Rules of Procedure for the operation of Zonta International represent actions taken by convention and by the Zonta International Board. These rules become a part of the standard operating procedures of Zonta International and remain in effect until rescinded or changed by future conventions. Each Zonta club shall be bound by the Rules of Procedure of Zonta International except that, if any provision of these rules is contrary to the laws of the country, state or province in which a club is organized, that club shall notify the Zonta International Board in writing of the need to conform to such laws. The Rules of Procedure shall be reviewed by the Zonta International Bylaws and Resolutions Committee each biennium.

1. **Operation Policies.** Operation policies, as approved by the Zonta International Board, shall be followed at all levels of Zonta International.

2. **Operation Manuals.** The operation manuals of Zonta International, as approved by the Zonta International Board, shall provide general guidelines.

3. **Dues and Fees.**

(a) **Clubs**

(1) **International Per Capita Dues.** On 1 June of each year, each club shall pay to Zonta International per capita dues in U.S. dollars as established at convention based upon club membership as of 1 June. The report of membership as of 1 June shall accompany the annual remittance of dues.

For new members admitted from 1 June through 30 November, clubs shall pay full year per capita dues to Zonta International; for new members admitted from 1 December through 31 March, clubs shall pay one-half the per capita dues to Zonta International; and, for new members admitted from 1 April through 31 May, clubs shall pay full year per capita dues to Zonta International as if the individual had joined on the following 1 June.

(2) **Nonpayment of international dues and fees.** After the established due date, and unless payment is temporarily waived by the Zonta International Board, the appropriate governor, president and treasurer of all clubs in arrears for dues and fees shall be notified that unless their financial obligations are met within 45 days after the due date, the club shall forfeit its membership. After the 45-day time period, the appropriate governor, president and treasurer of each club still in arrears shall be notified that the club has forfeited its membership through nonpayment of dues and/or fees. By a two-thirds vote of the Zonta International Board, such a club may be granted a special exception to extend the payment deadline by an additional 60 days. Reinstatement to membership may be permitted upon payment of the amounts owed at the time club membership ceased, together with the applicable dues and fees of the current year including a reinstatement fee.

(b) **Supporting Members**

- (1) **International Per Capita Dues.** On 1 June of each year, each supporting member shall pay to Zonta International dues in U.S. dollars as established at convention.

A new supporting member admitted from 1 June through 30 November shall pay full year dues to Zonta International. A new supporting member admitted from 1 December through 31 March shall pay one-half the dues to Zonta International. A new supporting member admitted from 1 April through 31 May shall pay full year per capita dues as if the individual had joined on the following 1 June.

- (2) **Nonpayment of international dues and fees.** After the established due date of 1 June, and unless payment is temporarily waived by the Zonta International Board, the individual will no longer have access to membership until dues and fees are submitted in full.

4. Club Liability Insurance (U.S./Canada). With the payment of dues to Zonta International, each U.S./Canada Zonta club shall pay per member in U.S. dollars a premium for group liability insurance in an amount assessed by the Zonta International Board after obtaining, prior to each annual renewal date, competitive renewal bids for the subject coverage. The Zonta International Board shall be empowered to execute the renewal application for this insurance period. The premium shall be commensurate with premiums of other like organizations carrying the same limits and experiencing a like loss ratio. Such payments of premium are to be made also for each charter member, new member or reinstated member. Group liability insurance is voluntary but recommended for all clubs outside Canada and the United States.

5. Circularization. (1) Membership lists (i.e. club rosters, Zonta International directories, district directories, or other lists including members' addresses and/or telecommunications numbers) are not to be made available to non-Zontians or used by Zontians for the purposes of selling goods and services or for personal, financial or political gain. (2) Zontians shall not use membership contact details or act in any other way to contact other Zontians for the purposes of lobbying for or against candidates who are running for office at any level of Zonta. (3) Except as is mentioned above, Zontians are encouraged to network with each other for business purposes.

6. Grievances other than those concerning removal, suspension or expulsion. Disagreements arising within a Zonta club or a district or at the international level shall be handled by the club in question, the district in question or the Zonta International Board respectively. Complaints against a decision of a club may be handled by the proper district board. Complaints against a decision of a district may be handled by the Zonta International Board. The parliamentary authority as provided in the Bylaws of Zonta International for clubs, districts and Zonta International shall be used as the authority in the respective case.

Rules of Procedure revised August 2024.