

ZONTA



INTERNATIONAL

*MEMBER HANDBOOK*

*ZONTA CLUB OF  
WASHINGTON, D.C.*

*2005 Edition*

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## Welcome and Introduction

Welcome to the Zonta Club of Washington, D.C.! We are delighted that you have joined.

In order to help you to be a knowledgeable and contributing member, the Organization, Membership and Classification Committee has prepared this handbook to serve as a basic reference. You will probably have questions, however, that are not answered here. Please do not hesitate to ask your sponsor or any other member of the club to respond to your questions. Additional information is available at the following Zonta websites:

**[www.zontawashingtondc.org](http://www.zontawashingtondc.org)**

**[www.zontadistrict3.org](http://www.zontadistrict3.org)**

**[www.zonta.org](http://www.zonta.org)**

Zonta International is a worldwide service organization of executives in business and the professions working together to advance the status of women. Membership in Zonta is an honor and a privilege; it is also meaningful and fun!

The Zonta Club of Washington, D.C. is one of more than 1200 Zonta clubs with more than 30,000 members in about 70 countries around the world. The club, formed in 1922, was the seventeenth Zonta club. The club has about 90 members, making it one of the largest Zonta clubs in the world. As a member of Zonta International, the club is a tax-exempt organization under section 501(c)(4) of the United States Internal Revenue Code.

The Zonta Club of Washington's objects are the same as Zonta International, specifically:

1. To provide service at the global and local levels;
2. To improve the legal, political, economic, educational, health, and professional status of women;
3. To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
4. To promote justice and universal respect for human rights and fundamental freedoms;
5. 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.

The Club achieves these objects by contributing money, time, and effort to local service projects that benefit women, by contributing money to Zonta International service projects, and by providing opportunities for fellowship to our members.

In summary, the organization offers the opportunity:

- to meet professionals and executives in a wide variety of occupations and from many countries,
- to hear stimulating and provocative speakers on interesting topics
- to develop your own leadership potential
- to enjoy unparalleled fellowship, and
- to make a difference to women both in this community and elsewhere.

Briefly stated, member responsibilities can be captured in the following statements:

- Attend club and relevant committee meetings. A reasonable expectation is to attend at least two meetings per year and participate as a member of at least one committee. The cost would be a minimum of \$70. Note: Once a reservation is made, the member is responsible for payment unless cancelled before the deadline for reservations.
- Participate in service and fundraising projects. A member is expected to support at least one service or fundraising project committing either time/energy or money, preferably both. A minimum of \$100 per year is a fair estimate of costs.
- Pay all dues, fees and assessments promptly. Dues are currently \$125 per year payable by March 15. The initiation fee is \$15. Note: The Zonta year is June 1 - May 31. Members joining between June - December 31, pay full year dues; members joining between January - May 31, pay half-year dues for the first year.
- Be familiar with club bylaws, standing rules and parliamentary procedure. Each member receives a Member Handbook that contains a copy of the bylaws and standing rules.
- Participate actively in meetings and deliberations and accept majority decisions.
- Accept leadership roles and give time, talent and enthusiasm to the organization.
- Identify and suggest prospective new members.
- Attend area meeting/workshops, district conferences and international conventions, if possible.
- Support the programs of the Zonta International Foundation.

Further details are included in this handbook. The bylaws and standing rules for the Zonta Club of Washington, DC and the bylaws and rules of procedure for the Zonta Club of Washington Foundation are at Appendices A and B, respectively.

## **Zonta International, the Zonta International Foundation, and District 3**

See Appendix D for listing of current officers and directors.

### **Zonta International**

Zonta International is a worldwide service organization of executives in business and the professions working together to advance the status of women. It is a nonprofit corporation incorporated in Illinois and holds 501(c)(4) tax-exempt status under the Internal Revenue Code. Each Zonta club is a member of Zonta International and is entitled to at least one vote at the organization's biennial convention, held in even-numbered years. At the convention, delegates from every club elect officers and directors of Zonta International and vote on the organization's policies and projects. Between conventions, Zonta International is managed by an elected board of directors, comprising a president, a president-elect, a vice president, a treasurer/secretary, and seven directors. Zonta International's headquarters are in Chicago, Illinois; a paid staff runs the day-to-day operation of the organization.

Zonta International is a Non-Governmental Organization (NGO) holding consultative status with various United Nations agencies, including the United Nations International Children's Emergency Fund (UNICEF), the United Nations Economic and Social Council (ECOSOC), the United Nations

Educational, Scientific, Cultural Organization (UNESCO), and the United Nations Development Fund for Women (UNIFEM).

## **The Zonta International Foundation**

The Zonta International Foundation is a 501(c)(3) nonprofit corporation to which contributions are tax-deductible. The Foundation invests and manages funds donated to it to further the objects of Zonta International, and provides funds for the international service projects and other programs that further Zonta's mission.

## **International Service Programs**

### **International Service Projects**

Zonta International Service Projects enable Zontians to address some of the most crucial and pressing issues affecting women, reaching to the causes not just the symptoms of the primary barriers to equality. Beginning in 1956, Zontians reached beyond the limits of their communities to assist Hungarian refugees. Since 1962, the International Service Programs have funded training, education, sanitation, agricultural and health, and micro-credit assistance to women in over 20 countries, primarily through United Nations agencies and well established development organizations.

At each international convention, the delegates vote on Zonta International's program goals for the coming biennium, including funds to be raised for the Amelia Earhart Fellowship Awards, ZISVAW, and additional international service projects. The Zonta International Service Program is funded solely through contributions from Zonta clubs, Zontians, and friends to the Zonta International Foundation International Service Fund. The International Projects for the current biennium are at Appendix E.

**The Amelia Earhart Fellowship Award Program.** The Amelia Earhart Fellowship Awards began in 1938 to honor Amelia Earhart, who was a member of the Zonta clubs of Boston and of New York. The awards are granted to women graduate students in aerospace-related fields at universities around the world. More than 1000 women representing at least 57 countries have received these awards, currently established at \$6,000 each.

**Zonta International Strategies to Eradicate Violence Against Women (ZISVAW).** ZISVAW grew out of a summit on violence against women sponsored by Zonta International and the Zonta International Foundation and held in Northern Virginia in 1995. The summit netted more than \$50,000, which formed the basis for a ZISVAW fund within the Zonta International Foundation. At the 1998 international convention the delegates voted to make ZISVAW an ongoing international service program. Currently, ZISVAW funds are used to fund projects carried out by United Nation's agencies, including the UNIFEM Trust Fund to end violence against women.

**The Young Women in Public Affairs Award.** Instituted in 1990, this annual award, held at the club, district and international levels, honors young women who demonstrate a commitment to leadership in public policy, government and volunteer organizations.

**The Jane M. Klausman Women in Business Scholarship.** Instituted in 1998, this annual award, held at the club, district and international levels, helps women pursue accredited business related university degrees.

### **District 3**

Zonta divides the world into districts; each club is a member of a district as well as a member of Zonta International. Districts are further subdivided into areas. Each district conducts a conference at least once per biennium and area meetings or workshops at least annually. The district is administered by a board consisting of an elected district governor, lieutenant governor, treasurer, and one or more area directors, and a secretary and parliamentarian who are appointed by the governor and who do not have a vote.

The Zonta Club of Washington, D.C., is in Area 4 of District 3. District 3 comprises portions of New York (including New York City and Long Island), all of New Jersey and Delaware, part of Pennsylvania, and all of Virginia, Maryland, and the District of Columbia. There are 36 clubs in the district, aggregating close to 1,000 individual members. Area 4 consists of ten clubs: Alexandria, Arlington Area, Charles County, Fairfax County, Hampton Roads, Loudon County, Montgomery County, Prince Georges County, Prince William County and Washington, D.C.

District 3 holds an annual Conference somewhere in the district, usually at the end of September or beginning of October. The area meetings are workshops, held in the spring each year. Areas 1 and 2 (clubs in New Jersey and parts of New York) hold a joint workshop and Areas 3 and 4 (clubs in Pennsylvania, Delaware, Maryland, Virginia, and the District of Columbia) likewise hold a joint workshop.

There are approximately thirteen Zonta Clubs within fifty miles of Washington, and members of our Club are encouraged to attend functions sponsored by other clubs.

## **Zonta Club of Washington, DC – Structure**

### **Meetings of the Club**

The club meets monthly (except August), generally on the first Wednesday of the month for dinner and a program. In lieu of a program meeting in August, the club usually conducts a social event that month. The December meeting may also be a social event, if so determined by the club board. Occasionally, meetings are held on weekends (for breakfast, lunch, or tea) instead of the regular meeting.

The club's fiscal year is June 1 – May 31 and the club's annual meeting is held in May. At that meeting, the officers for the coming year are installed.

### **Club Board of Directors**

The club Board of Directors consists of five officers (a president, first and second vice presidents, treasurer, and secretary), and ten directors.

**President** The president is the chief executive officer of the club, presides at all meetings of the club and the board, appoints all club committee chairmen (subject to board approval) and committee members (except for the nominating committee), and reports on club activities to the district board. The president is an ex officio member of all committees except the nominating committee. A listing of past club presidents is at Appendix F.

**First Vice President** The first vice president performs the duties of the president in the latter's absence. The first vice president is generally appointed chairman of one of the major club committees.

**Second Vice President** The second vice president performs the duties of the president in the absence of the president and first vice president. The second vice president is generally appointed chairman of one of the major club committees.

**Secretary** The secretary maintains records of all proceedings of the meetings of the club and of the board, conducts correspondence not specifically assigned to the other officers or committees, and performs other duties as assigned by the board.

**Treasurer** The treasurer receives and deposits all funds of the club, prepares an annual budget for consideration by the board and the club, and makes monthly reports to the board. The treasurer also serves as an ex officio member of the investment committee. The club treasurer does not have responsibilities with respect to maintaining financial records of fundraisers or service projects, or with receiving or disbursing funds in connection with fundraisers or service projects: these responsibilities are handled by the treasurer of the Zonta Club of Washington Foundation, discussed below.

**Directors** The directors are generally appointed as committee chairmen.

The officers and directors and the members of the next year's nominating committee are elected by the entire membership in a mail ballot conducted in March each year. The officers serve a one-year term and the directors serve staggered two-year terms. The president, vice presidents, and secretary may be elected to a second one-year term; the treasurer may serve up to four consecutive years. Directors may not serve a second consecutive term. Officers and directors take office on June 1, the start of the club's fiscal year. Current officers and directors are listed at Appendix G.

The board meets monthly (except August), generally the second Monday of the month. The board acts upon routine questions, but does not adopt the budget, determine policy, or authorize projects and donations, except as permitted by the bylaws or delegated by the club. Generally, on matters involving policies and projects, the board recommends action to the club membership.

### **Club Committees**

Committees, as listed in the bylaws, carry out the work of the club. The president appoints the chairmen of all committees except the nominating committee subject to approval by the board. All committee chairmen are invited to and expected to attend board meetings, but a committee chairman does not have a vote on the board unless s/he is also an officer or director. Committee responsibilities are summarized on pages 7-9 of this handbook. See Appendix H for current listing of committee chairs and members.

## **The Zonta Club of Washington Foundation**

The Zonta Club of Washington Foundation is a tax-exempt non-profit corporation under section 501(c)(3) of the Internal Revenue Code. Donations to the foundation are charitable contributions deductible from federal income tax.

All of the members of the Zonta Club of Washington, D.C., are members of the Zonta Club of Washington Foundation, but the foundation has a separate board of directors from that of the club. The foundation board consists of nine voting directors: the president, first vice president, and

immediate past president of the Zonta Club of Washington, D.C., plus six elected directors, all of whom are members of the club. The foundation board elects its officers, consisting of a president, vice president, secretary, and treasurer. The members of the foundation (i.e., the members of the club) elect the foundation board at the foundation's annual meeting, which usually takes place during a recess of the club's annual meeting. None of the club board members except the president and first vice president (and the immediate past president if he or she is elected to the club board) may serve concurrently as a member of the foundation board. Current officers and directors are listed at Appendix G.

The Foundation funds the local service projects and scholarships, contributes to Zonta International service projects, and supports funds-raising projects following recommendations by committees and approval of the board of directors and the membership as described below. The administrative expenses of the foundation (e.g., stationery and supplies) are paid by the Zonta Club of Washington, DC, but none of the revenue from membership dues is used to support service projects. It is important to maintain the separation between the Club and the Foundation.

In order for the selection of service projects and of fundraisers to operate smoothly, it has been the practice to appoint the same individuals to the Foundation's committees and the corresponding Club committees. For example, the members of the Club's Status of Women Service Committee are also the members of the Foundation's Grants and Awards Committee. All fundraisers are sponsored by the Foundation as are the grants and awards. In practice, the Status of Women Service Committee of the Club adopts a proposed budget of service projects for the fiscal year. The budget is submitted to the Club Board. After approval by the Club Board, it is sent to the Foundation's Board to be reviewed by its Grants and Awards Committee. Upon recommendation by this Committee, if approved by the Foundation Board, the budget will be submitted to the members of the Foundation with a recommendation that the members approve it.

A similar procedure is followed by the Foundation for the selection of fundraisers.

The service projects adopted by the Foundation for the current fiscal year are financed by the funds raised by the Finance Committee during the previous fiscal year. Under this system, the Service Committee, at the start of its fiscal year knows how much money is available for the charitable projects and it can begin immediately to prepare its proposed budget.

### **Club Service Projects**

Every year the club grants scholarships (described below) and undertakes additional local service projects aimed at improving the status of women. Current service projects are listed in Appendix I. For details about these projects, visit the club Web site, [www.zontawashingtondc.org](http://www.zontawashingtondc.org).

The club grants scholarships under three programs, the Zonta Club of Washington Scholarships and the Virginia Longest Nursing Scholarship (administered by the club Scholarship Committee), and the Edith SeVille Coale Medical Scholarships (administered by the Edith SeVille Coale Scholarship Committee). The Zonta Club of Washington Scholarships began as a loan program in 1925, and evolved into a scholarship program for women who have completed at least one year of study at a metropolitan area university. The Virginia Longest Nursing Scholarship was initiated in 2005 with

funds bequeathed by Virginia Longest, a former member and nurse executive in the Veterans Administration. The Longest scholarships are awarded to women who will serve as nurse educators. The Edith SeVille Coale Scholarships are funded by a trust established by the will of Dr. Coale, a long-time member of the club. The Coale scholarships are awarded to women students studying in local medical schools.

## **Fundraisers**

The Zonta Club of Washington Foundation sponsors various events to raise money to support service projects.

- Holiday Card – this annual fundraiser is a long tradition of the club. In lieu of sending holiday cards to each other, the members are asked to contribute to the foundation, which then sends a card designed by one of our members to all the members of the club. The foundation asks each member to contribute a pro rata share of the amount the project is budgeted to raise.
- Current fundraisers are listed in Appendix I.

## **Committees**

Most of the programs and projects of the club are implemented by the various committees, and almost every member who resides in the metropolitan area serves on at least one committee. All committees except the nominating committee are appointed by the president. The committees are:

### **Attendance**

Records attendance at club meetings, takes reservations for meal functions, notifies caterer, collects payments and forwards funds/statement to the treasurer. Maintains permanent reservation list if requested by the board

### **Database**

maintains current database of club member information, prepares membership rosters and telephone lists as requested by the board, and prints mailing labels for the club and other specified Zonta members

### **Edith SeVille Coale Medical Scholarships**

Requests applications, selects proposed recipients, and recommends the amount of scholarships to be awarded from the Coale trust fund based on information from the investment committee, in accordance with Dr. Coale's will and pursuant to applicable law. The committee's recommendation is forwarded to the board for approval. This committee is composed of nine members, three of whom are appointed each year for a three-year term

### **Fellowship**

Promotes friendship among members by encouraging attendance and stimulating an atmosphere of hospitality at meetings and other club events and arranging opportunities for visiting Zontians to meet members of the club

### **Finance**

Plans and arranges fundraising activities in cooperation with the Zonta Club of Washington Foundation. Submits proposed finance budget for fundraising to the club board. The club board's recommendation is forwarded to the foundation board. The foundation notifies the membership about the proposed budget and calls the vote for approval

**Intercity**

Promotes fellowship among neighboring clubs and encourages attendance at events they sponsor. Promotes participation in area, district, and Zonta International events

**Investment**

Manages the club's investments; reviews the status of funds and makes recommendations to the board. Advises the Edith SeVille Coale and Scholarship Committees of the funds available for scholarships. This committee is composed of four members appointed by the president and approved by the board; one member is appointed each year for a term of four years. The club and foundation treasurers are ex officio members

**Long Range Planning (Bylaws)**

Develops a five-year plan for future growth and development of the club and recommends changes in the club bylaws as needed

**Newsletter**

Prepares (collects data, edits, and publishes) and distributes the *Zontagram* (news of club activities) monthly (except July) to club members, the area director, the governor, and others as directed by the board

**Nominating**

Proposes a slate of suitably qualified candidates for club offices for elected positions. The membership elects a committee of three members; the candidate receiving the most votes is chairman

**Organization, Membership, and Classification**

Promotes club membership through recruiting activities, determines membership eligibility in accordance with club bylaws, prepares postings, letters of invitation, and associated membership documents, and assists in organizing new clubs

**Program**

Prepares and arranges speakers/programs for all club meetings (including the August social event and also including the December holiday gathering, if requested by the board). An event honoring Amelia Earhart is held annually, usually in January, and may be in lieu of a regular meeting if approved by the board. The May or June meeting is the Annual Meeting, at which the incoming board is installed. Monitors the schedule for all official club functions to minimize scheduling conflicts. A current calendar of events is at Appendix J.

**Public Relations and Communications (includes Archives and History)**

Uses all forms of media to advance the objectives of Zonta International. Recommends projects and programs that promote international relations and encourage a spirit of friendship with other nations. Maintains the club's website. Maintains the club's archives and materials of historical significance and promotes interest in the history of the club, District 3, and Zonta International.

**Scholarship**

Based on the advice of the Investment Committee (and the foundation treasurer), recommends a specific amount be transferred from the Scholarship Fund to the Zonta Club of Washington Foundation for annual scholarship awards. Submits proposed scholarship awards and recipients to the club board. The club board's recommendation is forwarded to the foundation board. The foundation notifies the membership of the recommendations and calls the vote of the foundation

membership for approval. The committee formulates working rules to govern committee actions and submits them to the board for recommendation to the club for approval.

### **Status of Women Service**

Responsible for local service and status of women projects and award programs, in cooperation with the Zonta Club of Washington Foundation. Submits proposed service projects and a service budget (including funding for local projects and Zonta International projects) to the board. The board's budget recommendation is forwarded to the foundation board. The foundation notifies the membership of the proposed budget and calls the vote for approval.

### **United Nations (UN)**

Provides information to club members about Zonta International's work with the UN and its agencies and the activities of the District 3 United Nations Committee. Promotes activities to engage members in support of Zonta's association with UN projects

### **Parliamentarian**

Makes recommendations during board and club meetings in relation to correct parliamentary procedure (the club's parliamentary authority is *Robert's Rules of Order Newly Revised*). Appointed by the President

### **Commitment Requirement**

Every member of the club who lives in the Washington metropolitan area is expected to serve on at least one committee. Every spring the incoming (or continuing) president sends a letter to all members of the club asking their preferences for committee assignments.

## **Membership**

### **Types of Membership**

Membership in the club is by invitation. Members of the club sponsor prospective members – usually friends or business associates. There are three categories of membership:

**Classified members** are decision-makers accepted for membership under a major classification as specified in the Zonta International Marian de Forest Membership and Classification Manual revised in 2002.<sup>1</sup>

The revised classification system is based on occupations that fall within the business and professional categories acceptable for membership in Zonta International. The classifications of occupations are based on an international standard used by every country in the world to classify occupations in their population census. The Zonta list is a composite of a number of country lists.

To be invited to join the club, classified members must be actively engaged in a recognized business or profession in a decision-making capacity. Classified members have all the rights and responsibilities of membership, including the rights to vote, to hold office, and to represent the club as a delegate to district conferences and Zonta International conventions.

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<sup>1</sup> Marian de Forest was the charter president of the Zonta Club of Buffalo, one of the original nine clubs of the organization that became Zonta International. Under her leadership, the club established specific guidelines for membership and classification, which the other clubs adopted. The *Zonta Club Manual*, December 1999, p. 66.

**Past International Presidents (PIPs)** are past presidents of Zonta International. A club may elect a PIP to membership without any classification requirement

**Honorary members** are persons who have distinguished themselves by unusual service other than their service to Zonta. Honorary members may not vote or hold office or represent the club as a delegate or alternate. Honorary members are exempt from paying dues and the club assumes the obligation to pay international and district dues for them

## **How to Sponsor a Member**

One of the most important obligations of membership is sponsoring new members for the Zonta Club of Washington, D.C., and other Zonta clubs. The procedure is as follows:

- A prospective member is invited to a meeting or another club-sponsored event
- A current member fills out a membership proposal form (Appendix C), signs as the sponsor, and forwards the form to the chairman of the organization, membership, and classification (OMC) committee
- After approval by the OMC committee, the proposal is presented to the board.
- Following approval by the board, proposal is sent to the entire club membership (usually as an enclosure to the club newsletter)
- If there is no objection, the OMC chairman sends a letter of invitation to the prospective member, with copies to the sponsor and to the president
- A prospective member accepts the invitation by notifying the OMC chairman and sending the requisite dues and an initiation fee (currently \$15.00)
- The OMC chairman sends a letter of welcome to the new member and notifies the president, the sponsor, and the database committee chairman
- The president and sponsor welcome the new member to the club
- The president assigns the new member to one or more appropriate committees
- Individual members recruit, however only the OMC chairman invites the prospective member to join after consultation with the OMC committee, the club board and the entire club membership
- A candidate for membership becomes a Zontian only when all initial dues and fees have been received by Zonta International, regardless of when the formal induction ceremony occurs

## **Candidate requirements**

- Actively engaged in a recognized business or profession, working at least 50% of a normal work week
- Employed in a decision-making capacity
- Expresses a willingness to support and implement the objectives of Zonta International

## **Welcoming and orienting new members**

At an orientation session, new members are informed of their rights and responsibilities as Zontians, and provided information about Zonta's activities at the club, district, and international levels. New members receive a copy of the club bylaws and orientation materials.

All members have the responsibility to welcome new members at club meetings and other events

## **Obligations of Membership**

Membership in Zonta involves some commitment of both financial and personal resources.

Basically, these commitments include

- Timely payment of annual dues. Dues are currently \$125 per year (which includes \$52.00 for Zonta International dues and \$13.00 for District 3 dues) and are payable on or before March 15 each year
- Attendance at club meetings whenever possible. Dinner meetings are usually held at the Marriott Metro Center Hotel, 775 12th St., N.W. Washington, D.C., and cost \$35.00 per person. Meetings are sometimes held in other locations and on days other than the first Wednesday of the month
- Participation in club service projects and fundraisers
- Active membership on at least one club committee
- Proposing other qualified individuals for membership in Zonta, either in our club or another

The club bylaws specify that a member who resides in the Washington, D.C., metropolitan area and who fails to participate in any club activity for one year may be terminated from membership. However, members who find themselves unable to participate may request the club board for a leave of absence. Members who are on leave of absence are excused from the participation requirement but are obligated to pay full dues.

Members are also encouraged to attend the international convention, district conferences and area meetings, and special events sponsored by Zonta International, District 3, or other clubs. Finally, members are reminded that although networking is encouraged, Zontians are prohibited from making membership lists or contact information available to non-Zontians or using such information to sell goods and services or for personal, financial, or political gain.

# Bylaws and Standing Rules of the Zonta Club of Washington, DC

## BYLAWS

Adopted by the Membership November 3, 1999

(Note: These bylaws require revision to reflect changes made to the standard club bylaws at the 2002 and 2004 Zonta International Conventions.)

### Article I. Name.

The name of this organization shall be the Zonta Club of Washington, D.C. It shall exist only as a chartered Club of Zonta International.

### Article II. Objects.

The objects of this 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 take positions on, 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 classification as shown in the *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 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 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.
- (b) To be invited to classified membership, a candidate shall be actively engaged (work at least fifty percent of a normal workweek) 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 candidates to the Club Board. If approved by a two-thirds vote by a ballot of the Board, the name of the candidate shall be submitted in writing to each member of the Club. By the last day of the month in which the submission to the membership is made, any member may file objection to granting membership to the candidate. If, during that period two (2) members of the Club file objections in writing which in the opinion of the Board are held to be valid, the favorable action of the Board shall be nullified. If two (2) objections held by the Board to be valid have not been filed within that period, 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 may be elected to membership in the Zonta Club of Washington, D.C., 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) A member who resides within the Washington, D.C., metropolitan area and is not on leave of absence and who fails to participate in any club activities for one year may be terminated from membership by vote of a two-thirds majority of the Board upon the recommendation of the Organization, Membership and Classification Committee.
- (c) A member who fails to pay dues within 30 days after the date on which they are due shall be so notified by the Treasurer. If the dues are not paid within the next 30 days, the Secretary shall notify the member that her membership is terminated effective June 1. Any member in arrears for dues for sixty (60) days shall forfeit membership. An individual whose membership has been terminated for nonpayment of dues may be reinstated upon a two-thirds majority vote of the Club Board, provided payment for current obligations and the required reinstatement fee to Zonta International have been tendered.

- (d) The resignation of a member shall be sent to the Club Organization, Membership and Classification Chairman, who shall notify the President and shall present the proposed resignation at the next Board meeting for acceptance by a majority 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, District, and Club dues.

#### **Article V. Meetings.**

**Section 1. Regular Meetings.** Unless otherwise ordered by the Club or by the Board, regular dinner meetings shall be held on the first Wednesday of each month except August.

**Section 2. Annual Meeting.** Unless otherwise decided by the Board or the Club, the May meeting shall be known as the annual meeting. The annual meeting shall be for the purpose of receiving reports of the activities of the Club, the installation of Officers and Directors, and for any other business that may arise.

**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 three (10) days' notice, either written or oral, 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 members shall constitute a quorum at any regular or special meeting of the Club.

#### **Article VI. Officers and Board of Directors.**

**Section 1. Officers and Board of Directors.** The officers of the Club and its Board of Directors shall be a President, a First Vice President, a Second Vice Presidents, a Secretary, and a Treasurer. There shall be ten Directors.

**Section 2. Qualifications.** Officers shall be actively engaged in a classification. 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.

**Section 3. Election.** Officers and Directors shall be elected by mail ballot. A majority vote shall be required to elect officers. Five (5) Directors shall be elected each year; the five candidates who receive the highest number of votes shall be elected to two year terms. The Secretary shall ensure that ballots are mailed to all members of the club no later than March 20 of each year, unless otherwise directed by the Club.

**Section 4. Terms of Office.** The Officers and Directors shall take office June 1. Officers shall hold office for one year, or until their successors are elected and take office. Directors shall hold office for two years, or until their successors are elected and take office, unless an officer or Director is elected to fill an unexpired term, in which event the Officer or Director shall serve the remainder of the term. 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) 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 office 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 from office by rescission of the individual's election. Such rescission shall be accomplished only by mail ballot to the entire membership and upon an affirmative vote for rescission of a two-thirds majority of the entire membership within fifteen days of the mailing of the ballot. Notice of the intent to remove an Officer or Director must be made in writing to the membership of the Club not less than twenty (20) days before the ballot is mailed. The notice of intent must state the grounds upon which rescission of the election is sought and be signed by the member(s) seeking such action.

**Section 7. Vacancies.** In case of vacancy in the office of President, the First 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, shall be the chief executive officer of the Club, and countersign all payment orders and checks drawn by the Treasurer. The President shall appoint the members of all Committees except the Nominating Committee and the Investment Committee and shall be an ex-officio member of all committees except the Nominating Committee. Subject to the approval of the Club Board, the President shall appoint the Investment Committee and the Chairmen of all Standing Committees and all other Committees, except the Nominating Committee.
- (b) Vice Presidents. In the absence or inability of the President, the Vice Presidents in order of their rank shall perform the duties of President, and may be the Chairmen of Committees.
- (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 receive all funds of the Club and shall deposit them in such bank or banks as may be designated by the Club Board. 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 prepare an annual budget and submit it to the Club Board before consideration by the Club. The Treasurer shall make monthly reports to the Club and the Board. 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 her term of office ends, the Treasurer shall turn all records over to the successor. The Treasurer shall be an ex-officio member of the Investment Committee.

**Section 9. Duties and Powers of the Board.** The Officers and Directors shall constitute the Club 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, but shall not determine policy, authorize projects and donations or adopt the budget. 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 10. Meetings.**

- (a) Regular Meetings. The Board shall hold regular monthly meetings unless otherwise ordered by the Board.
- (b) Special Meetings. Special meetings of the Board may be called by the President and shall be called upon the written request of at least five members of the Board. At least three days' notice of a special meeting shall be given.
- (c) Quorum. A majority of the members of the Board shall constitute a quorum for any regular or special meeting.

**Article VII Nominating Committee.**

**Section 1. Election.** A Nominating Committee of three (3) members shall be elected by the Club by mail ballot at the time of the election of officers and directors. At the meeting at which the Nominating Committee gives its reports, nominations for the next year's Nominating Committee may be made from the floor. The three (3) candidates receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be chairman of the Committee.

**Section 2. Duties.** It shall be the duty of the Nominating Committee to nominate not more than two members for each office, at least seven candidates for the position of Director, and at least five candidates for the Nominating Committee. No nominee for the office of President or First Vice President may be a member of the Zonta Club of Washington Foundation Board. 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 at the business meeting in March 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 VIII. Committees.**

**Section 1.** There shall be the standing committees set forth in this article and such others as these Bylaws or the Club may authorize. Ad hoc committees may be appointed at the discretion of the President.

**Section 2. Appointment.** Except as otherwise authorized by these Bylaws, the President shall appoint Committees.

**Section 3. Reports.** Committees shall report regularly to the Board and to the Club.

**Section 4. Attendance Committee.** It shall record attendance at Club meetings and take reservations for meal functions.

**Section 5. Database Committee.** It shall maintain the Club database.

**Section 6. Edith SeVille Coale Medical Scholarship Committee.** It shall be responsible for awarding scholarships from the Edith SeVille Coale Trust Fund on the basis of information from the Investment Committee and as provided under her Will and pursuant

to applicable law. This Committee shall be composed of nine members, three of whom shall be appointed each year for a term of three years.

**Section 7. Fellowship Committee.** It shall promote fellowship among the members of the Club and among neighboring clubs, promote attendance at meetings and other club events, and arrange opportunities for visiting Zontians to meet members of the Club.

**Section 8. Finance Committee.** It shall plan and arrange fundraising activities in cooperation with the Zonta Club of Washington Foundation.

**Section 9. Intercity Committee.** It shall promote participation in area, district and Zonta International events and encourage members to attend intercity events sponsored by other clubs.

**Section 10. Investment Committee.** It shall study investment of funds and make recommendations to the Board and shall advise the Edith SeVille Coale and Scholarship Committees of the funds available. The Committee shall be composed of four members, appointed by the President and approved by the Club Board. One member shall be appointed each year for a term of four years. In addition, the Club Treasurer and Foundation Treasurer shall be ex officio members of this Committee.

**Section 11. Newsletter Committee.** It shall prepare and distribute a monthly (except July) newsletter of club activities to the members of the Club, the Area Director, the District Governor, and to such others as the Board may direct.

**Section 12. Organization, Membership and Classification Committee.** It shall

- determine the eligibility of each person proposed for membership in accordance with Article IV of these Bylaws,
- promote means to increase the membership of the Club, and
- organize or assist in organizing new clubs.

**Section 13. Program Committee.** It shall prepare and arrange programs for all Club meetings and shall monitor scheduling of all official Club functions to minimize scheduling conflicts.

**Section 14. Public Relations and Communications Committee.** It shall

- use all forms of news media to advance the objects of Zonta International,
- recommend projects and programs which promote international relations and encourage a spirit of friendship with other nations,
- maintain the Club's website, and
- maintain the club's archives and materials of historical interest and promote interest in the history of the club, District 3, and Zonta International.

**Section 15. Scholarship Committee.** It shall

- on the basis of the recommendation of the Investment Committee, annually recommend to the Board of Directors, the transfer of a specified sum from the Scholarship Fund to the Zonta Club of Washington Foundation, Inc., for the granting of scholarships, and
- submit to the Board for its recommendation to the Club, the names of proposed recipients of scholarships from the Scholarship Fund.

The Committee shall formulate working rules governing the Committee's activities and submit them to the Board for its recommendation to the Club.

**Section 16. Status of Women Service Committee.** It shall have charge of all service activities of the Club in cooperation with the Zonta Club of Washington Foundation, and shall recommend service projects and a service budget.

**Section 17. United Nations Committee.** It shall provide information concerning the United Nations and its activities and the activities of Zonta International and District 3 in conjunction with the United Nations.

**Article IX . 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 member shall be established by the Club. Any change in the amount of dues shall be pursuant to a two-thirds majority of the Club members voting.
- (b) These dues shall be payable on or before March 15.
- (c) From these dues the Club shall pay the annual dues and fees of members to Zonta International and to District 3.

**Article X. 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 XI. Seal, Colors, Name and Emblem.**

**Section 1. Seal.** The corporate seal of Zonta International, with the addition of the name Washington, D.C., 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 XII. 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 XIII. Discipline**

**Section 1. Expulsion.** Any member of this Club who has acted or is acting in a way to injure the good name of Zonta or to hamper the work of Zonta may be expelled.

**Section 2. Procedure.** The authority for disciplinary action by the Club against a member shall be the current edition of *Robert's Rules of Order Newly Revised*. 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.

#### **Article XIV. 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 XV. 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.

### **STANDING RULES (formerly Rules of Procedure) Adopted by the Membership November 3, 1999**

#### **1. Nominations and Elections Procedures**

- (a) Each January the Nominating Committee shall send a questionnaire to all members of the club soliciting their recommendations of candidates for each elective position (i.e., officers, directors, and members of the Nominating Committee for the following year).
- (b) The Nominating Committee shall report at the March business meeting, unless otherwise directed by the Board. The Nominating Committee shall ensure that a copy of the report is distributed to the membership 15 days prior to the March meeting. At this meeting, additional nominations may be made from the floor, provided the consent of the nominee has been obtained. The nominations in the report of the Nominating Committee along with any nominations from the floor shall constitute the official ballot for the annual election.
- (c) The official ballot shall be mailed by the Secretary to all Club members no later than March 20 of each year, unless otherwise directed by the Board. The nominating Committee shall determine the time period in which completed ballots must be returned and shall include with the ballot information stating the deadline and the name and address of the person to whom completed ballots shall be returned.

**2. Actions by the Board of Directors.** All recommendations of the Board of Directors which must be approved by the Club membership shall be submitted to the membership prior to the meeting at which the recommendations are to be considered, by publication in the Zontagram or by direct mailing, except in situations which the Board of Directors determines to be an emergency.

**3. Prorating Club Dues.** The Treasurer shall prorate Club dues for new members as follows: For a new member joining between June 1 and November 30, inclusive, full annual dues; between December 1 and March 31, inclusive, one-half annual dues; and between April 1 and June 1, inclusive, full annual dues, such amount to be applied to the following year's dues.

**4. Reservations.** Members who make reservations for luncheons, dinners, or other club functions for which payment is required but who fail to attend and do not cancel their reservation by the designated date shall be charged the cost of the function. Reservations

for regular dinner meetings (those held on the first Wednesday of the month) must be made to the designated member no later than noon on the preceding Friday, unless otherwise directed by the Board.

5. **Attendance.** A member who is not on leave of absence and who does not participate in any Club activities (i.e., who fails to attend any function, donate to the Zonta Club of Washington Foundation, or fulfill a committee responsibility) for one year may be terminated according to the bylaws. The following procedures will apply:
  - (a) The Fellowship and Attendance Committees determine at an early date (close to March 1) those members who have not participated in any activities since the previous June 1, and forwards their names to the Chairman of the Organization, Membership and Classification Committee.
  - (b) The Organization, Membership and Classification Committee endeavors to determine reasons for the member's failure to participate, and encourages her to either participate in club activities or provide a written explanation of her failure to do so. The Organization, Membership and Classification Committee makes a finding as to whether the reasons given are acceptable.
  - (c) The Organization, Membership and Classification Committee reports its findings to the Club Board, which makes a final determination as to whether the member should be terminated for nonparticipation and directs the Secretary to send an appropriate certified letter.
6. **Meal Costs for Prospective Members.** The Club will not normally pay the cost of a prospective member's attendance at a club function. In exceptional cases, the Chairman of the Organization, Membership and Classification Committee may determine that payment of such a cost is appropriate and shall so advise the member taking attendance and the Treasurer. If the Chairman of the Organization, Membership and Classification Committee approves payment, it shall be charged against the budget of the Organization, Membership and Classification Committee.
7. **Expenses of Delegates to International Conventions and District 3 Conferences and of a Representative to the District 3 Governor's Event.**
  - (a) The Club will reimburse each delegate to the International Convention (i) the cost of the registration fee and (ii) a maximum of \$150.00 for attending official Convention meal functions such as a closing banquet or international relations luncheon or dinner.
  - (b) The Club will reimburse each delegate to the District 3 Conference (i) the cost of the registration fee and (ii) the cost of the Friday night dinner.
  - (c) The Club will reimburse one member, elected by the club to represent it at the Governor's Event, for the registration fee for the Event.
  - (d) Reimbursements will be made after the event and upon the attendee's submission of an itemized voucher to the Treasurer.
8. **Reimbursement to Club Members.** Reimbursement to club members other than the President shall be approved in writing by the President before being submitted to the Treasurer. Reimbursement to the President shall be approved by the First or Second Vice President in writing before being submitted to the Treasurer.
9. **Business Card Advertising in the Zontagram.** Any member may have an advertisement in the Zontagram, provided that the advertisement is no larger than a standard business card and is limited to such information as would normally be on a

business card.. The cost for such an advertisement shall be determined by the Club Board.

**10. Circularization.**

- (a) 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.
- (b) Zontians will not use membership lists to contact other Zontians for the purposes of lobbying for proposals that will be voted on, or candidates who are running for office, at International Conventions, District Conferences, or other Zonta meetings.
- (c) Membership lists may be provided to other organizations with the approval of the International Board or its designee.
- (d) Except as is mentioned above, Zontians are encouraged to network with each other for business purposes.

**11. Amendments to the Standing Rules.** These Standing Rules may be amended by a majority vote of the club membership present and voting at any regular or special meeting called for the purpose, provided that such amendment is not inconsistent with the Bylaws or Rules of Procedure of Zonta International or the bylaws of the Zonta Club of Washington, D.C., and further provided that notice of such amendment shall have been sent to each member at least ten days before the meeting.

# **Bylaws and Rules of Procedure of the Zonta Club of Washington Foundation**

## **BYLAWS**

### **Adopted by the Membership of the Zonta Club of Washington Foundation**

#### **Article I. Name.**

The name of this corporation is "Zonta Club of Washington Foundation."

#### **Article II. Offices.**

**Section 1.** The principle office of the corporation shall be in the City of Washington, District of Columbia, at such place as the Board of Directors may from time to time determine. The corporation may have such other offices as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

#### **Article III. Members.**

**Section 1.** The members of the corporation shall be the persons who shall from time to time be members of the Zonta Club of Washington.

#### **Article IV. Meeting of Members.**

**Section 1. Annual Meeting.** An annual meeting of the members of the corporation shall be held on the same date and at the same place as that of the annual meeting of the Zonta Club of Washington at such hour as the meeting of the club shall be suspended for this purpose, and the annual meeting of this corporation shall be convened by its President. Notice of not less than ten nor more than forty days shall be given to each member entitled to vote at such meeting. By a majority vote of the members present, the annual meeting of the corporation may be adjourned to the time and place of the next regular meeting of the club.

**Section 2. Special Meetings.** Special meetings of the corporation may be called by the Board of Directors upon not less than one week's notice in writing sent to the members by mail, such notice to set forth the time, place, and a brief statement of the purpose of such meeting. A special meeting of the members shall be duly called by the Board of Directors upon the written request, setting forth the purpose thereof, signed by not less than ten members of the corporation, and filed with the Secretary at the principal office of the corporation.

**Section 3. Informal Action by Members.** Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds of the members entitled to vote with respect to the subject matter thereof.

**Section 4. Quorum.** At a meeting of the members of the corporation, one-third of the total membership shall constitute a quorum. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

**Section 5. Voting by Mail.** Where directors or officers are to be elected by members, such election may be conducted by mail in such manner as the Board of Directors shall determine. Voting on any other matter may be conducted in such manner as the Board of Directors shall determine.

#### **Article V. Board of Directors.**

**Section 1. General Powers.** The Board of Directors shall be the governing body of the corporation with responsibility for the management of the business affairs, property, and funds of the corporation. In addition to the powers and authorities expressly conferred on the Board by these bylaws, it may exercise all such powers of the corporation, and do all such lawful acts and things as are within the powers of the Zonta Club of Washington Foundation to do.

**Section 2. Specific Powers.** Without prejudice to the general powers conferred by the last preceding clause, and other powers conferred by statute, by certificate of incorporation and by these bylaws, it is expressly declared that the Board of Directors shall have power (1) to make and change rules and regulations for the management of the affairs of the corporation not inconsistent with these bylaws; (2) to delegate any of the powers of the Board of Directors in the course of current business of the corporation to any standing or special committee or to any other officers or agent, or to appoint any persons to be the agents of the corporation, with such powers and upon such terms as they think fit; (3) to adopt annually a budget setting forth in detail the expected income and the proposed expenditures for the work of the corporation for its then current fiscal year, and from time to time, to make such changes in the budget as may seem desirable; (4) to direct the expenditure of the corporation's funds; (5) to acquire, and to accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation; (6) to use, receive income from, and dispose of any property of the corporation, either real or personal; and (7) to provide for an annual audit of the books of the corporation.

**Section 3. Members, Tenure and Qualification.** The number of directors shall be nine, including: the President, the First Vice president and Immediate Past President of the Zonta Club of Washington, provided that such President and First Vice president may not serve concurrently in the corresponding offices in the corporation; and six elected directors. Election of directors shall be at the annual meeting of the corporation. The term of each of the elected directors shall be for three years, except that of those first elected, two shall be elected for a term of one year, two for a term of two years, and two for a term of three years. No member of the Board of Directors of the Zonta Club of Washington (except the President, the First Vice president, and the Immediate Past President thereof) shall serve concurrently as a member of the Board of Directors of the corporation.

**Section 4. Regular Meetings.** A regular annual meeting of the Board of Directors shall be held without other notice than this bylaw, immediately after, and at the same place as, the annual meeting of members. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board without other notice than such resolution.

**Section 5. Special Meetings.** Special meeting of the Board may be called by the President, and shall be called upon the written request of three members of the Board.

**Section 6. Notice.** Notice of any special meeting of the Board shall be given at least three days previous thereto by written notice delivered personally or sent by mail or telegram to each Director at her address as shown in the records of the corporation. Any Director may waive notice of any meeting. The attendance of Directors at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

**Section 7. Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

**Section 8. Voting.** Each members of the Board of Directors shall have an equal vote as a Director.

**Section 9. Vacancies.** Any vacancy on the Board, other than in the office of the President, taking place in the interim between annual meetings shall be filled by a majority of the remaining members of the Board, though less than a quorum of the Board, for the period until the next annual meeting of the corporation, at which meeting a successor shall be elected to fill the remainder of the unexpired term.

**Section 10. Informal Action by Directors.** Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Directors.

## **Article VI. Officers.**

**Section 1. Officers.** The officers of the corporation shall be a President, a Vice President, a Secretary and a Treasurer.

**Section 2. Election and Term of Office.** The officers shall be elected at the initial meeting of the Board of Directors following the election of directors at the Annual Meeting of the corporation. Each officer shall hold office for a term of one year or until her successor shall have been elected and taken office. No officer, with the exception of the Treasurer, shall be eligible to hold the same office for more than three consecutive terms.

**Section 3. Vacancies.** A vacancy in any office, except the office of President, may be filled by the Board of Directors for the unexpired portion of the term. A vacancy in the office of President shall be filled by the Vice President.

**Section 4. President.** The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. She shall preside at all meetings of the members and of the Board of Directors. She may sign, with the Secretary or Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly designated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general she shall perform all duties incident to

the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Section 5. Vice President.** The Vice President shall assist the president when called upon, and shall act as and for the President when the President is unable to act. In the case of a vacancy in the office of the President the Vice President shall assume the duties of that office for the unexpired term.

**Section 6. Secretary.** The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to her by the President or by the Board of Directors.

**Section 7. Treasurer.** If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of her duties in such sum and with such surety or sureties as the Board of Directors shall determine. She shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for all moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VIII of these bylaws, and in general perform all the duties incident to the office of Treasurer and such duties as from time to time may be assigned to her by the President or by the Board of Directors.

## **Article VII. Committees.**

**Section 1. Executive Committee.** There shall be an Executive Committee of the Board of Directors composed of the President, the Vice President, the Secretary, the Treasurer, and two other members of the Board of Directors elected by the Board. Three members of the Committee shall constitute a quorum for the transaction of business. The Committee shall exercise general supervision over the corporation's operations and expenditures, and during the interim between the meetings of the Board of Directors shall exercise the powers and duties of the Board. The Committee shall meet not less than quarterly, and shall keep accurate minutes of its meetings and make a report of its actions and recommendations at the regular meetings of the Board of Directors.

**Section 2. Budget and Audit Committee.** The Board of Directors shall annually appoint a committee of its members, other than any of its officers, having the following duties: (1) To prepare an annual budget; (2) Provide for an annual audit, with authority to engage such professional services as in its judgment may be required; and (3) Submit a report of its actions at the annual meeting of the members of the corporation.

**Section 3. Nominating Committee.** The Board shall annually, subsequent to the first annual meeting, appoint a Nominating Committee of not less than three members of the corporation. This committee shall propose a slate of nominees for Directors to be placed before the members at the annual meeting of the corporation, and such slate shall be

published in the notice to members of the said meeting. The appointment of the committee shall be sufficiently far in advance of the meeting to permit the committee carefully to consider its nominations. Nothing herein contained shall be deemed to preclude nominations, other than those proposed by the committee, from the floor at the annual meeting.

**Section 4. Other Committees.** The Board by resolution adopted by a majority of the Directors at a meeting at which quorum is present, may appoint such standing and special committees as it deems necessary. The responsibilities, membership, and terms of such committees shall be as prescribed by the Board.

#### **Article VIII. Contracts, Checks, Deposits and Funds.**

**Section 1. Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

**Section 2. Checks, Drafts, etc.** All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board, such instruments shall be signed by any two of the following officers: The President, the Vice President, the Secretary, or the Treasurer.

**Section 3. Deposits.** All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4. Gifts.** The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

#### **Article IX. Books and Records.**

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or her agent or attorney, for any proper purpose at any reasonable time.

#### **Article X. Fiscal Year.**

The fiscal year of the corporation shall be from June 1 to May 31, inclusive.

#### **Article XI. Seal.**

The corporation shall have a seal and thereon inscribed shall be the name of the corporation, the year of its creation, and the words "District of Columbia."

**Article XII. Waiver of Notice.**

Whenever any notice is required to be given under provisions of law, the provisions of the article of incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**Article XIII. Dissolution.**

In the event of the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of its assets exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Law of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law), as the Board of Directors shall determine. No part of the assets of the corporation shall be distributed to its members, trustees, officers, or other private persons, except to pay reasonable compensation for services rendered or as otherwise permitted under the corporation's Articles of Incorporation.

**Article XIV. Amendments.**

These bylaws may be amended by vote of a majority of the members present at the annual meeting or at a special meeting of the corporation called for the purpose. In the interim between meetings of the members, the Board of Directors by a majority vote of the Board shall have the power to amend these bylaws. However, any such amendment made by the Board shall be reported to the members in the notice of the next meeting, together with the reason the amendment was made by the Board. If the members take no action at the meeting to strike down the amendment, it shall stand approved. Actions taken under any amendment made by the Board, which amendment is later struck down by the members, shall nevertheless be valid provided the said actions were taken during the period when the amendment was in effect.

**Article XV. Parliamentary Authority.**

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Zonta Club of Washington Foundation in all cases in which they are not inconsistent with these bylaws.

**RULES OF PROCEDURE**

**1. Annual Meeting**

Notice of the Annual Meeting shall be given to all members not less than 10 days nor more than 40 days before the meeting. This meeting should be held on the same day and at the same place as the annual meeting of the Zonta Club of Washington.

By a majority vote of the members present, the Annual Meeting of the Foundation may be adjourned to the time and place of the next regular meeting of the Club. (Foundation Bylaws, Art. IV, Sec. 3)

## **2. Elections.**

The Board shall appoint a Nominating Committee of not less than three members. The report of the committee shall propose a slate of nominees for Directors and shall be included in the notice of the Annual Meeting (Foundation Bylaws Art. VII, Sec. 3). The Officers shall be elected as provided by the Bylaws (Art. VI, Sec. 2).

## **3. Grants and Awards.**

- (a) Approval and Funding of Awards. All grants and awards shall be approved by the members of the Foundation and shall be paid out of the Foundation.
- (b) Scholarship Awards. The report of the Scholarship Committee recommending individuals as recipients of scholarships shall be subject to approval by the membership of the Foundation. After such approval, the universities shall be notified of the awards by the Scholarship Committee.
  - Scholarships for students in local universities are funded by the transfer of investment income earned on the Scholarship Fund of the Zonta Club of Washington to the Foundation and by contributions received directly by the Foundation for scholarships. Such direct contributions shall be the funds first applied in paying the yearly scholarships, with the remainder of the amount necessary to fund the scholarship being taken from investment income earned by the Scholarship Fund of Zonta Club of Washington which is transferred to the Foundation. (Minutes of March 28, 1993, Board of Directors meeting.)
- (c) Service Projects. A proposed budget for service projects which has been prepared by the Service Committee of the Zonta Club of Washington and approved by the Club Board of Directors will, upon receipt by the Foundation, be referred to the Foundation Grants and Awards Committee which will review the proposal and, after consultation with the Foundation Audit and Budget Committee, make a recommendation to the Foundation Board of Directors as to its approval. If the Foundation Board approves the proposal, it will recommend to the Foundation Membership that the proposed Service Projects Budget be approved.

## **4. Foundation Funds.**

- (a) Scholarship Funds. These funds consist of transfers to the Foundation of investment income by the Zonta Club of Washington from its Scholarship Fund and of direct contributions to the Foundation for Scholarships.
- (b) Fund-Raising Project Funds. A budget listing proposed fund-raising projects for the year, which has been prepared by the Finance Committee of the Zonta Club of Washington and approved by the Club's Board of Directors shall upon receipt by the Board of Directors of the Foundation, be reviewed and, if approved by such Board, submitted to the members of the Foundation with recommendation that it be approved by the members.
- (c) Fund Raising. Notices of and tickets for Fund-Raising Events shall be in accordance with IRS requirements specifying the deductible portion of the charge, for Federal income purposes.

- (d) Contributions. Contributions from members, or others, for general or specific purposes.
- (e) Restriction on Use of Foundation Funds. The funds of the Foundation shall not be used for personal gifts or acknowledgements. (Minutes of October 25, 1993, Board of Directors meeting.)

# Forms

## Membership Proposal Form

Professional Name: \_\_\_\_\_

Occupation & Job Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Business Fax number: \_\_\_\_\_

Job Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Relationship to Sponsor: Friend \_\_\_\_\_ Business Associate \_\_\_\_\_

Other (e.g., recommended by ..) \_\_\_\_\_

How long has Sponsor known Nominee? \_\_\_\_\_

Date Nominee attended Club Event \_\_\_\_\_

Sponsor Telephone Number/Email address: \_\_\_\_\_

Additional Information:

Signature of Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

## 2004 – 2006 Officers and Directors of Zonta International, the Zonta International Foundation, and District 3

### Zonta International

President	Mary Ellen Bittner	USA
President-Elect	Olivia A. Ferry	Philippines
Vice President	Beryl Sten	Sweden
Secretary/Treasurer	Darlene Kurtz	USA
Executive Director	Janet Halstead	USA
Directors (term ends 2006)	Annette Binder	Germany
	Elba Pereyra de Gomensoro	Uruguay
	Maria Imelda Santos Gomez	Philippines
	Lynn McKenzie	New Zealand
Directors (term ends 2007)	A.O. Omotayo Morgan	Nigeria
	Maria Jose Landeira Ostergard	Denmark
	Simone Ovar Bruno	Italy
Parliamentarian	Patty Cain	USA

### Zonta International Foundation

President	Anne Silvester	Australia
Vice President/Secretary	Irene Wiese-von Ofen	Germany
Treasurer	Betty Jane Bourdon	USA
Directors (term ends 2007)	Amy Lai	Taiwan
	Jacquelyn Sammons	USA
	Anne Silvester	Australia
	Irene Wiese-von Ofen	Germany
Directors (term ends 2009)	Betty Jane Bourdon	USA
	Lollie Harper	USA
	Kirsten Theisen	Denmark

### District 3

Governor	Susan Halsey	Trenton
Lieutenant Governor	Jo Manson	Fairfax
Treasurer	Karen Shirey	Harrisburg-Hershey
Secretary	Jeanne Florio	Morristown
Parliamentarian	Jane Adams	Trenton
Area 1 Director	Ellen Karo	New York
Area 2 Director	Mary Ann Tarantula	Northern Valley NJ
Area 3 Director	Barbara Taylor	Annapolis
Area 4 Director	Lisa Fraser	Hampton Roads

## **Biennium 2004-2006 International Service Program**

The International Service Program enables Zontians to address some of the most crucial and pressing issues affecting women, issues like HIV/AIDS, trafficking for sexual exploitation, maternal and neonatal tetanus, female genital circumcision and more. Since 1956, the International Service Fund has provided more than US\$6 million for projects in more than 25 countries, reaching to the causes, not just the symptoms, of the primary barriers to equality.

Each biennium, through the International Service Program, Zontians support International Service projects. These projects are identified by Zonta leadership based on priority issues and/or geographical area need. Zontians worldwide embrace the International Service Fund through their generous donations. In addition, they often use the issues addressed by the projects as platforms for education and action within their own countries.

The International Service projects for the 2004-2006 Biennium focus on urgent issues in three parts of the world: Niger, Bosnia and Herzegovina and Afghanistan.

- Women now account for almost half of all cases of HIV/AIDS in the world. The impact of HIV/AIDS is so devastating in the Bouza District of the Tahoua Department (state) in Southern Niger, that the district is known as "the Valley of the Widows" because of the high number of young married men who have died in recent years.
- In late 2000, the International Police Task Force of Bosnia estimated that over 10,000 victims of trafficking are in the country at any one time. Local women's groups estimate that more than 95 percent of these are women.
- Only 3 percent of Afghan women are literate; and the majority of women have no access to clean water, energy or sanitation. For almost six years, Afghan women were completely removed from social, economic and political life, and virtually all of their human rights have been violated.

### **HIV/AIDS and Poverty**

CARE International Mata Masu Dubara (Women on the Move):

Microcredit and Health Education for HIV/AIDS -Affected Women in Niger

HIV/AIDS is a disease that affects the health, social, and economic status of women. Women now account for almost half of all cases of HIV/AIDS. In countries with high prevalence rates, young women are at higher risk of contracting HIV than young men.

Research shows that limited access to information and low income levels dramatically increase the risk of HIV infection, particularly among women.

The West African nation of Niger is the second poorest country in the world, according to UN Human Development Indicators. More than 50 percent of the population lives in absolute poverty, on less than 40 cents US per day. The majority of women's labor in the home and fields is unpaid, and the rural poor have little access to banking or credit facilities.

Because only 4 percent of Niger's land is arable, men seek work in neighboring countries for a portion of each year; then return home for a portion of each year often with HIV/AIDS. In the Bouza District of the Tahoua Department (state) in Southern Niger more than 80 percent of households take part in this massive migration. Here, the impact of HIV/AIDS is so devastating, the district is known as "the Valley of the Widows" because of the high number of young married men who have died in recent years.

Recognizing that HIV/AIDS and poverty are inextricably linked, CARE International is working to reduce the spread of HIV/AIDS while providing care and support for those affected, and to find lasting solutions to wider social and economic problems that exacerbate the AIDS crisis. Until there is a cure, strategies such as increasing women's income, status, and decision-making power within the household are some of the most powerful weapons in the fight against AIDS.

To counter the devastating effects of HIV/AIDS in the Bouza District of Niger, the CARE project will focus on reducing the risk of HIV/AIDS and its physical, social, and economic consequences for at least 3,600 women and their families in the Bouza District of Niger by the year 2006. The project will provide HIV/AIDS education, self-esteem and negotiation skills training, and support networks of female peers, centered on the establishment of all-female savings groups.

### **Trafficking in Women**

STAR Network of World Learning: Bosnia and Herzegovina Anti-Trafficking Community Mobilization Project

Trafficking in women and girls for sexual exploitation is a lucrative global industry involving millions of dollars and thousands of damaged lives. Trafficked women and girls report repeated violent rapes, unplanned pregnancies, beatings, torture and other sexual abuse by clients and traffickers as well as serious reproductive health illnesses. In Bosnia alone, it is estimated that more than 10,000 victims of trafficking are in the country at any one time.

Led by an experienced Bosnian staff, the [Bosnia and Herzegovina Anti-Trafficking Community Mobilization Project](#) combines technical assistance with small grant support in three areas:

- Capacity building of women's organizations for community mobilization. Technical assistance through workshops and coaching to increase the effectiveness of RING and local NGOs working on trafficking issues.
- Communications and public relations to increase the media and public's awareness of trafficking and reduction and prevention strategies.
- Collaboration and coalition building in support of enforceable public policies to stop trafficking, support prevention activity and provide appropriate response to victims.

Access to Education and Health Care - Afghanistan: Improving Women's Lives

Before 1996 Afghan women formed 50 percent of government workers, 70 percent of all teachers and 40 percent of medical personnel. Today, the women of Afghanistan know what it means to be displaced, to have one of the highest rates of maternal and child mortality, one of the lowest rates of access to education and health care, and total exclusion from public life and decision making in recent years.

In response to Zontians' dedication to [Improving Women's Lives in Afghanistan](#), the 2004-2006 International Service projects will continue to focus on the long-term improvement of the quality of life for Afghan women, specifically in rural areas.

**Past International Service Projects** include efforts to prevent violence against women in India, to reduce the incidence of female genital circumcision in Burkina Faso and to eliminate maternal and neonatal tetanus in Nepal.

## Presidents of the Zonta Club of Washington, D.C.

Edith C. Salisbury	1922-23	Barbara Aller	1957-59
Imogene James	1923-24	Marguerite Rawalt	1959-60
Mary A. Lindsley	1924-25	Charlotte Engel	1960-61
Jessie E. LaSalle	1925-26	Catherine Houck	1961-62
Jane Barlett	1926-27	Eleanor Walker	1962-63
Elizabeth Harris	1927-28	Dorothy Parks Hurt	1963-65
Lida B. Earhart	1928-29	Ursula B. Keller	1965-67
Esther C. M. Gude	1929-30	Eddie Kay Vest	1967-68
Gertrude Van Hoesen	1930-31	Winifred D. Owens	1968-69
Amelia Gude Thomas	1931-32	Helen M. Martell	1969-70
Harriet Howe	1932-33	Carol Beaver*	1970-72
Edith SeVille Coale	1933-34	Lois B. Earl	1972-74
Mildred W. Dickerson	1934-35	Mary T. Stewart	1972-74
I. Malinde Havey	1935-36	Ruth Osborn*	1976-77
Mabel F. Strider	1936-37	Margaret Pierce*	1977-78
Winifred Burwell	1937-38	Bertha M. Marschat	1978-79
Emma T. Hahm	1938-39	Eileen O'Connor*	1979-81
Mary W. Sigman	1939-40	Frances Horn*	1981-82
Nan R. Street	1940-41	Angela Ricciardelli*	1982-84
Ethel J. Hess	1941-42	Marjorie Brawley**	1984-85
Helen Steinbarger	1942-43	Winnifred C. Lee	1985-87
Kathryn Nelson Fox	1943-44	Carol Beaver*	1987-88
Elizabeth M. Cox	1944-45	Patricia L. Brown	1988-89
Josephine Prescott	1945-46	Mary Ellen Bittner*	1989-91
Frances Powell Hill	1946-47	Elizabeth K. Bunch	1991-92
Dorothy B. Scates	1947-48	Frances Malocek**	1992-93
Alice Sheldon	1948-49	Victoria Barrera-White	1993-94
Nancy Pocre Tufts	1949-50	Diane Douglass*	1994-95
Inez Willburn	1950-51	R. J. McGlasson*	1995-97
Ruth Sheldon	1951-52	Irene Pendleton*	1997-98
Florence Warner Hohenstein	1952-53	Dolores Lowery	1998-2000
Virginia Conway	1953-55	Janet Southby*	2000-2002
Vera Lundquist	1955-57	Marta Calderon*	2002-2004
		Catherine (KT) Harroun*	2004-2006

\* Current member of the Zonta Club of Washington, DC (2005)

\*\* Current member of another Zonta Club outside the Washington metropolitan area (2005)

## **2005 – 2006 Officers and Directors of the Zonta Club of Washington, DC, and the Zonta Club of Washington Foundation**

### **Zonta Club of Washington, DC**

#### 2005-2006 Officers

President      KT Harroun  
First VP      Yvonne Boggan  
Second VP    Kathy Deutsch  
Secretary     Karen Manton  
Treasurer    Joanne Gallos

#### 2004-2006 Directors

Marta Calderon  
Diana Garcia  
Ricky Ricciardelli  
Janet Southby  
Ramona Stoltz

#### 2005-2007 Directors

Mary Lou Dell  
Connie Grieb  
Catherine Sheppard  
Janet Tasker  
Mary Tierney

### **Zonta Club of Washington Foundation**

#### 2005-2006 Officers

President              Carol Beaver  
Vice President      Diane Douglass  
Secretary             Sandra Shaw  
Treasurer            Janet Wittes  
Directors:  
Term expires 2006: Christine Brooks  
                             Sandra Shaw  
Term expires 2007: Carol Beaver  
                             Janet Wittes  
Term expires 2008: Diane Douglass  
                             Gwendolyn Pla  
Ex Officio Members: KT Harroun, President, ZCW  
                             Yvonne Boggan, First VP, ZCW  
                             Marta Calderon, Immediate Past President, ZCW

## 2005 – 2006 Committee Chairs and Members of the Zonta Club of Washington, DC

### **Program Group Coordinator:**

Diana Garcia

#### Program

Diana Garcia\*  
Esther Anderson  
Twyla Courtot  
Karen Manton (UN)  
Afaf Mahfouz (UN)  
Attendance  
Marilu Del Carpio  
Carol Widmayer

#### United Nations

Karen Manton

### **Membership Group Coordinators:**

Janet Southby

Connie Grieb

#### OMC

Janet Southby\*  
Carol Beaver  
Marie Bundy  
Gloria Crowley  
Annette Dixon  
Judy Fitzpatrick  
Carly Fortier  
Connie Grieb  
Caroline Goodson  
Deena Weatherly-Douglas

#### Fellowship

Connie Grieb\*  
Linda Baily-Marshall  
Deb Bergeris  
Cindy Conover  
Heather Dolstra  
Trang Garrett  
KT Harroun  
Carolyn Marsh  
Janet Tasker  
Janet Southby  
Helen Stafan-Moreau  
Rosalee Williams

### **Communication Group Coordinator:**

Janet Tasker

#### Newsletter

Janet Tasker\*  
Tracy Batacan

#### Public Relations

Twyla Courtot  
Tracey Batacan  
Pascale-Emmanuelle Nouama

#### Phone Reminders

Vickie Rashid  
Michele Smith  
Lynn Lashlee

#### Archives

Sandra Shaw

#### Intercity

KT Harroun  
Kathy Deutsch  
Carol Widmayer

### **SWS/Service Group Coordinator:**

Kathy Deutsch

#### Status of Women's Service

Cathy Sheppard\*  
Kathy Deutsch\*  
Fatima Nazar  
Yvonne Bishop  
Ramona Stoltz  
Roselyn E. Epps (bags)  
Roselyn P. Epps (bags)  
Rosalee Williams  
Mary Lou Dell  
Deena Weatherly-Douglas  
Pascale-Emmanuelle Nouama  
Tammy Kniefl

Edith Seville Cole

Cathy Whitt\* (06)  
Bonnie Benetato (08)  
Diane Bricker (08)  
Mary Tierney (08)  
Jessie Colson (07)  
Roselyn E. Epps (06)  
Roselyn P. Epps (06)  
Afaf Mahfouz (07)  
Carolyn Van Mason (07)

Scholarship

Rickie Ricciardelli\*  
Esther Anderson  
Beth Ausbrooks  
Heather Dolstra  
Elizabeth Folsom  
Marilyn McKenney  
Beth Wainwright

Investment

Yvonne Boggan\*(06)  
Jessie Colson (07)  
Carol Beaver (08)  
Joanne Gallos (ex officio)  
Sulyporn Kulsrethsiri (09)  
Janet Wittes (ex officio)  
Sandy Cunningham (advisory)

Long Range Planning

Ramona Stoltz  
Jennie Kalmanson

Nominating

Sandy Cunningham\*  
Deena Weatherly-Douglas  
Cathy Whitt

Parliamentarian

Carol Beaver

\* Denotes Committee Chair

**Administration/Finance Group**

**Coordinator:**

Marta Calderon

Finance

Marta Calderon\*  
Yvonne Boggan\*  
Carol Beaver  
Bonnie Benetato  
Debra Bergeris  
Yvonne Bishop  
Karen Clark  
Jesse Colson  
Cindy Conover  
Sandy Cunningham  
Marilu Del Carpio  
Kathy Deutsch  
Jane Fitzgerald  
Constance Grieb  
Carly Fortier  
KT Harroun  
Tracie Morris  
Helen Stefan-Moreau  
Mary Tierney (after October)  
Marilyn Brekka (supplies)

## **2005 - 2006 Committee Chairs and Members of the Zonta Club of Washington Foundation**

### **Budget and Audit**

Gewndolyn Pla, Chair  
Janet Wittes

### **Grants and Awards**

Kathy Deutsch, Co-Chair  
Catherine Sheppard, Co-Chair  
Fatima Nazar  
Yvonne Bishop  
Ramona Stoltz  
Roselyn E. Epps  
Roselyn P. Epps  
Rosalee Williams  
Mary Lou Dell  
Deena Weatherly-Douglas  
Pascale-Emmanuelle Nouama  
Tammy Kniefl

### **Scholarships**

Rickie Ricciardelli, Chair  
Beth Ausbrooks  
Heather Dolstra  
Esther Anderson  
Elizabeth Folsom  
Afaf Mahfouz  
Marilyn McKenney

### **Ways and Means**

Yvonne Boggan, Co-Chair  
Marta Calderon, Co-Chair  
Bonnie Benetato  
Debra Bergeris  
Yvonne Bishop  
Constance Grieb  
Marilu Del Carpio  
Karen Clark  
Jesse Colson  
Cindy Conover  
Sandy Cunningham  
Kathy Deutsch  
Carley Fortier  
KT Harroun  
Jane Fitzgerald  
Tracie Morris  
Helen Stefan-Moreau  
Mary Tierney  
Marilyn Brekka

### **Nominating**

KT Harroun, Chair  
Yvonne Boggan

Note: The Foundation President is an ex-officio member of all the committees except the Nominating Committee

## Service Projects and Fundraisers 2005-2006

### Service Projects

The proposed Status of Women Service Committee Budget for the year is as follows:

<b>International Programs</b>	<b>Expense</b>
Amelia Earhart Scholarship Fund	\$1,300
Klausman Scholarship Fund	\$250
YWPA Scholarship Fund	\$0
International Service Fund	\$1,600
ZISVAW Fund	\$1,750
Rose Fund	\$100
<i>Subtotal:</i>	<i>\$5,000</i>
<b>Scholarships</b>	<b>Expense</b>
Zonta Foundation Fund	\$5,000
Jane Klausman Award	n/a
YWPA Award	n/a
<i>Subtotal:</i>	<i>\$5,000</i>
<b>Local Service Projects</b>	<b>Expense</b>
Girls Inc. (see note 1)	\$1,050
Zonta Gift Bags	\$100
CASA DC/Good Bears of the World	\$1,550
N St. Village (Bethany Women's Center/Good Bears of the World)	\$2,300
Special Networking Projects (see note 2)	\$0
<i>Subtotal:</i>	<i>\$5,000</i>
<b>Total:</b>	<b>\$15,000</b>

Note 1. Girls Inc. trains staff and girls to prevent violence and abuse. The funds will be used to train staff and volunteers in methods to teach the girls attending the Girls Inc. program sponsored by Howard University (HU). The participants will include students and staff from HU as well as staff from Girls Inc. who will work with the program at HU.

Note 2: To insure that the hours and monetary contributions made by our members to other organizations with similar goals to those of Zonta, the category Special Networking Projects is listed in the Local Service Projects. Examples would be Suited for Change, or time and gifts for local women's shelters.

## **Fundraisers**

The approved Finance Committee budget is as follows:

<u>Activity</u>	<u>Projected Income</u>
Zonta Store	\$1,900
Holiday Card	\$4,600
Casino/Silent Auction/Gala	\$8,000
Fur Coat Tickets	\$1,000
<b>Total</b>	<b><u>\$15,500</u></b>

**Further details will be published in the *Zontagram*.**

## Calendar of Event, 2005-2006, Zonta Club of Washington, DC

### Summer/Fall Calendar 2004

- 1-3 Oct District 3 Conference in the Poconos  
06-Oct Dinner Meeting - United Nations  
12-Oct Board Meeting  
15-Oct Inputs for Zontagram due to Zontagram@cox.net  
29-Oct Zonta Club of Charles County Annual Fashion Show  
30-Oct Zonta Club of Frederick Annual Luncheon and Auction (11:30 am, Red Horse Restaurant)  
03-Nov **Dinner Meeting - Scholarship Night**  
08-Nov Board Meeting/Zonta's 85th Birthday!  
12-Nov Inputs for Zontagram due to Zontagram@cox.net  
13-Nov Zonta Club of Fairfax Annual Art Auction  
16-Nov Zonta Club of Alexandria Benefit Dinner for the Cancer Institute in Kabul, Afghanistan  
21-Nov **DC Club Theatre Party - *The Importance of Being Earnest***

### 2005

- 30-Sep **Fall Conference at Teaneck-Bergenfield**  
05-Oct **Dinner Meeting - UN Month**  
11-Oct Board Meeting  
26-Oct Evening at the Australian Embassy  
02-Nov **Dinner Meeting - Scholarship Night**  
14-Nov Board Meeting  
28-Nov Deadline for Holiday Card Contributions  
03-Dec Area 4 Leadership Team Meeting  
11-Dec **Holiday Party - KT's House**  
12-Dec Board Meeting

### 2006

- 04-Jan **Dinner Meeting**  
09-Jan Board Meeting  
01-Feb **Dinner Meeting**  
13-Feb Board Meeting  
01-Mar **Dinner Meeting**  
13-Mar Board Meeting  
19 -Mar Reception for Prospective Members  
05-Apr **Dinner Meeting**  
10-Apr Board Meeting  
22-Apr Area 3/4 Spring Workshop  
29-Apr **DC Club Gala!**  
08-May Board Meeting  
07-Jun **DC Club Annual Meeting**

**Dinner Meeting Info:**

**Date:** First Wednesday of the month or as indicated in the calendar

**Time:** 6:30 PM social, 7:00 PM dinner

**Cost:** \$35 for dinner, \$3 for cocktail

**Where:** Marriott Hotel at Metro Centre, 775 12<sup>th</sup> Street, NW Washington, DC

**Reservations:** Diana Garcia at 703 413 4134 or [digarcia@comcast.net](mailto:digarcia@comcast.net)

**The Fellowship Committee is initiating an informal happy hour each month on the third Tuesday of the month from 5 0 7 PM. This is to provide members additional opportunities to interact and get to know each other. See the *Zontagram* for further details.**