

Rules of Procedure for e-Clubs

A **Zonta e-Club** is a Zonta club that conducts its Zonta business and holds meetings using the Internet and other electronic media as tools to manage the club and its projects. An e-Club has the same rights and responsibilities of a traditional Zonta club.

(Refer to: Article XIV of Governing Documents 2016 at <http://www.zonta.org/Portals/0/Membership/Governance/ZIGovDocs2016.pdf>)

MEETINGS

1. Regular **club meetings** shall be held each month unless otherwise ordered by the club board. The monthly membership meetings may be held electronically on the same day (for example: third Tuesday of each month) using an electronic meeting tool (for example: GoToMeeting, Skype, etc.) beginning at a set time (for example: 7 p.m.) unless otherwise recommended by the club board and approved by the membership. Special membership meetings may be called as provided in the club's bylaws (for example: Article VIII, Section 3).
2. A Zonta e-Club must have at least one face-to-face meeting per year at a set location (for example: district conferences, inter-district seminars or international conventions). This will serve as the e-Club's annual membership meeting.
3. The e-Club members are entitled and encouraged to participate in all events and activities of the area and the district to which they belong. They may attend other club meetings when invited or permitted.
4. Regular **e-Club board meetings** shall be held each month unless otherwise ordered by the board. A majority of the members of the e-Club board shall constitute a quorum. The club board may transact business through the use of electronic communication.
5. The area director, lieutenant governor or governor shall be invited to electronically attend one club meeting per biennium. The e-Club president or its officers shall also interface with the area director, lieutenant governor or governor on a periodic basis to align its programs and activities with that of the area and district to which it belongs.

MEMBERSHIP and INDUCTION

1. New member(s) shall be inducted within eight weeks, when possible, after accepting membership in the e-Club and paying all dues and fees. At that time, or soon thereafter, they shall receive a Zonta pin (via mail), electronic copies of Club Bylaws and Rules of Procedure and the club roster. They may also receive electronic copies of the current Zonta International Governing Documents, District Rules of Procedure and Zonta Club Manual by the e-Club's membership committee chairman.

2. The e-Club president's pin shall be presented to the incoming president when he/she is installed and may be mailed or delivered as determined by the immediate e-Club past president. He/she shall wear the pin during his/her term of office. At the end of his/her term of office, he/she shall pass on the pin and gavel guard to the new president. The club shall purchase a similar pin and gavel guard to be presented to the outgoing president. The treasurer shall be responsible for placing the order for the outgoing president's pin.

DISTRICT CONFERENCE AND INTERNATIONAL CONVENTIONS

1. The e-Club shall have one or more delegates in accordance with the ZI Bylaws for district conferences and international conventions. Otherwise, the club needs to be represented by proxy.
2. The e-Club may budget and subsidize one or more delegates to district conferences or to international conventions.

DUES AND FEES

1. International dues and fees shall be paid as provided in the ZI Rules of Procedure. District dues shall be paid by the date determined by district conference. Club dues shall be paid in accordance with club bylaws.

RULES OF PROCEDURES

1. The Rules of Procedure shall be adopted or amended by a majority vote of the e-Club members at the annual meeting.

President's Signature and Date