

PROPOSED AMENDMENTS TO THE POLICIES AND PROCEDURES MANUAL

OF ZONTA INTERNATIONAL DISTRICT 12

Submitted to the Membership at the District 12 Conference

September 22 – 24, 2017

The following are the relevant provisions of the Policies and Procedures Manual for District 12 (“D12”) that are proposed to be amended. The words to be deleted or substituted are ~~crossed out~~ on the left hand side and the proposed wording with changes and/or additions are underlined on the right hand side.

There are a total of 7 proposals and 1 resolution. They are grouped together as appropriate, with reference to the applicable Manual division. Page numbers refer to the “District 12 Policies and Procedures Manual,” as revised in 2015.

**1. Proposal pertaining to Division I, District Structure**

**I(E), p. 7**

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| PRESENT WORDING | PROPOSED WORDING |
| If a club within District 12 organizes a Z-club or Golden Z-Club following the guidelines set forth by Zonta International, it will be the responsibility of that club to provide support, financial or otherwise for Z-club or Golden Z-Club members to attend Zonta sponsored events, including but not limited to District Conference, Governor’s Seminar and Area Meetings. | 1. If a club within District 12 organizes a Z-club or Golden Z-Club following the guidelines set forth by Zonta International, it will be the responsibility of that club to provide support, financial or otherwise for Z-club or Golden Z-Club members to attend Zonta sponsored events, including but not limited to District Conference, Governor’s Seminar and Area Meetings.2. The sponsoring Zonta club shall pay a charter fee and an annual renewal fee in US dollars to Zonta International. |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The change adds a second paragraph specifying that the sponsoring club is responsible for paying the charter fee and renewal fees for Z-Clubs or Golden-Z Clubs which it sponsors.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**2. Proposals pertaining to Division II, District Board**

**2.1 II(A)(4), Board of Directors, p. 9**

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| PRESENT WORDING | PROPOSED WORDING |
| 4. Officers’ terms shall officially commence after the close of the International Convention following their election. The term of office shall be two (2) years or until a successor takes office. No member who has served previously as an elected officer is eligible to serve in the same office again except the Treasurer who is eligible to serve two (2) consecutive terms in that office~~.~~ | 4. Officers’ terms shall officially commence after the close of the International Convention following their election. The term of office shall be two (2) years or until a successor takes office. No member who has served previously as an elected officer is eligible to serve in the same office again except (1) the Treasurer who is eligible to serve two (2) consecutive terms in that office~~.~~; and (2) an area director who is eligible to serve again four (4) years after the completion if the area director’s first term in that office. An officer who has served more than half a term is considered to have served a full term in that office. |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The change adds a second clause specifying that a previously-serving area director may serve again as area director four (4) years after the completion of the first term in office.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**2.2 II(B)(2)(a), Removal from Office, p. 11**

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| PRESENT WORDING | PROPOSED WORDING |
| a. Elected District officers may be removed by the District Board for cause. ~~Cause shall include but not be limited to failure, without excuse, to attend meetings, failure to perform the duties of the position, or acting in such a way as to injure the good name of Zonta or hamper its work.~~  | a. Elected District officers may be removed by the District Board for cause upon grounds permitted for removal at the international level (Article VII, Section 11).  |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The change removes the list of possible “for cause” reasons, and instead refers to identical language in the Zonta International Bylaws.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**2.3 II(B)(2)(b), Removal from Office, p. 11**

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| PRESENT WORDING | PROPOSED WORDING |
| b. A complaint in writing against an officer for such behavior may be made to the District Board, which shall refer the complaint to the District Bylaws and Resolutions Committee for investigation. ~~The complaint shall include specific charges and available evidence. The Committee shall give the Board member concerned an opportunity to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses, if any.~~  | b. A complaint in writing against an officer for such behavior may be made to the District Board, which shall refer the complaint to the District Bylaws and Resolutions Committee for investigation.  |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The change preserves the privacy of the complainant and the officer.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**2.4 II(B)(2)(c), Removal from Office, p. 11**

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| PRESENT WORDING | PROPOSED WORDING |
| c. Thereafter, the Committee shall make a recommendation to the District Board for a decision. The officer concerned ~~may~~ be present for the consideration of action to be taken but shall not be entitled to participate in the deliberation or to vote. Removal shall be by a two-thirds (2/3) ballot vote of the entire elected District Board excluding the member concerned. Notice of the elected District Board’s decision shall be given with proof of service to the complainant and the officer concerned forthwith. | c. Thereafter, the Committee shall make a recommendation to the District Board for a decision. The officer concerned shall be entitled to be present for the consideration of action to be taken but shall not be entitled to participate in the deliberation or to vote. Removal shall be by a two-thirds (2/3) ballot vote of the entire elected District Board excluding the member concerned. Notice of the elected District Board’s decision shall be given with proof of service to the complainant and the officer concerned forthwith.  |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The proposed change guarantees that the officer has a right to be present at the meeting for removal consideration.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**3. Proposals pertaining to Division III, District Committees**

**3.1 III District Committees, p. 23-24**

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| PRESENT WORDING | PROPOSED WORDING |
| District 12 shall have the following committees: 1. Nominating 2. Bylaws and Resolutions 3. Membership 4. Service/Scholarship 5. Advocacy 6. External Communications/Public Relations 7. Internal Communications 8. United Nations 9. Foundation Ambassador 10. Finance 11. Archivist/Historian | District 12 shall have the following committees: 1. Nominating 2. Bylaws and Resolutions 3. Membership 4. Service/Scholarship 5. Advocacy 6. External Communications/Public Relations 7. Internal Communications 8. United Nations 9. Foundation Ambassador 10. Finance 11. Archivist/Historian12. Leadership Development13. Z Club and Golden Z |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The proposed change adds two standing committees to the District 12. Recognition as a standing committee underscores the importance of the activity to Zonta International.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**3.2 III(B)(1) Nominating Committee Description, p. 26**

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| PRESENT WORDING | PROPOSED WORDING |
| The District Nominating Committee is an elected, autonomous committee and is empowered to make decisions regarding candidates without explanation to the Governor, the District Board, the nominees or anybody else. This Committee works independently in accordance with the Zonta International Bylaws Article XIII, Section 13 and proposes the slate of candidates for the positions of Governor, Lieutenant Governor, Treasurer, Area Directors, Vice Area Directors and members of the Nominating Committee for the next biennium. The District Nominating Committee consists of three (3) members who are elected by a plurality vote at the same time that the District Officers are elected. They are not eligible for nomination to any ~~International or~~ District Office during the term for which they are elected. The candidate with the most votes shall be the Chair of the Committee. | a. The District Nominating Committee is an elected, autonomous committee and is empowered to make decisions regarding candidates without explanation to the Governor, the District Board, the nominees or anybody else. This Committee works independently in accordance with the Zonta International Bylaws Article XIII, Section 13 and proposes the slate of candidates for the positions of Governor, Lieutenant Governor, Treasurer, Area Directors, Vice Area Directors and members of the Nominating Committee for the next biennium. The District Nominating Committee consists of three (3) members who are elected by a plurality vote at the same time that the District Officers are elected. They are not eligible for nomination to any District Office during the term for which they are elected. The candidate with the most votes shall be the Chair of the Committee.b. Each member of the Nominating Committee shall be a classified member of a club, shall have served at least two (2) years in an elected club office and have served in an elected or appointed capacity at the District level. |

RATIONALE: The proposed change brings the D12 Policies and Procedures Manual into conformity with changes made to the Zonta International Bylaws in 2016. The proposed change adds a second subsection clarifying that a member of the District Nominating Committee should have leadership experience at both the Club and District level. The change also clarifies that a member of the District Nominating Committee is eligible for nomination to Zonta International office.

RECOMMENDED FOR ADOPTION by the District 12 Board.

**4. Resolution Proposed for Adoption**

“Be it resolved that, during the 2018-2020 Biennium a new club membership category be created under the name of “Young Professional Membership Category” for the purpose of attracting, among others, former members of the Z and Golden Z Clubs and awardees of Zonta International educational programs. This is intended as a pilot project, and the D-12 Membership Chair shall present a report on results at the end of the biennium.”

RATIONALE: This language of the resolution is based on the resolution passed by delegates at the 2016 Zonta International Convention in Nice, France. The effect of the resolution is that young professional members under the age of 30 would pay District dues reduced by 50% during the biennium 2018-2020. Pursuant to the provisions of the D12 Policy and Procedures Manual, the District Board adopted a resolution authorizing the Young Professional Membership Category for the 2017 year.

RECOMMENDED FOR ADOPTION by the District 12 Board.