

**ZONTA CLUB OF SALT LAKE AREA
RULES OF PROCEDURE**

The Zonta Club of Salt Lake ("Club") is established and governed in accordance with Article XIII of the *Bylaws of Zonta International*, the *Rules of Procedure of Zonta International*, and the policies adopted by the Zonta International Board.

Unless inconsistent with the bylaws, the rules of procedures, or policies adopted by Zonta International and by Zonta District 9, the following *Rules of Procedure* constitute standard operating procedure for the Club.

A. Club Board

The Club Board ("Board") shall meet at least ten (10) times during the Club's fiscal year. Meetings may be conducted by electronic means if participants have the opportunity for simultaneous communication. Club members may attend Board meetings; however, they will not have the opportunity to speak or present unless the officer presiding over the Board meeting allows them to do so.

B. Committees

The President shall, in consultation with the Board, consider recommendations for committee chairs and committee members; however, the President has the authority to appoint committee chairs, with the exception the Nominating Committee. Subject to approval by the Board, the President may establish other committees as deemed appropriate. Each committee will develop a list of duties that are consistent with and in addition to those prescribed herein and will make the list of duties available for review by all Club members to aid in their decision to join a particular committee.

The Club may allocate funds for the use by the committees subject to recommendation by the Board and approval by the Membership. Any such reimbursement of funds will require submission of expense documentation.

1. Standing Committees. *Zonta International Bylaws* require a Bylaws and Resolutions committee, a Membership committee, a Service committee, and an Advocacy committee.

a. The Bylaws and Resolutions Committee shall: (a) review and, as necessary, suggest revisions to Club bylaws and these rules of procedure each biennium to ensure they do not conflict with the *Bylaws of Zonta International or District 9 Bylaws and Rules of Procedure*; and (b) assist, as directed by the Club Board, with the investigation of complaints made against officers of the Club, members of the Club's nominating committee, following the procedures specified in the *Bylaws of Zonta International* and the *Suspension, Expulsion and Termination Policy* on the international website. If a member of the Bylaws and Resolutions Committee has a real or perceived conflict of interest in conducting the investigation, the member will recuse themselves or the President may have the authority to remove the member and appoint a replacement.

b. The Membership Committee shall promote continuing membership growth through recruitment and retention of members, organization of new clubs, and programs developed by the Zonta International and District Membership Committees.

Zonta Club of Salt Lake Rules of Procedure April 6 2026

c. The Service Committee shall identify and recommend appropriate recipients of the Club's donation funds and opportunities for service by Club members, subject to recommendation by the Board and approval by the membership subject to the following criteria:

- The recipient's mission must be consistent with Zonta's mission.
- The recipient does not receive state or federal government funding.
- The recipient's overhead is less than 10%.
- The recipient is willing to speak to our Club about its organization.

The Service Committee will meet monthly to consider potential recipients of Club funds and will report funding recommendations, including service recommendations requiring the use of Club funds, during the regularly scheduled Board meeting.

The Service Committee is also responsible for identifying opportunities for service by Club members that do not involve Club funds. These opportunities for service do not require recommendations by the Board or approval by the Membership; however, these opportunities shall align with Zonta's mission, and all Club members will have the opportunity to participate.

The Service Committee is responsible for promoting awareness of the Club's service projects and implementation of approved service programs.

d. The Advocacy Committee shall coordinate, at the Club level, activities to implement legislative awareness and advocacy programs, in accordance with policies adopted by the Zonta International Board.

2. Special Committees. There may be such special committees as the President shall authorize to achieve Zonta International, District 9 or Club goals, such as a finance committee, a public relations and communications committee, a scholarship committee, or a programs committee.

C. Nominating Committee.

1. The chair of the Nominating Committee may request, no later than the January meeting, suggestions for nominees for each position to be filled by election.
2. The Nominating Committee shall screen the suggested nominees based on applicable requirements and on the committee's own knowledge and judgment. The Nominating Committee shall prepare a slate of one or more candidates for each Club office that is to be filled by election and the candidates for the Nominating Committee. No name shall be listed without the member's consent to serve if elected. No member of the Nominating Committee shall be eligible for nomination for a Club Officer or Director while serving on the Nominating Committee.
3. At the Club meeting when elections are to be held, additional nominations may be made from the floor immediately after the report of the Nominating Committee, provided the consent of the nominee has been obtained.

D. Transition Procedures.

Zonta Club of Salt Lake Rules of Procedure April 6 2026

Outgoing officers and committee chairs shall deliver to their successors all materials belonging to their respective official positions within thirty (30) days after their successors have been installed. All officers shall begin transferring responsibilities by the beginning of the incoming officer's term and must complete the transfer within thirty (30) days after the end of the treasurer's term. Outgoing committee chairs should similarly work to complete the transfer of duties within thirty (30) days after the end of the prior committee chairs' term.

E. Finance

1. The Treasurer shall account for the Club's general operating funds and where appropriate may use money market checking, savings accounts, certificates of deposits, or other appropriate money management techniques to maximize earnings on Club funds. If so, the Board shall determine the use and disposition of the interest earned from Club funds even if the decision is to allow the interest to accrue.
2. The Treasurer shall prepare an operating budget for presentation to the Board and approval by the Membership for the new fiscal year no later than the September meeting. During this preparation, each committee chair should be consulted regarding anticipated financial requirements for the fiscal year. The Treasurer may approve and pay expenses incurred by the Club provided; however, those expenses are in accordance with the annual budget recommended by the Board and approved by the Membership. Other expenses, such as donations that are recommended by the Board and approved by the Membership outside of the annual budget, may also be paid by the Treasurer.

F. Area Meetings, District Conference, and International Conventions

1. Delegates from the Club who attend Area Meetings, District Conferences, and International Conventions may be reimbursed for applicable registration fees. Delegates and their alternates will be recommended by the Board and approved by the Membership. Nominations of other members to serve as Delegates or alternates may be made from the floor.
2. The Club will pay the registration fees for two delegates to attend the District Conference and two delegates to attend the International Convention each biennium. The reimbursement of the registration fee shall not exceed \$600.00 per delegate for each event. For example, if a delegate attends both the District Conference and the International Convention, the Club will pay the registration fees for both events; however, that reimbursement shall not exceed \$1200.00. Each delegate shall be responsible for all individual travel, accommodation, and other related expenses, including but not limited to costs incurred for the Gala, additional events, or any matters associated with the District Conference or Convention. Two alternates will be named in the event the delegate(s) will not be able to attend. If more than two individuals are interested in attending as the Club's delegate, the Board will determine the delegates by random drawing.

G. Membership Responsibilities

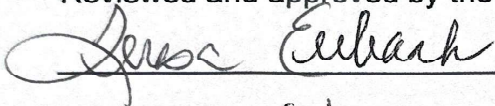
1. Members shall make the best efforts to attend regular business meetings of the Zonta Club of the Salt Lake Area, whether those meetings are in-person or virtual.
2. Members are responsible for responding to meeting invites and once a member makes a reservation for dinner and/or pays for such dinner, those fees are not refundable unless such cancellation is within the caterer or facility's cancellation

Zonta Club of Salt Lake Rules of Procedure April 6 2026

policy.

3. Members shall make the best efforts to attend and participate in the Club's fundraising and service activities.
4. Members resigning from the Club shall return all materials belonging to the Club within two (2) weeks of resignation.

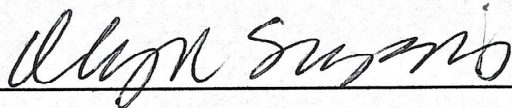
Reviewed and approved by the Zonta Club of Salt Lake Area this 8th day of April, 2026.



Teresa Eubank

President, Zonta Club of Salt Lake Area

Witness by:



Olga Siggins