



Bylaws of
Zonta Club of Brampton-Caledon

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ZONTA INTERNATIONAL



Zonta was founded in Buffalo, New York on November 8, 1919 as the "Confederation of Zonta Clubs" by women executives representing the nine charter clubs. After the chartering of two clubs in Canada in 1928, Zonta became "Zonta International" in 1930. Organization of clubs outside North America began in 1930.



Zonta International is a worldwide classified service organization of executives in business and the professions. Through community and international service projects, Zonta members enrich their personal lives as they pool their talents to make the world a better place.



Club membership is by invitation. Each club shall have members actively engaged in a variety of classifications. The minimum number of classifications shall equal one-fourth (1/4) the total number of members in the club. No club shall be required to have members actively engaged in more than twenty-five classifications.



Zonta International is recognized as having consultative status. Category I, with the United Nations Economic and Social Council (ECOSOC); Category B with the United Nations Educational, Scientific and Cultural Organization (UNESCO); with the United Nations Children's Fund (UNICEF); with the International Labour Organization (ILO); and with the Council of Europe. Zonta representatives in the United Nations shall be appointed by the Zonta International president-elect with the approval of the Zonta International Board. They shall function in accordance with the guidelines approved by the Zonta International Board.



Zonta's emblem is a composite of five Sioux Indian symbols, and the name Zonta is derived from the Sioux Indian language, meaning "honest and trustworthy".



Zonta International's commitment to the development and training of leadership among members culminates in guidelines and manuals. Zonta International is comprised of close to 1,258 Zonta Clubs located in 32 Districts. Each District is led by a District Governor and District Board and holds a District Conference at least once every two years. Districts are subdivided in Areas, led by Area Directors, who hold an Area Meeting annually. The Zonta International Board is composed of 7 Directors, the four elected officers of Zonta (President, President-Elect, Vice-President and Treasurer/Secretary) and the Executive Director. An International Convention is held biennially.

**BYLAWS - ZONTA CLUB OF BRAMPTON-CALEDON
CHARTERED NOVEMBER 16, 1974**

**Article I
Name**

The name of this organization shall be the Zonta Club of Brampton-Caledon. It shall exist only as a chartered club of Zonta International.

**Article II
Territorial Limits**

The territorial limits of this club shall be City of Brampton, Town of Caledon, in the Region of Peel, Province of Ontario, Canada.

**Article III
Objects**

The objects of this club shall be:

1. To promote the objects of Zonta International.
2. Within the area of this club:
 - a) to stimulate the desire of each member to be of service,
 - b) to promote good fellowship as an opportunity for service.
 - c) to quicken the interest of each member in the welfare of this community, and to co-operate with others in its civic, social, commercial, and industrial development.

**Article IV
Policy**

The policy of this club shall be the policy as stated in Article III of the Bylaws of Zonta International.

**Article V
Membership**

SECTION 1. Diversity of Classifications. Each club shall have members actively engaged in a variety of classifications. The maximum number of classifications shall equal one-fourth (1/4) the total number of members in the club. No club shall be required to have members actively engaged in more than twenty-five (25) classifications.

SECTION 2. Qualifications. To be admitted to membership in this club, the area of territorial limits of the club must embrace: a) the location of the business or profession by which the number's classification is determined; b) the larger percentage of the activity carried on by her business or profession: or c) her residence and community interest or have had experience in a position of decision making.

SECTION 3. Members

- a) **Categories.** The membership of this club shall be limited to classified members, Past International Presidents, and Honourary Members.

b) **Classified Member**

1. A classified member is a decision-maker accepted for membership under a major classification as shown in the Zonta International Marian de Forest Membership and Classification Manual.
2. Eligible for 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.
3. To be invited to membership, a candidate shall be actively engaged in a recognized business or profession in a decision-making capacity **or have had experience in a position of decision making.**
4. The club Membership and Classification Committee shall consider all proposals for membership and present the names of candidates to the Club Board
5. 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.

c. **Past International President.** The club may retain as a member or may elect to its membership, without an, classification requirement and without additional initiation fee, any Past International President.

d. **Honourary Membership.** Honourary Members shall be persons who have distinguished themselves by some unusual service other than their service to Zonta. An Honourary member shall be entitled to all membership privileges of the club except those of holding an elective office or directorship, of making motions and voting, or of representing the club as a delegate or alternate. The club board shall determine the specific tenure for honourary membership. An Honourary Member shall be exempt from the payment of dues. The club shall assume the obligation for payment of Zonta International and district dues for any Honourary Member the club may elect.

e. **Referral Privileges.** A member of another Zonta Club who moves to the geographical location of the Zonta Club of Brampton/Caledon , may be elected to membership in the Club, pursuant to the procedure specified above for election to classified membership, provided the required dues have been paid.

Duration of Membership

1. Classified membership shall be for life after five (5) years' membership except as otherwise provided in these bylaws.
2. At the option of the club, a member dropped for nonpayment of dues may be reinstated upon payment of current obligations. The member shall pay a reinstatement fee in US. dollars to Zonta International.
3. The resignation by a member shall be sent in writing to the club president who shall present it to the next meeting of the board. No member's resignation all be accepted in good standing unless dues are paid.

g. **Leave of Absence.** At the option of the club, leave of absence may be granted to a member upon approval of the club board. Payment of Zonta International district dues and club dues shall be required by the member.

h. **Club Attendance Requirements.** At the option of the club, or to comply with district attendance requirements, any member who is absent from all club meetings for two (2) consecutive months, without excuse or regrets deemed adequate in the opinion of the board, may be notified that membership is forfeited. Should the absences continue following this notice, the

board may notify the member that membership is forfeited. Attendance requirements can be met by attending a meeting of another Zonta Club.

Article VI Club Dues and Fees

SECTION 1. **Fiscal Year.** The fiscal year of this club shall be from June 1 to May 31, inclusive.

SECTION 2. **Dues and Fees.** Annual dues include Zonta International, district, and club requirements. Dues shall be payable on or before April 1st. Any member in arrears for dues for thirty days (30) after the end of the fiscal year (May 31) shall forfeit membership. Dinner meeting fees are due at the September business meeting and at the January business meeting.

SECTION 3. **Per Capita Dues.** On June 1 of each year the club shall pay to Zonta International per capita dues in US. dollars as established at convention based upon club membership as of June 1. The report of membership as of June 1 shall accompany the annual remittance of dues. For members admitted from June 1 through November 30, the club shall pay the full year per capita dues to Zonta International; for members admitted from December 1 through May 31, the club shall pay one-half (1/2) the per capita dues submitted to Zonta International within six (6) weeks.

SECTION 4. **New Member/Charter Member/Reinstated Member Fee.** The club shall pay to Zonta International a fee in US. dollars for each new member, charter member, or reinstated member.

Article VII Officers and Board of Directors

SECTION 1. **Officers and Directors.** The officers of this club shall be a President, President Elect, Secretary and a Treasurer. There shall be four Directors.

a) **Qualifications.** Officers shall be actively engaged in a classification. To be eligible for the office of president, a member must have been at some time as an elected member of the club board for at least one (1) year.

b) **Election.** At the election meeting, officers and directors shall be elected by ballot unless there is but one (1) nominee for the office, in which case a voice vote may be taken. A majority vote shall elect.

c) **Term of Office.** The officers and directors shall assume office on June 1. The officers shall hold office for at least one (1) year or until their successors assume office. No officer or director shall be eligible to serve more than two (2) consecutive years in the same office with the exception of the treasurer who shall serve no more than four (4) consecutive years in the same office. A member who has served more than half a term shall be deemed to have served a full term in that office.

d) **Vacancies.** In case of vacancy in the office of president, the president-elect shall become president. Vacancies in other offices shall be filled by the club board.

e) **Removal.** Club officers and directors may be removed for cause upon grounds permitted for removal of Zonta International officers and directors (Article VII, Section 9). In addition, a member of the club board absent from more than two (2) consecutive meetings of the board without an adequate excuse in the opinion of the board, can be asked by the board to resign from office. A two-thirds (2/3) ballot vote shall be required for removal.

SECTION 2. **Duties of Officers.** The officers of the club shall perform the duties prescribed by the club, by the bylaws and rules of procedure of Zonta International, and by the parliamentary authority adopted by the organization.

a) **President.** The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. The president shall be an ex-officio member of all committees except the Nominating Committee.

- b) **President-Elect.** The president-elect, in the absence or inability of the president, shall perform the duties of the president. Subject to approval by the board, the president shall appoint chairmen of standing committees and all other committees except the Nominating Committee. The president-elect may serve as chairman of a committee and may be assigned other duties by the club board.
- 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 club board.
- d) **Treasurer.** The treasurer shall be responsible for the funds of the club and shall administer them in accordance with the approved club budget. The treasurer shall make monthly reports to the board and the club, and be ex-office a member of the Finance Committee. No later than forty-five (45) days after the term of office ends, the treasurer shall turn all records over to the successor.

SECTION 3. Club Board.

- a) **How Constituted.** Elected officers and directors of the club shall constitute the club board.
- b) **Duties.** The club 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 shall perform such duties as are

Clubs shall serve as a guideline for club operation.

- c) **Meetings.** The club board shall hold regular monthly meetings on the fourth Tuesday of each month except June and July unless otherwise ordered by the board. A majority of the members of the club board shall constitute a quorum.

Article VIII Meetings

- a) **Regular Meetings.** Regular meetings of the club shall be held on the second Tuesday of each month except April, unless otherwise ordered by the club board. The meeting in April shall be for the purpose of electing officers and directors.
- b) **Annual Meeting.** The meeting in May shall be known as the annual meeting and shall be for the purpose of receiving reports of officers, the club board, committees, and for any other business that may arise.
- c) **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 ten (10) days notice of a special meeting shall be given. The business to be transacted at a special meeting shall be limited to that mentioned in the meeting notice.
- d) **Quorum.** The quorum shall be determined by vote of the club provided that no less than one fourth (1/4) of the members shall constitute a quorum at any regular or special meeting.

Article IX Nominating Committee

- a) **How Constituted.** At its election meeting (April), the club shall elect its Nominating Committee of at least three (3) members for the next year.
- b) **Election.** If nominees are unopposed, a voice vote may be taken and committee members may select their own chairman. If elected by ballot vote the designated number of committee nominees receiving the highest number of votes shall constitute the club Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.
- c) **Vacancies.** Vacancies in the Nominating Committee shall be filled by the club board.
- d) **Duties.** It shall be the duty of the Nominating Committee to nominate one or more members for each office or directorship to be filled at the annual election, to nominate at least three members for the next term's Nominating Committee.
- e) **Report of the Committee.** The committee shall report the slate of officers, directors, and members of the Nominating committee (if club elects at same time) before the election meeting. Additional nominations may be made from the floor, provided the nominee has consented to serve.

Article X Committees

There shall be at least the following standing committees and such other standing and special committees as the club board may authorize to achieve biennium goals. The responsibilities of two (2) or more committees may be combined.

- a) **Standing committees shall be:** Finance Committee, Membership and Classification Committee, Program Committee, Service Committee, and Nominations Committee
- b) **Other standing and special committees may include:** Attendance Committee, Fellowship Committee, Intercity Committee, International Relations/United Nations Committee, Newsletter Committee, Public Relations Committee, Z Club Committee, Status of Women Committee. and Amelia Earhart Fellowship Awards Committee.
- c) **Appointment.** Except as otherwise provided in the bylaws, the club president-elect shall appoint committee chairmen, subject to approval by the club board. President-Elect is also to set up the committees.
- d) **Reports.** Committees shall report regularly to the club board through the Board liaison and to the club.

Article XI Audit

The club board shall cause the club financial records to be audited or reviewed by certified/chartered public accountants, 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 and the audit must take place within 60 days. A report and audited financial statement is to be presented to the membership at the September meeting.

Article XII Suspension or Expulsion

Any member of a club that has acted or is acting in any way to injure the good name of Zonta or to hamper the work of Zonta may be expelled. If a club is to take disciplinary action against a member, the authority for the procedure shall be the recognized parliamentary authority adopted by the club or the law of the country in which the member's club is organized. 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 XIII
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 of Zonta International.

**Article XIV
Identification**

SECTION 1. **Seal.** The corporate seal of **Zonta** International with the addition of the name Brampton- Caledon shall be the seal of this club.

SECTION 2. **Colors.** The official colors of Zonta International shall be mahogany & gold

SECTION 3. **Emblem.** The emblem of Zonta International shall be a square as shown.



POLICIES

1. **AD HOC COMMITTEES**

- 1) The Ad Hoc Committees shall be appointed, at the discretion of President, subject to approval by the Board, to address specific needs of the club.
- 2) Ad Hoc Committees shall report regularly to the Board and to the club.

Present Ad Hoc Committees:

Bylaws
Fundraising

2. **CANVASSING FOR CHARITABLE ORGANIZATION**

It is the policy of the Zonta Club of Brampton-Caledon that requests from other organizations for assistance canvassing for funds will be addressed by individual members only, and not as a club activity.

3. **CIRCULARIZATION**

Membership lists including members' addresses and/or telephone numbers are not to be made available to non-Zontians for any purposes as according to Canada's Privacy Act

ZONTA INTERNATIONAL DUES AND FEES

(in U.S. dollars)

Per Capita Dues	\$68.00
New Member Fee	\$15.00
Charter Member Fee	\$15.00
Reinstated Member Fee	\$15.00
District 4 Fee	\$15.00

ZONTA CLUB OF BRAMPTON-CALEDON DUES AND FEES

Total Club Dues of the Zonta Club of Brampton-Caledon	\$200.00
Half Year Club dues	\$100.00
New Membership fees	\$20.00
Dinner Fees of the Zonta Club of Brampton-Caledon (Paid in two installments September and January)	\$260.00

Privacy Statement

This policy deals only with personal information handled by The Zonta Club of Brampton – Caledon. Personal information is information about an identifiable individual, excluding business contact information. The following explains how The Zonta Club of Brampton – Caledon handles personal information. The Zonta Club of Brampton – Caledon reserves the right to change this policy and it may be updated periodically. These changes may affect our use of your personal information. Accordingly, please check for changes regularly.

Accountability

- The Zonta Club of Brampton – Caledon (herein the “Board”) is accountable for all personal information under its control.

Any questions about The Zonta Club of Brampton – Caledon’s handling of personal information should be directed to Zonta Club of Brampton/Caledon Attention Privacy Officer. Please see below for more information about the process for referring questions about The Zonta Club of Brampton – Caledon’s handling of personal information.

Purpose of Personal Information

The purpose for which The Zonta Club of Brampton – Caledon collects personal information will be identified at or before the time the information is collected. The Zonta Club of Brampton – Caledon may collect personal information for the purposes of:

- Administering The Zonta Club of Brampton – Caledon membership and providing member services;
- Registering for The Zonta Club of Brampton – Caledon events, for example the Annual General Meeting;
- Purchasing various The Zonta Club of Brampton – Caledon products or services including document certification: and
- Processing and administering the above or other purposes as necessary

The Zonta Club of Brampton – Caledon will not use personal information for any other purpose than identified at or before the time of collection.

Consent

The Zonta Club of Brampton – Caledon seeks consent for all personal information we collect, use and disclose through information provided to individuals prior to collection, or at the time of collection.

If you have voluntarily provided information, you have consented to the collection, use and disclosure of your personally identifiable information as described in this privacy policy. As required by the *CSA Model Code*, The Zonta Club of Brampton – Caledon will not use personal information for any other purpose other than that for which you consented. Should The Zonta Club of Brampton – Caledon require personal information for a new purpose, we will contact you to seek consent for that new use.

Limits for Collection, Using, Disclosing and Keeping Personal Information

The Zonta Club of Brampton – Caledon does not collect, use or disclose personal information of individuals except when individuals give consent and provide the information on a voluntary basis. There may be occasions where more specific personal information is necessary for us to proceed with a request for information, or provide you with a product or service. In such cases, we will provide you with a description on the information we need. In all cases, The Zonta Club of Brampton – Caledon limits the amount and type of information that is voluntarily provided by you and undertakes that such information will be kept strictly confidential.

We retain personal information only as long as is necessary to provide the individual with the requested product, service or information and delete or destroy this information after that time, i.e. if personal information is given to enable you to register for an event, the personal information will only be used for this event and will then be deleted or destroyed. In some cases, however, legal reporting and retention requirements necessitate that The Zonta Club of Brampton – Caledon retains information for a specific amount of time. In general, The Zonta Club of Brampton – Caledon retains information for a period no longer than two years.

The Zonta Club of Brampton – Caledon does not sell or trade any personal information with third parties. The Zonta Club of Brampton – Caledon may transfer information to service providers where information processing is outsourced by The Zonta Club of Brampton – Caledon in the course of its administrative procedures or member services in specific cases. Where personal information is transferred to a service provider for processing, we require the service provider to respect this Privacy Policy and we restrict them from using or disclosing personal information transferred to them for any purpose other than the provision of services to us.

Any personal information that The Zonta Club of Brampton – Caledon retains is kept in such a manner as to ensure its security and confidentiality at all times.

Safeguarding Personal Information

The Zonta Club of Brampton – Caledon respects the privacy of our members, partners, potential website visitors and internet users and will protect that privacy as vigorously as possible. We store personal information in electronic and physical files that are secure. Our security measures include: restricted access to office and office files, secure locks on filing cabinets, and password protected access to electronic files. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us or receive from us electronically. This is especially true for information you transmit to us via e-mail. We have no way of protecting that information until it reaches us. Once we receive your transmission, we make our best efforts to ensure its security on our servers.

Accuracy of and Access to Personal Information Collected

The Zonta Club of Brampton – Caledon makes every effort to keep personal information as accurate, complete, current, and relevant as necessary for the identified purposes. The Zonta Club of Brampton – Caledon does not routinely update personal information.

The Zonta Club of Brampton – Caledon makes readily available to individuals our Privacy Policy and related procedures for managing personal information. We provide access to the Privacy Policy and related procedures to individuals on The Zonta Club of Brampton – Caledon's website and/or in written form. Any questions about the handling of personal information by The Zonta Club of Brampton – Caledon can be raised with our privacy officer.

At the written request of an individual, he or she may view or edit their personal information as collected by The Zonta Club of Brampton – Caledon. The Zonta Club of Brampton – Caledon will inform them of what personal information we have about the individual, what it is being used for and, in cases where it has been disclosed, to whom it has been disclosed. There may be exceptional circumstances as provided by the *CSA Model Code* under which The Zonta Club of Brampton – Caledon may not be able to give an individual access to the personal information about her or him held by The Zonta Club of Brampton – Caledon. In this case The Zonta Club of Brampton – Caledon will explain the reason for this lack of access, as provided by the *CSA Model Code*.

To make a request, please send a letter, email or fax addressed to our Privacy Officer at the address indicated above. In your request, please include the following information: Name, contact details, membership name, the nature of your request, including whether you wish to view and/or edit information or inquire regarding use/or disclosure.

The Zonta Club of Brampton – Caledon will reply to your request in no later than thirty days after receipt of the request, or if we are not able to respond within this time period, we will send you notice of an extension. If we are not able to disclose all the personal information we hold on you, we will give you a reason for our inability to do so, unless prohibited by law.

Questions

Any questions or comments about The Zonta Club of Brampton – Caledon's handling of personal information should be directed to our Privacy Officer at P.O. Box 93111
499 Main Street South, Brampton, ON, L6Y 4V8