

**ZONTA**



**INTERNATIONAL**

**Zonta Club of Pasadena**

District 9

Area 3

Club Number 0077

Organized 1929

Pasadena, California

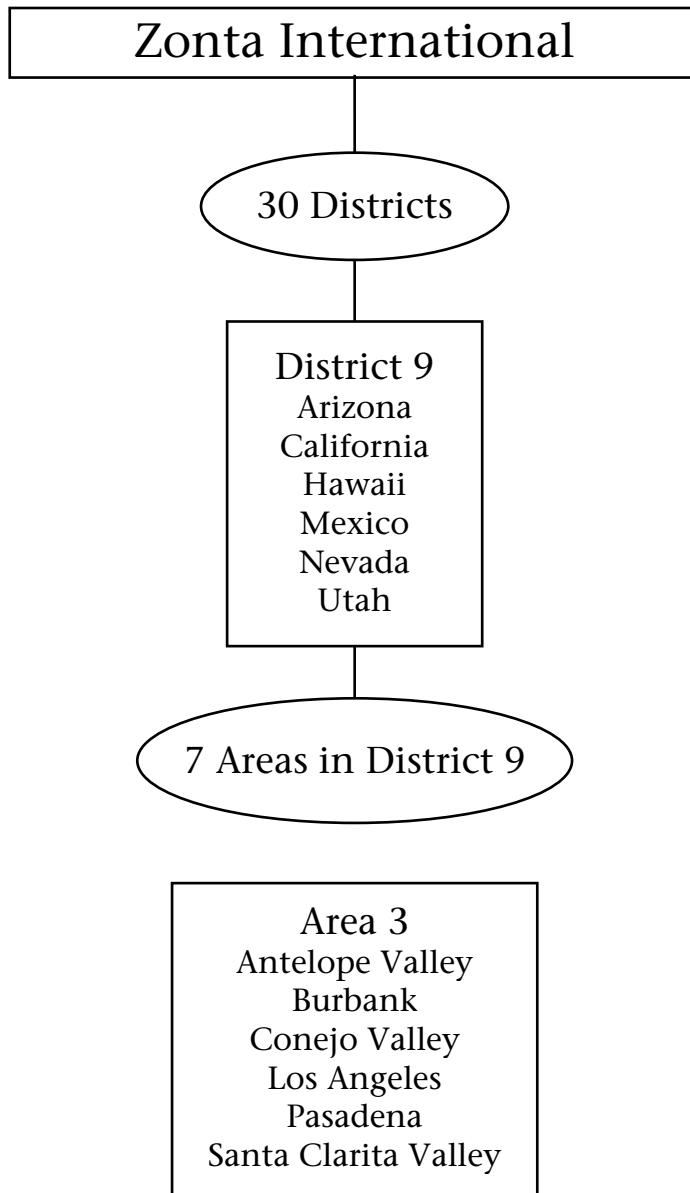
Member of Zonta International

Founded 1919

*Advancing the Status of Women Worldwide*

**Handbook**

# The Zonta Hierarchy



**Zonta Club of Pasadena  
Handbook  
Table of Contents**

Zonta International.....	1
Objects of Zonta International .....	1
Who Are Zontians? .....	2
Introducing Prospective Members.....	3
Youth Development.....	3
The Zontian’s Code.....	4
Zonta Invocation .....	4
The Zonta Collect .....	4
The Story of the Zonta Emblem .....	5
The History of the Zonta Rose .....	7
Zonta of Pasadena Club and Foundation .....	8
Financial and Service Responsibilities of Members.....	10
Zonta Community Service.....	10
Service vs. Fundraising Hours.....	10
Membership Opportunities .....	11
Zonta Club of Pasadena Bylaws .....	12
Zonta Club of Pasadena Mailing Lists .....	19
E-Mail Etiquette .....	19

Interactive Table of Contents:

If you are viewing this PDF, you may click on any of the topics above to go to that page (your pointer should turn into a hand). At the top of each numbered page, there is a TOC button you can click to return to this table of contents page.

## Zonta International

Zonta International is a worldwide service organization of executives in business and the professions working together to advance the status of women. There are approximately 33,000 members in more than 1,250 clubs in 67 countries.

Founded in 1919 in Buffalo, New York, USA, Zonta takes its name from the Lakota Sioux Indian word meaning “honest and trustworthy.” Zontians volunteer their time, talents and energy to local and international service projects that are designed to advance the status of women.

Individual Zonta clubs extend membership invitations to local leaders in business and the professions.

Zonta supports women’s education and leadership through several programs. The Zonta International Amelia Earhart Fellowship Awards support graduate study by women in aerospace-related sciences and engineering. Since 1938, over \$4 million has been raised to support more than 800 scholarships.

Zonta International, through its Foundation, also supports the Michael J. Freeman Scholarships for Irish Women, and the Young Women in Public Affairs Awards designed to encourage women’s leadership and careers in public policy, government and volunteer organizations. The Jane M. Klausman Women in Business Scholarships support undergraduate study.

Zonta is committed to women’s development and has supported a series of international service projects in more than 20 countries primarily in cooperation with United Nations agencies. Zonta International has Consultative Status with the United Nations Children Fund (UNICEF), the United Nations Development Fund for Women (UNIFEM), the International Labor Organization (ILO) and the Council of Europe; General Consultative Status with the United Nations Economic and Social Council (ECOSOC); and Operational Relations with the United Nations Educational, Scientific and Cultural Organizations (UNESCO)

## Objects of Zonta International

- (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.

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USA Central Time

## **Who Are Zontians?**

### **Zontians . . .**

- \* are architects, artists, business owners, corporate executives, doctors, lawyers, pilots, professors, government officials, scientists and more
- \* enhance and develop leadership skills in themselves and others
- \* expand opportunities for women and girls in their local communities, nationally and internationally
- \* share a commitment to women's education, health and development with approximately 35,000 members worldwide
- \* live and work in 67 countries and geographical areas
- \* build lasting friendships and support networks with executives and professionals around the globe.

### **Zontians are executives who . . .**

- \* work to improve the legal, political, economic, educational, health and professional status of women through community and international service
- \* encourage women to advance in their careers and excel in all their endeavors
- \* share friendship and fellowship through a local and global network of business people and professionals engaged in a variety of occupations
- \* further a legacy of women's rights and progress that began in 1919.

## **Introducing Prospective Members**

To ensure professional diversity within each club, Zonta membership is by invitation.

A Club member may bring a prospective member as a guest to dinner meetings or the summer party, with the cost of the event borne by the Club member or guest. When the prospective member joins the Club, she/he is given a complimentary dinner, usually when the new member is inducted into the Club.

Club members may obtain and fill out a Prospective Member Form from the Membership Chairman. The Membership Chairman will use this form to send further information about the Club to the prospective member, if a packet has not been given to the prospective member at one of the dinners or parties.

To be invited to membership, a prospective member must be a decision-maker actively engaged in a recognized business or profession.

Prospective members' names are presented to the Club Board for consideration. Upon Board approval, the Membership Chairman sends a written invitation to the person accepted to become a member and notifies the Club members.

### **Youth Development**

Z-Clubs and Golden Z Clubs develop leadership skills in high school, college and university student members, promote career exploration and encourage members to participate in community, school and international service projects. These programs are sponsored by local Zonta clubs.

## **The Zontian’s Code**

1. To pledge myself to uphold the ideal of Zonta.
2. To honor my work and consider it an opportunity for service.
3. To increase the measure of that service by consistent self-improvement.
4. To contribute by study and action to the improvement of the legal, political, economic and professional status of women.
5. To work for the advancement of understanding, goodwill, and peace through a world fellowship of executive women in business and the professions united in the Zonta ideal of service.
6. To keep ever before me the best of all creeds: “Whatsoever ye would that man should do unto you, do ye even so unto them.”

## **Zonta Invocation**

We give thanks to the Giver of every good for our health, our work, and our friends, and pray that our hearts may be filled with the Spirit of Understanding.

Annie McRoble Ross

## **The Zonta Collect**

Keep us, Oh God, from pettiness.

Let us be large in thought, in word, in deed.

Let us be done with faultfinding and leave off self-seeking.

May we put away all pretenses and meet each other fact-to-face—without self-pity and without prejudice.

May we never be hasty in judgment and always generous.

Let us take time for all things; make us grow calm, serene, and gentle.

Teach us to put into action our better impulses, straightforward and unafraid.

Grant that we may realize it is the little things that create differences; that in the big things of life we are as one.

And may we strive to touch and to know the great common human heart of us all, and Oh Lord God, let us forget not to be kind.

Mary Stewart

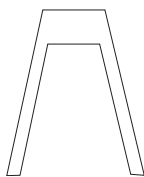
## The Story of the Zonta Emblem

The origin of the word “Zonta” is from the language of the Sioux Indian, and it was adopted as the Zonta International name in 1919. The Zonta emblem is just as familiar to members as is the word “Zonta,” and there is an equally interesting story about its evolution.

The emblem is not simply a decorative design. It is an adaptation and composite of several Sioux Indian symbols which when superimposed take on a special significance for Zontians.

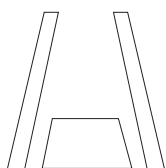


What appears to be the letter “Z” is actually the Sioux symbol for “ray of light,” “sunshine” or “flash of radiance”—and so by extension, “inspiration.”



This Sioux symbol means “to band together for a purpose” or “to stand together”—in a word, “loyalty.” With loyalty, individual members band together into clubs, clubs into districts, and districts into Zonta International.

So loyalty surrounds the radiance and the inspiration as a familiar pattern begins to emerge.

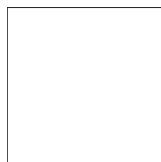


This is the Sioux way of saying “to carry together.” Carrying together is a most important ingredient for the accomplishment of Zonta’s purpose: to work for the advancement of understanding, good will and peace through a world fellowship of business executives and professionals.

This symbol has been conventionalized to lend itself to the total pattern and slips over the inspiration and the loyalty to draw members closer together.



This is the Sioux symbol for “shelter”. Zonta’s many service projects are in a real and broad sense shelter for someone or something. And service is synonymous with Zonta. This symbol therefore lends itself importantly in significance and design, embodying Zonta’s aims and aspirations.



The symbolism of the square is not exclusively Sioux, nor indeed is it exclusively Native American. It perhaps dates back even further than all of these other symbols in its representation of “honesty” and “trust”—strong and vital qualities with which to bind together the parts of the whole.



This symbol—composed of many symbols—became Zonta’s emblem signifying a radiant group of successful business executives and professionals who are loyal to the same inspired goals of service and world understanding with none but the most honest and trustworthy motives.



During the 1996-1998 biennium the Zonta International Board voted to have the words “Zonta International” incorporated into the emblem to standardize its appearance and enhance recognition of Zonta International throughout the world.

## The History of the Zonta Rose

In 1983 Valerie Webster, Lieutenant Governor of District 16 (then Australia and New Zealand) proposed that an actual breed of roses be developed as a living symbol of Zonta which had been using the rose symbol for more than a decade. With crucial support from local rose-grower and Zontian Mary Mason, the world-famous Harkness rose nursery in England set about the assignment immediately. Zontian Maureen Ross of Ross Roses in Adelaide, one of Australia's leading heritage rose suppliers, was able to introduce the new Zonta Rose to Australia in time for the 1984 Sydney Convention, where it was officially presented.

The lovely yellow bloom is now visible throughout the Antipodes in members' gardens, memorial plantings, schools, hospitals, homes for the elderly, and, most notably, the Zonta Rose Garden with 200 roses as a tribute to Australia's Bicentennial in 1988, in the forecourt of the Australian national Parliament House in Canberra. This widespread planting is due in no small part to the Noarlunga/ Southern Vales Club (South Australia), which made distribution a special club project.

Zontians in rose-growing regions of the world will be interested in botanical characteristics. The blooms are bright yellow, produced in large sprays, and neatly spaced to form a natural floral bouquet. Each separate bloom is well formed on its own long stem and is particularly long lasting, whether on the bush or cut. Its fragrance is light and pleasant. Gardeners will appreciate that it is easy to grow and hardy, reaching an average 1.2 meters high for an eye-catching display. It is excellent as a bedding or massed display rose, because the rich green foliage and bright yellow blooms show up effectively even at a distance. Its neat growth makes it ideal as a hedgerow.

The Zonta Rose itself is also available in North America and the United Kingdom. Its international registered name is "Hartanna," while it also goes by the name "Princess Alice" in Canada and the UK, and "Bright Lites" in the USA. Nonetheless, it is Zonta's own, and we look forward to growing it in many more parts of the globe.

Excerpted from the Zonta International Website, <http://www.zonta.org>  
©2000 Zonta International

Pasadena Zonta club members can enjoy the Zonta Rose Garden at the Women's City Club, site of the club's monthly dinner meetings.

## Zonta of Pasadena Club and Foundation

The Zonta Club of Pasadena was established in 1929; its membership is comprised of professional and business women who live and work in Pasadena and surrounding communities. Monthly dinner/program meetings are held the first Monday of each month. Outstanding programs challenge members to look beyond the confines of their existence, to the larger issues that face the women of this universe. In addition to the dinner meetings, there are a number of volunteer activities, described on the enclosed pages, which offer a stimulating and challenging opportunity for community service.

The Zonta Club of Pasadena Foundation was established in 2000. It is a 501 (c) (3) non-profit organization, established to provide a vehicle to fund the programs underwritten by the Zonta Club.

A separate governing board provides ongoing oversight for the operation of the Foundation. The Service Committee of the Club makes recommendations to the Foundation Board concerning distribution of monies for programs to be funded.

The primary focus of the chapter, on the local level, is its involvement and focus to help solve the major problems that face women and children in today's environment:

- 1) Violence against women and children
- 2) Vocational and educational help for women
- 3) Women's health issues, and
- 4) Homeless women and children

The monies raised to support programs of the Foundation come from fundraising activities such as the Woman of Achievement Luncheon, held by the Club to recognize outstanding women in the community. Other fundraising events are held throughout the year to fund these programs.

On an international level, funding is provided to support service projects worldwide to improve the quality of life for women and children, especially in Third World countries.

There is also a very strong commitment to scholarships, and among those supported is the Amelia Earhart Fellowship, designed to go to a young woman for graduate study in aerospace, science and engineering.

The International funds to which the Club may make annual contributions are:

*The Rose Fund*—The Foundation Annual Operating and Program Support Fund.

*Education and Leadership Development Funds:*

The *Amelia Earhart Fellowship Fund* provides monetary awards to women for graduate study in aeronautics-related subjects and engineering

The *Jane M. Klausman Women in Business Scholarship Fund* provides financial aid to women undergraduate students preparing for careers in business and business management.

The *YWPA Fund* (Young Women in Public Affairs) was established in 1990 to honor young women in secondary level or pre-university schools who demonstrate a commitment to leadership in public policy, government and volunteer organizations.

*International Service Fund*—This Fund focuses on women's issues such as Unicef, preventing violence against women and children, and improving the condition of women and children.

*Preserving our Past - Protecting our Future:*

The *WHPPPI Fund* (World Headquarters Property Preservation and Improvement) ensures preservation and improvement of the Zonta world headquarters building.

The *Endowment Fund* is a permanent fund that maintains the principal gift but provides annual revenue from the investment earnings.

## Financial and Service Responsibilities of Members

- \* Annual membership dues are set by the club and include Zonta International and district dues. Membership dues are payable by April 1 for the fiscal year beginning June 1. Dues were raised to \$160 per year in 2004.
- \* In addition to the annual dues, each member is responsible for raising a minimum of \$150 to fund the club's service projects.
- \* The club holds monthly dinner meetings at the Women's City Club in Pasadena during the months of October, November, January, February, March, April, May, and June. Approximate cost for dinner at these meetings is \$20.
- \* In addition, there is a summer party, usually held in August or September, and a winter party, held in December. These events are held at the home of a club member and their cost is set according to the catering and setup costs incurred.

### Zonta Community Service

Individual Zonta clubs select, fund and participate in community projects which address issues such as women's economic self-sufficiency, legal equality, access to education and health, and eradicating violence. For example:

- \* Zontians in Australia sponsor a candidate forum and invite women standing for public office at all levels to address the community.
- \* Zontians in Japan sponsor a Women's Health Day featuring screening tests and seminars on women's health issues which are open to the public.
- \* Zontians in the United States support shelters for survivors of domestic violence and sponsor community conferences to develop prevention action plans.
- \* Zontians in Europe provide support to Bosnian refugees and maintain a house in Zagreb for displaced women and children.

### Service vs. Fundraising Hours

"Service hours" include the time members spend on service projects the club has adopted. The determination is based on whether the club has taken on responsibility for the project, not how many members participate. (For example, if the club has agreed to provide volunteers at a rape crisis center for 10 hours per week, it does not matter whether one member spends 10 hours or five members spend two hours each.)

Service hours do not include time members spend on projects the club has not adopted. (For example, a member may volunteer at a hospital as part of a program sponsored by her employer—although the project may be consistent with Zonta’s mission, inasmuch as it has not been adopted by the club, that time does not count as service hours.)

*Service* hours do *not* include time spent on fundraising for local, district, and international service projects.

However *fundraising* hours *do* include time spent on fundraising activities. These hours may be recorded in a separate column headed “Fundraising Hours” when service hours are collected.

## Membership Opportunities

### *Networking*

Zontians are committed to women’s development. Zontians find role models, mentors and like-minded professionals in their Zonta clubs and through international contacts and meetings.

### *Building leadership skills*

Zonta members organize events, chair committees and facilitate meetings. Zonta builds leaders.

### *Cross-cultural sharing*

Zontians share ideas across cultures and continents, through visits and conversation, in print and in person.

### *Developing lifelong friendships*

Zonta members support one another and share personal and professional milestones and challenges, often across national borders.

### *Zontians take action*

Zontians work together and experience the satisfaction of making a personal contribution to improving women’s lives.

**BYLAWS OF THE ZONTA CLUB OF PASADENA, CALIFORNIA**

ARTICLE I

**Name**

The name of this organization shall be the Zonta Club of Pasadena. It shall exist only as a chartered Club of Zonta International.

ARTICLE II

**Territorial Limits**

The territorial limits shall be Pasadena, California, and environs.

ARTICLE III

**Objects**

The Objects of the Club shall be to promote the Objects of Zonta International as a Club and in the local community to:

- Provide service at the global and local levels;
- Improve the legal, political, economic, educational, and professional status of women;
- Work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions;
- Promote justice and universal respect for human rights and fundamental freedoms;
- 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 IV

**Policy**

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

Section 1. Nonpartisan and Nonsectarian. Zonta International, its districts and its clubs shall be nonpartisan and nonsectarian.

Section 2. Principles and Public Issues. Zonta International, its districts and its clubs may express themselves about and become involved in principles and public issues having a bearing on the Objects of Zonta International, following the guidelines established by the Zonta International Board of Directors.

ARTICLE V

**Members**

Section 1. Categories. The membership of this Club shall be limited to classified members, Past International Presidents, and honorary members.

A. Classified Member.

1. A classified member is a decision-maker accepted for membership under a classification as shown in the Marian de Forest Membership and Classification Manual.
2. Eligible for membership are executives and professionals, women and men, 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 (work at least 50 percent of a normal work week) in a recognized business or profession in a decision-making capacity.
  4. The Organization, Membership and Classification Committee shall consider all proposals for membership and present the names of candidates to the Club Board. Upon Board approval, the Organization, Membership and Classification Committee chairman shall extend a written invitation to the person accepted to become a member and notify the Club membership.
  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 by these Bylaws.
- B. Past International President. The Club may retain as a member or may elect to its membership, without any classification requirement and without additional initiation fee, any Past International President.
- C. Honorary Membership. 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 holding an elected 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 honorary membership. An honorary 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 honorary member the Club may elect.
- Section 2. Referral Privileges. A member who moves to the territorial limits of another Zonta Club may be elected to that club, provided the required dues have been paid.
- Section 3. Duration of Membership.
- A. Classified membership shall be for life after five-years membership except as otherwise provided in these bylaws.
  - B. A member dropped for nonpayment of dues may be reinstated upon payment of current obligations. The member shall pay a reinstatement fee in U.S. dollars to Zonta International.
  - C. The resignation by a member shall be sent in writing to the Club President who shall present it at the next meeting of the board. No member's resignation shall be accepted in good standing unless dues are paid.
- Section 4. Leave of absence may be granted to a member upon approval of the Club Board. Payment of Zonta International and District dues shall be required. Payment of Club dues shall be left to the decision of the Club.

ARTICLE VI

**Dues**

- Section 1. Fiscal Year. The fiscal year of this Club shall be June 1–May 31 inclusive.
- Section 2. Annual dues. The annual dues of a Club member shall be established by the Club to include Zonta International, District and Club requirements. Dues shall be payable on or before April 1. Any member in arrears for 60 days shall forfeit membership.

ARTICLE VII

**Officers and Directors**

- Section 1. Officers. The officers of the Club shall be a President, a President Elect, four Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer.
- 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 a member of the Club Board for at least one year.

- B. Vacancies. In case of vacancy in the office of President, the President Elect shall become President. The Club Board shall fill vacancies in other offices.

Section 2. Directors. There shall be 6 Directors of the Club.

- A. Qualifications. Members in good standing shall be eligible for the position of Director.

- B. Vacancies. In case of vacancy in the position of Director, the Club Board shall fill the vacancy.

Section 3. Elections. At the election meeting, officers and directors shall be elected by ballot unless there is only one nominee for the office, in which case a voice vote may be taken. A majority vote shall elect.

Section 4. Term of Office. The officers and directors shall assume office on June 1. The officers shall hold office for two years or until their successors assume office. The directors shall hold office for two years. No officers or directors shall be eligible to serve more than two consecutive years in the same office with the exception of the Treasurer who shall serve no more than four 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.

Section 5. Removal

- A. The Club Board may remove officers, and directors for cause by two-thirds (2/3) ballot vote after an opportunity for a hearing by and a report from a committee of the Board. Cause shall include but not be limited to failure without excuse to attend meetings, failure to perform duties of the position, or acting in such a way as to injure the good name of Zonta or to hamper the work of Zonta. In the case of action on the removal of a member of the Club Board, such member shall be entitled to be present for consideration of the action to be taken but shall not be entitled to vote.

- B. A member of the Club Board absent from more than two consecutive meetings of the Board without an adequate excuse in the opinion of the Board can be asked to resign from office.

Section 6. Resignation. A resignation from a member of the Board shall be sent to the President who shall refer it to the Board for action.

Section 7. Duties of officers. The officers of the Club shall perform the duties prescribed by the Club, by the Zonta International Bylaws and Rules of Procedure 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. Subject to approval by the Board, the President shall appoint standing committees and all other committees except the Nominating Committee. The President shall be an ex-officio member of all committees except the Nominating Committee.

- B. President Elect. The President Elect shall, in the absence or inability of the President, perform the duties of the President, and shall attend Area and District meetings with the President. The President Elect may chair a committee and may be assigned other duties by the President and the Club Board.

- C. The Vice-Presidents will serve as chairs of the:

1. Status of Women Service Committee,
2. Organization, Membership and Classification Committee,
3. PR and Communication Committee, and
4. Program Committee

Other committee chairs will report to and through the Vice Presidents to the Club Board.

- D. Recording Secretary. The Recording Secretary shall keep a record of the proceedings of meetings of the Club and of the Board.
- E. Corresponding Secretary. The Corresponding Secretary shall conduct correspondence not specifically assigned to other officers and committees.
- F. 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 Club. Within 30 days after the close of the fiscal year, all accounts shall be audited as provided by these bylaws. Forty-five days after the term of office ends, all records of the Treasurer shall be turned over to the successor. The Treasurer shall be ex-officio a member of the Finance Committee and the Status of Women Service Committee.

ARTICLE VIII  
**Meetings**

- Section 1. Educational program meetings of Club members shall be held on the first Monday of each month except July, August and September, unless otherwise directed by the Club Board. The meeting in May shall be for the purpose of electing officers, directors, and members of the Nominating Committee.
- Section 2. Annual Meeting. The meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers, the Club Board, committees, 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 members of the Club. At least 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.
- Section 4. Quorum. One third (1/3) of the members shall constitute a quorum at any regular or special meeting of the Club.

ARTICLE IX  
**Club Board**

- Section 1. How constituted. The Club Board shall consist of the elected officers and directors.
- Section 2. 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 required by the Zonta International Bylaws and Rules of Procedure. The Manual of Procedures for Zonta Clubs shall serve as a guideline for Club operation.
- Section 3. Meetings.
  - A. The Board shall hold regular monthly meetings, unless otherwise ordered by the Board, at a time and place agreed to by the officers and Board members. Provided that only Board members shall be counted for quorum purposes and shall have the right to vote on matters before the Board, all Board meetings shall be open to Club members and all such attendees may participate in Board discussions and deliberations.
  - B. Special meetings of the board may be called by the President and shall be called upon the written request of at least three members of the Board. Except in emergency, 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.

**ARTICLE X****Nominating Committee**

- Section 1. How constituted. At its election meeting, the Club shall elect its Nominating Committee of five members for the next year.
- Section 2. Election. If nominees are unopposed, a voice vote may be taken, and committee members may select their own chair. If elected by ballot, the designated number of committee nominees receiving the highest number of votes shall constitute the Club's Nominating Committee. The member receiving the highest number of votes shall be chair of the Nominating Committee.
- Section 3. Vacancies. The Club Board shall fill vacancies in the Nominating Committee.
- Section 4. 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, and to nominate five members for the Nominating Committee.
- Section 5. Reports of the Nominating Committee. The Nominating Committee shall report the slate of officers, directors, and the Nominating Committee before the election meeting. Additional nominations may be made from the floor provided the nominee has consented to serve.

**ARTICLE XI****Committees**

- Section 1. There shall be at least the following standing committees and such other standing and special committees as the Club Board may authorize to achieve the biennium goals.
- A. Standing Committees shall be:  
Organization, Membership and Classification Committee, Public Relations and Communications Committee, Status of Women Service Committee, United Nations Committee, Finance Committee.
  - B. Other committees may include: Archive Committee, Program Committee, Resource Development Committee, Social Committee, Youth Development/Z Club Committee, ZISVAW (Zonta International Strategies to Prevent Violence Against Women) Committee, and such other committees as the Club shall determine.
- Section 2. Appointment. Except as otherwise provided in the Bylaws, the Club President shall appoint committee chairs subject to the approval of the Club Board.
- Section 3. Reports. Committees shall report regularly to the Club Board and to the Club.
- Section 4. Duties of Committees.
- A. Organization, Membership and Classification Committee shall consider all proposals for membership and present the names of candidates to the Club Board. On approval the committee chairman shall extend a written invitation to the person accepted to become a member and notify the Club members.
  - B. Public Relations and Communications Committee shall develop and execute a plan to create external and internal awareness of the Objects of Zonta International.
  - C. Status of Women Service Committee shall recommend action in accordance with the Objects of Zonta International and with the Club. It shall promote interest in the club and within the community in programs improving the Status of Women, including the Z club programs. It shall have charge of all service activities, and act as an advisory committee to the Zonta Club of Pasadena Foundation.
  - D. United Nations Committee shall receive and disseminate pertinent information about the UN and will report to the board through the Status of Women Service Vice President.

- E. Finance Committee shall prepare an annual budget and submit it to the Board before consideration by the Club; regularly analyze and report to Board and Club on budget goals; work with the Board in providing for an annual audit in line with these bylaws; report at the annual meeting. It will report to the Board through the Treasurer.
- F. Program Committee shall prepare and arrange programs for Club meetings.
- G. Social Committee shall promote friendship among the members through social activities and by noting milestones in their lives. It shall report to the Board through the Program Vice President.
- H. Resource Development Committee shall create plans and oversee the raising of funds and seek other resources for the Foundation and for the Club and shall report to the Board through the Status of Women Service Vice President.
- I. Youth Development/Z Club Committee shall promote the leadership development of young women and men. It may promote the organization of Z Clubs and Golden Z Clubs. The committee will serve in an advisory capacity to organize these clubs. It shall report to the Board through the Status of Women Service Vice President.
- J. ZISVAW Committee shall be responsible for overseeing projects designed to eradicate the violence against women and children. It will report to the Board through the Status of Women Service Vice President.

**ARTICLE XII**

**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 audit or review, the books shall be closed at the end of the fiscal year.

**ARTICLE XIII**

**Suspension or Expulsion**

Section 1. Club. Any club of Zonta International that has acted or is acting in a way to injure the good name of Zonta or to hamper the work of Zonta may be suspended or expelled. If a district is to take disciplinary action against a club, the authority for the procedure shall be the recognized parliamentary authority adopted by the club or the law of the country in which the club resides. The disciplinary findings shall be referred to the Zonta International board. A two-thirds (2/3) vote of the entire Zonta International Board shall be necessary for suspension or expulsion of a club. The action of the Zonta International Board shall be final.

Section 2. Member. Any member of a 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. 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 club resides. 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 Roberts Rules of Order Newly Revised shall govern this Club in all cases in which they are not inconsistent with these Bylaws or with the rules of procedure adopted by the Club.

ARTICLE XV  
**Amendment of Options**

The Club Membership by a two-thirds (2/3) vote of members present and voting at any regular or special meeting called for that purpose, may amend or adopt any option indicated in these Bylaws, provided that notice of such proposed amendment has been given to each member at least 10 days before the meeting.

Adopted March 7, 2005

## Zonta Club of Pasadena Mailing Lists

The Club has adopted the following policy regarding use of its mailing lists.

**1. E-Mail:** Exercise discretion when using Zonta members' e-mail addresses. They are intended for intra-club use only.

**2. Networking Information:** Establish a networking table at Zonta Club of Pasadena meetings where members can display flyers, invitations, advertising, etc. for other groups.

**3. Club Roster:** Zonta members may not use our membership roster for other groups' fundraising purposes.

**4. Fund-raising List:** The names and addresses acquired from our own members for Zonta Club of Pasadena's fund-raisers will not be shared with any other person or group.

Adopted June 3, 2002

## E-Mail Etiquette

In this age of increasing electronic communications, we are bombarded with e-mail. To make sure that e-mail you send to members (and others) is read, here are some tips on e-mail etiquette.

### Formatting E-mail

Below are common rules for e-mail that ensure information is accessible to everyone, regardless of the age or type of computer or software. These rules also ensure that the messages are easy to read, understand and file.

### Header

The header of an e-mail is in the upper part of an e-mail message window. The header usually contains rows or spaces identified as:

To  
From  
Subject  
CC  
BCC  
Attachment

- To.** Contains the e-mail address(es) of the recipient(s). You can use the form Name<email@address> (for example Emma Smith<emmas@aol.com>) to make addresses easier to recognize. If you have a short list of recipients (e.g., a small committee), you can put all the addresses in the To field.
- From.** Use your full name and e-mail address when setting up your e-mail software. Don't make your recipient take time to remember who "reg194@aol.com" or "penguinlover@earthlink.net" is. Reggi Brown<reg194@aol.com> or Sue Jones<penguinlover@earthlink.net> instantly identifies the sender.

3. **Subject.** Many people sort and file messages by subject. Create specific and meaningful subject lines. Include dates and locations when appropriate.

Subject: Fundraising Report March 3, 2001

Subject: Agenda, Zonta Board Meeting, March 3, 2001

Subject: Corrections to Board meeting notes of 03.03.01

4. **CC.** Use the CC or “courtesy copy” line to send a message to other people who need to see the information in the body of the message. One example is when a committee chair sends a request for information to a committee member, but copies the message to the rest of the committee.

To: Emma Smith<emmas@aol.com>

CC: Reggi Brown<reg194@aol.com>, Sue Jones<penguinlover@earthlink.net>

5. **BCC.** Most e-mail software has a BCC or “blind courtesy copy” line so that you can send a message to one or more addresses without those addresses being visible to the recipients. This feature of e-mail reduces the size of the header section that the recipient must tab or scroll through. It also protects the privacy of people’s e-mail addresses. This is particularly important when sending out messages to larger groups (more than 5 is a good rule of thumb) or when you do not want to disclose recipients to one another.

In some cases, you have to hunt for the BCC area. Start a new message and then:

- In Outlook, if BCC isn’t showing, click Options and select it.
- In Outlook Express, click View>>All Headers.
- In Netscape, click the To button, then double-click BCC.
- In AOL, put the BCC addresses in the Copy To box, using parentheses, or click the BCC button in the address book.
- In Apple Mail, choose “Add BCC Header” from the Edit menu.

6. **Attachment.** Most e-mail software and Web-based e-mail allows you to attach to an e-mail message a file saved on your computer’s hard drive. Because of the risk of transmitting viruses, sending attachments is often discouraged. Attachments from strangers or attachments ending in .exe or .vbs often contain viruses and should never be opened even if you know the sender. (Your computer cannot become “infected” with a virus just by opening an e-mail that has an attachment; the attachment itself must be opened to cause a problem.)

If a document is too long to cut and paste into the body of an e-mail message here are guidelines for saving your document so that nearly all computers—both PC and Mac—and all word processing programs can open them successfully.

- a. When creating the original document, go to Edit>SaveAs> and in the dialogue box that offers your choices, save the document in plain text format (.txt) or rich text format (.rtf). Rich text format preserves the bold, underline and italic features. Plain text is just that—plain text.
- b. Another option is to save the document in portable document format (PDF). PDF preserves all the original formatting, including font styles, point sizes, and other more advanced features. It requires that the recipient’s computer has a copy of Adobe Acrobat Reader. This program is easily downloaded from the Adobe Web site at:  
<http://www.adobe.com/prodindex/acrobat/readstep.html>

## The Message Window

The lower section of an e-mail window is for the message itself. E-mail software allows fancy formatting, but it is recommended that all messages be sent using plain text with no formatting—including

ing HTML (hypertext markup language)—and that messages be limited to no more than two screens in length. Think about your recipient when sending e-mail.

- a. Make the e-mail easy to read.
- b. When appropriate, include dates, times, addresses, locations, driving directions.
- c. Indicate the action that you want the recipient to take and by when.
- d. Avoid capital letters since this indicates that the sender is SHOUTING.

### **Signature File**

You might not have much choice about your e-mail address, but you can help people figure out who you are with a good signature file. The signature file is a small block of text that automatically follows each e-mail you send. It should give some idea of who you are—full name, affiliation, phone number (if you want people to have it), fax number, your Web site. The signature file lets people know who is writing to them and it also saves them time looking up a phone or fax number if needed.

### **Creating Group E-Mail Lists**

The address book portion of your e-mail software allows you to create entries for individual email addresses, or a list of e-mail addresses that you can reference by the list name. This list is usually called a group in e-mail parlance. For example, the group entry “Fundraising Committee” would contain a list of the e-mail addresses of all the fundraising committee members. When you need to send a message to the fundraising committee, you can click on the Fundraising Committee group name in your address book and your e-mail message will be sent to all the e-mail addresses for the committee. In the header for your e-mail you may only see the group name, but it is expanded into the individual e-mail addresses when the message is sent.

To create a group entry, look for a New Group command or icon in your e-mail program’s address book. Some e-mail programs (Eudora, for example) have an all-purpose “New Entry” icon that lets you create either an individual address or a group list.

If the group you are sending the message to is a large one, use the BCC field in the header to enter the group name. That way your recipients won’t have to wade through a long list to get to the message. What do you put in the To field? Send the e-mail to yourself!

### **Effective Uses for E-mail**

E-mail is public. Never send anything in an e-mail that you would be embarrassed for anyone to see. Remember that your e-mail may be forwarded to the recipient to...anyone.

Use e-mail to send:

- ⊗ rosters
- ⊗ agendas
- ⊗ meeting notes/minutes
- ⊗ reminders
- ⊗ driving directions (it’s helpful to also include the Thomas Guide section or URL for MapQuest <[www.mapquest.com](http://www.mapquest.com)>
- ⊗ announcements
- ⊗ requests for information related to committee business
- ⊗ action items to be completed prior to the next meeting
- ⊗ resources for the committee such as newspaper articles, books, Web URLs, agency addresses, etc. When sending Web site URLs, be sure to verify that the link works first, before including it in your message.

Avoid using your *group* e-mail lists for:

- ⊗ discussions
- ⊗ jokes
- ⊗ photos
- ⊗ attachments
- ⊗ messages longer than two screens

## Replying to E-Mail

Most people get dozens, scores, or even hundreds of e-mails a day. Save them the trouble of searching out their original message to you, or mentally rewinding, by including the part(s) of the original message needed for clarity. Avoid resending the entire message whenever possible.

In most e-mail programs, the original message is automatically pasted into your reply message. However, some e-mail programs, such as AOL, don't automatically do this. You can include the part of the message you want to reply to by highlighting and copying it in the sender's message and then clicking on the icon to reply to the message. In AOL, the original message will automatically be added to your reply if you simply highlight. In other e-mail programs, you might have to do a paste in your reply message to add the text. Most e-mail programs allow you to set a preference to include the original message in your reply.

In programs that paste the entire original message into your reply message, you might want to highlight and delete parts of the original message that aren't necessary to your reply. Some people intersperse their replies within the original message; others place their entire reply either above or below the original message.

If you are replying to an e-mail that was sent (or CC'd) to more than just you, you can choose to reply to all of the people who received the original message, or just to the person in the FROM field of the message you received. Some e-mail programs have a "Reply to All" button you can click. Others require you to pull down a menu or hold down an extra key (the ALT key, for example) to choose the "reply to all" feature.

If you *must* forward a message that has already been forwarded innumerable times and contains miles of e-mail addresses, you might consider an alternative. Instead of forwarding the message, highlight and copy the part of the message you want to send on, then open a new e-mail message and paste that text into the new message. Add the header information (using the tips above) and send it on. If you're really dedicated, you might want to edit out all the ">>>"s that pile up in a multiply-forwarded message before you send it.

## A Word about Virus Alerts

Never forward a virus alert unless you have first verified it. Use your Internet browser to go to [www.google.com](http://www.google.com). Type in the name of the alleged virus. Use quotations marks if there is more than one word in the name or subject. Norton or McAfee antivirus sites should appear. By clicking on the links to their sites you will learn whether or not the virus is real or just a hoax. Always check first before sending warnings to individuals or groups.

For further information about the use of e-mail see:

- [http://everythingemail.net/email\\_glossary.html](http://everythingemail.net/email_glossary.html) (Glossary of e-mail terminology)
- [http://everythingemail.net/email\\_help\\_tips.html](http://everythingemail.net/email_help_tips.html)
- <http://www.albion.com/netiquette/book/index.html>