

The Zonta Club Manual

October 2006



Zonta International
Advancing the Status of Women Worldwide

HOW TO USE THIS MANUAL

This revised and updated Club Manual is intended to be used as a guideline and inspiration for club boards and club committee members.

To make it more user-friendly, the manual is divided into 3 parts:

Part 1 – Basic Club Operations is important for understanding the functioning of both Zonta International (ZI) and the club. This part is a “must read” for anyone tasked with running a Zonta club. The job and committee descriptions are generally found on separate pages making it easy to copy for the members needing this information.

Part 2 – Resources and Reference Materials is meant as a reference handbook on specific topics and discusses these topics in greater detail. Reading this part will enhance knowledge and understanding of Zonta and the efficiency of club administration.

Part 3 – Forms consists of almost all forms the club should need during the year. Please copy the official ones if needed. Most official forms are also available on the Web site. We encourage you to use the forms on the Web site to ensure that you are using the most up-to-date version. The suggested forms may be changed as suits the club best.

The Zonta Club Manual is intended for use in combination with, and not as a substitute for, the Zonta International Bylaws.

HOW WILL THIS MANUAL BE REVISED?

This manual will be revised as needed to reflect the current Zonta International Bylaws and Rules of Procedure and to provide clubs with updated policies.

Acknowledgements:

This revised manual is based on intensive work coordinated by then ZI Director Kirsten Theisen with contributions and ideas from many Zontians all over the world especially Patricia Lawson and the team from District 24 in biennium 1998-2000.

If you have comments, ideas, constructive critique, please contact your District Governor.

Zonta Club Manual

TABLE OF CONTENTS

PART 1 – BASIC CLUB OPERATIONS:

SECTION 1:	Zonta International Mission, Objects and Structure
SECTION 2:	Club Leadership: The Club Board
SECTION 3:	Zonta Club Committees
SECTION 4:	Club Nominating Committee and Club Elections
SECTION 5:	Zonta Meetings
SECTION 6:	Zonta Communication
SECTION 7:	Club Calendar

PART 2 – RESOURCES AND REFERENCE MATERIALS:

SECTION 8:	Zonta International Foundation
SECTION 9:	Zonta International Biennial Conventions
SECTION 10:	Zonta Archives
SECTION 11:	Zonta History and Zonta Emblem
SECTION 12:	Zonta International Service Program Projects 1956-2008
SECTION 13:	Zonta International External Relations
SECTION 14:	Frequent Questions and the Answers About Zonta International
SECTION 15:	Club Bylaws
SECTION 16:	Parliamentary Procedure
SECTION 17:	Installation Ceremonies
SECTION 18:	US Tax Matters and Filing Requirements

PART 3: – FORMS

Part 1 – Basic Club Operations

Section 1 **11**

MISSION, OBJECTS AND STRUCTURE.....	11
MISSION STATEMENT.....	12
OBJECTS.....	12
ZONTA INTERNATIONAL ORIGINS AND SYMBOLS.....	12
THE STRUCTURE OF ZONTA INTERNATIONAL.....	12
THE ZONTA INTERNATIONAL BOARD OF DIRECTORS.....	12
DISTRICTS.....	13
AREAS.....	13
CLUBS.....	13
MEMBERSHIP.....	15
ZONTA INTERNATIONAL FOUNDATION.....	16
ZONTA INTERNATIONAL HEADQUARTERS.....	16
SOURCES OF INFORMATION.....	17
ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION.....	18
ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION CHART.....	19

Section 2 **21**

CLUB LEADERSHIP: THE CLUB BOARD.....	21
CLUB LEADERSHIP AND SUCCESSION PLANNING.....	22
THE CLUB BOARD.....	22
THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT.....	25
THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT-ELECT.....	27
THE ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENT.....	27
THE ROLE AND RESPONSIBILITIES OF THE SECRETARY.....	28
THE ROLE AND RESPONSIBILITIES OF THE TREASURER.....	30
FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY POLICY.....	32
INSURANCE AND RISK MANAGEMENT.....	33

Section 3 **35**

ZONTA CLUB COMMITTEES.....	35
MANDATORY (STANDING) COMMITTEES.....	36
OPTIONAL COMMITTEES.....	36
APPOINTMENT TO COMMITTEES.....	36
DIRECTION AND PLANNING.....	36
COMMITTEE RESPONSIBILITIES.....	37
STATUS OF WOMEN SERVICE (STWS) COMMITTEE.....	38
ORGANIZATION, MEMBERSHIP & CLASSIFICATION (OMC) COMMITTEE.....	40
PUBLIC RELATIONS AND COMMUNICATIONS COMMITTEE.....	42
UNITED NATIONS COMMITTEE.....	44
FINANCE COMMITTEE.....	45

Section 4 **47**

NOMINATING COMMITTEE AND ELECTIONS.....	47
THE NOMINATING COMMITTEE.....	48
CAMPAIGNING POLICY.....	48
CLUB ELECTIONS.....	50

Section 5 **53**

ZONTA MEETINGS.....	53
RIGHTS AND RESPONSIBILITIES.....	54
PARLIAMENTARY PROCEDURES.....	54
CONDUCTING CLUB BUSINESS.....	55
DUTIES OF PRESIDING OFFICER/CHAIRMAN.....	55
CONTENTS OF MINUTES.....	56
SUGGESTED LANGUAGE OF A MEETING.....	57
HOW TO PRESENT A MOTION.....	58
IMPORTANT VOTING TERMS.....	59
PROTOCOL STANDARDS FOR GUESTS AT CLUB FUNCTIONS/MEETINGS.....	60

Section 6	61
ZONTA COMMUNICATION	61
ZI HEADQUARTERS COMMUNICATIONS TO DISTRICT, CLUBS AND MEMBERS.....	62
COMMUNICATION FROM MEMBERS, CLUBS AND DISTRICTS.....	62
COMMUNICATION WITHIN THE DISTRICT.....	63
CLUB COMMUNICATIONS.....	63
ELECTRONIC NOTIFICATION	63
COMMITTEES	63
CIRCULARIZATION	64
NETWORKING POLICY AND GUIDELINES.....	64
E-MAIL POLICY	66
POLICY ON USE OF MEMBER INFORMATION – GENERAL.....	67
ZI WEB SITE RESOURCES FOR MEMBER INFORMATION AND NETWORKING.....	68
CLUB WEB SITES.....	70
ZONTA INTERNATIONAL WEB SITE POLICY FOR DISTRICTS AND CLUBS	70
Section 7	75
CLUB CALENDAR	75
SAMPLE CLUB CALENDAR.....	76
SELECTED UNITED NATIONS DAYS AND OTHER SIGNIFICANT DATES.....	79
Part 2 – Resources and Reference Materials	
Section 8	83
ZONTA INTERNATIONAL FOUNDATION.....	83
ZONTA INTERNATIONAL AND THE FOUNDATION	84
NOT FOR PROFIT STATUS WITH THE U.S. INTERNAL REVENUE SERVICE.....	84
FUNDS ADMINISTERED BY THE FOUNDATION.....	85
PROMOTION OF THE ZONTA INTERNATIONAL FOUNDATION	88
Section 9	89
ZONTA INTERNATIONAL BIENNIAL CONVENTIONS.....	89
PURPOSE OF CONVENTIONS.....	90
DISTRICT CONVENTION LIAISON.....	90
BYLAWS CONCERNING CONVENTION.....	90
CALENDAR OF EVENTS.....	90
THE BUSINESS OF THE CONVENTION	90
RESPONSIBILITIES REGARDING THE CONVENTION	91
DELEGATE AND PROXY DUTIES	91
CONVENTION YEARS AND LOCATIONS.....	92
Section 10	95
ZONTA ARCHIVES	95
BACKGROUND	96
CLUB ARCHIVIST	96
RETENTION AND DISPOSAL GUIDE	97
RECORDS RETENTION AND DISPOSAL SCHEDULE.....	98
Section 11	101
ZONTA HISTORY AND ZONTA EMBLEM.....	101
HISTORY OF ZONTA INTERNATIONAL.....	102
RESOURCES.....	102
ZONTA’S NAME.....	103
ZI HEADQUARTERS	103
GROWTH	103
RELATIONSHIP WITH THE UNITED NATIONS	103
GUIDELINES FOR ORGANIZATIONAL IDENTITY	104
USE OF ZONTA NAME AND EMBLEM BY ZONTA CLUBS AND DISTRICTS	108
INTERNATIONAL PRESIDENTS AND BIENNIAL THEMES.....	109
ORGANIZATION THEMES.....	110
CHRONOLOGICAL ORDER OF ZONTA COUNTRIES AND GEOGRAPHICAL AREAS.....	110

Section 12	113
INTERNATIONAL SERVICE PROGRAM PROJECTS	113
<i>PROJECT HISTORY</i>	114
Section 13	119
ZONTA INTERNATIONAL EXTERNAL RELATIONS	119
<i>DEFINITION</i>	120
<i>ZONTA INTERNATIONAL – A NON-PARTISAN ORGANIZATION</i>	120
<i>ADVOCACY DEFINITION AND POLICIES</i>	120
<i>COOPERATION WITH OTHER ORGANIZATIONS</i>	121
<i>ORGANIZATIONAL MEMBERSHIPS</i>	122
<i>UNITED NATIONS REPRESENTATIVES</i>	123
<i>NGO AFFILIATIONS</i>	124
Section 14	125
FREQUENT QUESTIONS AND THE ANSWERS	125
<i>ZONTA – THE ORGANIZATION</i>	126
<i>MEMBERSHIP</i>	127
<i>CLUBS AND CLUB OPERATIONS</i>	130
<i>CLUBS AND ZONTA INTERNATIONAL</i>	132
<i>ZONTA SERVICE</i>	133
<i>ZONTA’S EXTERNAL RELATIONS</i>	134
Section 15	137
CLUB BYLAWS	137
<i>SAMPLE CLUB BYLAWS</i>	138
Section 16	147
PARLIAMENTARY PROCEDURE	147
<i>BACKGROUND</i>	148
<i>MOTIONS</i>	148
Section 17	153
INSTALLATION CEREMONIES	153
<i>ZONTA SYMBOLS</i>	154
<i>INDUCTION OF NEW MEMBERS</i>	154
<i>INSTALLATION OF CLUB OFFICERS AND BOARD OF DIRECTORS</i>	155
Section 18	159
US TAX MATTERS AND FILING REQUIREMENTS	159
<i>ZONTA INTERNATIONAL – TAX STATUS</i>	160
<i>ZONTA INTERNATIONAL FOUNDATION – TAX STATUS</i>	160
<i>ZONTA CLUBS IN THE US – TAX STATUS</i>	160
<i>IMPLICATIONS FOR CLUBS IN THE US</i>	160
Part 3 – Forms	163

CLUB MANUAL

PART 1 – BASIC CLUB OPERATIONS

Sections 1 - 7

Section 1

Zonta International Mission, Objects and Structure

Includes

- Mission Statement
- Objects
- Zonta International Origins and Symbols
- The Structure of Zonta International
- The Zonta International Board of Directors
- Districts
- Areas
- Clubs
 - Club Names
 - Club Committees
 - Z Clubs and Golden Z Clubs
- Membership
 - Benefits
 - Responsibilities
 - Policy on Other Organization Positions
- Zonta International Foundation
- Zonta International Headquarters
- Sources of Information
 - Publications for Order and Purchase from Headquarters
 - Web site
- Zonta International Organization and Communication

ZONTA INTERNATIONAL

MISSION, OBJECTS AND STRUCTURE

MISSION STATEMENT

Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

OBJECTS

The objects of Zonta International are:

- To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy
- To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions
- To promote justice and universal respect for human rights and fundamental freedoms
- 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 world

Zonta International is non-partisan and non-sectarian.

ZONTA INTERNATIONAL ORIGINS AND SYMBOLS

- Zonta International was founded 8 November 1919 in Buffalo, New York, USA. There are approximately 32,000 members in more than 1200 clubs in more than 68 countries and geographic areas.
- The name “Zonta” is derived from the Lakhota (Teton Dakota) word of the Native-American Sioux peoples, meaning “honest and trustworthy.”
- Zonta’s emblem is a composite of five Sioux symbols (see Section 11).
- Zonta’s symbol is a yellow rose.
- Zonta’s colors are mahogany and gold.

THE STRUCTURE OF ZONTA INTERNATIONAL

The overall structure of the organization is shown in the chart at the end of this section. The organization chart also shows some of the communication lines in Zonta. See additional comments later in this section and in Section 6.

THE ZONTA INTERNATIONAL BOARD OF DIRECTORS

The Zonta International Board directs the affairs of Zonta International. It consists of four elected officers, who constitute the executive committee, and seven elected directors. The board is elected at biennial international conventions. The four elected officers are:

- The president

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

- The president-elect
- The vice president
- The treasurer/secretary

DISTRICTS

For administrative purposes, Zonta International divides the world into districts, each under the supervision of an elected district governor and elected district board. The governor is the link between the district and the ZI Board via a board liaison. The governor and the district board set goals and develop strategic and biennial plans for the district. The district goals should take into account the need for alignment with the current biennial goals adopted at convention and the Zonta International strategic plan, and focus within the context of Zonta's mission while responding to local needs.

A district conference is held at least once during each biennium to promote the goals of Zonta International and to conduct the business of the district. The governor, the lieutenant governor, the treasurer and, in some districts the area directors (and optional vice area directors), are elected at the district conference. The governor is formally installed at the international convention. The district board takes office at the close of the next international convention. The district board includes:

- The governor
- The lieutenant governor
- The area directors (and optional vice area directors)
- The treasurer
- The secretary (is appointed by the governor and has no vote on the district board).

AREAS

Districts are divided into areas. An elected area director reports to the district governor and plans and coordinates activities in cooperation with the governor and the clubs.

- An area is an administrative subdivision of a district.
- Each area holds at least one meeting or workshop annually for all the clubs in the area.
- The area director is a member of one of the clubs in the area, acts as a liaison between the area clubs and the district board, visits clubs in the area, and is elected by the clubs in that area at the area meeting or the district conference.
- In some districts the vice area director assists the area director in the performance of area duties and performs the duties of the area director in the absence or inability of the area director. The vice area director is elected by the clubs in that area at the area meeting or the district conference.

CLUBS

The individual Zonta Club is the basic organizational unit of Zonta International. Clubs are organized with a minimum of 20 members and pursue their goals through mandatory (standing)

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

and optional committees. A charter presented to the club on formation is retained as long as the club meets all obligations for membership in Zonta International.

When club membership falls below 20 members, the club becomes a “club of concern” and the attention of the district governor and the area director is called to bring membership up to a comfortable 25. Nevertheless, a club may continue to function as a club with a minimum of 6 paid members. If a club fails to maintain paid membership of at least 6 members during a period of 12 consecutive months, the ZI Board may act to terminate the club.

Club members elect the club board (see Section 4). The club board consists of at least the following:

- president
- vice president
- secretary
- treasurer
- two directors

The rules of club operation are stated in the Zonta International Bylaws and the club’s own bylaws. The club bylaws must comply with the Zonta International Bylaws and the laws of the country in which the club exists. A model for club bylaws is given in Section 15.

Club Names

- When possible, clubs should be named for the city, town or location in which the club MEETS, even if its members come from a broader geographic area.
- Because the terms “area” and “region” have specific meaning in Zonta, clubs should avoid using these terms in the official club name.
- When more than one club exists in a city, or location, clubs should consider using I, II, III, etc., or other additions to the location name, to distinguish each club.
- When naming clubs, Zontians should recognize that Zonta is international and using a locally known “nickname” for a location will be confusing to both Zontians and non-Zontians who are not from that specific location.
- Names of clubs are to be approved by the Governor in consultation with the International Board Liaison. (Note: Governor and Liaison approval is not required in the case of clubs deleting the word “area” as the only change in the name.)

For the complete policy regarding new club names, see the District Manual or O&E Manual.

Club Committees

Zonta Clubs have committees in order to implement projects and achieve goals (see Section 3). Members are encouraged to serve on committees and share their expertise and skills.

Z Clubs and Golden Z Clubs

Zonta Clubs may sponsor Z Clubs for secondary school students and Golden Z Clubs for college and university students. The purpose of the program is to develop future leaders who will participate in local and international service and advocacy to advance the status of women worldwide. Zonta Clubs guide and assist their Z/Golden Z Club in selecting and implementing

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

their projects that affect women, offer mentoring and career guidance, and create opportunities for Z/Golden Z members to learn about women's issues. The Emma Conlon Awards recognize Z/Golden Z Clubs that implement outstanding projects.

MEMBERSHIP

The membership of Zonta International consists of:

- All Zonta Clubs in good standing (has paid all dues and fees and has provided to ZI Headquarters a current and complete official club member list with the information requested by ZI Headquarters)
- Past International Presidents (PIPs)
- International Honorary Members

Zonta membership at the club level is by invitation. Club members are classified members, Past International Presidents, and Club Honorary Members. 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.

Eligible for membership are executives and professionals, or others in a decision-making capacity who are willing to support and implement the Objects of Zonta International. Candidates for membership should be sought among community leaders in a variety of activities. This ensures that the club will have members with different backgrounds and skills. The minimum number of classifications shall equal one-fourth the total number of members in the club.

To be invited to membership, a candidate shall be actively engaged in a recognized business or profession in a decision-making capacity.

Member Benefits

Zonta membership provides the opportunity to:

- Meet interesting, involved professionals who seek to help women reach their potential.
- Work together, through service and advocacy, towards common goals; i.e., the objectives of Zonta.
- Socialize and network locally, nationally and internationally with business and professional people working in many different fields.
- Experience the warmth of international fellowship. Members are welcomed at Zonta Clubs worldwide.
- Accept leadership roles that promote personal growth and self-confidence in a friendly, supportive atmosphere.
- Participate actively in committees, meetings and interesting discussions.

Member Responsibilities

The responsibilities of a club member are to:

- Attend club and relevant committee meetings and club events.
- Pay all dues, fees and assessments promptly.
- Be familiar with club bylaws and parliamentary procedure.
- Participate actively in meetings and deliberations and accept majority decisions.

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

- Accept leadership roles and give time, talent and enthusiasm to the organization.
- Identify and suggest prospective new members.
- Attend area meetings/workshops, district conferences and international conventions, if possible.
- Financially support the programs funded by the Zonta International Foundation.
- Keep informed about Zonta International and its activities through *The Zontian* and/or the Zonta International Web site (www.zonta.org). Each member is encouraged to register at www.zonta.org/register.

Policy on Other Organization Positions

As adopted by the Zonta International Board April 2005

The Board agreed that a Zonta member who is elected or appointed to an office in another organization on the basis of a Zonta position:

1. Should inform and seek the consent of the Zonta leadership to which the invitation was directed, specifically:
 - the club president at the club level,
 - the governor at the district level,
 - the Zonta International president at the international level.
2. If consent is not given, then she may not accept the offer.

ZONTA INTERNATIONAL FOUNDATION

The Zonta International Foundation was founded in 1984 (and incorporated in 1985) to support the service programs of Zonta International. The Foundation receives, raises and invests funds for the service programs of Zonta International. (See Section 8.)

The monies administered by the Foundation are donated primarily by Zonta Clubs and individual members. It is recommended that clubs give one-third (1/3) of the service funds raised to the Foundation. Every club is expected to make a donation to the Foundation each year.

ZONTA INTERNATIONAL HEADQUARTERS

The Zonta International Foundation owns a building in Chicago, Illinois, USA, where both Zonta International and the Foundation have their ZI Headquarters. The ZI Headquarters' paid staff consists of an Executive Director and (currently) approximately 14 staff employees.

Address: 557 West Randolph Street, Chicago, Illinois 60661, USA

Phone: +1 312 930 5848; Fax: +1 312 930 0951

Zonta International E-mail: zontaintl@zonta.org

Zonta International Foundation E-mail: zontafdn@zonta.org

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

SOURCES OF INFORMATION

Publications automatically forwarded from ZI Headquarters (Note: these are also available for purchase of additional copies):

- *The Zontian* is the quarterly magazine of Zonta International and is provided to every Zontian. The program issue (no. 1) of each biennium is of particular interest and presents the International President, the Governors and International Committee Chairmen and plans for the biennium.
- Zonta International Bylaws (every even year) – one copy per club, and published on the Web site.
- International Directory (every even year) – one copy per club (see Section 6 regarding Directories available on the Web site).
- Zonta Club Manual, one copy per club when revised, and published on the Web site.
- Marian de Forest Membership and Classification Manual, included in Organization and Extension kits and published on the Web site.

Publications for Order and Purchase from ZI Headquarters

Please see the Zonta store on the Web site (www.zonta.org)

- Zonta District Manual (also published on the Web site)
- Organization and Extension Manual (also published on the Web site)
- Protocol Manual (1996)
- Z and Golden Z Club Manual
- Zonta Brochure
- *This is Zonta* card (every even year)

Web site – www.zonta.org

The Zonta International/Zonta International Foundation Web site is a powerful resource tool for Zonta Clubs. Club officers and members are urged to use this tool as a first line source of information. Key components include (but are not limited to):

➔ Member Resources

- Directories
 - Member Networking Directory
 - Directory of District Governors
 - Directory of Club Presidents
- Tools for Clubs
 - Club Administration
 - Membership Recruitment and Retention
 - Public Relations
 - Fundraising
 - Service and Advocacy
- International Scholarships and Awards
- Manuals and Publications
- Logos
- Photos and Graphics
- Zonta Store
- Frequently Asked Questions

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 1

➔ **Zonta Action**

Use this tool to share your club activities and best practices with other Zonta Clubs

➔ **Club Locator**

This is an important tool for prospective club members and international scholarship and award applicants. Check your Club links to be sure Zonta International has your club's correct permanent E-mail address and your Web site address.

➔ **Zonta Programs**

Get the most up-to-date information on Zonta International programs funded by the Zonta International Foundation.

➔ **Zonta International Foundation**

See where we stand on fundraising goals for the Biennium and get information on Foundation Funds and how to contribute.

➔ **Contribute Now**

Individuals can make secure Online credit card contributions (online credit card contributions are much more secure than e-mailing or faxing credit card information). Clubs can download the current Contribution Form.

➔ **Member Profile**

Members can update personal contact information at their convenience; online changes to the Member Profile automatically update Zonta's offline membership database. This is the most efficient way to keep Headquarters up-to-date on member information and ensure no missed issues of *The Zontian* or other correspondence.

ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION

Zonta has two separate but complementary spheres of activity: (1) Operations and (2) Service and Advocacy.

Operations are concerned with how we operate and function.

Service and Advocacy is what we achieve for others.

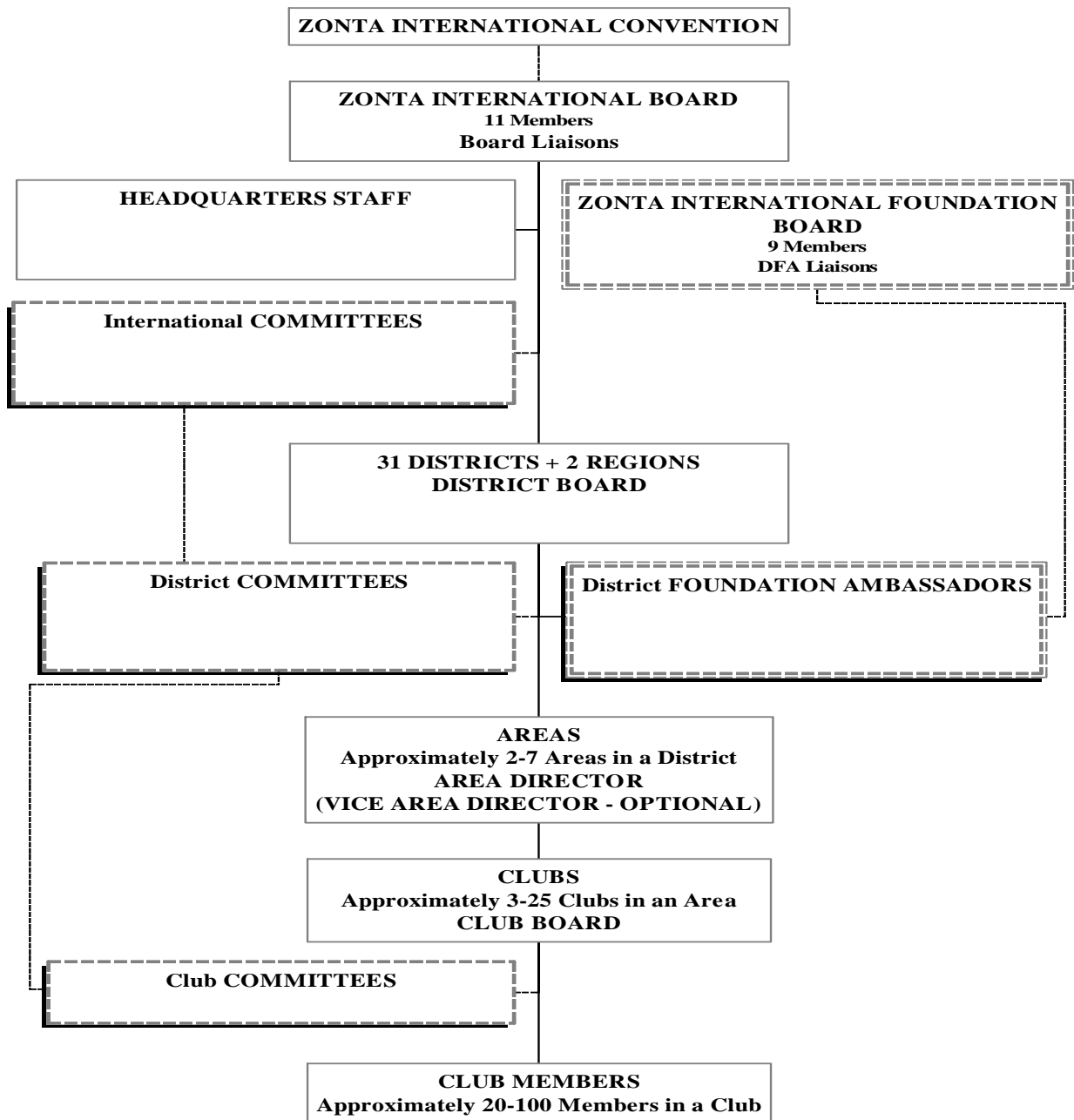
When looking at the chart below, the main communication lines are visible for the two spheres.

Operations: The communication goes from club to ZI Board through area director and district governor and ZI Board liaison, and back the opposite way. This is marked with lines: ———.

Service and Advocacy: Here communication goes from club committee chairman to the ZI Board through the district chairman and international committee member/chairman and back. This communication is marked with dashed lines: - - - - -.

Individual Zonta members receive information about Zonta directly via club and area meetings, district conferences, and the International convention, *The Zontian* magazine, club, area, and/or district newsletters, the Zonta International Web site, and club and district Web sites.

ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION CHART



Section 2

Club Leadership: The Club Board

Includes

Club Leadership and Succession Planning

The Club Board

The Role and Responsibilities of

President

President-Elect

Vice President

Secretary

Treasurer

Payment Procedures for International Dues and Foundation Contributions

Financial Accountability and Responsibility Policy

Insurance and Risk Management

CLUB LEADERSHIP: THE CLUB BOARD

CLUB LEADERSHIP AND SUCCESSION PLANNING

Strong leadership is crucial to the effective functioning of Zonta Clubs. In setting directions, the club board must propose goals and activities that complement and enhance those of Zonta International and also inspire club member commitment. Goals and activities should be specific, attainable and effective, to demonstrate clear direction and to focus club efforts. Goals should relate to the Zonta International strategic planning framework (i.e., *A Course for the Future – 2006 and Beyond* [see Web site www.zonta.org]).

The club board members need to have an in-depth knowledge of Zonta and sound communication skills. Both can be strengthened if succession planning and leadership training are a natural part of club leadership preparation. Potential leaders should be identified within the membership and be appointed as committee chairmen and encouraged to attend training workshops, area meetings, district conferences and conventions. The stepping stones are then in place for election to the club board.

The club board needs to take responsibility, uphold ethical principles, work towards progress for the club and organization, utilize the strengths of the members, and encourage self-development.

When asking club members to perform various tasks, club leaders should specify the nature, requirements and goals of the task, provide assistance as required, monitor progress, and acknowledge dedication and achievement.

THE CLUB BOARD

The club board is elected by the club members to direct the affairs of the club. The club board consists of a president, vice president, secretary and treasurer (the officers) and at least two directors. In its bylaws the club may specify additional directors and additional officers such as a president-elect, first and second vice presidents, recording and corresponding secretaries, and assistant treasurer.

Qualifications

Club board members should be nominated for election based upon their qualifications and abilities. All officers shall be members and have experience in a decision-making capacity in their current or past business/profession. The president must, at some time, have been a member of the club board for at least one year, except in the case of a newly chartered club. Any member in good standing is eligible for the position of director.

Terms of office

The club board members assume office on 1 June (or in parts of the Southern hemisphere 1 January) and hold office for at least one year, or until their successors assume office, or preferably for two years. No club board member may serve more than two consecutive years in the same office except the treasurer, who shall serve no more than four. At club option a member who has served previously as an officer or director is eligible to serve in the same office again after an intermission.

Club termination

The Zonta International Board may terminate a club if:

- It fails to pay its dues or other financial obligations to Zonta International.
- It fails to meet quarterly, and function as a Zonta unit.

Note: The Zonta International Board adopted the following policy effective 31 January 2001: the board will terminate the membership in Zonta International of any club that, for a period of 12 consecutive months, fails to maintain at least 6 members. A club with fewer than six members cannot fill all the elective positions mandated by the Zonta International Bylaws and cannot function as a Zonta unit.

- It fails to maintain the required member diversity of classification.
- It acts in a way to injure the good name of Zonta or hamper the work of Zonta.

Terminated or disbanding clubs must pay all legal debts and disburse remaining assets to the Zonta International Foundation or a service organization consistent with Zonta objects, except for operating funds which shall revert to the district for organization and membership. A club that intends to disband must first notify the area director. If the club, after taking all necessary steps together with the area director to avoid disbandment, decides to do so, it shall inform the district governor, who shall inform the Executive Director immediately.

Club Board responsibilities

- Develop coordinated goals and monitor progress towards their achievement
- Supervise the affairs of the club between meetings, without conflict with club actions
- Recommend, but not determine, policy, projects and donations for adoption by the club
- Disseminate Zonta International program information to all club members
- Encourage support of Zonta International and district biennial goals, including the encouragement of club and individual contributions to the Zonta International Foundation funds
- Approve appointments of committee chairmen submitted by the president
- Receive reports of the committees
- Review financial reports comparing actual versus budgeted income and expense
- Review and approve all individuals proposed for club membership
- Evaluate unexcused absences and member resignations
- Approve leave of absence for a specific period of time
- Fill vacancies in any office except that of president
- Consider the budget(s) and present them to the membership for adoption
- Ensure that the club fulfills its legal liabilities in the country, province or state and local governmental unit where it is constituted
- Ensure that club bylaws are updated and aligned with ZI Bylaws and also fulfill the legal requirements in the country, province or state and local governmental unit where it is constituted
- Maintain a policy book (see duties of recording secretary in this section)
- Consider awarding club honorary membership to people who have demonstrated distinguished service outside Zonta

- Ensure continuity of leadership and understanding of club board duties by meeting with the new, incoming club board prior to its assumption of office
- Refer written complaints against a club officer or director to a special committee elected by the club for investigation (see ZI Bylaws Article XIV, Section 4(e))
- Appoint a special committee to investigate written complaints against a member regarding behavior that has injured the good name of Zonta or hampered its work (see ZI Bylaws Article XIV, Section 11(b))

Club leadership planning and recruitment

This includes:

- Encourage new members to join club committees and aspire to future leadership positions
- Emphasize that leadership skills learned in Zonta are useful everywhere
- Delegate responsibilities and receive new ideas positively

It also includes training members to become new leaders:

- Allow potential leaders to function as a complement to the experience of veteran leaders
- Large committees may use vice chairmen in order to train future chairmen
- Mentoring by current leaders helps develop prospective leaders

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The president is the chief executive of the club. In conjunction with the club board, the club president reviews and aligns club goals and objectives with the long-term and biennium goals of Zonta International and the district. The goals must be discussed with, and approved by, the club members. The membership should be kept fully informed about all relevant Zonta business. The strategic plan for the club should be updated at regular intervals.

President's responsibilities to the club and the board of directors

- Help review and align club goals and objectives with the long-term and biennial goals of Zonta International.
- Initiate the development of short- and medium-to-long-term strategic plans for the club.
- Preside at all meetings of the club and the club board.
- Appoint and brief the chairmen of standing and special committees, with the exception of the nominating committee (which is elected) and monitor the progress of club committees toward achieving club goals.
- Acquire a thorough knowledge of the objects, projects and policies of Zonta International.
- Present recommended club goals for approval.
- Present club board recommendations to the club at its next business meeting.
- Ensure that operating methods, processes and structures are reviewed regularly for relevance and continuous improvement.
- Encourage the club's support of local and of ZI international service programs and projects, and the club's active participation in public affairs and advocacy (within the guidelines of the Advocacy Policy, see Section 13).
- Take leadership in encouraging club contributions to the Zonta International Foundation and encourage members to give to the Foundation.
- Invite the District Foundation Ambassador to club meetings.
- Ensure that the club pays correct dues to Zonta International (with the required club member list), to the district, and to the area (if applicable) by the due dates and submits the required complete club member list.
- Ensure timely submission of reports and contributions.
- Encourage all club members to register on the ZI Web site in order to take advantage of the information resources and tools offered.
- Appoint a club parliamentarian, if the club chooses to have one.
- Countersign – if applicable – all payment orders and checks drawn on the club's bank account by the treasurer.
- Present a written report at the club's annual meeting reviewing the year's activities and offering pertinent recommendations.
- Brief the incoming president on all club activities and policies and hand over all club records and relevant materials within a reasonable time after the president assumes office.
- Ensure that information contained in club mailings from ZI Headquarters is distributed to the appropriate club officers and shared with the entire club as needed.

President's responsibilities to the area, district, Zonta International and ZI Headquarters

- Report quarterly, or as requested by the Governor, using the report format provided by the Governor.

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 2

- Report club achievements and concerns to the area director.
- Take responsibility for the completion and submission of other reports and forms such as committee surveys, member satisfaction surveys, member exit questionnaires, etc.
- Ensure that names, addresses and contact numbers of club committee chairmen are submitted to all contacts promptly following their appointment.
- Inform the area director of details of club meetings and major club activities. At least once during the biennium, invite the area director to make an official visit to a club business meeting and serve as, or assign a club member as, the area director's host.
- Submit an annual club report to the area director each year (see Part 3 - Forms).
- Attend area meetings and workshops, district conferences and convention.
- Ensure that the club Web site provides simple, direct information for prospective members and award recipients, and that the Web site address is reported to ZI Headquarters.
- Use links to the ZI Web site to ensure that information is up-to-date and the current guidelines and applications are used.
- Ensure that the club elects delegates and alternates to area meetings, if required, and to district conference. A delegate may carry more than one of the total votes to which the club is entitled.
- Ensure that the club elects delegates and alternates to the convention and ensure completion of a Credentials Registration Form for delegates and alternates to convention by the published due date. Notify the district governor if a proxy is needed (see forms in Part 3).
- Ensure that annual per capita dues with a current and complete club member list with information requested by ZI Headquarters, and the Club Officers Report Form (see Part 3), are sent to ZI Headquarters by the due date (1 June annually).
- Ensure that the club maintains a permanent club E-mail address, that it is reported to ZI Headquarters, and that the E-mail correspondence to that address is handled efficiently.
- Ensure that club bylaws are adopted and then report to the area director that the club has periodically reviewed club bylaws

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

The president-elect (if included in the club bylaws as a club officer) is expected to:

- Perform duties as assigned by the president.
- Prepare to assume the presidency. Preparations might include evaluating the growth of the club, planning for dynamic programs and effective mission-focused service projects, helping to formulate long-range plans and considering appointments for committee chairmen.
- Attend area meetings, district conferences and, if possible, biennial conventions.
- Report to the club president or board as required and brief the incoming president-elect on responsibilities of the position. Pass the records of office and other relevant materials to the incoming president-elect within a reasonable time after the president-elect assumes office.

THE ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENT

If a club chooses to elect two vice presidents, the first vice president ranks higher than the second. Responsibilities may be divided accordingly.

The vice president should:

- Perform the duties of the president in the absence or inability of the president. If a president is unable to complete the term of office, the vice president becomes president.
- Perform duties as designated by the president and the club board, including serving as a committee chairman.
- Report to the club president or board as required and brief the incoming vice president on responsibilities of the position. Pass the records of office and other relevant materials to the incoming vice president within a reasonable time after the vice president assumes office.

THE ROLE AND RESPONSIBILITIES OF THE SECRETARY

Clubs may choose to divide the office and elect both a recording and a corresponding secretary.

The **recording secretary** should:

- Attend meetings of the club and club board and keep a record (the minutes) of all proceedings, stating without personal comment what was discussed, acted upon, and the rationale.
- Bring the following items to all meetings:
 - A copy of the agenda including unfinished business from previous meetings.
 - The minutes of club and board meetings for the year, including the last meeting.
 - A policy book. In order to maintain easy access to the motions that set policy for the club, it is recommended that the club keep a policy book, divided by topics: finance, service, committees, public relations, etc. Decisions relating to specific topics are recorded in the relevant section with a notation of the date of the decision.
- Prepare draft minutes for the president to review. Distribute the minutes in advance and at the next meeting and record corrections.
- Keep proceedings of club board meetings privileged to the club board, but provide a summary report on club board actions to the club members.
- Maintain the following files (see Section 10: Archives):
 - Minutes of meetings
 - Policy Book
 - Club newsletters
 - Area Director's and Governor's newsletters
 - The Zontian* magazines
- Report to the club president/board as required and brief the incoming secretary. Pass the records of office and any other relevant materials to the incoming secretary within a reasonable time after leaving office.

Note: New clubs send the minutes of their club and board meetings to the SOM (Sponsoring, Organizing and Mentoring) chairman, area director and the district governor for at least one year after their charter date.

If a **corresponding secretary** is elected the following could be her responsibilities. Otherwise these are the responsibilities of the secretary (recording) as well:

- Bring updated membership, officer and committee lists, and paper for ballot votes to all meetings.
- Ensure that existing members update their contact information via the ZI Web site. Promptly report to ZI Headquarters new member contact details (and changes for existing members if needed). (See Member Report Form in Part 3 - Forms). Changes should also be written on the official club member list received from ZI Headquarters with the dues billing. Coordinate with club treasurer or membership chairman.
- Keep a record of all members' attendance at meetings (if applicable).
- Send a Club Officers Report Form (see Part 3) to ZI Headquarters, the area director and the district governor before 1 May.
- Conduct club correspondence including communications requested by officers and committee chairmen and letters of thanks to guest speakers.
- Ensure that the area director and district governor receive the club's newsletter.

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 2

- Ensure that the club number is used on all correspondence with ZI Headquarters.
- Handle the club's E-mail box (unless assigned by the President to another member) to ensure timely response to all E-mail inquiries or information provided by ZI Headquarters.
- Report to the club president/board as required and brief the incoming secretary. Pass the records of office and any other relevant materials to the incoming secretary within a reasonable time after the new secretary assumes office.

THE ROLE AND RESPONSIBILITIES OF THE TREASURER

The treasurer shall (See also Finance Committee, Section 3):

- Administer the funds of the club in accordance with the approved budget.
- Serve as an ex-officio member of the finance committee.
- Keep an accurate record of the collection and disbursement of all club monies.
- Create and administer a policy for record retention in keeping with your country's filing requirements. (In the U.S. the I.R.S. mandates seven years.)
- Ensure that authorized signatures are on file with the club's bank(s).
- Submit financial reports to the club and its board as required, and a written report of the club's annual financial position at the annual meeting.
- Produce the cash books and bank books when requested by club members.
- Pay all properly approved bills in accordance with the approved budget.
- Send a club membership dues statement well in advance to each member, payable on or before 1 April, and send reminders for delinquent dues and fees.
- Devise a system for assuring that members' dues and fees are paid to the club, the district, the area (if applicable) and Zonta International by the due dates.
- Pay reinstated member fees to Zonta International, with Member Report Form (Part 3).
- Pay annual per capita dues and fees to Zonta International by June 1 and include a current and complete club member list with the information requested by ZI Headquarters (coordinate with club secretary or membership chairman).
- Pay annual dues and fees to the district by the date required by the district.
- Pay annual dues and fees to the area, if applicable, by the date required by the area.
- Pay international, district and area (if applicable) dues of honorary members, who do not pay club dues.
- Ensure prompt payment of contributions to the Zonta International Foundation, and that payment is made to the correct address (which differs from club dues payments). See Part 3 – Forms.
- Determine and follow all state, provincial, and country filing requirements.
 - (United States clubs, see Section 18, US Tax Matters)
 - (Clubs outside the United States, contact the proper authorities within the country)
- Close the books at the end of the fiscal year and prepare them for the annual audit, examination or review to be performed within 30 days. Arrange the audit/examination/review.
- Prepare and present a report at the Annual Meeting.
- Report to the club president/board as required and brief the incoming treasurer on all club activities and policies.
- Pass the records of office to the incoming treasurer within 45 days of leaving office.

Club budget

Club dues should be sufficient to finance the operation of the club and meet its budget. As an ex-officio member of the finance committee, the treasurer plays an important role in these decisions.

It is recommended that two budgets be prepared for club operations - one for the operating fund, the other for the service fund.

International dues

- Members admitted from 1 June through 30 November pay dues for the full year.
- Members admitted from 1 December through 31 May pay dues for one-half year.
- New and charter members pay a special “new member fee” and reinstated members pay a processing fee in addition to the dues.

Clubs with outstanding dues

- The executive director will notify clubs with outstanding dues, as soon as possible after 45 days from the due date, that the dues are in arrears and that unless their financial obligations are met within 45 days the governor, area director, club president and treasurer will be notified that the club has forfeited its membership.
- The executive director will notify the ZI Board when club dues are unpaid.

PAYMENT PROCEDURES FOR INTERNATIONAL DUES AND FOUNDATION CONTRIBUTIONS

Note: Zonta International is able to accept payment in Euros and several currencies. See Part 3 – Forms.

Send check/draft/money order payments to: ZONTA INTERNATIONAL 1919 PAYSHERE CIRCLE CHICAGO IL 60674 USA	To remit via SWIFT/ International Wire Transfer: LASALLE BANK N.A. – SWIFT Address – LASLUS44 135 S LASALLE CHICAGO IL 60603 USA ABA #071-000-505 CREDIT ACCOUNT: ZONTA INTERNATIONAL 5800248873	To remit via SWIFT/International Wire Transfer: (EURO ACCOUNT ONLY) HARRIS TRUST & SAVINGS BANK – SWIFT Address-HATRUS44 111 W MONROE CHICAGO IL 60603 USA ABA #071-000-288 CREDIT ACCOUNT: ZONTA INTERNATIONAL 30089-456-200-5
---	---	---

Send notification of your wire transfer for dues payments to Member Services, fax: +1 312 930 0951 or email at zontaintl@zonta.org.

To ensure proper processing always use a payment form and send notification of wire transfers.

This information is needed because often the original identification of the sender and purpose is not received with the transfer. The banks do not always pass on this information.

For Zonta International Foundation:

Zonta International Foundation ATTN: Development
4837 Paysphere Circle
Chicago, IL 60674 USA

To remit via SWIFT/International Wire Transfer: LaSalle Bank, Chicago, IL SWIFT Address – LASLUS44, For Credit to the Zonta International Foundation, **Account #5800267964, ABA #071000505**, at LaSalle Bank NA, 135 South LaSalle Street, Chicago, IL 60603 USA.

Send notification of your wire transfer for contributions to Annual Giving Coordinator, fax: +1 312/930 0951, E-mail at development@zonta.org or, mail to 557 West Randolph Street, Chicago IL 60661 USA. To ensure proper processing always use a contribution form (available on the Web site). You may also make contributions by credit card (or by direct bank debit on a regular basis).

FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY POLICY

Each level of Zonta International should adhere to a strict policy of financial accountability and responsibility. It is the responsibility of all club and board members to base their decisions on accurate and timely financial information. In order to have this, all transactions, receipts and disbursements of both operating and service funds must be recorded and reported to members. These reports must be made at least quarterly and all transactions must be reported fully. A computer software program or a manual system may be used. If a computer system is used the treasurer should follow appropriate procedures for safeguarding and backing up computer files. Printed reports and reconciliations should be kept in the treasurer's files. If a manual system is kept, at the very least, the **Monthly Bookkeeping Procedures** as described below should be followed. Each club should retain its financials records in accordance with its country's regulations.

Cash receipts (suggested form in Part 3-Forms)

1. Record all cash receipts by filling out the monthly cash receipt worksheet. Record the payer and the amount. Then record amount received under the appropriate category. (Why did the person give you the money?)
2. Total the amount column.
3. Total all the other columns.
4. Add the totals of all the other columns. This should equal the total of the amount column.

Cash disbursements (suggested form in Part 3-Forms)

1. Record all cash disbursements by filling out the monthly cash disbursement worksheet. Record payee and amount. Then record amount paid under the appropriate category. (Why did you write a check to the person/company?)
2. Total the amount columns.
3. Total all the other columns.
4. Add the totals of all the other columns. This should equal the total of the amount column.

Bank statement reconciliation (suggested form in Part 3-Forms)

1. From the monthly bank statement record the balance.
2. Add to bank statement balance receipts collected but not yet recorded on bank statement.
3. Subtract the amount of any checks written but not yet recorded on bank statement.
4. Look for miscellaneous income or expense (interest income or bank service charge on the bank statement) and record on the monthly cash receipts or cash disbursement worksheet.
5. This is the adjusted bank balance. It should be equal to the amount from bank reconciliation proof step 4.

Bank reconciliation proof (suggested form in Part 3-Forms)

1. Record beginning cash balance.

2. Add the total amount from the monthly cash receipts worksheet.
3. Subtract the total amount from the monthly cash disbursement worksheet.
4. This is the adjusted bank balance and should equal step 5 above.

Financial statements

1. Record beginning cash balance.
2. Record revenue (cash receipts) by category, then total all of the revenue. This total should equal the total amount from the monthly cash receipts worksheet.
3. Record expense (cash disbursements) by category, then total all the expenses. This total should equal the total amount from the monthly cash disbursement worksheet.
4. To the beginning cash balance add total revenue and subtract total expense. This will give you the ending cash balance, which should equal the adjusted bank balance from above.

INSURANCE AND RISK MANAGEMENT

All clubs should analyze the need for various forms of insurance based on the customary business practices in each country, the nature of club activities, risk potential, and other factors, and make appropriate arrangements.

In some countries, such as the USA and Canada, General Liability insurance is a necessity. Therefore Zonta International has arranged for group General Liability coverage for clubs in the USA and Canada and the districts which serve them. An additional fee is added to the dues billing for this insurance only for clubs in the USA and Canada. Coverage is automatic for clubs in the USA and Canada in good standing. Please see the ZI Web site (www.zonta.org) for current information regarding coverage.

(Special Note to clubs in the USA and Canada: General liability insurance provided by Zonta International does *not* cover what is known as ***Directors & Officers liability***. This type of insurance would cover such areas as wrongful termination, discrimination, sexual harassment, failure to act, mismanagement of funds, breach of contract, conflict of interest, and unfair benefit. Clubs are encouraged to assess their exposure to risks in this regard and consider purchasing separate individual club policies as needed.)

Section 3

Zonta Club Committees

Includes

- Mandatory (Standing) Committees
- Optional Committees
- Appointment to Committees
- Direction and Planning
- Committee Responsibilities
 - Committee Chairman
 - Committee Member
- Committee Job Descriptions
 - Status of Women Service Committee
 - Organization, Membership & Classification (OMC) Committee
 - Public Relations and Communications Committee
 - United Nations Committee
 - Finance Committee

ZONTA CLUB COMMITTEES

Committees are formed to assist the effective functioning of the club. It is recommended that each member be invited to join a committee in order to become involved and share expertise and skills.

MANDATORY (STANDING) COMMITTEES

The Zonta International Bylaws require clubs to establish the following committees:

- Status of Women Service Committee
- Organization, Membership and Classification Committee
- Public Relations and Communications Committee
- United Nations Committee
- Finance Committee
- Nominating Committee, elected, see Section 4

OPTIONAL COMMITTEES

The club may establish other committees in order to achieve its goals. These committees may include a program committee, attendance committee, fellowship committee, inter-city committee, and newsletter committee. Some clubs also establish a fundraising committee and a leadership development committee.

APPOINTMENT TO COMMITTEES

All members in good standing are eligible for appointment as committee members or chairmen.

- A committee may consist of one person. Each committee may have subcommittees.
- The appointment of chairmen (and members, at club option) of committees is the responsibility of the club president subject to the approval of the club board.
- The reappointment of committee chairmen for successive terms is optional.
- Committee vice chairmen may be appointed to provide an opportunity for leadership training and continuity.

DIRECTION AND PLANNING

The club president and the board give direction and suggestions to committees based on Zonta International objects, the decisions/goals decided at the last convention and district conference, and:

- The program issue of *The Zontian* magazine (the first issue of the biennium)
- The Zonta International *Course for the Future – 2006 and Beyond* or current ZI strategic plan
- Communications from Zonta International Board and international committee chairmen
- Communications from ZI Headquarters, the governor, the area director, district committee chairmen and reports from previous club chairmen
- The club's strategic plan
- The ZI/ZIF Web site (www.zonta.org)

COMMITTEE RESPONSIBILITIES

Responsibilities of the Club Committee Chairman

- Establish the goals for the committee in cooperation with the club president and board, and aligned with Zonta's mission
- Report to the club board and the club regularly about progress
- Report to the district committee chairman as required and copy the club president
- Schedule regular meetings to discuss how committee goals will be met, with adequate notice of details, to committee members and the president and prepare an agenda
- Give each member of the committee some responsibility and encourage each member to contribute ideas and suggestions
- Adhere to the approved committee budget
- Work with other club committees and the club board to prepare a club calendar of events and meetings (see Section 7)

Responsibilities of the Committee Member

- Attend committee meetings and participate in committee discussions and decisions
- Accept assignments and responsibilities
- Support committee projects and decisions

STATUS OF WOMEN SERVICE (STWS) COMMITTEE

The work of this committee encompasses:

- Zonta International service programs
 - Amelia Earhart Fellowships
 - Current International Service project(s)
 - Jane M. Klausman Women in Business Scholarships
 - Young Women in Public Affairs (YWPA) Awards
 - Zonta International Strategies to Prevent Violence Against Women (ZISVAW)
- Local service projects
- Local Legislative Awareness and Advocacy
- Z and Golden Z Clubs (see the Z and Golden Z Club Manual)

Depending on the number of club members and other factors, clubs may have a one-member committee or establish sub-committees for all or some of the awards and projects.

Responsibilities

- Recommend action and local service and advocacy projects to support Zonta's objects, mission and goals (clubs are encouraged to consider local projects related to the ZI international service projects if appropriate)
- Coordinate club participation in local Z and Golden Z Clubs, the YWPA Program, and the Klausman Scholarships
- Coordinate programs of Zonta International and the club and events and functions which:
 - raise the awareness of status of women issues
 - provide education and development to women
 - publicize and raise funds for local status of women projects, and for ZI award programs and current international projects (*it is recommended that one-third (1/3) of total funds raised be sent to Zonta International Foundation-funded service programs*)
- Seek corporate sponsorship, grants, bequests and individual contributions for major projects designed to advance the status of women (or coordinate this function with a club fundraising committee)
- Consider taking action by:
 - offering support, financial or advocacy, in the effort to achieve justice, human rights and fundamental freedoms
 - taking actions in keeping with Legislative Awareness and Advocacy guidelines and forming partnerships with other organizations for specific advocacy issues (see Advocacy Guidelines, Section 13)
- Keep club members informed of the accomplishments of women and of the activities of local women's organizations
- Provide self development and training programs for club members that enhance their legal, political, economic, educational, health or professional status

Other potential areas of action

- Women's rights under the law, women in executive positions in business, equality of educational opportunity, women in politics, women's health, portrayal of women in the media, women as caregivers, women and credit

Policy on Club Projects Conducted Outside the Club's Geographical Area

As adopted by the Zonta International Board April 2005

A club project outside the club's geographical area is defined as a club service project that is conducted outside the geographical area in which the club normally operates (even within the same district), e.g., a project conducted by the Zonta Club of Chicago in the state of Kentucky, or a project conducted by the Zonta Club of Auckland in Ghana.

Clubs are encouraged to focus on Zonta International projects and on projects in their own local communities which support Zonta's mission. If a club decides to undertake a project conducted outside the club's geographical area, it should, at the minimum:

1. Adhere to the policy that one-third of all the club's funds earmarked for service be contributed to the Zonta International Foundation;
2. When feasible, collaborate with a Zonta Club in the geographical area where the proposed project will be conducted; if that is not feasible, the club intending to implement the project should notify the district governor of the district where the project will be conducted and also notify any club(s) in that geographical area;
3. Undertake appropriate inquiries to provide assurances that the club's donations will be spent appropriately and that the organization to which the club intends to donate is bona fide;
4. When referring to the project, the club should use the club's name and not Zonta International;
5. Execute a written agreement with the organization that will be doing the work of the project, describing the responsibilities of that organization and the amount of funds the club will donate, including a requirement that the organization will report back to the club as to how the funds were spent.

Resources

- ZI/ZIF Web site (www.zonta.org)
- *The Zontian* magazine and ZI Headquarters club mailings
- The United Nations and its agencies
- Relevant Zonta International sub-committee coordinators and district chairmen of the Status of Women Service committee
- Reports of governmental bodies
- Zonta International convention resolutions (when applicable)
- Other materials such as Zonta position papers, workshop papers, etc.

ORGANIZATION, MEMBERSHIP & CLASSIFICATION (OMC) COMMITTEE

This committee is vital for the future of the club and for the growth of Zonta International.

Responsibilities

Recruitment, rejuvenation, revitalization and retention

- Define short and long-term goals in keeping with *A Course for the Future – 2006 and Beyond* (or current ZI strategic plan) and International OMC Committee recommendations.
- Develop a plan for retaining current members and recruiting new members, and design activities that will help identify new members.
- Encourage every member to identify prospective members throughout the year, invite them to club meetings and events and refer them to the OMC committee. Before being formally invited to join the club, it is highly recommended that the prospective member attend an information session about Zonta.
- Identify a mentor for each new member and jointly develop a program for the new member's involvement in club activities. The mentor helps and supports the member get involved with club activities and learn about Zonta procedures. The mentor encourages participation in committee work as well as participation in meetings at area and district levels.
- Evaluate committee progress at least once a year. Have the goals been achieved? What worked? What needs to be changed?
- Communicate with the District OMC Chairman.

Organization of new clubs (for details see the Organization and Extension Manual)

The organization of a new club is considered a service project for a Zonta Club and may be undertaken by one or more members and clubs. However, service monies, i.e., monies raised from the public, should not be used for O&E.

The **SOM** concept was designed to illustrate the steps in successfully organizing a new club:

- **Sponsoring** - refers to financing the organization of the club. Funds may also be available from the district or Zonta International.
- **Organizing** - requires two to six committed, knowledgeable Zontians with the ability to organize the work and communicate with prospective members, the club, the area and the district.
- **Mentoring** - requires attending the new club's club and board meetings, reading the minutes, keeping in touch for at least a year and serving as a continuous information resource to the new club.

District Governors must authorize new club formation before organization activities take place. Your area director and district OMC chairman should be involved in any preliminary discussions regarding organization of new clubs in your district.

The decision to form a club in a new country is made by the Zonta International Board in consultation with the international OMC chairman. Only financially self-supporting new clubs may be organized. For more information see "Authorization to Organize a New Club" in the Zonta International Manual.

Classification

- Classification of new members and members who change jobs is done according to the Marian de Forest Membership and Classification Manual.
- Classification of all members should be reviewed once every biennium.

Resources

- ZI/ZIF Web site (www.zonta.org)
- Organization Manual and Marian de Forest Membership and Classification Manual
- O&E Kit (from ZI Headquarters) – this is provided once the Governor has requested authorization from Zonta International for new club organization by submitting the signed form
- Zonta brochures and audiovisual presentation
- OMC international and district committee or lieutenant governor

PUBLIC RELATIONS AND COMMUNICATIONS COMMITTEE

The work of this committee encompasses:

- Marketing and brand management (promoting and strengthening organization image and identity)
- Internal communications (see Section 6)
- External communications
- Media relations
- Public relations and communications
- Archives and history (see Section 10)

Responsibilities

- Develop a comprehensive plan and relevant material to create awareness of the Zonta Club using appropriate forms of news media.
- Keep informed of projects and achievements of the club, the district, and Zonta International.
- Promote knowledge and understanding - within and outside the organization - of the objects, goals, accomplishments, projects and events of Zonta.
- Promote pride and participation of members in Zonta achievements.
- Develop marketing strategies to promote Zonta to prospective members, donors, institutional partners and other stakeholders.
- Manage the promotion and use of the Zonta brand.
- Use every opportunity to promote Zonta's name and work in the community, through appropriate means especially in connection with:
 - United Nations Day – 24 October
 - Zonta International Day – 8 November
 - International Day for the Elimination of Violence Against Women – 25 November
 - 16 Days of Activism Against Gender Violence – 25 November-10 December
 - Amelia Earhart Day – 11 January
 - International Women's Day/Zonta International Rose Day – 8 March

Specific activities:

- Disseminate news releases on club activities to local news media.
- Encourage the club to publish newsletters with information from Zonta International (including *The Zontian* for non-English speaking members), district and area news, as well as club and local news.
- Use signboards at entrances to the town and/or meeting place.
- Ensure that information on Zonta is sent to all guest speakers.
- Represent Zonta at meetings where the objects and subjects are important to Zonta.
- Encourage all Zontians to register on the ZI Web site and use it as an up-to-date source of Zonta information.
- Consider feasibility of a club Web site (see Section 6), and if established, ensure that it is continually updated.
- In consultation with the club president, submit club success stories in membership and service projects via "Zonta Action" on the ZI Web site.

Resources

- ZI/ZIF Web site (www.zonta.org)
- International and district PR&C committees
- *The Zontian*
- ZI Headquarters mailings to clubs
- Publications available from ZI Headquarters
- PR Toolkit (available on the Web site)

UNITED NATIONS COMMITTEE

The United Nations committee provides information to club members on Zonta International's work with the United Nations and its agencies. This information will enhance member awareness of Zonta International's efforts in advancing the status of women and providing global service.

Responsibilities

- Provide up-to-date information on the UN, its affiliates and its initiatives as pertinent to the fulfillment of Zonta International's objects.
- Disseminate information on the important activities of Zonta International and district United Nations committees.
- Create programs and events within the club and community that will engage members in support of Zonta's association with UN activities relevant to women.
- Publicize within the community (with the PR&C committee) the work of Zonta in UN initiatives.
- Inform your district United Nations chairman and governor of club activities that highlight our UN partnerships.
- Collaborate with District UN Committee on activities that require cooperation and support.
- Pursuant to the Resolution adopted by the 55th International Convention in July 2000, support ratification of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and of the optional Protocol to the Convention.
- Pursuant to the Resolution adopted by the 56th International Convention in July 2002, support ratification of the UN Protocol to prevent, suppress and punish trafficking in persons, especially women and children.
- Pursuant to the Resolutions adopted by the 57th International Convention in July 2004, support the efforts of the United Nations to halt and begin to reverse the spread of HIV/AIDS, and raise awareness about the issue of the use of the umbilical cord blood and stem cells.

Resources

- ZI/ZIF Web site (www.zonta.org)
- Publications of the United Nations and its agencies
- Web sites of UN organizations and Zonta International
- The International and district United Nations committees
- *The Zontian*
- UN agencies and local chapters of UN affiliates and United Nations Associations

FINANCE COMMITTEE

In many clubs the treasurer may do the work of this committee (see Section 2, Treasurer)

Responsibilities

- Prepare and submit the budget(s) to the club board, along with any committee recommendations.
- Present the budget, with the club board's recommendation, for club approval before the fiscal year.
- Monitor the budget(s) versus actual income and expenses during the club year and recommend appropriate budget adjustments for approval by the club board and/or club.
- Devise effective (time/money) fund-raising plans in cooperation with other committees and the club board.
- With the club board, arrange for the club's financial records to be compiled, audited or examined by a qualified person independent of the club board. For purposes of examination, the books shall be closed at the end of the fiscal year.
- Recommend suitable investments for club funds, as required.
- Report at the Annual Meeting.
- Clubs in the United States consult Section 18.

The Budget Process

- It is recommended that two budgets be prepared: One for operations and one for the service fund. See also Section 2 and notes below.
- Determine cash on hand.
- Ensure that all possible associated expenses have been projected.
- Match budget needs to established goals. Remember that a budget is simply a guide.
- Base expenditures on prior years.
- Project income from membership dues, using separate budget lines for continuing and new members.
- Ask club board and committees to submit estimated expenses.
- Reserve some service funds for contributions to the Zonta International Foundation. It is recommended that 1/3 of club service funds be donated to the Foundation; every club is expected to make a donation to the Foundation each year.
- Consider and reserve funds for club representative support for area meetings, district conferences and conventions, according to your club practices.

The operations budget should account for expenses incurred with the oversight of the club, e.g., board expenses, finance committee expenses, expenses for club representatives to meetings. The service budget includes expenses associated with programs and services provided by the club.

While recognizing that the utilization of a small percentage of service funds to subsidize the expense of club delegates to the international convention has been a practice in some parts of the Zonta world, using even a small percentage of service funds for convention travel risks significant negative perception on the part of the public with respect to Zonta's mission and operations. This practice may also be illegal in some countries. The ZI Board therefore recommends that all clubs refrain from using any service funds for this purpose. Club operations funds may be used for this purpose.

Clubs are urged to adopt specific written policies with respect to subsidizing the convention expenses of the clubs' delegates.

Resources

- ZI/ZIF Web site (www.zonta.org)
- Zonta International Bylaws
- The club and district treasurer
- Club audits and financial records

Section 4

Nominating Committee and Elections

Includes

- The Nominating Committee
 - Election of Members of the Committee
 - Duties
- Campaigning Policy
- Club Elections

CLUB NOMINATING COMMITTEE

CLUB ELECTIONS

THE NOMINATING COMMITTEE

All clubs are required to have a nominating committee. The nominating committee seeks suitably qualified candidates for elected positions.

The nominating committee consists of at least three members who are knowledgeable about the Zonta Club, its members and the qualifications required for each club office position. They need to identify potential nominees, and make nominations according to the qualifications that will best suit each office.

Election of Members of the Nominating Committee

- Election of members to the nominating committee may take place at the election meeting allowing the nominating committee a full year to identify future office bearers.
- The club board fills vacancies on the nominating committee.
- The president is not an ex-officio member of this committee.
- A club officer or director generally should not also be a member of this committee.

Duties:

- Encourage club members to nominate candidates for the vacant positions, see suggested form for nomination in Part 3-Forms.
- Contact prospective nominees, inform them of the duties of office and obtain their consent for nomination.
- Nominate one or more consenting, qualified members for each elective position to be filled at the annual election.
- At club level, members of the nominating committee may be nominated for office. They should leave the room during consideration of their nomination but return to vote.
- Nominate at least three members for the next term's nominating committee.
- Report the slate of officers, directors and, if desired, the candidates for the nominating committee, before the election meeting.
- Maintain confidentiality of discussion of prospective nominees.

CAMPAIGNING POLICY

Permissible and Not Permissible Activities when Running for Office

Adopted by the Zonta International Board April 2005

Zonta needs the most qualified leaders for office. Candidates for Zonta office need to demonstrate high ethical standards. Zonta wishes to ensure the most qualified candidate is elected and will ensure all candidates have the opportunity to inform the membership in a fair, equitable and appropriate way. The following campaigning policy outlines the behavior expected.

Campaigning is defined as encouraging voters to vote for or discouraging voters from voting for a specific candidate. A candidate is an individual who intends to run for club, district, or

international office, whether or not the slate has been issued and whether or not the individual is on the slate.

Campaigning for or by any candidate is not allowed. However information about candidates is necessary for informed voting. Therefore:

- a. After the slate has been issued, a candidate on the slate may be introduced at functions as a candidate for the office for which she or he is nominated.
- b. At a convention or conference a candidate running for international or district office respectively may give a presentation promoting her candidacy if scheduled as part of a business session.
- c. The nominating committee may distribute materials prepared by the candidates about their background, qualifications and goals if elected.
- d. At conventions or conferences candidates on the slate may wear official identification indicating that they are candidates. After being nominated, candidates from the floor are also entitled to wear such identification.
- e. Zontians who are attending a district conference at which elections are held may confer with other members of their club to discuss the candidates, but they may not instruct delegates how to vote.
- f. Zontians who are attending an international convention may confer with other members from their district to discuss the candidates, but they may not instruct delegates how to vote.
- g. If asked, Zontians may orally provide information to other Zontians about candidates, but may not solicit votes for any candidates.

Examples of Permissible Activities

1. A candidate may attend a meeting of a club other than the candidate's own, or the conference of a district other than the candidate's own.
2. A candidate may give a speech or presentation, if invited, at a club meeting, area meeting, or district conference, whether the candidate is from the club, area, or district or not.

Examples of Activities that Are Not Permissible

1. Distributing any gift, trinket, buttons, or other promotional material on behalf of a candidate, at any time.
2. Advocating or discouraging the election of a candidate in club or district communications.
3. Making a speech about a candidate.
4. Encouraging or discouraging clubs from sending delegates or proxies to a conference or convention in order to improve the likelihood that a candidate will win or lose an election.

Enforcement of the Policy

1. Alleged violations of the Policy are to be reported in writing to a member of the board at the level of the office the candidate is seeking (i.e., club board for candidates for club office, district board for candidates for district office, international board for candidates for international office).

2. The board may consider alleged violations at a regular or special meeting or, if necessary, in a mail balloting. The candidate will be given an opportunity to respond to the allegations. If the candidate is a member of the board, she or he may be present at the consideration of the alleged violations if they are considered at a regular or special meeting, but may not participate in the deliberations or vote. If the board considers the alleged violations at a regular or special meeting it may, by a two-thirds vote of those present and voting, (1) reprimand the candidate privately; or (2) reprimand the candidate at an official function, including the election meeting; or (3) remove the candidate from the slate. If the international board considers the alleged violations by mail ballot, the vote to impose discipline must be unanimous by the entire board, except that if the candidate who is alleged to have engaged in misconduct is a member of the board, she or he will not be entitled to vote on this matter.
3. If the alleged violation does not come to the board's attention until after the election, and if the candidate is elected the board shall follow the disciplinary procedures with respect to removal from office as set forth in the Zonta International Bylaws.

CLUB ELECTIONS

- Election for the club board shall be held in the month specified in the club bylaws.
- At the election additional nominations may be made from the floor, provided the nominee is qualified and has consented to serve.
- The officers, directors and, if desired, the members of the nominating committee, are elected by ballot, which may be by mail.
- Officers and directors are elected by majority vote.
- The nominating committee is elected by plurality vote (for definitions see Section 5).
- If a club is using a parliamentary authority such as *Robert's Rules of Order Newly Revised*, the same person may be nominated for more than one office even if voting for all offices is to take place simultaneously. A member elected to more than one office may choose the preferred position. A new election is held for the unfilled office after the announcement of the results of the first election. This new election should take place immediately.
- The president calls for the nominating committee report, which is usually read by the chairman and handed to the president. The president repeats the names of the nominees and asks if there are any nominations from the floor for each office. After all names are placed in nomination, the president declares the nominations closed.
- If there is only one nominee for each position, and the club bylaws allow it, a voice vote may be taken on each officer position, director grouping and nominating committee grouping (optional). The membership may also choose to adopt the entire slate at one time by voice vote.
- The president informs the membership of the procedure for casting ballots, repeats the list of nominees for each position and the vote required for their election, and declares polls open.
- The tellers distribute, count and report on ballots at the direction of the presiding officer.
- After the president determines that all eligible members who wish to vote have done so, the president declares the polls closed, and asks the tellers to count the votes.
- If voting is by ballot, the business of the meeting may continue while the tellers count the ballots outside the meeting room.

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 4

- When the count has been completed the tellers prepare a report and their chairman informs the president of its completion.
- When called upon by the president, the chairman of the tellers reads the tellers' report including the number of votes received by each candidate (see example below):

Sample Tellers' Report:

Number of votes cast for (office)	30
Necessary for election	16
Candidate (name) received	19
Candidate (name) received	10
Candidate (name) received	1
Illegal votes	0

(Tellers' signatures)

- The report is submitted to the president who rereads the results on each position and declares the result for that office.
- Where a candidate has a majority, the president declares that candidate elected. Where no candidate has a majority, the president announces "no election."
- In election by plurality, the president declares elected, in descending order, the number to be elected who received the highest number of votes. After the tellers' report for all offices has been read and elections declared, the president directs new ballots be distributed for the "no election" position(s), and a second balloting takes place following the same procedure until election is declared.
- The tellers' report is entered into the minutes, and the president may ask for general consent to destroy the ballots at the adjournment of the meeting. Otherwise ballots may be kept for a period of 3 months and then destroyed.
- Newly elected members of the club board take office on 1 June. Installation may take place before or after this date.

Section 5

Zonta Meetings

Includes

- Rights and Responsibilities of Member and Chairman
- Parliamentary Procedures
- Conducting Club Business
- Duties of Presiding Officer/Chairman
- Contents of Minutes
- Suggested Language of a Meeting
- How to Present a Motion
- Important Voting Terms
- Protocol Standards for Guests at Club Functions/Meetings

ZONTA MEETINGS

Zonta meetings of the club and board are normally held once a month.

RIGHTS AND RESPONSIBILITIES

A **MEMBER** has the right and responsibility to:

- Attend meetings and participate in the proceedings
- Give proper notice of absence
- Understand the fundamentals of parliamentary procedure (see Section 16)
- Expect member rights to be upheld by the chairman
- Propose motions
- Debate issues
- Seek clarification
- Vote
- Hold office, if qualified
- Recommend action and change needed for progress
- Provide any report in writing and deliver to the secretary for the records
- Ensure tasks are completed

The **CHAIRMAN** has the responsibility to conduct the meeting in an efficient, courteous manner and to maintain order by requesting participants to:

- Adhere to bylaws and rules
- Follow an established order of business (agenda)
- Use parliamentary procedure
- Address all remarks through the chair
- Obey legitimate orders from the chair
- Refrain from disturbing others or interrupting the speaker
- Accept the will of the majority
- Act with decorum at all times

PARLIAMENTARY PROCEDURES

- Parliamentary procedures form a consistent set of rules that govern voting assemblies in a way that promotes justice and order. The rules are intended to protect the rights of the individual, the minority, the majority, the absentee and the organization.
- The parliamentary authority for Zonta International is the current edition of *Robert's Rules of Order Newly Revised*. Districts and clubs may use a parliamentary authority recognized in their country. See Section 16 – Parliamentary Procedure.
- A copy of the parliamentary authority should be available for reference at club meetings.
- A parliamentarian may be designated to advise the president or other members of the group on request. The president takes account of the advice but makes the final ruling.

CONDUCTING CLUB BUSINESS

Order of Business/Agenda

The agenda or order of business is the sequence of subjects to be considered at a meeting. This should be prepared in advance of the meeting by the president and/or secretary.

Quorum

- The quorum, normally set in the club bylaws, is the minimum number of voting members who must be present for business to be transacted legally.
- In the absence of a quorum, business requiring a vote is postponed.
- The Zonta International Bylaws require that a quorum for club meetings be at least one-fourth of the members, and that the quorum for club board meetings is a majority of the members of the board.

Possible meeting sequence

- Call the meeting to order and welcome
- Approval of the agenda
- Review and approval of minutes of previous meeting, asking for “corrections” and including all changes. Until approved, the minutes constitute a draft document
- Correspondence
- Business arising from the minutes or unfinished business
- Reports of club board, treasurer and standing committees
- New business on the agenda
- Any other business and general discussion
- Guest speaker
- Announcements/date of next meeting
- Closing

Committee Reports

- A recommendation contained within a committee report may be moved for adoption at the end of the report.

Business Arising from the Minutes or Unfinished Business

Unfinished business is usually listed on the agenda for action. It generally covers only items postponed or incomplete from the previous meeting or items postponed to a later time within the current meeting.

New Business

Introduction of new substantive material usually on the agenda.

DUTIES OF PRESIDING OFFICER/CHAIRMAN

- Prepare an agenda in advance to establish the planned order of business. Allow time for postponed business and anticipate potential parliamentary problems.

- Call the meeting to order, establishing a pattern of starting on time.
- Establish the presence of a quorum before proceeding. In the absence of a quorum, business requiring a vote should be postponed. If urgent action is required, the action must be ratified by a quorum at the next meeting.
- Distribute the agenda before requesting agenda approval.
- Announce meeting business in proper sequence.
- Announce the result of the vote.
 - Always take both sides of the vote except in a courtesy resolution when a negative vote is not requested.
 - State which side (affirmative or negative) received the most votes.
 - Declare the motion “adopted” or “lost.”
 - State the effect of the vote (what action is to be taken). If necessary, order execution of the action.
- Announce the next item of business.
- Ensure adherence to the rules relating to debate and decorum.
 - Recognize members entitled to the floor.
 - When recognizing, identify participants where possible.
 - Pay attention to the discussions.
 - Ensure that members’ remarks are directed to the presiding officer.
 - Confine discussion to the pending question. Discussion must relate to, and be relevant to, the pending motion.
 - Be courteous to everyone, a priority in parliamentary procedure.
- Expedite business efficiently.
 - Conduct the order of business according to the agenda and established time limits.
 - Maintain control of the proceedings.
 - Assist with proper wording of motions. The proposer should state the motion fully. If there is a question on the motion, ask the intent of the proposer.
- Decide on questions of order.
 - Rule as to whether the point of order is legitimate and meeting action correct.
 - If in doubt consult the parliamentarian or the judgment of the members.
 - Any two members may appeal the decision of the presiding officer.
 - A majority or a tie vote sustains the ruling of the presiding officer on an appeal.
- Respond to questions involving parliamentary procedure.
 - A parliamentary inquiry is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure.
 - A point of information is a request directed to the presiding officer, or through the presiding officer to another member, for information relating to the business at hand. The presiding officer must not allow this device to be used as a strategy to further discuss the motion.

CONTENTS OF MINUTES

The secretary should include the following in the minutes of a meeting:

- The type of meeting, date, time and place.
- The name of the organization.
- The names of the presiding officer and the secretary or the names of any substitute.

- That a quorum was present.
- That previous minutes were read and approved or approved with corrections.
- That certain reports were presented, including the name of the presenter, any action taken on the report and a reference to a file where the report may be found.
- The name of the mover of each main motion and the exact text of each main motion. The names of seconders are not included in the minutes.
- The disposition of each main motion including any amendments and whether the motion was adopted, defeated, postponed, referred to a committee or otherwise handled.
- Notices of motions to be introduced at future meetings.
- Points of order and any rulings that set precedents for future meetings.
- The time of adjournment/closure.
- The signature of the recording secretary.

SUGGESTED LANGUAGE OF A MEETING

Call to order

The presiding officer rises, taps the gavel once and says:

- “The meeting will come to order.”

Opening ceremonies

If an opening ceremony is desired, the presiding officer says:

- “We will open our meeting with ... (welcome, invocation, pledge, song).”

Introductions

Present individuals known to the members. Introduce individuals not known.

Review and approval of the minutes

The presiding officer says:

- “The secretary will read the minutes.” (Pause for reading.)
- “Are there any corrections to the minutes?” (Pause.)
- “If there are no corrections (or no further corrections), the minutes stand approved as read (or approved as corrected).”

If the minutes have been distributed, they need not be read unless a member specifically requests it. The presiding officer may then say:

- “The minutes of the last meeting were printed in the (name of publication) or were mailed with the meeting announcement. Are there corrections to the minutes as distributed (or as mailed)?”

Reports of officers, club board or committees

- Secretary and Treasurer: The presiding officer says:
 - “The next business in order is hearing reports of the officers.”
 - “Has the Secretary a report on correspondence?” (Action on correspondence will be taken up under “new business.”)
 - “May we have the Treasurer's report?”

- “Are there any questions?” (Pause.)
- “The Treasurer's report will be filed for audit.”
- Other officers and the club board: The presiding officer asks other reporting officers to speak.
- Standing committees are called upon to report in the order of listing in the bylaws.
- The presiding officer states the name of the chairman of the committee, followed by “Chairman of the ...Committee, is recognized to report.”
- If uncertain, the presiding officer may ask: “Does the ...Committee have a report?”
- Special committees are called upon to report in the order in which they were appointed or alphabetically. It is wise to inquire before the meeting of any intentions to report.
The presiding officer says:
 - “The next business in order is hearing the reports of the special committees.”

Unfinished business

The presiding officer should know whether there is unfinished business, and says:

- “Under unfinished business, the first item of business is...,” or
- “The next business in order is...”

New business

This includes correspondence requiring action by members. The presiding officer says:

- “Is there any new business?”
- “Is there any further new business?”

Announcements

Prepare a list of announcements, to be made by the presiding officer or others.

Program

The program committee chairman presents the program. The program presenter closes with:

- “Madam President, this concludes the program.”

Adjournment/Closing

The presiding officer says:

- “Is there any further business?” (Pause). A motion may then be made to adjourn.

Alternatively, **to save time**, the presiding officer says:

- “If there is no objection, the meeting will now adjourn.” (Pause.)
- “Since there is no objection, the meeting is adjourned.”

The presiding officer then raps the gavel once.

HOW TO PRESENT A MOTION

(Based on *Robert's Rules of Order Newly Revised*)

- A member seeks recognition by raising a hand or standing and saying “Madam President.”
- The presiding officer recognizes the member.

- After identifying her/himself, the member says: “I move that...,” followed by a statement of the motion. If the motion is lengthy a written copy should be given to the presiding officer. A brief introduction may precede the motion and the proposer may choose to be the first to speak to it. The proposer can speak only in favor of the motion but can vote for or against it.
- The motion should be seconded by some other member. This indicates that at least one other member believes that the business should come before the group. The seconder can speak or vote for or against the motion. A seconder is not required when the secretary presents a recommendation from the club board or when a committee chairman presents a committee recommendation and then moves its adoption.
- The presiding officer states the motion, which then belongs to the group. The proposer can only withdraw or change the motion by permission of the group.
- The presiding officer receives discussion, alternating debate for and against.
- When discussion is finished, the presiding officer restates the motion and calls for the vote, normally a voice vote, a show of hands or by standing. Affirmative vote is taken first, then the negative vote. A negative vote must be taken even when the affirmative vote seems predominant.
- The presiding officer announces the outcome of the vote and any required action, then introduces the next item of business.

IMPORTANT VOTING TERMS

Majority Vote	Over 50 percent in favor, i.e. more than half of the votes cast by those present and legally entitled to vote.
Two-Thirds Vote	At least two-thirds of the votes cast by those present and legally entitled to vote.
Plurality Vote	Highest number of votes for any candidate or proposition when three or more choices are possible. Candidate or proposition receiving the most votes has a plurality.
Unanimous Consent	Action taken without all the formal steps to process a motion; requires presence of a quorum
General Consent	Can be used: <ul style="list-style-type: none">• Where there seems to be no opposition to routine business or on questions of little importance• To adjourn, when it appears there is no further business• To correct the minutes, when there is no objection to the corrections being offered• For amendments, when they are simple amendments and obviously acceptable.

Wording: “If there is no objection, the motion to is adopted.” (Pause.)
“Hearing no objection...”

PROTOCOL STANDARDS FOR GUESTS AT CLUB FUNCTIONS/MEETINGS

(See the Protocol Manual)

For a guest speaker (and visiting Zontians, when applicable):

- Ascertain well in advance the fee or honorarium.
- If no fee or honorarium is expected, consider presenting the speaker with a Zonta gift as a token of appreciation.
- Advise the speaker of the allotted time for the speech.
- Advise the speaker of the type of event, its length and the appropriate attire.
- Send informational material about Zonta to the speaker before the meeting.
- Offer to make all necessary hotel and travel arrangements.
- Obtain, well in advance of the event, information on the title of the speech and biographical information on the speaker for introductory purposes.
- Furnish information regarding any media interviews.
- Assign a member to look after the guest during the event.
- It is a courtesy to send the speaker copies of all clippings of media coverage.

Section 6

Zonta Communication

Includes

- ZI Headquarters Communications to Districts, Clubs and Members
- Communication from Members, Clubs and Districts
- Communication within the District
- Club Communications
- Electronic Notification
- Committees
- Circularization
- Networking Policy and Guidelines
- E-mail Policy
- Policy on the Use of Member Information
- ZI Web Site Resources for Member Information and Networking
- Club Web Sites
- Web Site Policy for Districts and Clubs

ZONTA COMMUNICATION

Good communication means good teamwork, and it is essential for a well-run organization

ZI HEADQUARTERS COMMUNICATIONS TO DISTRICT, CLUBS AND MEMBERS

(See organizational chart Section 1)

Direct Mailings from ZI Headquarters to District Governors

Mailings come to the district governor from ZI Headquarters and contain, for example:

- General information about the organization, projects, committee activities, etc.
- Zonta International Board meeting highlights
- Information pertinent to district operations

Direct Mailings from ZI Headquarters to Club Presidents

Increasingly information is sent to clubs via E-mail, directing the club to the ZI Web site for complete information. For this reason it is extremely important that each club inform ZI Headquarters of the **permanent club E-mail address**. **Each club is expected to report to ZI Headquarters a permanent club E-mail address. All new clubs are expected to establish a permanent club E-mail address at the time of chartering.**

There are one or two mailings from ZI Headquarters per year that include:

- Directory, ZI and ZIF Bylaws – once a biennium
- Club Manual – when revised
- ZI Headquarters cover memo containing information of importance to clubs
- Audited financial statements for ZI and ZIF
- Various Foundation contribution reports
- Matters to be voted on at convention (even years)

(Committee news containing information on implementing Zonta International program goals at the club level and related materials are now posted on the ZI Web site.) Club presidents are to share this information with club members and committee chairmen.

Direct Mailings to all Zontians

The Zontian magazine is published quarterly, contains articles about Zonta International and its Foundation, and gives details of Zonta programs and activities at international, district, area and club levels. Annual dues to Zonta International cover a subscription to the magazine.

COMMUNICATION FROM MEMBERS, CLUBS AND DISTRICTS

Communications between districts and the Zonta International Board occurs with the assistance of a board liaison. The liaison is a member of the ZI Board appointed by the Zonta International President. Questions, ideas and suggestions progress from members through club president, area director, district governor to the ZI Board through the ZI board liaison. It is likely that questions may be answered at one of the first levels of communication.

COMMUNICATION WITHIN THE DISTRICT

The following communications are sent to each club within a district:

Governor's Newsletter

Three or four are recommended per year

- Contains information from ZI Headquarters and Zonta International Board and committees
- Contains information from the district board and committees and others
- Informs about district conference and other highlights, activities and concerns

Area Director's Newsletter

Three or four are recommended each year

- Contains information from district board meetings and area meetings
- Contains information on programs and achievements of clubs and on club administration/training

CLUB COMMUNICATIONS

Club Newsletter

A newsletter should be published regularly and sent to all club members, the area director, district governor, district chairmen and others as decided by the club. The content could be:

- Information regarding past, current and coming events and activities of the club
- Project information
- Articles submitted by members
- Special articles/information from other Zonta publications
- Translated information from other Zonta sources, such as *The Zontian*, where language may be a barrier (if it does not duplicate information in the Governor's Newsletter)
- Member profiles
- Welcome to new members

Club Calendar

The club may develop and publish a club calendar, a yearly plan of events and activities shown month by month (see Section 7).

ELECTRONIC NOTIFICATION

In general, E-mail notification and Web site publication constitute adequate notification to members, unless the club bylaws specify that a notice is to be given "with proof of service." Each club (and district) may wish to evaluate the degree to which electronic communication is widely used in the club (or district) in order to determine acceptable methods, while also considering cost and time efficiency factors.

COMMITTEES

Committees may publish their activities in the club calendar.

Committees report in the following ways:

- The chairman of a club committee sends reports to the district committee chairman and copies the club president.
- The district committee chairman sends reports to the international committee chairman (ICC) and the governor.
- The governor, through the ZI Board liaison, and the ICC both send reports to the ZI Board.
- The ZI Board sends reports to the ICCs on activities in all the districts.

CIRCULARIZATION

The Zonta International Rules of Procedure (published in the Bylaws booklet) contains provisions for circularization of organizational information.

- Membership lists (club member lists, Zonta International directories, district directories, or other lists including members' addresses and/or email addresses or telecommunications numbers) are not to be made available to non-Zontians, or to be used by Zontians for the purposes of selling goods and services or for personal, financial or political gain.
- Zontians will not use membership lists to contact other Zontians to lobby for or against proposals to be voted on, or to lobby for or against candidates who are running for office at international conventions, district conferences or other Zonta meetings.
- Membership lists may be provided to other organizations only with the approval of the ZI Board and the district boards and in compliance with any local privacy legislation.

With the exceptions mentioned above, Zontians are encouraged to network with each other for business and other purposes according to the following guidelines.

NETWORKING POLICY AND GUIDELINES

as adopted February 2004 by the Zonta International Board

How We Define Networking

Networking within Zonta International is a benefit of membership and a privilege. The mission of the organization, *Advancing the Status of Women Worldwide*, is a shared commitment among all Zonta members. Shared friendships and fellowship, professional interests, and business relationships, especially across national borders, enhance a member's total Zonta experience. Networking will facilitate these activities.

Zontians are encouraged to network:

- For Zonta purposes
 - Networking will give information on activities in other clubs/areas/districts/countries. It will help us find members with expertise in different fields for special Zonta assignments or tasks.
- For personal purposes
 - Networking will increase our ability to initiate or maintain personal friendships with Zontians in other areas of our countries and other areas of the world. It will

help increase our knowledge about world affairs, broaden our views, and increase our respect and tolerance for other views. It will help us grow as human beings.

- ❑ For professional purposes
 - Networking will help us increase our knowledge in our respective fields of work and learn how this work is conducted in other countries. It will help us become better professionals with wider viewpoints, and more able to contribute productively to development of our societies.
- ❑ For business purposes
 - Networking will give knowledge about national/international business trends and ideas on business management. It may provide opportunities to find new business relationships, following the established Guidelines.

In general, Zonta networking is a *person-to-person* activity or *club-to-club* activity.

Networking is positive, productive communication.

Networking is *not* a mechanism for lobbying or gossip.

Networking Examples

The following examples outline networking activities that **are encouraged** and **not permitted**. These are examples only and are not intended as a comprehensive list.

Networking	Encouraged	Not Permitted
General		Providing or selling individual or group lists to others. (Individual contact information may be provided to other Zontians with the individual's permission only.)
Zonta Networking	Inquiring about potential interest in club-to-club exchange/communication. Inquiring about a Zonta Club meeting in a city to which you will travel.	Contacting Zontians to suggest how they vote for a resolution, proposal, or candidate.
Personal Networking	Getting in touch with individual Zontians you have met previously at Zonta meetings/conventions. Contacting a Zontian to ask for a viewpoint on a political or economic development in their country. Expressing condolences for a national tragedy or congratulations for a national triumph.	Contacting groups of Zontians to elicit homestay invitations for you, your family, or friends.

Professional Networking	Locating a Zontian in your field in a different country for the purpose of professional information exchange.	Contacting Zontians in your field to criticize the professional performance of another professional in your field, whether Zontian or non-Zontian.
Business Networking	Responding to an inquiry about your business or professional services.	Direct mail advertising (by mail or E-mail, or by telemarketing) of any product or business/ professional service. (Zontians searching for certain products/services may find you by using the classification code, but <i>Zontians shall not solicit business by initiating such contacts</i> . Zonta business networking is demand-driven rather than advertising/ promotion-driven.)

This policy is related to, and provides a further interpretation of, the Zonta International Rules of Procedure regarding Circularization (Rule no. 3).

Note: The Member Networking Directory on the ZI Web site provides the means to network with Zontians around the world (see below – Web Site Resources).

E-MAIL POLICY

as adopted by the Zonta International Board 10 February 2000

It shall be the policy of Zonta International and its Foundation, officers, committee chairmen, districts, clubs, and members that the use of E-mail shall be in accordance with the same policies and procedures that affect all other methods of communication. Such policies include, but are not limited to, the following:

1. E-mail communications shall follow the standard lines of communication, i.e., club, area, and district. With the ease of communication via E-mail, the opportunity to “go straight to the top” will often present itself. Zontians should exercise restraint and adhere to the standard lines of communication.
2. E-mail addresses are to be used with the same discretion as other addresses and contact information, in accordance with the *Zonta International Rules of Procedure, item 3 Circularization* [and in accordance with the Policy and Guidelines on Networking].
3. E-mail communication with the ZI Headquarters staff is limited to those matters that are directly handled by said staff.

It is the intention of Zonta International that the transaction of the business of the organization shall make full use of all electronic communication mechanisms, such as E-mail and others that can streamline operations, with the same discretion and professionalism that govern all other communication within Zonta International.

POLICY ON USE OF MEMBER INFORMATION – GENERAL

as adopted February 2004 by the Zonta International Board, revised June 2004 and updated August 2006

Acceptance of membership in a Zonta Club includes a commitment to participate in the organization at the club level, and hopefully at the district and international levels. To facilitate the flow of information among the various levels of Zonta International, access to *basic member contact information** by Zonta leadership is essential. The following outlines Zonta International's policy for the sharing of this information.

1. Sharing of member information with the leadership (as defined below) is to be used only for legitimate Zonta business and according to the Zonta International Rules of Procedure and guidelines established by the Zonta International Board.
2. A member of a Zonta Club is assumed to accept the recording, storing and sharing of this information by ZI Headquarters according to the policies established by Zonta International, and as outlined below.
3. Club Presidents and Treasurers during their respective terms, will have access to basic member contact information for Zonta members of their own club only.
4. District Governors and Treasurers during their respective terms, will have access to basic member contact information for all Zonta members in their own district only.
5. International Committee Members and International Subcommittee Members, during their respective terms, will have access to basic member contact information for the district chairmen of their respective committees or subcommittees.
6. Zonta International Board members, International Organization Membership and Classification Chairman, the International Convention Chairman and the Convention Registration Chairman, during their respective terms, will have access to basic member contact information for all Zonta members worldwide. The International President may authorize additional Zonta leaders to have this same access for a specific purpose and for a specified time (which shall not exceed the biennium).
7. In addition, Zonta members may elect to share all or portions of their basic member contact information with other members by participating in the On-line Networking Directory.
8. All clubs will provide a club Web site address and/or an E-mail address, which will be available on the Zonta International Web site for contact by members of the public or by other Zonta members worldwide. It is the responsibility of each club to ensure that the club E-mail address is up-to-date and that the mailbox receives continuous attention so that all serious inquiries receive a timely response. This procedure is essential for the maintenance of a professional image that reflects Zonta's character and objectives.
9. Contact information for selected Zonta leaders will be accessible to all Zontians worldwide through the On-line Networking Directory.

* Basic member contact information is defined as member ID number, mail address, telephone numbers, fax number, e-mail address, club, district, area, classification code and occupation description, and language preference for active members. Join date, officer code, constituent code, paid through date are also included in the dues billing rosters sent to club officers and may also be incorporated at a later date to electronically available club rosters, depending on need, technical feasibility and cost-effectiveness.

For information regarding the Privacy Policy for the collection and storage of information from registered users of the Zonta International Web site, please see the *Privacy Policy* as posted on the Web site.

ZI WEB SITE RESOURCES FOR MEMBER INFORMATION AND NETWORKING

Club Locator

Purpose:

The purpose of the Club Locator is to enable site visitors to locate a Zonta Club; this may be the Club nearest them, or a specific Club. This tool is particularly intended for use by:

- Prospective Zonta Club members.
- Jane M. Klausman Women in Business Scholarship applicants.
- Young Women in Public Affairs applicants.

Access Available to:

This feature is available to all Web site visitors.

Functions:

Searches may be:

- By Country.
- By Country and, where appropriate, by State/Province.
- By District.
- By District and by Club or city name.
- By Club or city name. (Club names do not have to be precise; this search is based on “contains” programming. However, this field must be entered in ALL CAPS.)

A search may also be conducted by clicking on areas of the world map.

Notes:

This feature is only useful to the extent that Zonta Clubs provide Headquarters with working E-mail addresses and Web site URLs, and only to the extent that those E-mail addresses are monitored on a regular basis and replies generated on a timely basis; and Web sites are maintained with timely, accurate, and relevant information.

Member Networking Directory

Purpose:

The purpose of the Member Networking Directory is to provide a professional networking benefit to individual Zonta Club members. The Member Networking Directory is not intended to provide membership reports to Zonta leadership. This benefit should not be seen as a replacement for the published Zonta International Directory, available through the Zonta Store (it may be used by members in some cases in conjunction with the published Directory to provide supplemental information). The Member Networking Directory will only be a successful benefit to members if a significant number **Subscribe** (“opt in”).

Access Available to:

This member benefit is available only to Web site-registered Zonta Club members. Access to this Members-only benefit can be found on the left hand navigation of each page of the Web site under Member Resources, “Directory.”

All members of the ZI and ZIF Boards, International Committees and Subcommittees, and District Governors are automatically Subscribed to this Directory. Club Presidents will also be automatically Subscribed to the Directory over time. Other members must **Subscribe**. This service is included in the international membership dues. Members decide what contact information to share.

Functions:

Searches may be conducted by:

- Name, first and/or last
- City, State, Postal code and/or country
- Zonta Club
- Classification
- Primary Language

(Club names and classifications do not have to be precise; this search is based on “contains” programming.)

Notes:

This feature is only useful to the extent that members **Subscribe** and agree to allow contact information to be available.

Leadership Access to Mailing Labels and Summary Rosters

Purpose:

The purpose of this feature is to provide select Leadership Groups with two basic reporting tools. These tools provide limited information for specific purposes and are not intended to provide all possible membership reports available through Zonta’s offline membership database to everyone.

Access Available to:

Access to basic mailing labels and summary rosters by District, by Club for the full membership is available only to the current Zonta International Board.

District Governors, Lt. Governors, and Treasurers have access to this feature for the appropriate District, upon the receipt of the signed acceptance of the [Zonta International Policy on the Use of Member Information by Zonta Leaders](#).

Club Presidents and Club Treasurers will have access to this feature for their respective Club, upon receipt of the signed acceptance of the [Zonta International Policy on the Use of Member Information by Zonta Leaders](#).

Functions:

Those select Zonta Leaders with access to these reports will see a “Secure Leadership Access” link on their Update My Profile page and on the Web site Home Page. Links will generate the

requested report – Mailing Labels or Summary Roster – for those groups for which they have permission to access.

Notes:

Individual members will be included in the results of these reports if they are Active (paid) members in Zonta's offline membership database. **These reports are not intended to substitute for the Member Services Dues Renewal Notices.** Users of these reports should also keep in mind timing of changes to member contact information.

CLUB WEB SITES

Every Zonta Club is encouraged to have a Web presence (either its own site or a page on the district site). In the case of new Zonta Clubs, it is suggested that appropriate Web site and E-mail addresses be established at the time of chartering. Club Web sites should be coordinated with information contained on the district Web site. Club Web sites should not duplicate information found on the ZI Web site. Club Web sites should provide easy access to information and contacts for inquiries from prospective members and award applicants.

ZONTA INTERNATIONAL WEB SITE POLICY FOR DISTRICTS AND CLUBS

Approved by the 2000-2002 Zonta International Board at the January 2001 meeting with revisions January 2003, and November 2004

Districts

1. All districts are required to have a District Web site linked to the Zonta International Web site and a District Webmaster. The purpose of the district Web site is to communicate with Zontians within the district, and to serve as a vehicle for communication with the general public (see points 4. and 5. below). The District Webmaster is appointed by the incoming District Governor and must meet the qualifications outlined in the District Webmaster Job Description.
2. It is recommended that districts purchase a domain name that will identify their districts. For example, www.zontadistrictXX.org or www.zonta.districtXX.org (with format as standard for that region).
3. District Web sites are expected to include a system for managing prospective member inquiries on a timely basis. Prospective member information, and/or relevant links, should be prominently displayed on the home page of the District Web site. The Zonta International Web site maintains a Club Locator to provide visitors to the International site with a means of locating the appropriate Zonta Club and/or District to direct inquiries.
4. District Web sites are expected to include contact information for receiving applications for any Zonta International programs conducted at the local level (i.e., YWPA Awards, Jane M. Klausman Women in Business Scholarships, etc.). This information, and/or relevant links, should be prominently displayed on the home page of the District Web site.
5. ZI Headquarters provides a template for District Web sites.
6. The following topics shall be addressed on every District Web site:

Minimum Required Topics

- a. Identification: District, Areas and Clubs
- b. District Map

- c. Contact information for the district/club with E-mail address and Web site address
- d. Directions for prospective new members
- e. Directions for prospective scholarship/award applicants
- f. District/Club Leadership list (without personal contact information unless secure for members only)
- g. Brief description of selected club service activities within the district
- h. Link to ZI Web site

Additional Suggested Topics

- a. Location and time of meeting for each club if available
 - b. District calendar of special events
 - c. District Conference – Call, Program, Agenda
 - d. Area Meetings – Invitation, Program, Agenda
 - e. Governor’s newsletters
 - f. Invitation to Networking
 - g. Responses to standard questions from Zonta Clubs on designing a Club Web site, obtaining domain name, etc.
 - h. Responses to standard club questions about obtaining information to include on their Club Web site (e.g., clubs should not duplicate information available on the ZI Web site)
7. A district may offer unofficial translations of the ZI Web site and ZI publications on its Web site, as long as it includes a disclaimer stating that the translation is unofficial. Unofficial translations may not be linked on the ZI Web site.

Clubs

- 8. It is recommended that club web pages are hosted under their district domain. This is dependent on the arrangement the district has made for the hosting of its Web site. For example, www.zontadistrictXX.org/club_name.
- 9. It is recommended that clubs who manage their own hosting purchase a domain name that will clearly identify their club. For example, www.zontaclubanytown.org or www.zontaclub.anytown.org (with format as standard for that region). In the case of new Zonta Clubs, it is suggested that appropriate Web site and E-mail addresses be established in connection with chartering and the selection of the Club name.

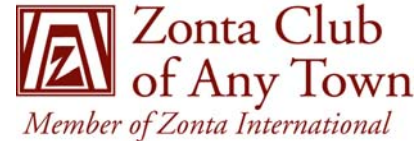
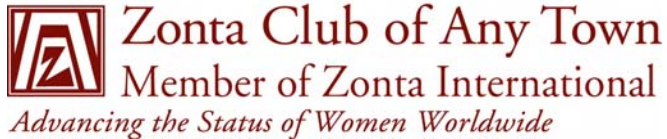
General

- 10. Clubs and districts shall adhere to all Bylaws, policies and procedures that apply to Zonta International club and district publications.
- 11. Club and district Web sites and pages shall bear distinctive header information so that their web pages will not be mistaken for “Official” Zonta International web pages. Clubs and districts are encouraged to use the Zonta Club and Zonta District logos designed to carryover the identity of Zonta International. These logos include:



Zonta International
District 00

Advancing the Status of Women Worldwide



Clubs and districts may also use the Club and District Web site/page templates designed to carry through the identity of Zonta International. See Appendix B.

12. Every club and district Web site/page is required to have a link to the home page of the "Official" Zonta International Web site (www.zonta.org), specified as such.
13. Every club and district is encouraged to use links to the Zonta International Web site for information maintained and distributed at the International level, rather than to develop this information on their own. This is intended to save the clubs and districts time, as well as limit outdated or misunderstood information from being published, and reduce the possibility of unintended conflicting information.
14. It is recommended that clubs and districts establish standardized, permanent E-mail addresses that are retained from Biennium to Biennium for contact purposes and for use on their Web sites. This, similar to using a P.O. Box, will eliminate the need for change with each change in officers or committee members and will shield individuals from public publication of personal E-mail addresses.
Examples are governor@zontadistrictXX.org, treasurer@zonta.XX, zontaofparis@aol.com, chicagozonta@hotmail.com. Please note that many web-hosting firms offer E-mail service as well. This option will allow districts to establish E-mail addresses for members of the district board and or committee chairman and possibly E-mail addresses for clubs within the district using the district domain name. You will need to ask your service provider. Districts should submit a District E-mail address to Zonta HQ. **All clubs are expected to submit a permanent Club E-mail address to ZI Headquarters when they charter.**
15. Clubs and districts should submit the web address of their Web sites and/or pages to webmaster@zonta.org to enable links to the club or district from the ZI Web site.
16. The Zonta International Webmaster shall review club and district Web sites or pages submitted for linking on the ZI Web site for compliance with this Web Site Policy, and shall be linked as appropriate. The Webmaster shall contact the individual who submitted the club or district Web site or page with the disposition of this task within two weeks. Should a submission be declined due to failure to adhere to the policies, a full explanation for corrections will be given.
17. Clubs and districts are encouraged to submit their Web sites and/or pages to search engines and to include META tags within their pages, so the Web sites will be recognized by search engines. However, **clubs and districts are *not* to use Zonta International as a META tag or key word** referring to their sites and/or pages. All care should be taken that club and districts pages do not present any information that would confuse their web publications with those of the "Official" Zonta International Web site.
18. Districts and Clubs are encouraged to submit information, documents and/or links to the Zonta International Webmaster regarding news, programs and activities within their Districts and Clubs through the ZontaAction tool on the ZI Web site. The more participation received from all areas of Zonta the more complete and full our web presence will be. Submission does not guarantee posting.
19. Corporate sponsorship of club and district Web sites is permitted (similar to sponsorship/advertising arrangements for district conferences and for club and district

newsletters. Clubs and districts outside the USA need to be aware of and in compliance with their local and national government and tax regulations on advertising/sponsorship with respect to non-profit organizations. Because USA regulations are complex and because ZI is incorporated in the USA, USA clubs and districts should seek the advice of tax counsel before entering into such arrangements.

In conjunction with this Policy, see also, *Guidelines for Organizational Identity for Use by Zonta International, Zonta International Foundation, Zonta Districts and Zonta Clubs.*

Section 7

Club Calendar

Includes

Sample Club Calendar

Selected United Nations Days and Other Significant Dates

SAMPLE CLUB CALENDAR

This is an example of a club calendar listing things to do and when to do them. It should be adapted for the needs of the club.

Month	Action	By Whom
JUNE and JULY or after Convention in even years	Appoint committee chairmen, committee members and club parliamentarian (optional).	President
	Report name, address and telephone number of all Committee chairmen to the District Governor and the Area Director.	Secretary
	Plan first meeting of the new club board as an orientation program.	President
	Hand over all pertinent files and records to new club board.	Club Board
	Distribute and discuss job descriptions.	Club Board
	Plan club action for the coming Zonta year according to biennial goals and programs, in the light of the Mission and Objects, and Foundation contribution goals. In conjunction with above, prepare a club calendar including: Club and board meeting dates Special event dates, including International Project functions, club projects and functions Timetables for award programs, Amelia Earhart, YWPA, Jane M. Klausman, Club awards, etc. Organization, Membership and Classification activities Special cultural celebrations, Christmas, Eid, Rosh Hoshana, etc. Biennial convention or study tour dates District conference dates and Area meeting dates	Club Board, Program Committee, and all Club Committees
	Complete appropriate paperwork with the bank to change signatures, etc.	President and Treasurer
	Update membership directory. Include: Members' names, addresses and classifications Names of Officers and committee chairmen	Secretary
	Send copies of the club directory to: district governor and area director.	Secretary
AUG	In convention years, prepare a written review of Convention action. Present the report to the club.	Club Delegate(s)
OCT	Receive the Zonta International Directory and new Bylaws booklet (even years). Advise all members and make the Directory available.	President
	Applications for Young Women in Public Affairs awards are available on the ZI Web site.	STWS Committee
	Observe United Nations Month, especially <i>United Nations Day</i> (24 October).	President
	For clubs in the United States only: File the Internal Revenue Service's Form 990, if required, by 15 October. Please see Section 18 for additional information.	Treasurer

CLUB MANUAL OCTOBER 2006

PART 1 SECTION 7

Month	Action	By Whom
NOV and DEC	Celebrate 8 November, <i>Zonta International Day</i> , with Founders Day commemorations.	Program Committee
	15 November – Amelia Earhart Fellowship Applications due to ZI Headquarters.	Program Committee
	Observe <i>International Day for the Elimination of Violence Against Women</i> (25 November) and <i>16 Days of Activism Against Gender Violence</i> (25 November-10 December)	Program Committee
JAN	11 January – <i>Amelia Earhart Day</i> .	
	Schedule Amelia Earhart activities for this month.	STWS Committee
	Applications for Jane M. Klausman awards are available on the ZI Web site.	STWS Committee
FEB and MARCH	For clubs in the United States only: Send Group Subordinate form to reach ZI Headquarters by 15 February.	Treasurer
	8 March – <i>International Women's Day</i> and <i>Zonta Rose Day</i> .	
	Distribute Club dues invoices, including Zonta International, district, area (if applicable) and club obligations, to the membership.	Treasurer
	Collect Club dues by 1 April.	Treasurer
	Elections for officers, directors and nominating committee members may be scheduled now or in April.	President
	Send YWPA club candidate application to district governor (due 1 April).	STWS Committee
APR	Even years – Contributions to the Foundation must be received in April to be recognized at convention.	Treasurer
	Receive reports of officers, club board, committees.	Club Board
	Hold elections (optional) for Officers, Directors, Nominating Committee.	Nominating Committee
	Send Club Officers Report Form to reach ZI Headquarters by 1 May. (Form in Part 3 – Forms).	President
	Send Annual Club Report to reach Area Director by 1 May (Sample form Part 3 - Forms).	President
	Emma Conlon Award nominations due 30 April to ZI Headquarters.	STWS Committee
	In even years, elect club delegates to convention.	President

CLUB MANUAL OCTOBER 2006
PART 1 SECTION 7

Month	Action	By Whom
MAY	Send per capita dues together with updated Club member list to reach ZI Headquarters by 1 June. Possibly also district and area dues.	Treasurer
	In odd-numbered years, send the Nomination Forms for Zontians recommended as candidates for Zonta International officers, directors and Nominating Committee members to be received by the nominee's District Nominating Committee Chairman by 31 May.	Nominating Committee
	Convention: In even-numbered years, prepare for the convention by discussing ZI Bylaw amendment proposals, program goals, resolutions, and candidates. Ensure that club delegate and alternate or proxy is reported to ZI Headquarters by the due date (form provided to each club electronically).	Club Board and Club
	Hold Joint Meeting of outgoing and incoming club boards to ensure a smooth transition.	Incoming /Outgoing Presidents
	Send Jane M. Klausman club candidate application to district governor/committee (depends on district procedures for this program) by 31 May.	Klausman Committee

Note: STWS = Club Status of Women Service Committee

SELECTED UNITED NATIONS DAYS AND OTHER SIGNIFICANT DATES

September

Third Tuesday – International Day of Peace. Opening Day for regular sessions of the UN
General Assembly
8 – International Literacy Day

October

24 – United Nations Day

November

25 – International Day for the Elimination of Violence against Women
25 November-10 December – 16 Days of Activism Against Gender Violence

December

5 – International Volunteer Day
10 – Human Rights Day

March

8 – International Women's Day and Zonta Rose Day

April

7 – World Health Day

May

28 – International Day for Action on Women's Health

CLUB MANUAL

PART 2 – RESOURCES AND REFERENCE MATERIALS

SECTIONS 8 - 18

Section 8

Zonta International Foundation

Includes

- Zonta International and the Foundation
- Not for Profit Status with US Internal Revenue Service
- Funds Administered by the Foundation
- Promotion of the Zonta International Foundation
 - District Foundation Ambassadors
 - Resources

ZONTA INTERNATIONAL FOUNDATION

ZONTA INTERNATIONAL AND THE FOUNDATION

In 1984 Zonta International established the Foundation to fund its service programs and projects. The Foundation operates as an independent organization, under the control of its own board. It solicits, receives and distributes funds to the service programs of Zonta International which benefit women around the world. The Foundation conservatively invests its funds for short and long-term gains.

Zonta International, as governed by its board of directors, is the corporate member of the Foundation, with the following functions:

- The Zonta International president and president-elect are ex-officio members of the Foundation Board
- The Zonta International Board and the current executive committee (officers) of the Foundation elect the Foundation's incoming directors, who are elected for 4-year terms
- The current Foundation Board (officers and directors) elects the officers among Foundation Board members
- The Zonta International Board approves amendments to the Foundation Articles of Incorporation and Bylaws
- Zonta International may propose new programs for, and make grants to, the Foundation
- The Zonta International Board receives a report on all programs funded by the Foundation at least annually

The Foundation Bylaws are published in the same booklet as the Zonta International Bylaws.

See *This is Zonta* publication and the Web site for up-to-date statistics on Foundation-funded programs.

NOT FOR PROFIT STATUS WITH THE U.S. INTERNAL REVENUE SERVICE SECTIONS 501(c)(3) and 501(c)(4)

Zonta International and the Zonta International Foundation are two separate corporations:

- **Zonta International** has broader purposes than the Foundation. It is qualified as a tax-exempt organization under Section 501(c)(4) of the US Internal Revenue Code and is permitted by law to give funds to the Foundation.
- **Zonta International Foundation** is restricted to charitable service purposes under Section 501(c)(3) and spends its funds accordingly. The Foundation is organized exclusively for charitable purposes, and to carry out the charitable service purposes of Zonta International.

The **financial advantages** of the Foundation are as follows:

- Interest on investments is tax free.
- Real estate taxes are not assessed on the portion of ZI Headquarters building used by the Foundation.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 8

- The Foundation is exempt from the State of Illinois sales tax of 9% for the purchase of goods and supplies.
- US corporations prefer to make contributions to 501(c)(3) organizations because of the tax deductions for such contributions.
- US Foundations with 501(c)(3) status can only make grants to other organizations with similar tax status, such as other charitable organizations or to schools, governments and groups that support activities such as UN social programs. Foundations may also support fellowships/awards to individuals within programs related to the mission.

FUNDS ADMINISTERED BY THE FOUNDATION

- Rose Fund
- Endowment Fund
- WHPPI Fund
- Amelia Earhart Fellowship Fund
- Jane M Klausman Women in Business Scholarship Fund
- YWPA Fund
- ZISVAW Fund
- International Service Fund

The Foundation is responsible for all Funds to fulfill the following functions:

- Solicit, receive, acknowledge and appropriately invest and account for all Fund assets
- Prepare and make available informational materials on each program

For program Funds, the Foundation is responsible to:

- Receive applications and grant proposals and coordinate with the appropriate committees/sub-committees on processing and selection
- Ensure approval process completion for each program
- Disburse funds
- Ensure required progress/final reports/certifications are received

Up-to-date information on all programs may be found on the Web site at www.zonta.org.

Rose Fund

Contributions to the Rose Fund are not designated for particular programs, but may be used for development, support costs, implementation of service programs, or service program direct support, at the discretion of the Foundation Board. The Foundation Board is responsible for establishing priorities for allocation of funds and for investing the funds for short- and long-term gains. This is an unrestricted fund.

Endowment Fund

The Endowment Fund provides for the future of Zonta programs. A contribution to this fund is a lasting gift. The gift is invested and only the earnings are used. To keep up with inflation, some portion of the earnings is reinvested. The investments are made for long-term returns, on advice

from the Foundation finance committee. Funds may be used for service commitments, for administrative support services, for the development of new programs, and for emergencies.

Note: Currently the ZIF Board has decided not to spend the earnings as part of a strategy to achieve a US\$10 million Endowment by Zonta's 100th anniversary in 2019.

WHPPI Fund (World Headquarters Property Preservation and Improvement Fund)

The WHPPI Fund ensures the preservation and improvement of the ZI Headquarters building.

- This historic building was erected during 1855-1858 and houses both Zonta International and the Zonta International Foundation.
- The Foundation owns the building and is responsible for its maintenance and improvement. Individuals and clubs throughout the world have donated portions of its international decor.
- Zonta International pays rent at fair market value to the Foundation for its portion of building use.

Amelia Earhart Fellowship Fund

The Amelia Earhart Fund supports the Zonta International Amelia Earhart Fellowship Program, which awards fellowships to women who are pursuing Ph.D. degrees in aerospace-related sciences and engineering. The Foundation Board determines the number of grants awarded each year based on contributions received.

In addition to the general functions listed above, the Zonta International Foundation is responsible for:

- Receiving applications and preparing them for distribution to members of the Amelia Earhart sub-committee for review and recommendation
- Serving as a resource and recorder for the meeting of the AE Sub-committee
- Preparing biographical materials on Fellows for Zonta International and Foundation Committees

Jane M. Klausman Women in Business Scholarship Fund

Jane M. Klausman was a member of the Zonta Club of Syracuse, New York, USA, and a Zonta International parliamentarian. The interest earned from her bequest of over US\$500,000 is intended to fund scholarships for women pursuing careers in business. In 1997 the Zonta International Foundation established a special fund and developed the Jane M. Klausman Women in Business Scholarship Program. The program was initiated in the 1998-2000 biennium.

- The program is designed to encourage women to advance the status of women and occupy executive positions, by providing scholarships for undergraduate women in business management.
- The program also encourages mentorship by local Zonta Clubs.
- Applicants must be enrolled in their second or third year of an undergraduate business-related degree program and use their scholarship in their third or fourth year.
- Districts nominate applicants for the international awards. Each district may present one candidate.
- Six international scholarships of US\$5,000 each are awarded annually.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 8

- Clubs and districts are encouraged to provide awards at the club and district levels, funded by district and club funds.

In addition to the general functions listed above, the Zonta International Foundation is responsible for:

- Receiving applications from districts and distributing them to the Jane M. Klausman sub-committee for review and recommendation
- Preparing biographical materials and distributing materials to districts for presentation to recipients

YWPA Fund (Young Women in Public Affairs)

The YWPA Program was established in 1990. The goal is to encourage more young women to participate in public and political life by recognizing a commitment to the volunteer sector and to advancing the status of women. The Zonta International Foundation awards US\$500 to each district recipient and US\$1000 to each of the five international recipients.

In addition to the general functions listed above, the Zonta International Foundation is responsible for:

- Receiving applications from districts and distributing them to the YWPA sub-committee for review and recommendation
- Preparing biographical materials and distributing materials to districts for presentation to winners

ZISVAW Fund (Zonta International Strategies to Prevent Violence Against Women)

The objectives of ZISVAW are:

- Reduce the incidence of violence against women and girls by awarding Zonta International funds to UN agencies or recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior contributing to gender-based violence.
- Increase Zontians' awareness and actions related to preventing violence against women by encouraging Zonta club involvement in local and national advocacy initiatives and service projects.

International Service Fund

The International Service Fund supports the International Service Program and the individual projects adopted as part of the Biennial Goals by the convention and are funded through contributions to this fund.

In addition to the general functions listed above, the Zonta International Foundation is responsible for:

- Assisting negotiation of and co-signing the project(s) agreement(s) with the grantee
- Monitoring the progress of the international service project(s) and ensuring fulfillment of the project(s) agreement(s)
- Approving payment(s) to grantees based on adequate progress reports

PROMOTION OF THE ZONTA INTERNATIONAL FOUNDATION

District Foundation Ambassadors

- The activities of the District Foundation Ambassadors are designed to promote the purpose and programs funded by the Zonta International Foundation and to encourage contributions.
- The District Foundation Ambassador is appointed by the district governor and works with the governor and area directors to inform Zontians about the Foundation.
- The District Foundation Ambassador is often available to make presentations to your club upon invitation.

Resources

- ZI/ZIF Web site (www.zonta.org)
- Zonta International Foundation Ambassadors monthly reports
- A Zonta International Foundation Board member is assigned as liaison to each district ambassador
- The Zonta International Foundation staff
- The district governor

Section 9

Zonta International Biennial Conventions

Includes

- Purpose of Conventions
- District Convention Liaison
- Bylaws Concerning Convention
- Calendar of Events
- Business of the Convention
- Responsibilities Regarding the Convention
- Delegate and Proxy Duties
- Convention Years and Locations

ZONTA INTERNATIONAL BIENNIAL CONVENTIONS

PURPOSE OF CONVENTIONS

Zonta International Conventions are an important part of our organization. The purpose is to:

- Present an informative, motivational and educational program
- Determine organizational policies
- Elect Zonta International officers and directors, and members of the Zonta International nominating committee
- Report and review progress in achieving Zonta's mission and objects
- Vote on proposed amendments to the Zonta International Bylaws, on dues and fees, on resolutions and goals for membership, for programs (including the international service projects) and for contributions
- Introduce the program and activities for the next two years

Conventions are also a unique opportunity for all Zontians to learn more about the organization, to make their voices heard, to network with other Zontians, and to build Zonta international friendships. Any member may attend. Convention materials, including registration, hotel, transport, tour and program information, are available on the Web site and distributed at least six months before each convention.

DISTRICT CONVENTION LIAISON

Governors are requested to appoint a district convention liaison to provide information on the concept and details of the convention and to encourage all members to attend. A convention promotion video is provided to each district.

BYLAWS CONCERNING CONVENTION

See ZI Bylaws Article X.

CALENDAR OF EVENTS

In even years:

- The club elects delegate(s) and alternate(s) to the biennial convention in March or April.
- The club president signs the credentials registration or proxy (if no club member can attend) form or completes it online. Instructions and electronic forms are provided to the clubs in the even year. **It is essential that clubs observe the deadline for submission of this information.**

THE BUSINESS OF THE CONVENTION

- Report of the ZI president, the ZI finance chairman or treasurer, selected international committees, and the executive director
- Proposed amendments of Zonta International Bylaws

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 9

- Presentation of candidates and elections of Zonta International Board and international nominating committee
- Report of the ZIF president, the ZIF treasurer/finance chairman, recognition of special donors
- Presentation of program information, including selected award recipients
- Presentation on the international service projects during the biennium, and the new proposed service projects and goals for the next biennium
- Other activities often include first timers' meeting, delegate orientation, open forum, workshops, meet the candidates, memorial service, luncheons, dinners, a reception for special Foundation donors, and tours

RESPONSIBILITIES REGARDING THE CONVENTION

- Clubs: elect and send one or more delegates and alternates (depending on the number of members in the club) and report the delegates (or proxy) to ZI Headquarters by the stated due date in the even year
- Delegates: prepare for the issues, attend all business meetings and make a report to their clubs
- Alternates: help the delegate before, during and after the convention, including attending the business sessions, taking notes and replacing the delegate if necessary
- Proxy bearers: see delegate and proxy duties below

DELEGATE AND PROXY DUTIES

- Delegates – **Before the convention, prepare** for the convention issues with club board and club members (e.g. possible questions, Zonta International Bylaws, elections, workshops, district meetings)
Proxies – Any club unable to send a delegate to convention may be represented by a proxy. A proxy is the power given by one club to the delegate of another club to vote for the absent club. If the club will be represented by proxy:
 - The club cannot instruct a proxy bearer how to vote, but may express the club members' views on the subject(s) provided that no new information is presented at convention that would affect the final decision.
 - Conferring a proxy indicates the club's confidence in the bearer to vote in the best interest of the club.
 - Some districts have customs or provisions in the district rules of procedure to financially subsidize the expenses of the proxy bearer.
- **Bring to convention:**
 - Current Zonta International Bylaws and proposed amendments to Bylaws.
 - Candidates' biographies.
 - Tentative convention program schedule (available on the Web site).
 - Copy of the credentials registration form/confirmation.
 - Registration and hotel confirmation notice.
 - Copies of bank transfers (international, district and area [if applicable] dues).
 - Any correspondence relevant to the convention.
- **On arrival at the convention**, go to both the registration desk and the credentials desk
At the registration desk, receive:

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 9

- The final program, the tickets for events, a badge with name and the club name, other information, and tourist information

At the credentials desk, (alternates should also check in here) receive:

- Delegate or alternate identification, proxy identification (if representing another club), confirmed voting credential and/or voting device
- **During the convention**, delegates and alternates:
 - Attend all business meetings. Delegates are mindful of pre-convention club discussions but must take into account new information learned during the convention before voting.
 - Participate in Meet the Candidates and vote in the elections.
 - Wear appropriate identification at business meetings.
 - Wear badge during entire convention.
 - Transfer (through credentials desk) delegate identification, voting credentials/voting device to alternate if delegate needs to leave.
 - **After the convention**, the delegate and the alternate:
 - Provide a verbal report, at the first club meeting, on elections, decisions, biennium goals, including the international service projects, workshops, arrangements and entertainment. (It is recommended that a written report be sent to each member with the club newsletter describing the main events and decisions.)
 - Provide reports, information and documents collected for the club.
 - Announce that the Web site and *The Zontian* magazine issue no. 2 of the new biennium will inform members of convention and biennium news.

CONVENTION YEARS AND LOCATIONS

Year	Place	Year	Place
1921	Syracuse, New York, USA	1939	White Sulphur Springs, West Virginia, USA
1922	Detroit, Michigan, USA	1940	Estes Park, Colorado, USA
1923	Elmira, New York, USA	1941	Memphis, Tennessee, USA
1924	Buffalo, New York, USA	1942	Toronto, Ontario, Canada
1925	Toledo, Ohio, USA		(limited due to World War II)
1926	Rochester, New York, USA	1943	Lake Placid, New York, USA
1927	Washington, D.C., USA		(limited due to World War II)
1928	St. Paul, Minnesota, USA	1944	Chicago, Illinois, USA
1929	Erie, Pennsylvania, USA	1945	Chicago, Illinois, USA (board only)
1930	Seattle, Washington, USA	1946	Swampscott, Massachusetts, USA
1931	Cleveland, Ohio, USA	1947	Mackinac Island, Michigan, USA
1932	St. Louis, Missouri, USA	1948	Pasadena, California, USA
1933	Chicago, Illinois, USA	1949	Quebec City, Quebec, Canada
1934	Montreal, Quebec, Canada	1950	Miami Beach, Florida, USA
1935	Riverside, California, USA	1951	Chicago, Illinois, USA
1936	Swampscott, Massachusetts, USA	1952	Houston, Texas, USA
1937	Niagara Falls, New York, USA	1954	Cincinnati, Ohio, USA
1938	Banff, Alberta, Canada		

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 9

Year	Place
1956	Sun Valley, Idaho, USA
1958	New York, New York, USA
1960	Toronto, Ontario, Canada
1962	New Orleans, Louisiana, USA
1964	San Francisco, California, USA
1966	Miami Beach, Florida, USA
1968	Minneapolis, Minnesota, USA
1970	Chicago, Illinois, USA
1972	Portland, Oregon, USA
1974	Boston, Massachusetts, USA
1976	Wiesbaden, Germany
1978	Denver, Colorado, USA
1980	Washington, D.C., USA
1982	San Diego, California, USA
1984	Sydney, Australia

Year	Place
1986	Toronto, Ontario, Canada
1988	Helsinki, Finland
1990	Dallas, Texas, USA
1992	Hong Kong, Hong Kong
1994	Detroit, Michigan, USA
1996	St Louis, Missouri, USA
1998	Paris, France
2000	Honolulu, Hawaii, USA
2002	Gothenburg, Sweden
2004	New York, New York, USA
2006	Melbourne, Victoria, Australia
2008	Rotterdam, The Netherlands (scheduled)
2010	Bangkok, Thailand (scheduled)

Section 10

Zonta Archives

Includes

Background
Club Archivist
Retention and Disposal Guide
Records Retention and Disposal Schedule

ZONTA ARCHIVES

BACKGROUND

A Special Committee on Archives in 1994 formalized a policy to be followed by all clubs and districts. The objectives of an archives committee are to:

- gather information about material which already exists
- put procedures in place to initiate an archival program
- guide assessing what is of value for retention

In the club, it is never too soon to begin to:

- Bring together what can be found
- Assess the records for archival value
- Arrange and list them for easy reference
- Deposit them in a safe and accessible repository

The reason is twofold:

- For administrative purposes
- For historical reference

The records are the source materials from which future office bearers may draw information on what has gone before, how things were done in the past, precedents which were set, legal agreements and other matters. Past records not only give the evidence of the formulation of a policy but also reveal the background and reasons for following such a course.

Records are the raw material from which history is written, but a written history must never supplant the basic records. These contain the evidence that may be needed for many other purposes. The destruction of archival records on the grounds that a history has been written should not be contemplated.

CLUB ARCHIVIST

It is recommended that each club (and district) appoint an official archivist or a committee and commence an archival program. The steps to be taken for this program are as follows:

- Appoint a club archivist. The archivist should have overall responsibility for all record keeping and ensure that each office bearer maintains records in a satisfactory manner.
- Draw up a records management scheme, including a records retention and disposal schedule, to indicate which records should be created, the appropriate retention time in the current system, and when they should be transferred to archives or destroyed. A basic format is included below.
- Using this schedule, the archivist should assess any non-current records currently held by clubs or individuals.
- After assessment, the archivist should only retain the valuable material.
- At the end of each biennium or term of office the archivist should ensure that all records are accounted for and assessed. Records are then retained, transferred to archives or disposed of appropriately.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 10

- The archivist may negotiate with an appropriate archival repository, library or other institution engaged in preserving documentary material, with a view to depositing the archival records. The repository should be located in a convenient area to ensure easy access. The records will be preserved in a safe environment and will be readily available for general research. This course should be pursued if at all viable.
- Before records are transferred to archives, either within the club or to an outside repository, a detailed listing should be prepared, including file title and date coverage. One copy of the listing should be lodged with the archived records and another copy retained in the club's current records.
- A designated person should maintain a collection of newspaper cuttings, photographs and such ephemeral items as may be of interest in the history of the club or district.
- A designated person or persons should, where appropriate, conduct interviews with earlier members to build up a collection of oral histories about the club.
- It is recommended that archival activities be included in the annual club report to the area director. Reports should include information on the location of archival material, details of transfers during the year, and any other archival activities.

The most important question facing the newly appointed archivist is what should be kept and what destroyed? As a basic rule, ask these questions:

- Would this be of any use in club business or administration?
- Would this be of use historically, in writing a history, or preparing a talk or exhibit?

Minutes and Files

The most important records of a club or district are the minutes.

- All club board and general meeting minutes should be kept securely. If they are to be bound, ensure the margin is sufficient, i.e. 30-35 mm.
- Committee minutes are also important, as are annual reports, membership lists and financial records.
- Files of significant activities, scrapbooks, photographs, newsletters, brochures and any other publications of the club or district should be kept for the information they contain and the activities that they illustrate.
- Non-archival records should be destroyed after a specified time as they clutter the collection and waste valuable storage space.

RETENTION AND DISPOSAL GUIDE

The following is a basic retention and disposal guide for clubs. It should be varied according to individual records and circumstances.

Retain for Archives

- Minutes of club board, general and committee meetings
- Annual Reports
- Membership lists and the annual slate of officers, club board members, and nominating committee
- Financial records - some may be required for a statutory period only

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 10

- Files relating to commencement of club, charter, incorporation, bylaw options, special projects and significant activities
- Scrapbooks and photographs, oral history tapes
- Newsletters, brochures and other publications of the club

Access to the following **non-current** publications is useful, but there is no need for every club to keep them. Retention should depend on their availability in area and district collections:

- District and area material
- International Rules of Procedure, Bylaws, newsletters, *The Zontian* etc.
- International brochures and circulars

Destroy after 2-4 Years (unless they fall into any of the above categories)

- Correspondence with ZI Headquarters, district, area, and clubs
- Newsletters and publications other than above

RECORDS RETENTION AND DISPOSAL SCHEDULE

Below is a format for creating a records retention and disposal schedule. The headings and retention periods will be at the discretion of the archivist as ratified by the club or district. All records created by a club or district should be included and their retention classification specified.

Club:	District:		
Title	Retain in Club	To Archives or Destroy	
Minutes of club board meetings	4 years	Archives	
Minutes of general meetings	4 years	Archives	
Files relating to:	2 years	Archives	
Files relating to:	2 years	Destroy	
Correspondence: In/Out, ZI Headquarters etc.	2 years	Destroy	

Access

Confidential material should be withheld from public access. Other records should be available for research purposes. Records must never be loaned to an individual but viewed on club premises or in a repository. In certain circumstances, and if properly authorized, records held in a repository may be loaned back to the club.

Displays and Exhibits

Original documents should not be displayed for any length of time, as ultra-violet rays will affect them. Volumes of minute books should only be exhibited under a screen or glass, to prevent fingerprints, tampering or theft. Use photographic copies where possible.

Photographs

The identification and dating of photographs is essential. Secure in albums using acid free glue or photograph corners. Do not file in albums with adhesive strips. These have an acid content, which is detrimental to the photographs. Remove any existing adhesive by washing the back of the photograph with methylated spirits or a 50/50 solution of water and methylated spirits.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 10

Resources

Zonta International Public Relations and Communications Committee archives specialist
District Archivist

Archives of Disbanded Clubs

If a club decides to disband the club archives may be of use to the district archives. Check with the Area Director or Governor, who then selects records that will be retained in the district archives. ZI Headquarters is not able to appropriately handle club archives, however one or two special small documents may be added to the permanent club file at Headquarters.

Section 11

Zonta History and Zonta Emblem

Includes

History of Zonta International

Resources

Zonta's Name

ZI Headquarters

Growth

Relationship with the United Nations

Guidelines for Organizational Identity

Use of Zonta Name and Emblem by Zonta Clubs and Districts

International Presidents and Biennial Themes

Organization Themes

Chronological Order of Zonta Countries and Geographical Areas

ZONTA HISTORY AND ZONTA EMBLEM

HISTORY OF ZONTA INTERNATIONAL

In January 1919 in Buffalo, New York, USA, Marian de Forest and four other women executives who had attended a social meeting of the Kiwanis Club of Buffalo, an established all-male service club, were inspired to develop a new kind of service club, composed of women who were recognized leaders in their businesses and professions. Initially they founded the first Quota Club, but after several months de Forest and others decided to leave and start a new organization.

Clubs were organized in the USA in Buffalo, Rochester, Binghamton, Elmira, and Syracuse, followed by Erie, Ithaca, Utica and Detroit. Under the leadership of its charter president, Marian de Forest, a playwright and newspaper critic, the Buffalo club established specific guidelines for membership and classification, which the other eight clubs soon adopted.

The Confederation of Zonta Clubs was formed on 8 November 1919 in Buffalo. Mary E. Jenkins, newspaper publisher and civic leader, was elected the first president. Bylaws and a constitution were drafted and adopted. In order to select a name, each club submitted a list. The final vote was almost unanimous in adopting the Binghamton club's suggestion of "Zhonta." The Bureau of American Ethnology of the Smithsonian Institute later corrected the spelling to "Zonta," explaining that the word was derived from a dialect (Teton Dakota) of the Sioux peoples, a Native American group. It signified the quality of being "honest and trustworthy."

In April 1920 the first meeting of Confederation officers was held in Rochester, New York. The Zonta colors were chosen and the Zonta emblem officially authorized. In October, the presidents of all existing clubs met in Syracuse, New York and adopted two resolutions:

- that Zonta Clubs should adopt the specific aim of fostering education and constructive work for girls and young women; and
- that the first convention of the Confederation should be held in Syracuse in May 1921.

The Confederation was incorporated under the laws of New York State in February 1922. Five years later, Zonta became international when the Club of Niagara Falls, composed of members from Canada and the United States, organized Toronto as the first club in Canada. In 1930, Zonta was introduced to Europe through new clubs in Vienna and then in 1931 in Hamburg. Growth continued steadily in Europe and Scandinavia over the following decade. In the late 1940s and early 1950s, Zonta established itself in Latin America and Asia. In the 1960s Zonta grew in Asia and was introduced to New Zealand and Australia. By 1970, Zonta became truly worldwide when six African nations joined the organization, and in 1991 Hungary joined Zonta with the first Eastern European club.

RESOURCES

- *Advancing the Status of Women Worldwide – A History of Zonta International 1919-1999* – a history of the organization, published in 2000 in honor of Zonta's 80th anniversary
- 85 Years: A Photo Collection – available on the Web site

ZONTA'S NAME

The name "Zonta International" was officially adopted at the 1930 Convention in Seattle, Washington. In September 1930, Zonta was incorporated under that name in the state of Illinois. The following year, the word "Zonta" was registered with the Trademark Division of the United States government in Washington, D.C.

ZI HEADQUARTERS

Zonta's business was administered from Buffalo and Utica, New York, until 1928 when Chicago was chosen as the site for the organization's permanent headquarters. First a small office was leased on Michigan Avenue, then a small suite in a building near the Art Institute of Chicago and, in 1957, a larger space in the same building. By 1979, Zonta International had again outgrown its space and relocated to 35 East Wacker Drive. In 1986, ZI Headquarters moved once more when the Zonta International Foundation purchased the building at 557 West Randolph Street, Chicago, where today both Zonta International and the Foundation are headquartered.

GROWTH

In its first 15 years, Zonta International grew to 130 clubs. In November 1934, every club held 15th anniversary celebrations with salutes to the founding club in Buffalo and to Marian de Forest as the original moving spirit. When Marian de Forest died in 1935, a memorial fund was established to carry on her passionate work in promoting the organization and growth of Zonta Clubs. For several years, the fund was maintained by voluntary contributions. Now, funds for this work are budgeted by the Zonta International Board from member dues.

In June 2006 there were approximately 1250 Zonta Clubs in 68 countries and geographic areas.

RELATIONSHIP WITH THE UNITED NATIONS

Since the formation of the United Nations in 1946, Zonta has sent observers to UN sessions and actively promoted UN principles and activities. Today, appointed representatives in New York, Paris, Geneva and Vienna keep members informed. In 1963, Zonta International was granted Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations. This was upgraded to Category II Consultative Status in 1969 then, in 1985, to Category I Status; the highest recognition for United Nations-related activity. In 1998, a change in United Nations classifications gave Zonta International "General Consultative Status" with ECOSOC. Zonta was also granted Consultative Status with the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 1971, the United Nations Children's Fund (UNICEF) in 1972, with the United Nations Development Fund for Women (UNIFEM), and with the International Labor Organization (ILO). In 1983 Zonta International was granted Consultative Status with the Council of Europe. In 2004, a Council of Europe Resolution changed Zonta International's status with the Council from "Consultative Status" to "Participatory Status."

**GUIDELINES FOR ORGANIZATIONAL IDENTITY
FOR USE BY ZONTA INTERNATIONAL, ZONTA INTERNATIONAL FOUNDATION,
AND ZONTA DISTRICTS/ZONTA CLUBS**

As adopted by the Zonta International Board November 2004

See the ZI Web site for the most current information and policies. See ZI Bylaws Article XV, Section 3.

Why We Need Guidelines

A well-defined corporate identity is a daily reminder of who we are as an organization. First impressions are crucial to our success in attracting new members, retaining current members, raising funds to support our programs and projects, raising awareness of our organization and enhancing our sphere of influence.

One of the necessary conditions for establishing loyalty to our organization is a visually inviting and memorable identity through all our marketing efforts; membership recruitment materials, member communication materials, products we may sell, packaging, communication materials, advertising, and fundraising.

A consistent Zonta identity presentation should always emphasize the core values of the organization. It has to support our marketing efforts by effectively communicating specific qualities expected by our members and potential members worldwide. It will contribute to Zonta being perceived in a more attractive way and will improve our position as one of the world's leading service organizations.

Taking care of our organizational identity is an ongoing process. It must be managed, justified, developed and strengthened at all levels.

Logos

Zonta International/Zonta International Foundation Logos

The Zonta International and Zonta International Foundation Logos consist of the Zonta Emblem and the words "Zonta International" or "Zonta International Foundation" placed together in a specific format.



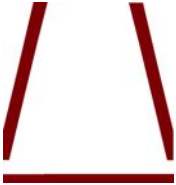




The Zonta Emblem



Zonta International Bylaws, Article XV, Section 3. Emblem. The emblem of Zonta International shall be a square as shown.

The Zonta emblem is not simply a decorative design. It is an adaptation and composite of several symbols of the Native American Sioux peoples that, when superimposed, take on a special significance for Zontians.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 11

	<p>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."</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>During the 1996-1998 Biennium, the Zonta International Board of Directors voted to have the words "Zonta International" incorporated into the emblem to standardize its appearance and enhance recognition of Zonta International throughout the world.</p>

The Zonta International Logo

Zonta International Bylaws, Article XV, Section 5. Name and Marks. The name and symbol of Zonta may be used by any district, club, or member of Zonta International only in accordance with regulations issued from time to time by the Zonta International Board. Use of the name and symbol of Zonta by nonmembers other than in news reporting or commentary is permitted only with prior approval of the Zonta International president.

Official Zonta International logos are available on the Zonta International Web site, www.zonta.org, at 300 dots per inch, the preferred resolution for printed materials. The font for the block-style logo is Albertus MT. The fonts for the horizontal-style logo are Garamond and Garamond italic.

Vector-based images, used for the production of many non-paper products, will be provided only upon request.

Block-style Logos



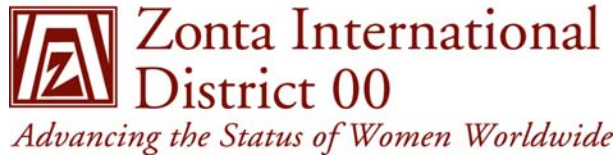
Horizontal-style Logos



CLUB MANUAL OCTOBER 2006
PART 2 SECTION 11

Zonta District / Club Logos

Zonta Districts and Clubs are encouraged to use the standard logo format in keeping with the Zonta International logo. Clubs and Districts may request their logo through the Zonta International Web site.



Zonta International Foundation Logo

The Zonta International Foundation Logo is approved for use only by the Zonta International Foundation. Logos are not available to Districts or Clubs.



Special Purpose

From time to time, special purpose logos are created.

- Convention Committees develop logos for each Convention. For example,



- Anniversaries. For example,



Colors

Zonta International/Zonta International Foundation Colors

Zonta International Colors are Mahogany and Gold. For print purposes the Mahogany Pantone, or PMS, is 1815. The CMYK equivalent of PMS 1815 is C-0, M-100, Y-91, K-51.

USE OF ZONTA NAME AND EMBLEM BY ZONTA CLUBS AND DISTRICTS

Adopted by the Zonta International Board June 2006

Policy

Zonta Clubs and districts are authorized to use the Zonta name and emblem on club and district projects or programs, provided they are approved by the Zonta Club Board (if a club project) or the Zonta District Board (if a district project). Clubs and districts are not authorized to call a club or district, or multi-club/multi-district project or program a “Zonta International” program. In such cases, a specific qualification indicating that this is project or program of the club/district must be indicated.

For example,

“The Zonta District XX Art Auction”

or

“The Chicago Area Zonta Clubs Walkathon”

Clubs and districts using the Zonta name or emblem are responsible for protecting the Zonta name and emblem.

The Zonta International Board, exercising the general supervision over the interests and welfare of the organization (Bylaws Article VII, Section 2(a)], has the final responsibility of protection of the Zonta name and emblem. It has the authority to decide when a name or emblem use is not appropriate and to have the name and emblem removed from projects or buildings when it becomes necessary.

Procedure

1. Develop a Baseline inventory

In the first year of the 2006-2008 Biennium, every club and district will review the projects and places they have used the Zonta name or emblem and decide if these should be kept or removed. Then, a report of those kept, along with a photograph, will be provided to the District Public Relations & Communications Chairman. The District Public Relations & Communications Chairman will report all club and district projects and places and provide photographs of each to the International Public Relations & Communications Committee Chairman with a copy to the District Governor. The International Public Relations & Communications Committee Chairman will include these in her report to the Zonta International Board for the third meeting of the first year of the Biennium (April 2007).

2. Monitor

Thereafter, in the first year of each biennium, every club and district will review the projects and places they have used the Zonta name or emblem and consider if these should be kept or removed. Clubs will report the results of this review to the District Public Relations &

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 11

Communications Chairman. The District Public Relations & Communications Chairman will report all club and district results to the International Public Relations & Communications Chairman with a copy to the District Governor. The International Public Relations & Communications Chairman will include in her report to the Zonta International Board for the third meeting of the first year of the Biennium.

INTERNATIONAL PRESIDENTS AND BIENNIAL THEMES

1919-1921	Mary Jenkins (USA)
1921-1922	Esther Parker (USA)
1922-1924	Harriet A. Ackroyd (USA)
1924-1925	Marian de Forest (USA)
1925-1926	Ethel M. Francis (USA)
1926-1928	Louise C. Gerry (USA)
1928-1929	Katherine B. Sears (USA)
1929-1930	Olivia Johnson (USA)
1930-1932	Helen W. Cleveland (CANADA)
1932-1933	S. Katherine Maddux (USA)
1933-1935	Cora E. MacKenzie (USA)
1935-1937	Dora E. Neun (USA)
1937-1938	Ellen Anderson Parks (USA)
1938-1940	Helen Pearce (USA)
1940-1942	May Moyers McElroy (USA) <i>Geared for War, Zonta Thinks of Peace</i>
1942-1944	J. Winifred Hughes (USA) <i>Zonta Serves that Peace Might Come</i>
1944-1946	Jessie Ekins (CANADA) <i>Building Our Defenses in the Atomic Age</i>
1946-1948	Louise C. Grace (USA) <i>Action for World Peace</i>
1948-1950	Elizabeth A. Judge (USA) <i>Community Service for World Service</i>
1950-1952	Elizabeth Gist Dozier (USA) <i>Meet the Challenge-Defend Your Freedom Now</i>
1952-1954	Edwina B. Hogadone (USA) <i>Woman's Heritage... Woman's Responsibility</i>
1954-1956	Dorothea Radusch (USA) <i>Let's Grow - in Understanding, in Fellowship, in Service</i>
1956-1958	Emma L. Conlon (USA) <i>Zonta Builds for the World of Tomorrow</i>
1958-1960	Audra E. Francis (USA) <i>Zonta Opens the Door to World Friendship through Service</i>
1960-1962	Ellen Harris (CANADA) <i>Towards the Light</i>
1962-1964	J. Maria Pierce (USA) <i>Expanding Dimensions: Make no little plans; they have no magic to stir men's blood</i>
1964-1966	Ruth S. Knight (USA) <i>Explore – Express – Expand – Zonta's Ideal of Service</i>
1966-1968	Edna Nairn (CANADA) <i>View From the Top</i>
1968-1970	Helvi Sipila (FINLAND) <i>Widening Our Vistas in the Service of Mankind</i>
1970-1972	Leota Pekrul (USA) <i>Giving Voices, Hands, Hearts in Service for Mankind</i>
1972-1974	Harriette Yeckel (USA) <i>My Home is the World: My Family is Mankind</i>
1974-1976	Eleanor Jammal (USA) <i>Service Throughout the World: The Zonta Way of Life</i>
1976-1978	France de La Chaise-Mutin (FRANCE) <i>Ouvrer pour le Zonta c'est oeuvrer pour vous meme (Achieving for Zonta is Achieving for yourself)</i>
1978-1980	Evelyn E. DeWitt (USA) <i>The Voice of Zonta Shall Be Heard Throughout the World</i>

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 11

1980-1982	Shirley K. Schneider (USA) <i>Share with Others and Serve with Love</i>
1982-1984	Cornelia S. Hodges (USA) <i>Action for Service...Friendship for Peace</i>
1984-1986	Annikki Makinen (FINLAND) <i>Growth and Progress Through Personal Involvement</i>
1986-1988	Amey E. Grubbs (USA) <i>Building Peace Through Serving and Sharing</i>
1988-1990	Ruth F. Walker (USA) <i>Education, Understanding, and Peace Through Giving</i>
1990-1992	Leneen M. Forde (AUSTRALIA) <i>Achieving By Caring</i>
1992-1994	Sonja M. Renfer (SWITZERLAND) <i>Successful Executives Serving the World</i>
1994-1996	'Folake Solanke, SAN (NIGERIA) <i>Zonta Agenda for Action: Women's Health, Human Rights, and World Harmony</i>
1996-1998	Josephine G. Cooke (USA) <i>Implement the Vision, Equality for All Women</i>
1998-2000	Val Sarah (AUSTRALIA) <i>The New Millennium - A Voyage of Discovery! Sharing Our Stories, Listening, Talking, Learning</i>
2000-2002	Mary Magee (AUSTRALIA) <i>Building Zonta in the 21st Century – Inspired by the Challenge of Change</i>
2002-2004	Margit Webjörn (SWEDEN) <i>Advancing the Status of Women Worldwide</i>
2004-2006	Mary Ellen Bittner (USA) <i>Advancing the Status of Women Worldwide</i>
2006-2008	Olivia Ferry (PHILIPPINES) <i>Advancing the Status of Women Worldwide</i>

ORGANIZATION THEMES

1990-1998	<i>Successful Executives Serving the World</i>
1998-	<i>Advancing the Status of Women Worldwide</i>

CHRONOLOGICAL ORDER OF ZONTA COUNTRIES AND GEOGRAPHICAL AREAS

1	United States	1919	20	The Netherlands	1964
2	Canada	1927	21	New Zealand	1965
3	Austria	1930	22	Greece	1965
4	Germany	1931	23	Sri Lanka	1966
5	Denmark	1935	24	Hong Kong	1966
6	Sweden	1935	25	Australia	1966
7	Iceland	1941	26	South Korea	1966
8	Finland	1947	27	Puerto Rico	1966
9	Norway	1947	28	Belgium	1967
10	Switzerland	1948	29	Scotland	1967
11	Chile	1948	30	Thailand	1969
12	England	1949	31	Ghana	1970
13	France	1950	32	Nigeria	1970
14	Philippines	1952	33	Sierra Leone	1970
15	India	1960	34	Senegal	1970
16	Mexico	1961	35	Côte d'Ivoire	1970
17	Japan	1962	36	Ireland	1970
18	Italy	1964	37	Uruguay	1970
19	Taiwan	1964	38	Singapore	1971

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 11

39	Bangladesh	1971
	(Pakistan 1968)	
40	The Bahamas	1982
41	Liechtenstein	1985
42	Brazil	1988
43	Togo	1988
44	Argentina	1989
45	Burkina Faso	1990
46	Hungary	1991
47	Estonia	1991
48	Poland	1991
49	Turkey	1991
50	Russia	1991
51	Luxembourg	1993
52	Latvia	1993
53	Czech Republic	1993
	(Czechoslovakia 1991)	

54	Slovak Republic	1993
	(Czechoslovakia 1991)	
55	Croatia	1994
56	Monaco	1994
57	Lithuania	1994
58	Cyprus	1995
59	Bulgaria	1995
60	Malaysia	1996
61	South Africa	1997
62	Ukraine	1997
63	Cameroon	1999
64	Benin	2000
65	Macedonia	2004
66	Mongolia	2004
67	Spain	2005
68	Romania	2006

Section 12

International Service Program Projects

Includes

Zonta International Service Program
Project History 1956 - 2008

ZONTA INTERNATIONAL SERVICE PROGRAM

PROJECT HISTORY 1956-2008

2006-2008 (For this biennium, all Violence Against Women prevention projects are administered under the ZISVAW program. For complete project descriptions and updates, please see the ZI Web site)

ZONTA INTERNATIONAL-UNIDO Support for Revival of Rural Community-based Self-Help Initiatives in Sri Lanka works to improve the livelihood of communities affected by the Tsunami in the North and East regions by improving entrepreneurial and technical skills of women and women's groups engaged in agriculture-based productive activities. The project will work closely with the private sector, particularly small business enterprises, as well as various local support schemes and self-help initiatives.

ZONTA INTERNATIONAL-CARE Education and Leadership for Girls and Young Women in Bolivia will provide working girls and young women (ages 13-25) an opportunity to learn at night in order to improve their status, well-being, and the opportunities available to them. The project will strengthen the learning process for working girls and young women, provide them with literacy and numeracy skills and thus improve their chances of finding better jobs. The project includes a special focus women's health education, since the formal school curriculum does not adequately address this sensitive topic, and vocational training to develop marketable technical skills. The project will reach 1,300 young working women and 150 teachers who teach girls in night school.

ZONTA INTERNATIONAL-CARE Mata Masu Dubara (Women on the Move): MicroCredit and Health Education for HIV/AIDS-Affected Women in Niger continues to support efforts to reduce the risk of HIV/AIDS and its physical, social and economic consequences for at least 5,100 women and their dependent children in the Bouza district by 2008. The project is centered on the establishment of all-female savings and loans groups where women will receive HIV/AIDS education, self-esteem and negotiation skills training, and support networks of female peers.

ZONTA INTERNATIONAL-AFGHAN INSTITUTE OF LEARNING Women's Learning Center and Health Clinic in Mir Bacha Kot, Afghanistan will provide access to quality education and vocational skills training for approximately 650 women and girls each year in rural or poor urban settings by improving programs offered by community-based educational organizations. The project will also support basic health services and education to at least 24,000 women and children each year in clinics, community based organizations and Women's Learning Centers.

2004-2006 **ZONTA INTERNATIONAL-CARE International Mata Masu Dubara (Women on the Move): MicroCredit and Health Education for HIV/AIDS-Affected Women in Niger** supports efforts to reduce the risk of HIV/AIDS and its physical, social, and economic consequences for at least 3,600 women and their families in the Bouza District of Niger by the year 2006. The project is centered on the establishment of all-female savings and loans groups where women will receive HIV/AIDS education, self-esteem and negotiation skills training, and support networks of female peers. (\$297,393)

ZONTA INTERNATIONAL-STAR Network of World Learning: Bosnia and Herzegovina Anti-Trafficking Community Mobilization Project continues to strengthen the capacity of women to lead campaigns to prevent trafficking in women and girls for sexual exploitation, and to generate local involvement from health officials, police, teachers, cultural workers, religious leaders, and youth groups. The project addresses both policy advocacy – for the education of public officials in designing enforceable laws and policies that stop trafficking, respond compassionately to victims, and punish offenders – and local prevention – through vigorous community education directed at young people, families, and schools. (\$300,000)

Afghanistan: Improving Women's Lives continues support for two separate projects in Afghanistan: The Afghan Institute of Learning's (AIL) Women's Health Center and Health Clinic, and UNICEF's campaign to reduce Maternal and Neonatal Tetanus (MNT). AIL's project will expand its work to improve women's health and education by providing training to traditional birth attendants, opening its newly constructed health clinic, establishing at least one additional Women's Learning Center, providing teacher training and offering human rights classes to women. Zonta's funding of UNICEF's MNT project is part of a larger campaign to reduce MNT rates to less than one case per 1,000 live births in the country by 2005. The Foundation's funding will support immunization efforts for over 41,000 women, including three doses of the tetanus toxoid vaccine and vaccine delivery, as well as education on safe birthing practices, training, and national and district planning and coordination of the initiative. (\$100,160)

2002-2004

Reinventing India: Preventing Violence Against Women and Girls (Phase II) in cooperation with UNICEF built upon previous work by expanding the scope of the project for greater impact. This included: a) increasing access to information by expanding the information directories into at least four new states and responding to and focusing on specialized issues such as trafficking, HIV/AIDS; b) increasing the knowledge base on perceptions of masculinity, gender and violence against women in India by testing a university-level curriculum and disseminating information to NGOs, the public and media, and; c) expanding legal literacy initiatives into at least four new states and providing more specialized training for NGOs and paralegal workers. In addition, the project piloted the integration of the strategies, learning and resources generated through the above activities into a community based "Zero Tolerance Zone" initiative to eliminate violence against women. (\$299,450)

Anti-trafficking Project in Bosnia-Herzegovina in cooperation with STAR Network supported *The Community Mobilization Project*, designed to strengthen the capacity of Bosnian women to lead community mobilization campaigns to prevent trafficking and the sexual exploitation of women and girls. Programs simultaneously addressed local prevention through public education directed at young people, families, and schools and policy advocacy to educate public officials in creating strategies for enforceable laws that stop trafficking and compassionately respond to victims. The project was designed to generate maximum levels of local involvement from health officials, police, teachers, cultural workers, religious leadership, and youth groups. (\$320,000)

2000-2002

Prevention of Female Genital Circumcision (FGC) in Burkina Faso (Phase II) in cooperation with UNICEF continued Zonta's commitment to reducing the incidence of FGC by expanding its support to seven additional provinces in Burkina Faso. The second phase of this project expanded the extensive public education, training and awareness raising

efforts with a goal of reducing the incidence of FGC in targeted populations by 50%. (\$350,000)

Eliminating Maternal and Neonatal Tetanus (MNT) in Nepal in cooperation with UNICEF provided critical resources to initiate tetanus immunization efforts targeting 679,541 women of childbearing age in eight Nepalese districts. Programming also focused on education that promoted clean birthing practices. (\$350,000)

Reinventing India: Preventing Violence Against Women and Girls in cooperation with UNIFEM aimed to prevent violence through three distinct project components: 1) the development, publication and dissemination of an Action Oriented Resource Directory with information on violence prevention of use to both victims and practitioners; 2) a nationwide film and television publicity campaign to create positive role models for men and boys; and, 3) a law enforcement officers' education project to improve the enforcement of existing laws protecting women and girls. (\$395,000)

1998-2000 Prevention of Female Genital Circumcision (FGC) Project in Burkina Faso in cooperation with UNICEF worked with government agencies to prevent the incidence of FGC. These joint efforts had a goal of reducing incidences of FGC by 30% in seven targeted provinces by the year 2000. (\$375,000)

Zonta International Strategies to Eradicate Violence Against Women and Children (ZISVAW) ZISVAW was created to develop strategies to eradicate violence against women and children, to improve education and to increase awareness of violence against women and children.

1996-1998 ZONTA INTERNATIONAL – UNICEF Girls' Education Project in South Africa was started in order to assist the South African government to develop public policies to increase access to quality primary education and improve attendance and learning among primary school students with a special focus on girls in the Northern Province. (This project was terminated early due to conditions within the country.)

1994-1996 Gender, Women, and Development, Phase IV project in cooperation with UNIFEM and UNICEF in Guatemala and Central America connected women from grassroots organizations with policy makers to reach approximately 275,000 women through training programs, manuals and brochures. Zonta supported the UNIFEM portion of the project.

Technical and Technological Support to Rural Women's Groups project in cooperation with UNIFEM in Senegal worked with 4 rural women's groups to improve techniques used in the production, processing and marketing of fruits, vegetables and fish products. The aim of the project was to promote economic independence.

1992-1994 Enhancing Opportunities for Women in Development project in cooperation with UNIFEM in Ghana improved women's productivity and their access to financial resources. This project involved 3,600 participants and set up 90 Community Credit Committees to offer revolving loans to women.

Organization of Mapuche Peasant Women project in cooperation with UNIFEM in Chile improved the living conditions of Mapuche women through leadership development, and the development and expansion of markets for Mapuche products. The project worked with 3

women's micro-enterprises to introduce productive and commercial activities to generate higher income for women.

Women and Pesticides: Training and Education project in cooperation with UNIFEM in India, Sri Lanka and Bangladesh reduced damage caused by pesticides by training more than 500 women in correct pesticide usage.

1990-1992 **Integrated Development for Women in Sericulture** project in cooperation with UNIFEM in India worked with 500 women to improve crop and silk production and raise participants' awareness of related women's issues in development. The World Bank expanded this pilot project.

Agricultural Training of Young Rural Women project in cooperation with UNIFEM in Togo resulted in the training of 256 women in agricultural practices and encouraged their participation in community and national development.

Revolving Loan Fund for Village Women project in cooperation with UNIFEM in the Delta and Upper Egypt worked to establish a revolving loan program for women's income generating activities that initially served 300 women.

1988-1990 **Production, Processing and Marketing of Rootcrops** project in cooperation with UNIFEM in the Philippines increased the income of 200 rural women and their families.

Women's Agricultural Cooperative project in cooperation with UNIFEM in Brazil assisted 800 participants through the establishment of agricultural cooperatives.

Assistance to the Strengthening of Women's Association for National Development (WAND) in cooperation with UNIFEM in Sierra Leone initially provided support to women's organizations and encouraged their participation in women's and development issues.

"Women, Water Supply and Sanitation" Workshop in cooperation with INSTRAW held in Nigeria, focused on involving women more efficiently in all aspects of water supply and sanitation projects.

Textile Production Project in cooperation with UNICEF in Guatemala supported the purchase of equipment and materials and the training of women to improve textile production, nutrition, gardening, and food conservation.

Young Mothers Hostel Project in cooperation with UNESCO in Uruguay provided equipment for a workshop that annually provided 5 young mothers with job skills training.

1986-1990 **Technical Training and Introduction of Appropriate Agricultural Technology to Increase Women's Productivity** project in cooperation with UNIFEM in Mexico decreased women's household work load by introducing technology, such as water pumps, to provide additional time for income producing activities.

1986-1988 **Training Women as Health Promoters** project in cooperation with UNIFEM in Argentina focused on training 500 women as promoters of primary health care to provide services primarily in rural areas.

Training and Income Generating Project to Improve Fish Processing Methods and Organize a Marketing System in cooperation with UNIFEM in Botswana introduced improved fish smoking techniques and worked to expand markets for smoked fish.

The Hirondelles Training Center for Women project in cooperation with UNIFEM in the Comoros Islands provided technical instruction to women who trained other women in the areas of health, food and clothing production.

Marketing Network for Women's Handicrafts project in cooperation with UNIFEM in Thailand expanded market outlets for handicraft products and worked to establish a network for women's handicraft products.

Training and Support for Women in Food Processing Technologies project in cooperation with UNIFEM in Zimbabwe introduced low-cost, efficient food production technology and provided training to establish and sustain a revolving loan fund.

1982-1986 **The Well Water** project in cooperation with UNICEF in Sri Lanka provided safe drinking water to 350,000 dry zone settlers.

1976-1982 **The Colombian Urban Slum** project in cooperation with UNICEF and the Colombian Government resulted in the construction of and provision of equipment for health and education centers.

1974-1976 **The Pan African Training and Research Center for Women** project, in cooperation with UNICEF focused on the recruitment and financing of the African Women's Volunteer Task Force which addressed the needs of women in rural areas.

1972-1974 **Mobile Medical Units** project in cooperation with UNICEF served the health needs of children and mothers in rural areas of Ghana.

1962-1974 **Zonta International** supported the United Nations Relief and Works Agency for the Vocational and Teacher Training Center for Women in Ramallah, Jordan.

1959-1961 **Zonta International** in cooperation with the United Nations World Refugee Year supported the Anne Frank Village to aid refugee families in the Federal Republic of Germany.

1956 **Zonta International** provided direct aid for Hungarian refugees.

Dates indicate the years funds were collected by Zonta to support the project.

In addition, the Zonta International Foundation administers various ongoing programs to improve the status of women, see Section 8.

<i>UNIFEM</i>	<i>The United Nations Development Fund for Women</i>
<i>UNICEF</i>	<i>The United Nations Children's Fund</i>
<i>INSTRAW</i>	<i>The United Nations International Research and Training Institute for the Advancement of Women</i>
<i>UNESCO</i>	<i>United Nations Educational, Scientific and Cultural Organization</i>

Section 13

Zonta International External Relations

Includes

Definition

Zonta International – A Non-Partisan Organization

Advocacy Definition and Policies

Cooperation with Other Organizations

Organizational Memberships

United Nations Representatives

NGO Affiliations

ZONTA INTERNATIONAL EXTERNAL RELATIONS

DEFINITION

The term “external relations” refers to Zonta International’s relationship and commitment to other organizations and the public at large. Wherever possible, Zonta International should encourage, initiate and participate in global activities that promote Zonta’s objectives. This includes the establishment and maintenance of co-operative relationships with appropriate organizations at the international, national and local levels.

ZONTA INTERNATIONAL – A NON-PARTISAN ORGANIZATION

Whenever co-operative relationships are considered, Zonta’s non-partisan and non-sectarian character must be kept in mind. Zonta International and its districts and clubs may express themselves about and become involved in issues of principle and public interest which are of relevance to Zonta objects, following guidelines established by the Zonta International Board.

ADVOCACY DEFINITION AND POLICIES

As of February 2002

Advocacy Definition

Zonta International, its districts, and its clubs are urged to express themselves about and become involved in issues which:

- improve the legal, political, economic, educational, health and professional status of women;
- advance understanding, goodwill, and peace through a world fellowship of executives in business and the professions; and
- promote justice and universal respect for human rights and fundamental freedoms.

Advocacy Policies

Pursuant to Article III Section 2 of the Zonta International Bylaws (1998), the Zonta International Board, at its February 2000 meeting, adopted the following policies:

1. Zonta International, its districts, and its clubs, shall be nonpartisan and nonsectarian.
2. Zonta International, its districts, and its clubs are encouraged to support legislation submitted to a legislative body for its consideration, which advances the implementation of the Objects of Zonta and the mandates of the Beijing Declaration from the United Nations Fourth World Conference on Women.
3. Zonta International, its districts, and its clubs will ascertain if there are other like-minded organizations or individuals researching issues regarding the legal, political, economic, educational, health and professional status of women, and form partnerships with these other organizations and individuals when appropriate.
4. Whenever it is more effective to do so, Zonta International, its districts, and its clubs will work in partnership with other organizations to educate people (including ourselves) about the legal, political, economic, educational, health and professional issues which affect the lives of women and the actions we must initiate to effect a positive change.
5. When Zonta International, its districts, and its clubs host or sponsor educative activities, every effort should be made for a well-balanced presentation of the facts and viewpoints.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 13

6. Zonta International, its districts, and its clubs may register protests concerning violations of human rights with the Zonta International United Nations Committee.
 - a. Clubs shall not otherwise express positions on issues involving a country other than their own except with the prior approval of the International President through the International United Nations Chairman.
 - b. Districts shall not otherwise express positions on issues involving countries other than their own except with the prior approval of the International President through the International United Nations Chairman.
 - c. Individual Zonta members shall not otherwise express positions on issues involving a country other than their own except with prior approval of the International President through the International United Nations Chairman.
7. Zonta International, its districts, and its clubs shall not advocate on behalf of or endorse a political candidate or party, or any religious denomination.
8. Zonta International, its districts, and its clubs may endorse qualified individuals for nonpartisan positions.
9. Zonta Clubs may express their opinion on issues only as clubs. Zonta districts may express their opinions only as districts. The Convention may express opinions on issues on behalf of Zonta International. Between conventions, only the Zonta International Board may express opinions on issues on behalf of Zonta International. Subject to Article 6(c) individual Zonta members may express a position on issues involving a country other than their own providing they use the exact wording of the position as contained in the International President's approval given through the International United Nations Chairman. Individual members may express their personal views on issues which have not been given prior approval by the International President, through the International United Nations Chairman, only as private citizens, but may not attribute them to a Zonta Club or district or to Zonta International.
10. Districts may include guidelines for the process for determining their advocacy activity in their district rules of procedure.

COOPERATION WITH OTHER ORGANIZATIONS

Zonta responds to requests for participation and endorsement with interest and appreciation for the worthwhile activities of organizations with relevance to Zonta aims.

It is within the scope of Zonta International and its member clubs to:

- Endorse or co-sponsor programs or activities of other organizations
- Contribute funds of Zonta International for activities of other organizations on approval by the Zonta International Board and Foundation Board
- Become a member of other organizations or participate cooperatively in the activities of other organizations according to the policies established by the Zonta International Board (see Affiliation Policy below). Zonta may also elect to be represented as an observer

It is not within the scope of Zonta International or its member clubs to:

- Furnish lists of clubs or Zontians to other organizations
- Circulate on a Zonta-wide basis, literature of other organizations, other than selected distribution of announcements of activities that Zonta International officially supports. Clubs are urged to use discretion in distributing material to members

ORGANIZATIONAL MEMBERSHIPS

Zonta International membership in other organizations will be reviewed and approved by the Zonta International Board according to the established policy. Zonta district, Zonta national-level and Zonta Club membership in other organizations is also subject to the following policies:

Policy on Affiliation of Zonta with Other Organizations

Adopted February 2004 by the Zonta International Board of Directors

The Zonta International Bylaws specify that

Zonta International, its districts, and its clubs, shall be nonpartisan and nonsectarian. (Art. III, Sec. 1 (2002, p. 5).)

and that

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. (Art. III, Sec. 1 (2002, p. 5).)

In 2002 the International Convention adopted *A Course for the Future*, which specified that, “As appropriate, we will cooperate with like-minded agencies and institutions.”

In accordance with these principles, the Zonta International Board, at its February 2004 meeting, adopted the following definitions and policies:

1. Joining another organization means that Zonta becomes a member of the organization and is bound by the organization’s rules and, unless Zonta dissents, the organization’s actions. Partnering with another organization means that Zonta and the other organization agree to work together on a specific project or program, usually for a specific period of time, and that Zonta and the other organization each have specific responsibilities. Affiliating with another organization means any kind of association of Zonta with the other organization, including joining or partnering.
2. Zonta Clubs, districts, and Zonta International may join other organizations in order to cooperate on projects or programs that are consistent with Zonta International’s objects, provided that:
 - a. Zonta’s non-partisan and non-sectarian character is preserved;
 - b. the organization is not a political party or established or controlled by a political party;
 - c. the organization is not a religious community or established or controlled by a religious community;
 - d. the organization is independent of governmental, partisan, and religious authority in its decision-making;
 - e. Zonta may dissent or abstain from decisions with which it disagrees and have that dissent or abstention noted in the other organization’s published decisions;
 - f. the affiliation will not put at risk Zonta’s consultative status with United Nations agencies;

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 13

- g. the affiliation will not put at risk Zonta's tax status (e.g., tax-exempt in the United States under Sec. 501(c)(4) of the United States Internal Revenue Code).
- 3. Zonta Clubs, districts, and Zonta International may partner, or otherwise affiliate with other organizations in order to cooperate on projects or programs that are consistent with Zonta International's objects, provided that
 - a. Zonta's non-partisan and non-sectarian character is preserved;
 - b. the affiliation will not put at risk Zonta's consultative status with United Nations agencies;
 - c. the affiliation will not put at risk Zonta's tax status (e.g., tax-exempt in the United States under Sec. 501(c)(4) of the United States Internal Revenue Code).
- 4. In determining whether to affiliate with another organization, clubs, districts, and Zonta International must consider:
 - a. the purpose of the affiliation – it is generally preferable for Zonta to partner with another organization rather than to join it, and in any event, Zonta should be affiliated with other organizations only for actions that will accomplish our mission;
 - b. the organization's mission, organizational structure, membership, affiliations, funding, programs, history, and reputation;
 - c. financial costs associated with affiliating with the organization;
 - d. the organization's status with respect to national or international bodies (e.g., does it have consultative status with United Nations agencies?);
 - e. whether the arrangement would cause dissension among Zonta members;
 - f. how Zonta can disassociate from the other organization (if Zonta joins another organization, Zonta should be free to terminate its membership in the other organization at any time or with minimal notice).
- 5. Prior to joining any other organization, a Zonta Club, district, or Zonta International must:
 - a. review the organization's governing documents (e.g., statute, regulations, constitutions, bylaws);
 - b. decide, after 60 days written notice, by a two-thirds vote (of the entire club membership in the case of a club, of the voting members of the district board in the case of a district, or of the International board in the case of Zonta International) to enter into the arrangement.
- 6. Prior to entering into any partnership or affiliation (other than joining), a Zonta Club or district must decide to do so by a majority vote (of the club board in the case of a club, and of the district board in the case of a district). Zonta International may enter into a partnership or affiliation (other than joining), based on the decision of the Zonta International President.
- 7. A partnership, affiliation, or membership should be documented in writing and signed by authorized agents of each party.

UNITED NATIONS REPRESENTATIVES

Zonta International has been designated a NGO (Non-Governmental Organization) within the framework of the United Nations and its various agencies. This recognition applies to the organization and not to its individual members.

In exercising this privilege, the organization is permitted, and required in some cases of consultative status, to participate in the deliberations and the filing of position papers. The

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 13

international UN committee chairman and the international president coordinate participation through Zonta's UN representatives. Zonta is particularly active at the annual NGO meetings at the time of the UN Commission on the Status of Women.

Appointment and Term

The Zonta International Bylaws provide for the appointment of UN representatives by the international president-elect. The term of the UN representative is limited to the term of the appointing officer.

Assignments

Zonta International has observers in New York, Paris, Vienna and Geneva.

New York

- United Nations International Children's Emergency Fund (UNICEF)
- United Nations Development Fund for Women (UNIFEM) and US Committee for UNIFEM
- INSTRAW (The United Nations International Research and Training Institute for the Advancement of Women)
- United Nations Economic and Social Council (ECOSOC)
- Commission on the Status of Women (CSW)
- Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)

Paris

- United Nations Educational, Scientific, Cultural Organization (UNESCO)
- NGO Committees and working groups

Vienna

- NGO Committee on the Status of Women
- NGO Committee on the Family
- NGO Committee on Ageing

Geneva

- UN International Labor Organization (ILO)
- Human Rights Council

NGO AFFILIATIONS

Additionally, Zonta International is a member of the following organizations:

- CONGO: Conference of Non-Governmental Organizations in Consultative Status with the UN Economic and Social Council
- Council of Europe
- Project Five-O

Section 14

Frequent Questions and the Answers About Zonta International

Includes

Zonta – the Organization
Membership
Clubs and Club Operations
Clubs and Zonta International
Zonta Service
Zonta's External Relations

FREQUENTLY ASKED QUESTIONS AND THE ANSWERS

Note: For additional questions and answers, please see the ZI Web site.

ZONTA – THE ORGANIZATION

What is Zonta International?

Founded in Buffalo, New York, USA in 1919, Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

What does Zonta International do?

Zonta International seeks to:

- improve the legal, political, economic, educational, health and professional status of women through service and advocacy
- 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, implement service programs, and provide mutual support and fellowship for members who serve their communities, their nations, and the world

How does Zonta International work to advance the status of women?

Zonta International works to advance the status of women by:

- leading advocacy efforts and acting to improve the lives of women
- promoting strategies to eradicate violence against women and children
- funding scholarships and awards for women of exceptional ability and talent through the Zonta International Foundation
- supporting programs aimed at improving women's health, safety, and economic and political status through funding by the Zonta International Foundation
- encouraging mentorship, friendship and networking among members

How is Zonta International structured?

An individual, a Zontian, is a member of a Zonta Club. Zonta Clubs are members of Zonta International. To ease administration, Zonta International is divided into Districts. Clubs are assigned to Districts based on their geographical location and usually grouped into areas.

Zonta International is governed on a biennial (two-year) basis. Democratically elected directors lead the organization at the Club, District and International levels.

What is the origin of the word Zonta?

The word is derived from a Lakhota (Teton Dakota) word, a language of the Native-American Sioux peoples, meaning honest and trustworthy. It was adopted in 1919 to symbolize the combined qualities of honesty and trust, inspiration and the ability to work together for service and world understanding.

What do Zontians actually DO?

- Advance the status of women through service action and advocacy
- Fund award and scholarship programs for women of exceptional ability
- Support self-help and development programs for women in the local and global communities
- Support and fund innovative approaches to eliminate violence against women and girls

Which is the correct logo to use?

There are two correct Zonta International logos. Clubs should use a logo using their club name. (See Part 2 Section 11 and the Web site for more information at www.zonta.org.)

When was the Zonta International Foundation established and how does it operate?

At the 1984 Convention in Sydney, Australia, the Zonta International Foundation was authorized for charitable and educational purposes and later established as a non-profit charitable organization. Contributions from member clubs and individual donors provide the Zonta International Foundation with the funds to support programs that are improving the lives of women worldwide. (See Section 8 - Zonta International Foundation.)

What is the history of the Zonta International Headquarters building?

The ZI Headquarters building was erected during the mid 1880s by Henry Horner and served as his home and place of business, "Henry Horner & Co., Wholesale Grocers and Flour Dealers." Located at 557 West Randolph in Chicago's downtown West Loop neighborhood, the building may have been one of the few structures in the area to survive the Great Chicago Fire of 1871. Since then, it has served only one other business, the Pentecost Brothers Fish Purveyors.

In 1928, Zonta International moved its headquarters to Chicago. In 1986, the Zonta International Convention Body voted to purchase the current headquarters building. The Zonta International Foundation purchased the building. It was completely renovated and then dedicated on 12 October 1987. Due to the generosity of Zontians from around the world, the mortgage was discharged in 1996.

MEMBERSHIP

Who are the members of Zonta International?

The membership of Zonta International consists of Zonta Clubs in good standing, Past International Presidents, and Zonta International Honorary Members.

A Zonta Club is considered to be in good standing if:

- the club has paid international dues and fees,
- the club has provided to ZI Headquarters a current and complete official club member list with the information requested by ZI Headquarters,
- the club has paid district dues and area dues (if applicable), and
- the club's organizational activity is in accordance with ZI Bylaws provisions.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 14

Currently, Zonta has approximately 32,000 members in 1,250 clubs in 68 countries and geographic areas.

What are the three categories of membership in a Zonta Club?

Classified members, Past International Presidents and club honorary members.

Who is eligible for classified membership?

Executives or professionals or others in a decision-making capacity who are willing to support and implement the Objects of Zonta International. To be invited to membership, a candidate shall be actively engaged in a recognized business or profession in a decision-making capacity.

How does the classification system work?

A member's classification is based on occupation. Zonta's classification system consists of categories of occupations based on the International Standard Classification of Occupations (ISCO) used by the International Labor Organization (ILO). The classifications are sufficiently broad and flexible to allow clubs discretion in classifying members. See the Marian de Forest Membership and Classification Manual and information available on the ZI Web site. (A new system was implemented in 2002-2004.)

What is the duration of classified membership?

Classified membership shall be for life after five years of membership, except in the case of resignation, suspension, expulsion or nonpayment of dues. A club may allow a member terminated for nonpayment of dues to be reinstated upon payment. Also, a member who moves to the location of another Zonta Club may be elected to membership in that club provided the required dues have been paid. Clubs may choose whether to allow for a member's leave of absence and whether to set club attendance requirements.

How often should classifications of club members be updated?

At least once a biennium.

Can men join Zonta Clubs?

Yes.

How do members correctly wear Zonta badges?

- Zonta International pins should be worn on the left lapel.
- Club name badges should be worn on the right lapel.

Is the selection of a club honorary member for life and who pays the dues?

No. The club determines the term and assumes the obligation of paying Zonta International and district dues for the honorary member.

What is a Centurion?

The district governor may choose to appoint centurions. A centurion is a senior advisor to the governor.

How is a member proposed for a Zonta International Meritorious Service Award?

The International Board will consider special recognition of exceptional Zontian service at the International level. Nominations will be considered at Zonta International Board meetings only, and therefore may be submitted by Governors in conjunction with the Governors' reports to the Zonta International Board.

A special individualized certificate, appropriate for presentation, will be provided for approved awardees. In general the District Governor will present the award. Whenever possible, an International Board member may present the award, but at no expense to Zonta International. The granting of the awards will be considered very carefully by the Zonta International Board in order that the award will be held in high esteem.

Examples of action meriting such recognition:

- Outstanding Zonta leadership at the *international* level (note: this is not generally applicable to ZI Officers or Directors)
- Remarkable, successful efforts in O&E, Service, PR or other Zonta activities at the *international* level.

Such actions should be detailed in the nomination form. The Zonta International Board will be the sole judge of whether the actions and achievements described rise to the level of the Zonta International Meritorious Service Award.

Nominees should not be advised in advance of the nomination because approval is not certain, since this type of MSA is awarded very selectively.

The Meritorious Service Award Nomination Form is available on the ZI Web site and is included in Part 3 – Forms.

How is a member proposed for a Zonta International Length of Membership Award?

Longevity as a dedicated Zonta member qualifies for this recognition if the nominated Zontian has been a member for 30 or more years. The Executive Director approves such awards on behalf of the ZI Board and provides the certificate.

The Length of Membership Award Nomination Form is available on the ZI Web site and is included in Part 3 – Forms.

How are International Honorary Members named?

The Zonta International Board will consider awarding international honorary membership to outstanding individuals:

- whose accomplishments have significantly advanced the status of women at the national or international level,
- or*
- who have distinguished themselves as extraordinary role models or spokespersons for the encouragement of women to pursue high levels of achievement,

and

- who support the goals of Zonta International,
- and*
- who are willing to participate periodically in Zonta activities.

Nominations (see Part 3-Forms) for international honorary membership must be submitted to ZI Headquarters six weeks in advance of the ZI Board meeting in order to be considered at that meeting.

How do I find a list of the Zonta International Honorary Members?

A complete list is found in the International Directory and on the Web site.

CLUBS AND CLUB OPERATIONS

When do clubs meet?

Clubs meet at breakfast, lunch or dinnertime or at any time decided by the membership, normally on a monthly basis.

May standing club committees be combined?

Yes.

What is the limit to club office?

A club officer or director may serve no more than two consecutive years in the same office, except the treasurer who may serve no more than four.

What are the ethics of campaigning for Zonta office?

Responsibility for the distribution of information on candidates lies only with the nominating committee at each level of Zonta International (club, district and international). This ensures equal and fair coverage. See Part 1 Section 4 for additional information about permissible and non-permissible activities.

May Zonta endorse a political candidate?

Zonta International, its districts, clubs and members do not endorse candidates for elective offices in the name of Zonta. Individual Zonta members are of course free to endorse and support different causes, but not in the name of Zonta. Nevertheless, a high profile member who is closely identified with Zonta, such as the International President, District Governor, Area Director and other Zonta leaders must be careful in undertaking any activity with “political” character.

How does a club apply for permission to use the Zonta emblem or logo?

Zonta Clubs and districts are authorized to use the Zonta name and emblem on district and club projects or programs, as long as they are approved by the club board (if a club project) or the Zonta district board (if a district project). Clubs and districts are not authorized to call a club/district or multi-club/multi-district project or program a “Zonta International” program. In such cases, a specific qualification indicating that it is a project or program of the club/district must be indicated for example, “The Zonta District 99 Art Auction” or “The Chicago Zonta Club

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 14

Walkathon.” Clubs should therefore use the club level emblem/logo in connection with such projects.

Regarding the reproduction of the Z emblem (the emblem as it appears in the bylaws without words) or the Zonta International logo for use on articles for sale (to Zontians or the public), the club sends a request to the executive director at ZI Headquarters, including a description of the item, its uses, and a sketch if possible. The executive director acts on behalf of the Zonta International Board in authorizing such requests.

Logos (club, district and international) and permission to use the ZI emblem/logo on items for sale can be requested on the ZI Web site.

May clubs group together within a country or state?

All clubs within a country or state are permitted to group together within their country or state solely for the purpose of promoting the objects of Zonta International. Special guidelines apply. (Contact your Governor for information.)

What happens when a Zonta Club disbands?

When a Zonta Club intends to disband, the area director must be informed. If the club, after taking all necessary steps together with the area director to avoid disbandment, decides to do so, it shall inform the district governor, who shall inform the executive director immediately. A formal acknowledgement shall then be sent by the executive director to the last recorded president of the club. The club shall return the club charter to Zonta International. A club shall forfeit all rights to use the word “Zonta,” its emblem, or any of its derivatives and all interest in the funds or property of Zonta International and the district to which the club belongs. The disbanding club shall disburse remaining assets as indicated in the ZI Bylaws (Article IV Section 2d). Club archives shall be referred to the district governor or area director.

How are Z Clubs and Golden Z Clubs a part of Zonta International?

Z Clubs for secondary school students and Golden Z Clubs for college and university students are youth groups sponsored by Zonta Clubs. See Part 1 Section 1, and the Z Club Manual.

What does “SOM” mean?

“SOM” stands for Sponsoring/Organizing/Mentoring and describes the committee that organizes a new Zonta Club. For further information on SOM activities, please refer to the Zonta International Organization and Extension Manual. The authorization of the Governor and approval of Zonta International must be received before new club formation activities begin.

When may Memorial Services be conducted at Zonta functions?

At Zonta meetings, district conferences or international conventions. Such observances should be non-denominational and as cross-cultural as possible.

How often does ZI Headquarters send club mailings to club presidents?

Club informational mailings are sent 1-2 times a year. They include basic documents, including the Zonta International Bylaws, directory, convention information, and annual audit reports. Dues notices, invoices and the official club member lists are sent separately. Most information helpful to clubs is now posted on the Web site.

What are some of the items Zontians may purchase through ZI Headquarters?

Clubs may order from ZI Headquarters all Zonta publications and materials, such as:

- Manuals
- The Zonta International Bylaws
- The Zonta International Directory (published once a biennium in October even years)
- Zonta brochure
- Basic Zonta pins

An electronic catalogue and prices may be obtained on the Web site

CLUBS AND ZONTA INTERNATIONAL

How may Zonta Clubs establish international relations?

Clubs may interact with other Zonta Clubs in any country informally or more formally by adopting joint programs, exchanges etc. The Member Networking Directory on the Web site is one method of arranging communication and special relationships between members and clubs.

What is a study tour?

The study tour gives the individual Zontian the opportunity to visit Zonta Clubs in many different countries, to see local service projects, and to learn about the status of women as well as the customs and cultures of the countries. The first study tour in 1981 visited Asia. In 1991, study tours became a district-organized activity commencing with a study tour in Oregon, USA. Sometimes a study tour is organized before or after the international convention. A study tour must be approved by the ZI Board. Additional information is available from ZI Headquarters.

How may a club establish exchange programs?

Professional Exchanges: Zonta International encourages person-to person, informal exchanges between Zontians sharing a profession in order to observe how that profession is practiced in another country. The Member Networking Directory on the Web site provides an opportunity for contacts within classifications.

Student Exchanges: Zonta International recommends that Zontians arrange private exchanges or partner with other organizations with established youth exchange programs such as American Field Service, Youth for Understanding, or Rotary Youth Exchange.

Club and District Visits: Any tours, visits or exchanges arranged by clubs or districts which do not comply with the Zonta International policy regarding officially approved district study tours are considered to be club or district activities. Appropriate insurance is strongly advised. Additional information is available from ZI Headquarters.

How many delegates to a biennial convention may a club elect?

All clubs may have one vote carried by one delegate (or proxy). Clubs exceeding 40 members have two votes and may have two delegates. Clubs exceeding 80 members have three votes and may have three delegates. A club represented by proxy is entitled to exercise its total votes by

proxy. A club may carry the total proxy votes from each of two other clubs provided the total votes carried by one club may not exceed five.

How are international elections conducted?

Candidates for the Zonta International Board are nominated at-large while candidates for the Zonta International nominating committee are nominated both by continent and at-large by the current international nominating committee. At least 2 candidates are nominated for each office and elections take place at the international conventions.

What is the process to change the Zonta International Bylaws?

A club member may make a proposal to the club. If the club agrees, the proposal goes to the district board for review. If the proposal does not require further study, it must be distributed to the clubs at least 60 days before the district conference for a vote by conference delegates. The district board may also submit proposals. If there is a majority vote at conference in favor of a proposal, it is forwarded directly to the Zonta International Bylaws and Resolutions Committee with a copy to ZI Headquarters within 30 days after the conference. The Zonta International Bylaws and Resolutions Committee then studies the proposal and issues a report, which is considered at the next convention.

Why is it essential to separate the payment of international dues, sales payment and Foundation contributions?

Zonta International and the Zonta International Foundation are legally and financially two separate entities with separate bank accounts and financial records. All international dues and sales payments are credited to Zonta International. Foundation contributions to support service programs are credited to the Foundation. Separate payments reduce financial record-keeping, save time and money and help ensure that payments are credited to the correct club.

How do clubs and individuals transfer payments?

To transfer payments to Zonta International:

See the instructions on the current dues payment form or payment forms on the Web site (www.zonta.org). See also Part 1 Section 2 – Treasurer.

ZONTA SERVICE

How should a club service project be identified?

Zonta Clubs are authorized to use the Zonta name and emblem on club projects or programs approved by the club. Clubs are not authorized to call a club project a “Zonta International” project. If the word “Foundation” is used, it should be clear that it does not refer to the Zonta International Foundation.

How do we define “Service Hours”?

“Service hours” refers to actual hours spent delivering an activity to individuals or groups outside of Zonta. It does not include hours spent at Club meetings or hours spent in fundraising activities. It includes the total number of hours the club has taken part in service. The time determination is based on the time commitment for the project, rather than the number of participants. For example, if a club has agreed to provide volunteers at a women’s rape crisis center for 10 hours

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 14

per week for 3 weeks, then the hours recorded will be 30 hours (10 hours at 3 weeks). It does not matter if two members spend 15 hours each or 5 members spend 6 hours each.

“Service hours” does not include time members spend on projects that the club has not formally adopted as a club project, even though these may be consistent with Zonta’s aims. It does include the hours spent planning for the club service activity.

We have many local needs. Why should our members also support programs through our Zonta International Foundation?

Our Foundation is part of what unites us as a truly international organization. The Zonta International Board adopted (January 1997) the following policy:

Zonta International is a worldwide service organization of executives in business and the professions working together to advance the status of women, and Zonta supports special service programs and projects at the international level that unite the clubs and individual members globally. This basic element of Zonta carries the expectation that every Zontian contribute to building the Zonta International Foundation into an effective tool for assisting the advancement of women. Although the ZI Board recognizes that clubs and districts carry out their own [local] service projects to help advance the mission of Zonta International, such activities must not interfere with the basic obligation of individual Zontians and clubs to support the Zonta International service [programs and] projects selected at the international level.

It is recommended that 1/3 of the service funds raised by the clubs be donated to one or more of the Funds administered by the Foundation.

See also Frequently Asked Questions on the ZI Web site (www.zonta.org) for more information on contributing to the Zonta International Foundation or contact your District Foundation Ambassador.

ZONTA’S EXTERNAL RELATIONS

What is Project Five-O?

Since 1990, Zonta International has been a member of Project Five-O, which supports vocational training for women and girls in developing countries with a focus on improving the status of women. Other member organizations of Project Five-O are International Council of Women, Business and Professional Women International, International Federation of University Women and Soroptimist International. The projects are established in communities where two or more of the member organizations have operating clubs.

Established projects serve as models for new projects. Each project is different in design but based on the following general principles:

- Projects are planned to suit local circumstances and draw on local facilities
- Projects combine training in income-generating skills and general welfare
- Projects use the expertise and experience of the sponsoring Five-O organizations

The projects are expected to be self-sufficient within 5 years.

What consultative status does Zonta International have with the United Nations?

Zonta International has General Consultative status with the United Nations. This means that, as an NGO (Non Governmental Organization), Zonta can send representatives to meetings of the United Nations Economic and Social Council (ECOSOC) - the part of the United Nations system that represents 80 percent of all United Nations activity and budget - and its different commissions (Commission on Human Rights, Commission on the Status of Women). This status allows Zonta to present the position of the organization, orally or in writing; to propose agenda items for meetings and special conferences; to make recommendations based on Zonta's knowledge and expertise; and to make contributions to studies and conference preparations. To have General Consultative Status, Zonta must demonstrate extensive representation in a large number of countries, addressing most of the issues on ECOSOC's agenda.

Are there other consultative/participatory status relations for Zonta?

Yes, consultative status with the United Nations Children's Fund (UNICEF), The United Development Fund for Women (UNIFEM), the United Nations Educational, Scientific, and Cultural Organization (UNESCO), and the International Labor Organization (ILO), as well as participatory status with the Council of Europe.

Section 15

Club Bylaws

Includes

Sample Club Bylaws

SAMPLE ZONTA CLUB BYLAWS

Upon being chartered each Zonta Club shall adopt Club Bylaws that conform to the ZI Bylaws. The initial adoption of the Club Bylaws, and subsequent amendments to the Bylaws, shall be by a two-thirds (2/3) vote of the Club members present and voting at any regular or special meeting called for that purpose. Notice of the proposed bylaws (or proposed amendments in the case of amendments to the bylaws) shall be given to each member at least ten (10) days before the meeting.

Each Zonta Club shall be bound by the bylaws of Zonta International except that, if any provision of the bylaws is contrary to the laws of the country, state, or province in which a club is organized, that club shall notify the Zonta International Board in writing of the need to conform to such laws.

For additional help in establishing club bylaws, an existing club should contact its area director; a new club may wish to contact their Sponsoring/Organizing/Mentoring (SOM) club.

SAMPLE CLUB BYLAWS

ZONTA CLUB OF _____ BYLAWS

Adopted by the Membership _____ (date)

Article I Name

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

Article II Objects¹

The objects of this Club and of Zonta International are:

- (a) To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy.
- (b) To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions.
- (c) To promote justice and universal respect for human rights and fundamental freedoms.
- (d) 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 world.

¹The objects of each club are necessarily those of Zonta International. It is of course possible to refer to the objects of ZI. However, it is better to specify the objects of ZI in club bylaws, because some members who have copies of the club bylaws may not have the ZI bylaws.

Article III
Policy²

SECTION 1. Nonpartisan and Nonsectarian. This Club shall be nonpartisan and nonsectarian.

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

Article IV
Membership

SECTION 1. Categories. The membership of this Club shall be limited to Classified Members, Past International Presidents, and Honorary Members.

- (a) 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. 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.
- (b) The Club may retain as a member or may elect to its membership, without any classification requirement and without additional initiation fee, a Past International President.
- (c) 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: (1) holding an elective office or directorship; (2) making motions and voting; or (3) representing the Club as a delegate or alternate. The Club Board shall determine the specific tenure of any honorary membership. An Honorary Member shall be exempt from the payment of dues, and the Club shall pay the International, District and Area (if applicable) dues of any Honorary Member the Club elects.

SECTION 2. Election to Membership.

- (a) Eligible for classified membership are executives and professionals or others in a decision-making capacity willing to support and implement the Objects of Zonta International. Membership candidates should be sought among the community leaders in a variety of activities.
- (b) To be invited to classified membership, a candidate shall be actively engaged (work at least fifty percent of a normal work week) in a recognized business or profession in a decision-making capacity.
- (c) The Club Organization, Membership and Classification Committee shall consider all proposals for membership, including those for Honorary and Past International President membership and present the names of the candidates to the Club Board. If approved by a _____ vote³ by a ballot of the Board, the Organization, Membership and Classification Committee chairman shall extend a written invitation to the person accepted to become a member and notify the Club members. [The Club can further add, "The membership shall

²As with the objects, the club policy is the same as ZI's.

³ Insert here the majority requirement your club selects, e.g., "majority" or "two-thirds."

be informed of the candidates for Club membership before invitation to become a member is extended.”]

SECTION 3. Referral Privileges. A member of another Zonta Club who moves to the geographical location of the Zonta Club of _____, 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.

SECTION 4. Duration of Membership.

- (a) Classified membership shall be for life after five (5) years’ membership except as otherwise provided in these bylaws.
- (b) [Insert attendance requirement if your Club has one. Example: Any member who is absent from all Club meetings for two consecutive months without excuse deemed adequate in the opinion of the board may be notified that membership may be 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.]
- (c) Any member in arrears for dues for sixty (60) days shall forfeit membership.[The Club can further add: “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.”]
- (d) The resignation of 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 shall be accepted in good standing unless dues are paid.

[The Club can further add: **SECTION 5. Leave of Absence.** Leave of absence may be granted to a member upon approval of the Board for a period to be determined by the Board. Leave of absence excuses a member from participation in Club activities, but a member on leave of absence continues to be obliged to pay all [Club option: “International, District, Area (if applicable) and Club dues.” or “International, District and Area (if applicable) dues.”]

Article V
Meetings of the Club

SECTION 1. Regular Meetings. Unless otherwise ordered by the Club or by the Board, regular (breakfast, lunch or dinner) meetings shall be held on the (first, second, third, or fourth) (day of the week) of each month.⁴

SECTION 2. Annual Meeting. The meeting in [Club option: March / April / May] shall be known as the annual meeting. The annual meeting shall be for the purpose of receiving reports of the activities of the Club, the installation of Officers and Directors, and for any other business that may arise. [Club option: “Election of officers and directors may be conducted at the annual meeting or at a prior meeting, which is then called the Election Meeting.”]

⁴ If the club does not meet certain months (e.g., July and/or August), add, “except _____. If the club meets more than once per month, modify this provision accordingly.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 15

SECTION 3. 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 written 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. [Insert either "One-fourth (1/4)" or "One-third (1/3)" – ZI bylaws specify that quorum must be at least one-fourth 1/4] of the members shall constitute a quorum at any regular or special meeting of the Club.

Article VI
Club Board

SECTION 1. How constituted. Elected officers and directors of the Club constitute the Club Board.

SECTION 2. Duties and Powers of the Board. The 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 may make recommendations to the Club, receive such reports of Committees as it may find necessary and perform such duties as are required by these Bylaws and by the Bylaws and Rules of Procedure of Zonta International. The *Zonta Club Manual* shall serve as a guideline for Club operations.

SECTION 3. Meetings of the Board. The Board shall hold regular monthly meetings unless otherwise ordered by the Board. A majority of the members of the Board shall constitute a quorum.

Article VII
Officers and Directors

SECTION 1. Officers and Directors. The officers of the Club and its Directors shall be a President, a Vice President, Secretary, and a Treasurer.⁵ There shall be [insert number, at least two] Directors.

SECTION 2. Qualifications. Officers shall have experience in a decision-making capacity. To be eligible for the office of president, a member must at some time have been a member of the Board for at least one (1) year, except in the case of a newly chartered club.

SECTION 3. 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 be required to elect. [OR Club can decide a mail ballot with the following wording: "Officers and directors shall be elected by a mail ballot. A majority vote shall be required to elect."]

SECTION 4. Terms of Office. The Officers and Directors shall take office June 1. Officers shall hold office for [either one or two years] or until their successors are elected and take office.

⁵ A Club may add additional officers, such as a president-elect, another vice president or secretary, or an assistant treasurer.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 15

Directors shall hold office for [either one or two years] or until their successors are elected and take office.⁶ With the exception of the Treasurer who shall serve no more than four (4) consecutive years, no officer or director shall be eligible to serve more than two (2) consecutive years in the same office. A member who has served more than half a term in any office shall be deemed to have served a full term.

SECTION 5. Resignations. A resignation from the board shall be sent to the President who shall refer it to the Board for action.

SECTION 6. Removal from Office. An Officer or Director may be removed for cause by the Club members. 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 to injure the good name of Zonta or hamper its work. A complaint in writing against an officer or director for such behavior shall be referred by the Club Board to a committee of Club members elected by the members 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.

Thereafter the committee shall make a recommendation to the Club members for a decision. Due notice in writing of the matter to be voted on at a meeting shall be given to all members. The board member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to vote. Removal shall be by a two-thirds (2/3) ballot vote of the Club members present and voting.

If the Club fails to act, the complainant can notify the District Board which shall initiate disciplinary proceedings. If the District Board fails to act, the complainant can notify the Zonta International Board which has full authority to initiate and impose discipline on its own.

SECTION 7. Vacancies. In case of vacancy in the office of President, the (First, [if the Club has more than one]) Vice President shall become President. Vacancies in other offices shall be filled by the Board of Directors.

SECTION 8. Duties of Officers. The officers of the Club shall perform the duties prescribed by the Club, by these Bylaws, and by the Bylaws of Zonta International.

- (a) **President.** The President shall preside at all meetings of the Club and of the Club Board and shall be the chief executive officer of the Club, and countersign all payment orders and checks drawn by the Treasurer.⁷ Subject to approval by the board, the President shall appoint the chairmen of all standing committees and other committees except the

⁶ A club might want to add, "unless an officer or Director is elected to fill an unexpired term, in which event the Officer or Director shall serve the remainder of the term." This clause clarifies the length of time that someone filling a vacancy will serve.

⁷ The ZI Bylaws do not require that the president countersign all checks. In any event, club bylaws should provide that all checks be signed by two officers.

Nominating Committee and shall be an ex-officio member of all committees except the Nominating Committee.

- (b) President-Elect. [If Club has one] At the conclusion of the term as President-Elect, the President-Elect shall automatically become President. The President-Elect shall perform such duties as assigned by the President.
- (c) Vice President[s]. In the absence or inability of the President, the Vice President(s in order of their rank [if there are two]) shall perform the duties of President. The Vice President may serve as a Chairman of a Committee and may be assigned other duties by the Club Board.
- (d) 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 Board.⁸
- (e) Treasurer. The Treasurer shall be responsible for the funds of the Club. The Treasurer shall disburse these funds by check or other commonly used means of payment, as directed in accordance with the approved budget. The Treasurer shall make monthly reports to the Board and the Club, and be ex-officio a member of the Finance Committee. Within [forty-five] days of the close of the fiscal year, all accounts shall be examined by a person independent of the Board.⁹ No later than [forty-five] days after the term of office ends, the Treasurer shall turn all records over to the successor.

Article VIII **Nominating Committee.**

SECTION 1. Election. At its election meeting, the Club shall elect a Nominating Committee of three (3) members for the next term.¹⁰ If the nominees are unopposed, a voice vote may be taken and committee members may select their own chairman. If elected by ballot vote, the three (3) members receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.¹¹

SECTION 2. Duties. It shall be the duty of the Nominating Committee to nominate one (1) or more members for each office or directorship to be filled at the [annual] election, and to nominate

⁸ See the **DUTIES OF OTHER OFFICERS, DIRECTORS, COMMITTEE CHAIRMEN AND MEMBERS** in the Zonta Club Manual for how to divide these duties among a corresponding and a recording secretary if your club has each.

⁹ The ZI Bylaws do not specify a period of time for the audit.

¹⁰ If any club offices have a one-year term, substitute “year” for “term.” Clubs also have the option of not electing the Nominating Committee a year ahead of time, but of electing it in December or January to prepare a slate to be considered in March or April. If your club prefers this option, you could use the following wording for this section:

“At its (December or January) meeting, the Club shall elect a Nominating Committee of three (3) members to present a slate of candidates for the forthcoming year. If the nominees are unopposed, a voice vote may be taken and committee members may select their own chairman. If elected by ballot vote, the three (3) members receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.”

¹¹ If the club elects a Nominating Committee a year ahead of time and if election of officers and directors is by mail ballot, election of Nominating Committee members should be also. In that event, you could use the following instead of this section:

“A Nominating Committee of three (3) members shall be elected by the Club by mail ballot at the time of the election of officers and directors. At the meeting at which the Nominating Committee gives its reports, nominations for the next year’s Nominating Committee may be made from the floor. The three (3) candidates receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.”

at least three (3) members for the next term's Nominating Committee.¹² No name shall be presented unless the nominee has consented to serve if elected.

SECTION 3. Report of the Committee. The Nominating Committee shall report the slate of officers, directors, and members of the Nominating Committee at the business meeting prior to the Election Meeting unless otherwise directed by the Club. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained.

SECTION 4. Vacancies. Vacancies in the Nominating Committee shall be filled by the Board.

Article IX

Committees

SECTION 1. Committees. There shall be at least the following standing committees and such other standing and special committees as the Club Board authorizes to achieve biennium goals:

- (a) **Standing committees shall be:** Finance Committee; Organization, Membership and Classification Committee; Public Relations and Communications Committee; Status of Women Service Committee; and United Nations Committee.
- (b) **Other standing and special committees may include:** Attendance Committee; Fellowship Committee; Intercity Committee; Newsletter Committee; and Program Committee.
- (c) **Ad hoc committees** may be appointed at the discretion of the President.

SECTION 2. Appointment. Except as otherwise provided in the Bylaws, the Club President shall appoint Committee Chairmen, subject to approval by the Club Board.

SECTION 3. Reports. Committees shall report regularly to the Club Board and to the Club.

Article X

Fees and Dues

SECTION 1. Fiscal Year. The fiscal year of this Club shall be from June 1 to May 31, inclusive. [Club option for clubs outside the United States, they may decide on their own fiscal year, i.e. the calendar year.]

SECTION 2. Initiation and Reinstatement Fees. The initiation fee shall be that established by Zonta International and shall be paid to Zonta International as a new member fee, upon acceptance of invitation to membership. A former member of this Club or of another Zonta Club who is re-elected to membership in accordance with requirements of Article IV shall be subject to a reinstatement fee as established by Zonta International and which shall be paid to Zonta International.

SECTION 3. Annual Dues. (a) The annual dues of a Club member shall be established by the Club. Any change in the amount of annual dues shall be approved by a two-thirds majority of the Club members voting. (b) These dues shall be payable on or before April 1. (c) From these dues

¹² See footnote 15. If the club does not elect the Nominating Committee a year ahead of time, the clause "and to nominate at least three (3) members for the next term's Nominating Committee" should be deleted.

the Club shall pay the annual dues and fees of members to Zonta International, to the District, and to the Area (if applicable).

Article XI
Suspension or Expulsion

Any member of the Club who has acted in a way to injure the good name of Zonta or to hamper its work may be expelled by the Club members. A complaint in writing against a member for such behavior may be made to the Club Board. The board shall refer the complaint to a committee appointed by the Club Board for investigation (or a committee elected by the Club if the complaint is against a Club officer, per Article VII Section 6).

The complaint shall include specific charges and available evidence. The committee shall give the member concerned an opportunity to respond in writing and may hold a hearing with the member concerned, the complainant and witnesses if any.

Thereafter the committee shall make a recommendation to the Club Board. If the Club Board determines that further action regarding expulsion is necessary, it shall make a recommendation to the Club members for a decision at a meeting of which written notice has been given to all members. The member concerned shall be entitled to be present for consideration of action to be taken but shall not be entitled to vote. A two-thirds (2/3) ballot vote of Club members present and voting shall be necessary for expulsion of a member.

Notice of the Board or Club decision shall be mailed with proof of service to the complainant and to the member concerned forthwith. The decision of the Club Board or Club members may be appealed by the complainant or the member concerned to the District Board within 45 days from the date on which the notice of decision is mailed to the parties. Expulsion shall be by a two-thirds (2/3) ballot vote of the entire elected District Board. The decision of the District Board shall be mailed with proof of service to the complainant and to the member concerned forthwith.

The decision of the District Board may be appealed by the parties to the Zonta International Board within 45 days from the date on which the notice of decision is mailed to the parties. Expulsion shall be by a two-thirds (2/3) ballot vote of the entire Zonta International Board. The decision of the Zonta International Board shall be final.

If the Club fails to act, the complainant can refer the matter to the District Board which shall initiate disciplinary proceedings. If the District Board fails to act, the complainant can refer the matter to the Zonta International Board which has full authority to initiate proceedings and to impose discipline on its own.

Article XII
Audit

The Club Board shall cause the Club financial records to be examined by a person independent of the Board. For purposes of the examination, the books shall be closed at the end of the fiscal year.

Article XIII

Seal, Colors, Name and Emblem

SECTION 1. **Seal.** The corporate seal of Zonta International, with the addition of the name of the Club shall be the seal of this Club.¹³

SECTION 2. **Colors and Emblem.** The official colors and emblem of this Club shall be those of Zonta International.

Article XIV

Corporate Property

All property, real, personal or mixed, legal or equitable, acquired by this Zonta Club by grant, purchase, gift, bequest or devise, shall be its corporate property.

Article XV

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 the Club Bylaws or Rules of Procedure, the Zonta International Bylaws or Rules of Procedure, or the Rules of Procedure of the District in which the Club resides. [Club option: A Club can adopt another recognized parliamentary authority used in the country in which the Club resides.]

Article XVI

Amendment to the Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of the Club members present and voting at any regular meeting or special meeting called for the purpose, provided that such amendment is not inconsistent with the Bylaws or Rules of Procedure of Zonta International and further provided that notice of such proposed amendment shall have been sent to each member at least ten (10) days before the meeting.

¹³ A corporate seal may not be necessary unless the club is incorporated.

Section 16

Parliamentary Procedure

Includes

Background
Motions

PARLIAMENTARY PROCEDURE

BACKGROUND

Parliamentary procedures are a consistent set of rules that govern deliberative assemblies. The rules are intended to protect the individual, the minority, the majority, the absentee and the organization. Parliamentary procedures are based on the following principles of parliamentary law:

- Justice and fairness to all
- Consideration of one subject at a time
- Right of the minority to be heard
- Right of the majority to rule

Members should understand the basic fundamentals of correct procedure in order to take an active part in the business meetings. Correct procedure is designed to maintain order, to ensure justice and equality, and to expedite business, requiring common sense and courtesy in its application.

The parliamentary authority of Zonta International is the current edition of *Robert's Rules of Order Newly Revised*. Article XIV Section 12 of the ZI Bylaws states that each club shall adopt a recognized parliamentary authority. For Zonta International, *Robert's Rules of Order Newly Revised* governs the biennial convention and Zonta International Board operations in all cases in which they are applicable. The highest rules that govern this organization are the Articles of Incorporation of Zonta International, the Zonta International Bylaws, and the Rules of Procedure adopted by the organization. *Robert's Rules of Order Newly Revised* only takes over where the other rules are silent.

Districts and clubs may use a recognized parliamentary authority in their country, adhering to the four principles indicated above.

If any provision of the Zonta International Bylaws is contrary to the laws of the country, state or province in which a club is organized, that club shall notify the ZI Board in writing of the need to conform to such laws.

MOTIONS

The following information is based on the current edition of *Robert's Rules of Order Newly Revised*. However, it is hoped that the information will be of assistance to Zonta clubs worldwide in conducting and expediting business meetings.

Ranking Motions

In the chart on the next page, there are thirteen ranking motions that have an order of precedence, or in other words, certain motions have priority over other motions.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 16

The “main” motion is the lowest in rank of the ranking motions. The main motion introduces new business to the assembly proposing that certain action be taken on a subject to be considered. A main motion can only be made when no other motion is pending.

The “subsidiary” motions rank next. The subsidiary motions aid the assembly in disposing of the main motion either permanently or temporarily by altering it, by referral, or by otherwise disposing of the motion.

The “privileged” motions are the highest in the sequence of ranking motions. The privileged motions do not relate to the business that is pending.

Of the thirteen ranking motions, it is important to keep in mind that a motion of a higher rank than the motion that is pending is always in order. A motion of a lower rank than the motion that is pending is not in order. Used individually to take action, a ranking motion takes precedence over the motions that are listed below it, and a ranking motion yields to any and all of the motions above it.

There are also non-ranking motions that can help to accomplish the desired business in an orderly way. Some of the non-ranking motions most often used are listed on the following pages.

Non-ranking Motions

Non-ranking motions are the “incidental” motions that deal with questions of procedure arising out of other motions or items of business; these incidental motions are disposed of before business continues. There are many incidental motions, but those most frequently used in a deliberative assembly are listed below.

Thirteen Ranking Motions

Motion Privileged	Second	Debatable	Amendable	Vote Needed	Purpose
Fix the time to which to adjourn	Yes	No	Yes	M	To provide for continuation of a meeting when business is not completed
Adjourn	Yes	No	No	M	To close the meeting
Recess	Yes	No	Yes	M	To take an intermission not listed in program or agenda
Raise a Question of privilege	No	No	No	*	To request a personal privilege
Call for the orders of the day	No	No	No	*	To request the return to the adopted agenda
Subsidiary Lay on the table	Yes	No	No	M	To lay pending motion aside temporarily to take care of more urgent business
Previous Question	Yes	No	No	2/3	To stop debate and proceed to vote
Limit or extend limits of debate	Yes	No	Yes	2/3	To change debate time
Postpone to a certain	Yes	Yes	Yes	M	To postpone action to a later time

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 16

Motion Privileged	Second	Debatable	Amendable	Vote Needed	Purpose
time (definitely)					
Commit, refer, recommit	Yes	Yes	Yes	M	To obtain further information on a subject before a vote
Amend	Yes	Yes	Yes	M	To alter, modify, change the motion
Postpone Indefinitely	Yes	Yes	No	M	To kill the main motion
Main Motion	Yes	Yes	Yes	M	To introduce new business to the assembly
* Usually no vote is taken. The presiding officer decides.					

Non-Ranking Motions (*partial list of incidental motions*)

Motion Incidental	Second	Debatable	Amendable	Vote	Purpose
Appeal	Yes	Yes	No	M	To reverse the decision of the Chair
Consider motion Seriatim	Yes	No	Yes	M	To consider a document or a by paragraph
Divide a Question	Yes	No	Yes	M	To consider a complete thought of a long motion separately
Division of the Assembly	No	No	No	Demand	When the results of a voice vote are close or doubtful, this requires a standing vote
Close Nominations	Yes	No	Yes	2/3	To close the nominations or polls
Reopen Nominations	Yes	No	Yes	M	To reopen the nominations or polls
Object to Consideration of a Question	No	No	No	2/3	To enable the assembly to avoid a particular original main motion when it believes it would be strongly undesirable for the motion to even come before the assembly.
Parliamentary Inquiry	No	No	No	No	To ask for clarification on a point of parliamentary procedure.
Point of Information	No	No	No	No	To request information about a pending question or order of business
Point of Order	No	No	No	*	Calling for a ruling and an enforcement of the regular rules
Suspend the Rules allowed	Yes	No	No	2/3	To suspend the rules to enable the assembly to do something not by the regular rules. The proposal may not be in conflict with the organization's bylaws (or constitution) local, state, or national law
Withdraw a Motion	No	No	No	M	To withdraw a motion from the assembly. Before a motion is

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 16

					stated by the Chair, it is the property of the Maker of the motion, who can withdraw it or modify it without asking the consent of anyone. After it has been stated by the Chair, it belongs to the meeting as a whole and the maker must request the assembly's permission to withdraw or modify his own motion.
* Usually no vote is taken. The presiding officer decides.					

Motions that Bring a Question Back to the Assembly

In addition to the main motion, the subsidiary motions and the incidental motions, the final category of motions is that covering the motions that bring a question back to the assembly. The most important of these are listed below.

Motion	Second	Debatable	Amendable	Vote Needed	Purpose
Amend something previously adopted	Yes	Yes	Yes	+	To change something previously adopted
Reconsider	Yes	Yes	No	M	To reconsider the vote and correct hasty action.
Rescind	Yes	Yes	Yes	+	To annul an action previously taken
Take from the Table	Yes	No	No	+	To bring a motion before the assembly that has been tabled
+ = 2/3 vote without notice. M = Majority vote with previous notice.					

Use the Proper Motion to Obtain the Desired Result

Under the parliamentary authority, *Robert's Rules of Order Newly Revised*, there is a motion designed to handle the different situations during meetings. If the member knows the purpose to be achieved, use of the proper motion will normally obtain the desired results.

Section 17

Installation Ceremonies

Includes

Zonta Symbols

Induction of New Members

Installation of Club Officers and Board of Directors

CLUB INSTALLATION CEREMONIES

ZONTA SYMBOLS

- Zonta's colors are mahogany and gold.
- Zonta's flower is the yellow rose.
- Zonta's membership pin is a symbol of our bond in Zonta. The Zonta pin is generally worn on the left side. The president wears the gavel pointing up while serving, and pointing down after completion of the term.

INDUCTION OF NEW MEMBERS

President:

The members of the Zonta Club of _____ are honored that you wish to join with us in service and fellowship. We welcome you to a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

The name "Zonta" is derived from a Lakhota word of the Native American Sioux peoples meaning honest and trustworthy. Zonta International, a classified service organization of executives and professionals, is pledged to promote the objects of Zonta, which are:

- To improve the legal, political, economic, educational, health and professional status of women at the global and local level through service and advocacy
- To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions
- To promote justice and universal respect for human rights and fundamental freedoms
- 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 world

Membership in Zonta is an honor and a privilege. Every member has the opportunity and the pleasure of sharing Zonta with other prospective members according to the procedures in our club. Every member also has responsibilities. Regular attendance, participation in club service projects, and support of our international programs is expected of all members. If called upon for leadership responsibilities, you are expected to serve enthusiastically. Zonta is strongly committed to the ideal of equality for all as expressed in the United Nations Universal Declaration on Human Rights. We are confident you will contribute your caring, enthusiasm and talents to our club.

(The Organization, Membership and Classification Committee chairman may take this opportunity to introduce each new member with a short biographical sketch, which includes name, classification, business and title, and other pertinent information.)

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 17

President:

Will you repeat the Zonta pledge with me: "I pledge myself to uphold and practice the ideals of Zonta."

New Member(s):

I pledge myself to uphold and practice the ideals of Zonta.

President:

Members of the Zonta Club of _____ (*Club Name*) do you receive (*names of new members*) as (a) member(s) of this club and promise to work with her/him/them to further the ideals of Zonta International?

Membership:

We do.

President (*speaking to new member/s*):

The fellowship of Zonta welcomes you. We ask your support in joining with Zontians worldwide in carrying out the service and advocacy work of Zonta.

Note: The Zonta pin (*if not previously given*), a yellow rose or other token may be presented to new members at this time.

INSTALLATION OF CLUB OFFICERS AND BOARD OF DIRECTORS

This installation ceremony is often performed by a district officer, but may also be performed by a former club president or a Zonta International representative.

Installing Officer:

The Zonta Club of _____ (*Club Name*) has completed another year [or term] of service to the community and to the world. We are all proud of these accomplishments and turn now to the year [or term] ahead. Will the officers and directors of the club for the coming year [or term] please come forward? (*New board assembles.*)

Directors of the club, (*names of club directors*), your duties are many, and they are important. You will actively participate in all club board meetings. It is important that you attend them regularly, and that you be punctual in doing so. All matters presented at these board meetings are to be carefully and seriously considered. Board decisions are to be made according to the merit of the question with consideration of the governing documents of this club and for the benefit of the entire club membership. You have been elected to an honorable and responsible position. Your work will reflect upon this club, this club's relationship to the community, to the district and to Zonta International. Do you accept this responsibility? If so, please say "I do."

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 17

New directors:

I do.

Installing officer:

Will the Secretary, (*name*) please step forward. It shall be your duty as secretary to keep a complete record of the proceedings of all meetings of this club and to keep an up-to-date list of the club membership. You will be expected to furnish pertinent information to committees upon request and will serve as the custodian of all club records, except the treasurer's. You will also be responsible for such correspondence as may be required for the smooth operation of the club. Do you so pledge?

New secretary:

I do.

Note: If the club has both a recording and a corresponding secretary, install the corresponding secretary first and then the recording secretary. Comment on their specific duties as they are outlined in Section 3 under "Secretary."

Installing officer:

Will the Treasurer, (*name*), please step forward. It is your duty as treasurer to have custody of all funds, to make monthly reports to the club board of directors, and to make an annual financial report to the club at its annual meeting. Additionally, it is your responsibility to make timely payment of dues to Zonta International, the District and the Area (if applicable) and to perform such other duties as may pertain to the finances of the club. Do you so pledge?

New treasurer:

I do.

Installing officer:

Will the Vice-President, (*name*), please step forward. Your duties are special, for they are designated by the president. In addition, in case of the inability of the president to perform the responsibilities of office, it is your duty to preside and carry on the administrative obligations of the president. Do you so pledge?

New vice president:

I do.

Installing officer (if the club has a president-elect:

Will the President-Elect, (*name*) please step forward. Your duties are to assist the president and to plan for the future of the club, especially in the areas of growth and community involvement. It is understood that you will succeed the incoming president when the current term of office is completed. If you pledge to fulfill these responsibilities, please say, "I do."

New president-elect:

I do.

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 17

Installing officer:

(Name of incoming president) has been elected to lead this club as its president. Will you please step forward. It is your duty to preside at all meetings of the club and board of directors in a manner protecting the rights of each member, to administer the matters of the club in a proper manner, exercising good judgment, and to provide leadership to the Zonta Club. If you pledge to fulfill these responsibilities, please say, "I do."

New president:

I do.

Installing officer:

In presenting you with this gavel, I also give to you the responsibilities and privileges of the office of president. In presenting you with this president's pin, I also give you a tangible symbol of your commitment to the Zonta Club of (Club Name) and Zonta International.

Installing officer:

Members of the Zonta Club of (Club Name) - do you pledge yourselves to cooperate with these newly installed officers? If so please say, "We do."

All club members:

We do.

Installing officer:

Congratulations and best wishes to you, officers and members.

Note: Many clubs present a Zonta gift, a Zonta Rose or other token of appreciation to each new officer as that person takes the pledge of office

Section 18

US Tax Matters and Filing Requirements

Includes

Zonta International – Tax Status
Zonta International Foundation – Tax Status
Zonta Club in the US – Tax Status
Implications for Clubs in the US

US TAX MATTERS AND FILING REQUIREMENTS FOR USA CLUBS

Note: This information is only important for clubs in the USA. Please read carefully.

ZONTA INTERNATIONAL – TAX STATUS

Zonta International, is a *non-profit* organization under Sec 501(c)(4) of the Internal Revenue Service Code. As such, Zonta International is *exempt* from Federal and State of Illinois Income Tax.

Zonta International is an association of clubs and for tax law purposes is *not* a *charitable* organization and is hence *not exempt* from the State of Illinois Sales Tax and Use Tax on purchases made to carry out its activities. Contributions to Zonta International are not tax exempt to the donor.

ZONTA INTERNATIONAL FOUNDATION – TAX STATUS

Zonta International Foundation is a *charitable non-profit* organization under Sec 501(c) (3) of the Internal Revenue Service Code. As such, Zonta International Foundation is *exempt* from Federal and State Income Tax and from the State of Illinois Sales and Use Tax.

The exemption for sales tax applies on purchases *directly made by the Zonta International Foundation* to carry on its charitable programs and activities and all fundraising activities.

ZONTA CLUBS IN THE US – TAX STATUS

Zonta Clubs have the same *federal income tax status* as Zonta International, i.e., *non-profit tax exempt organization with 501(c)4 status* under Zonta International's group exemption (Number: 1219). Note: clubs are *not* considered charitable 501(c)3 organizations.

IMPLICATIONS FOR CLUBS IN THE US

- In order to be recognized by the Internal Revenue Service as a part of Zonta International's group exemption, each club must have an employer identification number. To obtain this identification number, complete IRS Form SS-4, Application For Employer Identification Number (EIN), and submit it to the IRS. Upon notification of your identification number from the IRS, notify ZI Headquarters of this identification number. Each club must also submit its authorization to ZI Headquarters to be included in the group exemption.
- Clubs in the United States with gross revenue from all sources totaling US\$25,000 or more must file an IRS 990 annually by 15 October. Zonta International files a group return for clubs with US\$25,000 or more in revenue that request to be included in this return and submit financial statements by 31 August. Each club is responsible for determining and following its own state or county's filing requirements.
- Zonta Clubs in Illinois or in any state are *not authorized* to use the Zonta International Foundation Illinois sales tax exemption number, even when engaged in fundraising activities that may benefit the Foundation. The use of this number is limited to the Foundation. The

CLUB MANUAL OCTOBER 2006
PART 2 SECTION 18

Foundation cannot monitor its use by others, and unintentional misuse could jeopardize the Foundation's tax status at the state and possibly federal levels.

- Zonta Clubs are *not* automatically exempt from sales tax even when raising money for charitable purposes. You must follow your state regulations.
- If your club has established a charitable 501(c)3 fund/club foundation, donations to that entity - either for your local projects or for ZIF - are tax deductible. You must provide written receipts for contributions of \$250 or more. You must deduct the value of any services or products provided in exchange for the donation. For example, a benefit dinner ticket costs \$100/person. The actual cost of the dinner is \$65. The ticket should state \$35 is tax deductible as a charitable contribution. A donor buys 8 tickets for a cost of \$800; \$280 is tax deductible. The 501(c)3 entity should issue a receipt for \$800, stating that the tax-deductible portion is \$280.
- If your club does *not* have a charitable 501(c)3 fund/club foundation, and funds raised do not go directly to a 501(c)3 organization, a notice should accompany all solicitations and fundraiser event tickets to read as follows:
“Payments for participation in this fundraising event are not deductible as charitable contributions for United States Federal Income Tax purposes.”
- Any donation from an individual directly to Zonta International Foundation may be tax deductible. The Foundation can provide receipts only to *clubs, organizations or individual donors* who make their payments directly to the Foundation.

CLUB MANUAL

PART 3 – FORMS

Includes

Club Officers Report Form
Member Report Form
Membership Dues Payment Transmittal Form
 Foreign Currency Payments
 Euro Dues Payment Instructions
Suggested Club Committee Assignment Request Form
Suggested Nomination Form for Club Office
Suggested Expense Report Form
Prospective Member Questionnaire
Suggested Prospective Membership Form
Convention Voting Credentials Registration Form--*sample*
Convention Delegate Proxy Certificate--*sample*
Authorization Request for Organizing a New Zonta Club
New Z Club or Golden Z Club Authorization
Zonta International Foundation Annual Fund Contribution Form
Zonta International Foundation Recurring Gift Option Form
Zonta International Foundation Funds Descriptions
Length of Membership Award Nomination Form
Meritorious Service Award Nomination Form
International Honorary Membership Nomination Form
Bookkeeping Worksheets, Including Samples of Completed Worksheets



Zonta International
557 W Randolph Street
Chicago IL 60661 USA
Telephone: +1 312-930-5848
Fax: +1 312-930-0956

The current Club President fills out this form. The information must be correct for the coming biennium, as some of this information will be used for the next Zonta International Directory. Mail or fax the original to Zonta International Headquarters and a copy to the current District Governor or as directed by the District.

Due Date: 1 May

CLUB OFFICERS REPORT FORM

FOR TERM OF OFFICE 1 JUNE ____ - 31 MAY ____

Please type or print

Zonta Club Name _____

District Number _____ Area Number _____ Club Number _____

Permanent Club Address (if any) _____

City/State _____ Zip/Postal Code/Country _____

Email address _____ Web site address _____

PRESIDENT INFORMATION

Term of office: From: _____ To: _____

Family (or last) name _____ Given (or first) name _____

Mailing address (please check one) Residence _____ Business _____

Street address _____

City/State _____ Zip/Postal Code/Country _____

Business telephone _____ Fax number _____

Residence telephone _____ Email address _____

TREASURER INFORMATION

Term of office: From: _____ To: _____

Family (or last) name _____ Given (or first) name _____

Mailing address (please check one) Residence _____ Business _____

Street address _____

City/State _____ Zip/Postal Code/Country _____

Business telephone _____ Fax number _____

Residence telephone _____ Email address _____

U.S. Clubs Only

I authorize Zonta International to include _____, FEIN number _____, in the
Zonta International group tax exemption. _____
Name of Zonta club

Member Report Form
Report for New, Charter, and Reinstated Members and Changes
Please Type or Print Clearly in English



Zonta International
 557 W. Randolph Street
 Chicago, IL 60661 USA
 Telephone: +1 312 930-5848
 Fax: +1 312 930-0956

☐

Check here if Charter Club

SOM Chairman Sign/Date and Lt. Gov. Review

Membership information for new members, reinstated members, and charter members will be processed upon receipt of international dues and fees. Dues and fees must be included with this form. Send copy of form to District Treasurer.

Write District/Area/Club #s Below:

Zonta Club of _____

Submitted by _____
 (Name)

Date Submitted _____

 (Address)

 (Country)

 (Telephone number)

 (Fax number)

 (E-mail)

Status Codes

1. New Member
2. Reinstated Member
3. Club Honorary Member
4. Charter Member
5. Transfer to or from Club
6. Change of Name/Address
7. Resignation/Termination
8. Deceased
9. All Other Changes

Status Code	Date Effective	Classification Code (4-digit only)	Language Ability in Order of Fluency	Personal Information	Mailing Address	Telephone, Fax & E-Mail (Include City Code)
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
				(First Name)	City: Postal Code:	Fax #:
				(Year of Birth - DD/MM/YYYY - Optional)	Country:	E-mail :
					Occupation Description:	(Circle One--Optional) Female Male
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
				(First Name)	City: Postal Code:	Fax #:
				(Year of Birth -DD/MM/YYYY- Optional)	Country:	Email:
					Occupation Description:	(Circle One--Optional) Female Male

Member Report Form
Report for New, Charter, and Reinstated Members and Changes
Please Type or Print Clearly in English

Status Code	Date Effective	Classification Code (4-digit only)	Language Ability in Order of Fluency	Personal Information	Mailing Address	Telephone, Fax & E-Mail (Include City Code)
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
					City:	Fax #:
					Postal Code:	
				(First Name)	Country:	E-mail :
			(Year of Birth - DD/MM/YYYY - Optional)	Occupation Description:	(Circle One--Optional) Female Male	
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
					City:	Fax #:
					Postal Code:	
				(First Name)	Country:	E-mail :
			(Year of Birth - DD/MM/YYYY - Optional)	Occupation Description:	(Circle One--Optional) Female Male	
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
					City:	Fax #:
					Postal Code:	
				(First Name)	Country:	E-mail :
			(Year of Birth - DD/MM/YYYY - Optional)	Occupation Description:	(Circle One--Optional) Female Male	
						Business Tel. #:
				(Last Name)	Street Address:	Residence Tel. #:
					City:	Fax #:
					Postal Code:	
				(First Name)	Country:	Email:
			(Year of Birth - DD/MM/YYYY - Optional)	Occupation Description:	(Circle One--Optional) Female Male	



Zonta International
557 West Randolph Street
Chicago, Illinois 60661 USA
Telephone: +1 312 930 5848 Fax: +1 312 930 0956

Membership Dues Payment Transmittal Form for the Period 1 June 20__-31 May 20__

Zonta Club of: _____ Date: _____

District: _____ Area: _____ Club Number: _____

Name of Remitter: _____ Position/Title: _____

Form of Payment: *(Please check applicable box)*

☐

Check/Draft/Money Order

☐

SWIFT/Wire Transfer

Allocation of Payment – INTERNATIONAL DUES ONLY

Membership Dues & Fees

Member Dues Renewal

Full Year @ \$50.00

No. of Mbrs.

Total Amount in US\$

**Club Liability Insurance @ \$3.00

New Member

Full Year Dues @ \$50.00

Half Year Dues @ \$25.00

Fees @ \$15.00

**Club Liability Insurance @ \$3.00

Charter Member

Full Year Dues @ \$50.00

Half Year Dues @ \$25.00

Fees @ \$15.00

**Club Liability Insurance @ \$3.00

Reinstated Member

Full Year Dues @ \$50.00

Fees @ \$15.00

**Club Liability Insurance @ \$3.00

Total Number of Members

Z Club/Golden Z Club Renewal Fees @ \$5.00 per club

Additional Subscription (Z/Club, Library) @ \$7.00

for *The Zontian* magazine (If applicable please write mailing address(es) on a separate paper and include with this form)

**** For North American Clubs only Total Payment**

US\$ _____

Send check/draft/money order payments to:

ZONTA INTERNATIONAL
1919 PAYSPIRE CIRCLE
CHICAGO IL 60674 USA

To remit via SWIFT/ International Wire Transfer:

LASALLE BANK N.A. – SWIFT Address –
LASLUS44
135 S LASALLE CHICAGO IL 60603 USA
ABA #071-000-505
IBAN# DE80 5000 0000 0050 021 30
CREDIT ACCOUNT:
ZONTA INTERNATIONAL 5800248873

To remit via SWIFT/International Wire Transfer: (EURO ACCOUNT ONLY)

PLEASE SEE ENCLOSED ZONTA
INTERNATIONAL EURO DUES
PAYMENT INSTRUCTIONS

Important: To ensure proper application of payment to your club's account, please return this form with each payment and corrected or confirmed official club member list.

FOREIGN CURRENCY PAYMENTS
Acceptance of Foreign Currency Checks
Availability Provided Within 7 Days

Eligible currencies as of 1 January 2006

LaSalle Bank NA and/or Standard Federal Bank NA maintain accounts for clearing checks in non-US currency drawn on non-US banks. US Dollars drawn on a foreign bank are **not** included, except where noted. Those currencies eligible for clearing checks from non-US banks include the following:

- 1. Australian Dollar: AUD**
- 2. Canadian Dollars: CAD** (*Includes USD items*)
- 3. Swiss Francs: CHF**
- 4. Czech Koruna: CZK**
- 5. Danish Kroner: DKK**
- 6. Euro: EUR**
- 7. Hong Kong Dollar: HKD**
- 8. British Pound Sterling: GBP**
- 9. Indonesian Rupiah: IDR**
- 10. Indian Rupee: INR**
- 11. Japanese Yen: JPY**
- 12. Norwegian Kroner: NOK**
- 13. New Zealand Dollar: NZD**
- 14. Swedish Kroner: SEK**
- 15. Singapore Dollar: SGD**

NOTE:

- IF PAYING IN US DOLLARS, PLEASE SUBMIT CHECK DRAWN ON US BANK AND PAYABLE TO ZONTA INTERNATIONAL.
- IF PAYING IN ONE OF THE NON-US CURRENCIES LISTED ABOVE, PLEASE SUBMIT CHECK DRAWN ON A NON-US BANK AND PAYABLE TO ZONTA INTERNATIONAL.
- IF PAYING BY SWIFT/WIRE TRANSFER PLEASE REMEMBER TO SEND NOTIFICATION/PROOF OF PAYMENT OF YOUR SWIFT/WIRE TRANSFER FOR DUES PAYMENTS TO MEMBER RECORDS, **FAX:** +1 312 930 0956 OR EMAIL QUIANA HARPER AT QHARPER@ZONTA.ORG. TO INSURE PROPER PROCESSING ALWAYS USE THE MEMBERSHIP DUES PAYMENT TRANSMITTAL FORM (form B) AND SEND NOTIFICATION OF SWIFT/WIRE TRANSFERS. THIS INFORMATION IS REQUIRED BECAUSE THE ORIGINAL BANK MAY NOT INFORM US OF THE SENDER AND PURPOSE OF FUNDS RECEIVED.

THANK YOU VERY MUCH.

EURO DUES PAYMENT INSTRUCTIONS

Accurate wire instructions are critical for ensuring the smooth transfer of your dues with minimum fees to our Euro account.

Provide these instructions to the bank you use to make dues payments to Zonta headquarters.

If you have any questions regarding these payment instructions, please email the Senior Member Records Assistant, Quiana Harper, qharper@zonta.org.

- 1) Send by SWIFT, if possible.
- 2) Send two SWIFT messages:
 - (1) Message type 103 (**MT103**)* to **HARRIS BANK** (SWIFT address: **HATRUS44**) for payment notification. Include the following fields of information:

32A: Value Date, Currency Code, Amount

59: /30089-456-200-5
Zonta International Euro Account

70: Details of Payment (your club name and purpose of payment, e.g. "Club of Paris Dues 25 mmbrs" - only the first 24 characters of this field will appear).

72: /OCMT/(ERI or euro related information if needed)
 - (2) Message type 202 (**MT202**) to **LLOYDS BANK, LONDON** (SWIFT address: **LOYDGB2L**) for cover instructions. Include the following fields of information:

21: Data from field **20:** of MT103 (referencing MT103 message)

32A: Value Date, Currency Code, Amount

58A: **59013098**
HATRUS44

**Caution: To avoid lifting charges, do not send an MT103 message to Harris Bank's correspondent, Lloyds Bank.*

If sending bank cannot use SWIFT, then the following information should be included in the TELEX payment instructions:

- 1) Send payment to **LLOYDS BANK, LONDON, UNITED KINGDOM**
Account #**59013098**
- 2) "Please notify and Pay by Cable, **HARRIS TRUST AND SAVINGS BANK, CHICAGO, ILLINOIS.**"
- 3) Value Date, Currency, Amount
- 4) "For Credit to 30089-456-200-5."
- 5) Details for Payment Data

Club instructions – For all swift/wire transfer payments: **Send notification of your wire transfer for dues payments to Member Records, fax: +1 312 930 0956 or email Quiana Harper at qharper@zonta.org. This information is needed because often the original identification of the sender and purpose is not received with the transfer. The banks do not always pass on this information. Thanks!**

Suggested Club Committee Assignment Request Form

Name: _____ Classification: _____

First committee choice: _____

Second committee choice: _____

Third committee choice: _____

Please describe your qualifications, background experience and/or special talents:

Please do not write below this line

Assignments *(to be filled in by club president)*

<u>Club year</u>	<u>Committee</u>	<u>Assignment</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____



SUGGESTED
NOMINATION FORM FOR CLUB OFFICE
(Can be adapted to fit the needs of the club)

Please send completed form to: _____
Club Nominating Committee Chairman

Address

Deadline for receipt of this form: _____

Name of Candidate: _____

Address: _____

Home telephone: _____ Business telephone: _____

Fax number(s): _____

E-mail: _____

Member of the club since: _____ Zonta member since: _____ Classification: _____

Business or Profession: _____ Title or Position: _____

Present position(s) in Zonta:

Club: _____

Area: _____ District/International: _____

Past position(s) in Zonta:

Club: _____

Area: _____ District/International: _____

Activities outside of Zonta:

The above-mentioned Zonta member has consented to the submission of her/his name for nomination to the office of _____ and to serve if elected. To the best of my knowledge the member named above is qualified in accordance with the Zonta International Bylaws.

Signature: _____ Date: _____

Suggested Expense Report Form

(Receipts or photocopies of receipts should be included with the report.)

Date:_____ Currency requested:_____

Name:_____

Zonta Title:_____

Address:_____

Telephone number (*home*):_____ (*business*):_____

Purpose for expenditures:_____

Itemized list of expenditures:

Date	Item	Amount
_____	<u>Travel—airfare, local transportation</u>	_____
_____	<u>Meals and lodging</u>	_____
_____	<u>Registration fees</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	<u>Miscellaneous</u>	_____
	TOTAL	_____

Signature:_____

Approved by (*name and title*):_____

Date:_____

Please do not write below this line

Account

Account

Date received:_____

Date paid:_____

Approved by:_____



557 West Randolph Street ■ Chicago, Illinois 60661-2202 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org

Membership to Zonta International is by invitation of a club. Members of Zonta International are executives in business and the professions who are in a decision-making capacity. Zontians are actively engaged in at least 50% of a normal workweek in a recognized and reputable business or profession. A club's ability to extend an invitation may be affected by several factors, including internal guidelines for representation of a variety of professions.

If you are a professional or a business executive, and are interested in learning more about Zonta International and Zonta Clubs in your area, please fill out the questionnaire below.

Name: _____

Address: _____

City: _____ State / Province: _____ Zip Code: _____ Country: _____

Telephone number (residence): _____ (business): _____

Fax number: _____ Email: _____

Please contact me by: ☐ Phone (residence) ☐ Phone (business) ☐ Email ☐ Fax ☐ Mail

The best time to contact me is: ☐ Morning ☐ Afternoon ☐ Evening

Occupation / profession: _____ Title: _____

Firm or Institution Name: _____

Business Address: _____

I am: ☐ Owner ☐ Partner ☐ Manager ☐ Employee

I am working at least 50% of a full working week at the job listed above: ☐ Yes ☐ No

I heard about Zonta International through:

☐ Internet ☐ Newspaper / Magazine ☐ Television / Radio
☐ Other (please specify): _____
☐ A friend ☐ A business acquaintance ☐ A current Zonta member
☐ A local Zonta Club ☐ The Zonta International website ☐ Local Zonta Club website

Comments: _____

Thank you for completing our questionnaire.
A representative of Zonta International will contact you shortly.



**Suggested
Prospective Membership Form**

(This form can be adapted to suit the needs of the individual club)

To: Organization, Membership and Classification Committee, Zonta Club of* _____
(Please fill out as much as you can about the prospective member)

Prospective Member's name _____

Approximate age _____

Home Address: _____

Telephone number (residence) _____ (business) _____

Fax number(s)(r/b) _____ e-mail(s)(r/b) _____

Occupation/profession _____ Title: _____

Firm or Institution _____

Business Address _____

Prospective member is (circle one): Owner Partner Employee

Is the prospective member:

Working at least 50% of a full working week at the job listed? _____

A friend? _____ A business acquaintance? _____ other? _____

Comments _____

Signature and Date submitted: _____

Space for OMC Committee comments:

ZONTA



INTERNATIONAL

Zonta International
557 West Randolph Street
Chicago, IL 60661 USA
Telephone: +1 312 930 5848
FAX: +1 312 930 0951

The original of this form (**white copy**) must be received at Zonta International Headquarters **no later than 1 May 200_**. The yellow copy is to be sent to the District Governor, the pink copy is to be sent to the Area Director, and the gold copy is the club file copy. **Please bring the gold copy with you to the convention.**

200_ Convention Voting Credentials Registration Form

District: _____ Area: _____ Club Number: _____

Zonta Club of: _____ Country: _____

As of 1 March 200_, the above-named Zonta Club had _____ paid members and is in good standing. It is therefore entitled to _____ vote(s)/delegate(s) and an equal number of alternates at the 200_ International Convention. (Note: one delegate may carry all club votes.)

The following members have been elected to represent the club at the 200_ International Convention:

1. Delegate: _____
(40 or fewer paid members) (Print or type name)

Delegate's Signature: _____

2. Delegate: _____
(41 through 80 paid members) (Print or type name)

Delegate's Signature: _____

3. Delegate: _____
(More than 80 paid members) (Print or type name)

Delegate's Signature: _____

1. Alternate: _____
(40 or fewer paid members) (Print or type name)

Alternate's Signature: _____

2. Alternate: _____
(41 through 80 paid members) (Print or type name)

Alternate's Signature: _____

3. Alternate: _____
(More than 80 paid members) (Print or type name)

Alternate's Signature: _____

For use by Convention Credentials Committee only:	
Date	Number

This will certify that the above information is correct:

Date: _____ Signed: _____ Name: _____
(Club President or Treasurer) (Print family name)



Zonta International
557 West Randolph Street
Chicago, Illinois 60661 USA
Telephone: +1 312 930 5848
FAX: +1 312 930 0951

The original of this form (**white copy**) must be received at Zonta International Headquarters **no later than 1 May 200_**. The yellow copy is to be sent to the District Governor, the pink copy is to be sent to the Area Director, and the gold copy is the club file copy. **Please bring the gold copy with you to the convention.**

200_ Convention Delegate Proxy Certificate
For a club unable to send a delegate to convention

District: _____ Area: _____ Club Number: _____

The Zonta Club of: _____

(city)

(country)

As of 1 March 200_, the above-named Zonta Club had _____ paid members. It is therefore entitled to _____ proxy votes at the 200_ Convention of Zonta International.

The Zonta Club of: _____
(Your Club Name)

Hereby appoints the delegate(s) from
the Zonta Club of: _____
(Name of Club Carrying Proxy)

as holder of its proxy vote(s) at all business meetings of the 200_ Convention of Zonta International.

This will certify that the above information is correct:

Date: _____ Signed: _____
(President of the Club Appointing a Proxy)

Note to the Club Appointing a Proxy

Your club must notify the club carrying your proxy and obtain agreement to this representation. A club may carry the total proxy votes of two other clubs except that the total votes carried by one club may not exceed five (ZI Bylaws Article X Section 4b). The club carrying your proxy will not be permitted to vote on your behalf unless your club is in good standing. The club carrying your proxy must also be in good standing. If your club has 40 or fewer paid members as of 1 March 200_, you are entitled to one (1) vote by proxy; if your club has from 41 through 80 paid members, you are entitled to two (2) votes by proxy; and if your club has more than 80 paid members, you are entitled to three (3) votes by proxy.



557 West Randolph Street ■ Chicago, Illinois 60661-2202 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org

AUTHORIZATION REQUEST FOR ORGANIZING A NEW ZONTA CLUB

Please Type or Print

Proposed Name of New Club: _____ Country: _____

Note: Names of new Zonta clubs are to be approved by the Governor in consultation with the International Board Liaison.

District number: _____ Area number: _____ Language: _____

District Governor (*name*): _____

Area Director (*name*): _____

SOM Club Name: _____ Country: _____

SOM Committee chairman (*name*): _____

Preferred Postal Address: _____

Residence Telephone: _____ Business Telephone: _____

Fax Number: _____ Email Address: _____

Date of This Request: _____

Organization will start (*date*): _____ will be completed (*date*): _____

Note: New Club Authorization valid for two years from date of Governor's approval.

This section to be completed by the District Governor

As District Governor, I have investigated any financial obstacles involved in organizing and chartering the proposed Zonta Club of _____. I hereby certify that this proposed new club will be self-supporting and authorize its organization. I also certify that I have consulted with the International Board Liaison with respect to the name of the new club.

Signature of District Governor

Date

.....
Organization Kit to be sent to SOM Club Committee Chairman for Organizing the New Club

Zonta Fact Sheet
Current Issue of the Zontian Magazine
Program Issue of the Zontian Magazine
25 "This is Zonta" Cards
25 International Brochures
Zonta International Directory
Zonta International Bylaws
Zonta Club Manual

Marian de Forest Membership & Classification Manual
Organization and Extension Manual
4 Member Report Forms
Club Officers Report Form
Payment Transmittal Form
Current Dues Payment Schedule
Federal and State Tax Regulations (U.S.A. only)
Current Sales Catalog and Price List

Additional Supplies may be purchased from the sales catalog at current prices through Zonta International Headquarters.



557 West Randolph Street ■ Chicago, Illinois 60661-2202 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org

New Z Club or Golden Z Club Authorization

(Please type or print)

Name of the sponsoring Zonta Club: _____

District number: _____ Area number: _____ Club number: _____

We wish to sponsor a: _____ Z Club _____ Golden Z Club
(please check one)

Proposed Name of New Z Club / Golden Z Club: _____
(above name will be printed on the charter)

Z Club / Golden Z Club Mailing Address: _____

Telephone: _____ Fax: _____

Email address: _____

Proposed date of Charter Presentation: _____

Name of Z Club / Golden Z Club Advisor: _____

Address: _____

Telephone: _____ Fax: _____

Email address: _____

Sponsoring Zonta Club President's Signature: _____

Date: _____

Note: All correspondence and communication between Zonta International Headquarters and a Z or Golden Z club should be routed through the Z Club Chairman or current president of the sponsoring Zonta club.

Complete the following Information for each Z or Golden Z Club member:
(Use Additional Sheets if necessary)

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____

Name: _____ Age: _____ Grade: _____

Address: _____ City: _____ State: _____

Country: _____ Postal Code: _____

Telephone: _____ Z/Golden Z Club Office Held: _____



To ensure credit for your contribution, please complete and return this document along with your payment according to the instructions for the payment option you select. Or give online with your Visa® or MasterCard®. Visit www.zonta.org/zif

1. Donor

This contribution is made by (check one and complete.):

☐ Individual ☐ Club ☐ Area ☐ District ☐ Corporation/Foundation

Zonta Club of _____ District _____ Area _____ Club _____

Donor Name _____

Street Address _____ City _____

State/Province _____ Postal Code _____ Country _____

Note: If there is more than one donor, please attach a list of donors and the amount contributed by each, or submit a separate form for each donor.

2. Designation

Rose Fund, *the Foundation Annual Operating and Program Support Fund* US\$ _____

Amelia Earhart Fellowship Fund US\$ _____

Jane M. Klausman Women in Business Scholarship Fund US\$ _____

Young Women in Public Affairs Fund (YWPA) US\$ _____

International Service Fund US\$ _____

Zonta International Strategies to Prevent Violence Against Women (ZISVAW) Fund US\$ _____

World Headquarters Property Preservation and Improvement Fund (WHPPI) US\$ _____

Endowment Fund US\$ _____

Total Foundation Contribution US\$ _____

3. Special Instructions

- ☐ My Corporate Matching Gift form is enclosed.
- ☐ Please send me information about making recurring gifts, monthly contributions automatically deducted from my checking/savings account.
- ☐ I would like my gift to be anonymous.
- ☐ I have made provisions for Zonta International Foundation in my will; please send me forms for the Mary E. Jenkins 1919 Society.
- ☐ Please send me information on how to include Zonta International Foundation in my estate planning
- ☐ Please send me information about how to make a gift of stock.

OVER →

4. Payment

Note: Contributions to the Zonta International Foundation must be remitted separately from your membership dues payments to Zonta International.

The Foundation offers several options for payment of your contribution. Please read the following and select your option. Please make note of delivery instructions for each payment form.

Check

☐ **Enclosed is my check/money order payable to Zonta International Foundation for US\$**_____

Send payment to: Zonta International Foundation, ATTN: Development

4837 Paysphere Circle

Chicago, IL 60674 USA

Credit Card

Please charge my: ☐ Visa® (13 or 16 digits) ☐ MasterCard® (16 digits) **In the amount of US\$** _____

We are pleased to offer you the option of making your gift with your Visa® or MasterCard® credit card. Due to the administrative costs associated with such transactions, we ask that you consider a minimum credit card gift of US\$20.00. Thank you.

Card Number Exp.Date / Security Code

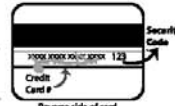
Print name of cardholder as it appears on card _____
(please print)

Signature of cardholder

Send payment to: Zonta International Foundation, ATTN: Development

557 West Randolph Street

Chicago, IL 60661 USA

**Wire Transfer**

<input type="checkbox"/> Wire Transfer for US\$	Date of transfer
--	-------------------------

All SWIFT/International Wire Transfers must be sent to: LaSalle Bank, Chicago, IL SWIFT Address - LASLU44, For credit to the Zonta International Foundation, Account #5800267964, ABA #071000505, at LaSalle Bank NA, 135 South LaSalle Street, Chicago, IL 60603 USA. On the date of your wire transfer, send notification to Attn: Development Fax +1 312-930-0951 or E-mail development@zonta.org or mail to 557 West Randolph Street, Chicago, IL 60661-2206 USA.

5. Tribute Gift

☐ This gift is in honor of _____
Name of recipient

Occasion (i.e. birthday, promotion, anniversary)

Street Address _____ City _____

State/Province	Postal Code	Country
----------------	-------------	---------

☐ This gift is in memory of _____
Name of deceased

Name of person to receive notice of your memorial gift

Street Address	City
----------------	------

State/Province	Postal Code	Country
----------------	-------------	---------



Recurring Gift Option

Automatic Monthly or Quarterly Contributions

To establish this service, your bank must be a member of the ACH Network. Complete this form and give a copy to your bank. Forward the original to the Zonta International Foundation, attn: Development, 557 West Randolph Street, Chicago, IL 60661, along with a voided check or deposit slip for the account to be debited. Please allow four to six weeks for debits to begin.

1. Donor

Donor Name _____
 (Please print as donor is to be recognized)
 Street Address _____ City _____
 State/Province _____ Postal Code _____ Country _____
 Zonta Club of _____ District _____ Area _____ Club _____

We are pleased to offer you the option of making your gift automatically. Due to the administrative costs associated with such transactions, we ask that you consider a minimum monthly or quarterly contribution of US\$10.00. Thank you.

2. Designation

☐ Monthly ☐ Quarterly

Rose Fund, the Foundation Annual Operating and Program Support Fund	US\$
Amelia Earhart Fellowship Fund	US\$
Jane M. Klausman Women In Business Scholarship Fund	US\$
Young Women in Public Affairs (YWPA) Fund	US\$
International Service Fund	US\$
Zonta International Strategies to Prevent Violence Against Women (ZISVAW) Fund	US\$
World Headquarters Property Preservation and Improvement (WHPPI) Fund	US\$
Endowment Fund	US\$
Total Foundation Contribution	US\$

3. Authorization

I authorize debits (charges) to my bank account on the _____ day of the month.
I understand that I can increase, decrease or suspend contributions by contacting my bank and the Zonta International Foundation Development Office.

Bank Name _____
 Bank Address _____ City _____
 State/Province _____ Postal Code _____ Country _____
 Type of Account ☐ Checking ☐ Savings ☐ Other _____
 Account Number _____ ABA Routing Number _____
 Signature _____ Date _____

[Attach voided check/deposit slip here]

ZONTA INTERNATIONAL FOUNDATION

The Zonta International Foundation was established in 1985 to provide all Zontians with an organized approach to giving to Zonta's international service programs. Through these programs, Zonta International works to improve the lives of women and their families worldwide. Please help make Zonta's vision of women's equality a reality by making a contribution this year and each year!

- **Rose Fund, *The Foundation Annual Operating and Program Support Fund*.** Named for the Zonta Rose, the Rose Fund supports all facets of the Foundation's operations, including the technical and professional support systems necessary for quality management, as well as the enhancement and expansion of service programs.

Education and Leadership Development

- **Amelia Earhart Fellowship Fund.** The Amelia Earhart Fellowship Fund provides monetary awards to women for graduate study in aerospace-related sciences and engineering. Established in 1938, the Fund has awarded over US\$6 million for more than 1,157 fellowships to women from 57 countries.
- **Jane M. Klausman Women in Business Scholarship Fund.** This Scholarship Fund was established in 1998 by a bequest from Zontian and international parliamentarian Jane Klausman. The Fund offers financial aid to women undergraduate students preparing for careers in business management.
- **Young Women in Public Affairs (YWPA) Fund.** The YWPA Fund 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.

Preventing Violence Against Women

- **ZISVAW Fund (Zonta International Strategies to Prevent Violence Against Women).** Zonta's commitment to eradicating violence against women and children began with the Zonta International Summit on Violence Against Women in 1995. ZISVAW will provide grants to UN agencies or recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior contributing to gender-based violence.

International Service

- **International Service Fund.** Some of Zonta's earliest service efforts were directed toward international women's issues. As early as 1923, Zonta endorsed the work of the Near East Relief in its efforts to care for 115,000 orphan children and women in Smyrna. Since 1962, Zonta has worked primarily with United Nations agencies to fund projects that assist women in becoming economically self-sufficient and address the health needs of women and their children.

Preserving our past...Protecting our future

- **WHPPI Fund (World Headquarters Property Preservation and Improvement).** Contributions to the WHPPI Fund ensure the preservation and improvement of the Zonta's home. Zonta's World Headquarters Building was built in 1858, and today houses archival material on the formation of Zonta, artifacts from Zonta Clubs worldwide, meeting rooms for Board and Committee functions and Governors' Orientation as well as the administrative staff offices of both Zonta International and the Zonta International Foundation.
- **Endowment Fund** is a permanent fund that maintains the principal gift but provides annual revenue from investment earnings for general use, or if so designated by the donor, for use in a specific program. A gift to the Endowment Fund is a lasting legacy to Zonta's future service.

Money contributed to the Zonta International Foundation is professionally managed. For further information on any of the above Funds, please contact the Foundation Development Office at Headquarters. The Zonta International Foundation is a 501(c)(3) charitable organization registered in the United States; contributions are tax deductible to the extent allowed by U.S. law. Tax deductibility outside of the U.S. is dependent on local tax regulations.



557 West Randolph Street ■ Chicago, Illinois 60661-2202 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org

Please return completed form to ZI Headquarters, Attn. Executive Director

**LENGTH OF MEMBERSHIP AWARD
NOMINATION FORM**

Based on 30 Years of Zonta Membership

(Please type or print in English)

PROPOSED RECIPIENT:

Name: _____
Last (Family) First

Mailing Address: _____

Zonta Club of: _____

District Number: _____ Club number: _____

Year Joined Zonta: _____ Highest Zonta Office held: _____

Zonta Service given: _____

Suggested date/event/venue of presentation: _____

THE RECIPIENT IS NOMINATED BY:

Name: _____
Last (Family) First

Contact information: _____
(Phone) (Fax) (E-mail)

Governor's Signature: _____ Date: _____

Governor's Name: _____ District Number: _____

GENERAL INFORMATION:

The proposal shall be signed and submitted to ZI Headquarters by the District Governor.

The Zonta International Board has authorized the Executive Director to approve Length of Membership Awards based on 30 years or more of Zonta membership. A special individualized certificate will be provided and sent to the District Governor for presentation.

Executive Director approval: _____ **Date:** _____



557 West Randolph Street ■ Chicago, Illinois 60661-2202 USA
T: (312) 930-5848 ■ F: (312) 930-0951 ■ www.zonta.org

Please return completed form to ZI Headquarters, Attn. Executive Director
Four weeks prior to the next Zonta International Board meeting

MERITORIOUS SERVICE AWARD NOMINATION FORM

Based on Actions and Achievements

(Please type or print in English)

PROPOSED RECIPIENT:

Name: _____
Last (Family) First

Mailing Address: _____

Zonta Club of: _____

District Number: _____ Club number: _____

Year Joined Zonta: _____ Highest Zonta Office held: _____

Details of Zonta Service at the international level (e.g. special leadership, remarkable and successful efforts in O&E, service, public relations or other activities at the *international level*). *Attach additional sheet if needed.*

Suggested date/event/venue/presenter if a plaque is to be presented:

THE RECIPIENT IS NOMINATED BY:

Name: _____
Last (family) First

Contact information: _____
(Phone) (Fax) (E-mail)

Governor's Signature: _____ Date: _____

Governor's Name: _____ District Number: _____

GENERAL INFORMATION:

The proposal shall be signed and submitted to the International Board by the District Governor.

The Zonta International Board will consider special recognition of exceptional Zontian service at the International level. A special individualized certificate will be provided and **sent to the District Governor** for presentation. **Note:** These awards are only made by the Zonta International Board, and therefore nominations must be submitted **four weeks prior to the next Zonta International Board meeting**. Whenever possible, an International Board member or District Governor will present the award.

International Board decision: _____ Date: _____



Zonta International
Advancing the Status of Women Worldwide

International Honorary Membership Nomination Form

as adopted by the ZI Board February 2004

Nominations must be submitted to headquarters six weeks in advance of the Zonta International Board meeting in order to be considered at that meeting.

PLEASE COMPLETE ALL PAGES OF THIS FORM AND ATTACH BRIEF INFORMATION AS NEEDED.

PLEASE RETURN THIS FORM TO:

Executive Director, Zonta International, 557 W. Randolph St., Chicago IL 60661, Fax: +1 312 930 0951

Zonta International Honorary Members (IHMs) are individuals who have helped to change societal attitudes about women, or have improved conditions for women at the national or international level.

Zonta IHMs are individuals whom our organization wishes to honor and recognize. They are also individuals who may provide increased visibility and credibility to Zonta as an organization by virtue of their name recognition, international reputation and achievements.

In general, the following individuals will not be eligible for consideration as IHMs:

- ❖ elected political figures while they are holding elected office, and
- ❖ Zontians.

Name and Title of Nominee: _____

Address: _____ Res: _____
_____ Bus: _____
_____ Fax: _____

Name and Zonta Title of Nominator: _____

Address: _____ Res: _____
_____ Bus: _____
_____ Fax: _____
_____ Email: _____

_____ If the nominator is not a District Governor, a copy of this Nomination Form must be sent to the Governor. Please check here to indicate that you have sent a copy to your District Governor.

_____ Do you or another Zontian have an existing direct communication channel with the nominee? If so, please describe:

Signature

Today's Date

Objectives and Criteria for International Honorary Membership

To identify and recognize outstanding individuals

- ❖ whose accomplishments have significantly advanced the status of women at the national or international level,
- or*
- ❖ who have distinguished themselves as extraordinary role models or spokespersons for the encouragement of women to pursue high levels of achievement,
- and*
- ❖ who support the goals of Zonta International,
- and*
- ❖ who are willing to participate periodically in Zonta activities.

Please indicate how the nominee meets these objectives and criteria by answering the following questions (you may attach a separate sheet if necessary):

1. Have the nominee's accomplishments significantly advanced the status of women at a level ***beyond the national level?*** If so, describe how.

2. Has the nominee distinguished herself/himself as an extraordinary role model or spokesperson for the encouragement of women to pursue high levels of achievement? If so, describe how.

3. How has the nominee indicated support for the goals of Zonta International in ways other than those described in questions 1 and 2 above?

4. Do you believe that the nominee will be willing to participate periodically in Zonta activities (e.g., speak at conventions or district conferences if invited, provide interviews or write an article for The Zontian, serve as a "good will ambassador" for Zonta, etc.)? On what do you base this belief?

Please attach the following:

_____ Curriculum Vitae *or* _____ "Who's Who" entry

_____ Any other material relevant to nomination

ZONTA CLUB OF _____ MONTHLY CASH RECEIPTS WORKSHEET

MONTH ENDED _____

[illegible]

ZONTA CLUB OF _____ MONTHLY CASH DISBURSEMENT WORKSHEET

MONTH ENDED _____

[illegible]

ZONTA CLUB OF _____
BANK RECONCILIATION
MONTH ENDING DATE _____

Bank Statement Reconciliation	
Balance per statement	
Add:	
Receipts not on Statement	
Subtract:	
Checks not on Statement	
Adjusted Bank Statement Balance	

Bank Reconciliation Proof	
Prior month ending balance	
Add:	
Cash Receipts	
Subtract:	
Cash Disbursements	
Other Adjustments	
Proof to Adjusted Bank Balance	

ZONTA CLUB OF _____
FINANCIAL STATEMENT (STATEMENT OF ACTIVITIES)
FOR THE MONTH ENDING _____

Beginning Cash Balance

Revenue

Membership Dues	_____
New Member Fees	_____
Meals	_____
Contributions	_____
In-Club Fundraisers	_____
Other:	
Fundraising Income	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Revenue

Expense:

International Dues	_____
New Member Fees	_____
District Dues	_____
Meals	_____
Printing & Postage	_____
Committee Expense	_____
Board Expense	_____
Newsletter	_____
Other:	
Fundraising Expense	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expense

Ending Cash Balance

ZONTA CLUB OF Holyoke
BANK RECONCILIATION
MONTH ENDING DATE 31 March 2004

Bank Statement Reconciliation	
Balance per statement	368.00
Add:	
Receipts not on Statement	
Subtract:	
Checks not on Statement	
#115 Quick Copy	(20.00)
Adjusted Bank Statement Balance	348.00

Bank Reconciliation Proof	
Prior month ending balance	250.00
Add:	
Cash Receipts	502.00
Subtract:	
Cash Disbursements	(404.00)
Other Adjustments	
Proof to Adjusted Bank Balance	348.00

INDEX

- Advocacy Definition and Policies, 120
- Archives, 96
 - Club Archivist, 96
 - Disbanded Clubs, 99
 - Records Retention and Disposal Schedule, 98
- Bylaws, Club, 138
- Campaigning Policy, 48
- Club Board, 22
 - Leadership and Succession Planning, 22
 - Policy of Financial Accountability, 32
 - President, 25
 - President-elect, 27
 - Secretary, 28
 - Treasurer, 30
 - Vice President, 27
- Club Budget, 30, 45, 143
- Club Calendar, 76
- Club Committees, 14, 36, 48
 - Appointment to Committees, 36
 - Committee Responsibilities, 37
 - Direction and Planning, 36
 - Finance Committee, 45
 - Mandatory (Standing) Committees, 36
 - Nominating Committee, 48
 - Optional Committees, 36
 - Organization, Membership, and Classification Committee, 40
 - Public Relations and Communications Committee, 42
 - Status of Women Service Committee, 38
 - United Nations Committee, 44
- Club Names, 14
- Club Projects Conducted Outside the Club's Geographical Area, 39
- Communication, 62
 - Circularization, 64
 - Club Communications, 63
 - Committees, 63
 - Electronic Notification, 62
 - From Members, Clubs, and Districts, 62
 - To District, Clubs, and Members, 62
 - Within the District, 63
- Conventions, 89
 - Business of the Convention, 90
 - Credentials Registration Form (Sample), 91, 183
 - Delegate Proxy Form (Sample), 185
 - District Convention Liaison, 90
 - Service Funds for Delegate Travel, 45
 - Years and Locations, 92
- Countries, 110
- Delegate, 26, 91, 132
- Dues Payment, 31, 133
 - Form, 169
- E-Mail Policy, 66
- Emblem, use of (see also History and Emblem), 71, 104, 108, 130
- External Relations, 120
 - Affiliation with Other Organizations, 122
 - Cooperation with Other Organizations, 121
 - NGO Affiliations, 124
 - Non-Partisan Organization, 120
 - Organizational Membership, 122
 - United Nations Membership Assignments, 124
 - United Nations Representatives, 123
- Finance Committee Recordkeeping, 32, 45
- Forms, 163
 - Authorization for Organizing New Club, 187
 - Club Officers Report Form, 165
 - Convention Credentials Registration (Sample), 183
 - Convention Delegate Proxy (Sample), 185
 - Dues Payment Transmittal, 169
 - Financial Recordkeeping, 203–209
 - International Honorary Membership Nomination, 201
 - Length of Membership Award, 197
 - Member Report Form, 167
 - Meritorious Service Award, 199
 - New Z Club/Golden Z Club Authorization, 189
 - Prospective Member Questionnaire, 179
 - Zonta International Foundation Annual Fund Contribution Form, 191
 - Zonta International Foundation Recurring Gift Option Form, 193
- Foundation. *See* Zonta International Foundation
- Frequently Asked Questions, 126
 - Clubs and Operations, 130
 - Clubs and Zonta International, 132
 - External Relations, 134
 - Membership, 127
 - Organization, 126
 - Zonta Service, 133
- Good Standing, 127
- Headquarters, 16, 127
- History and Emblem, 102
 - Countries and Geographical Areas, 110
 - Emblem, 104
 - Growth, 103
 - Headquarters, 103
 - History, 102
 - Name, 103
 - Presidents and Themes, 109
 - Relationship with United Nations, 103
- Honorary Members
 - Club, 128, 139
 - International, 127, 129
- Installation Ceremony, 153–57
- International Service Program Projects, 113
- Length of Membership Award, 129

- Liability Insurance, 33
- Logo, 71, 106, 108, 130
- Meetings, 54
 - Conducting Club Business, 55
 - Contents of Minutes, 56
 - Duties of Presiding Officer, 55
 - How to Present a Motion, 58
 - Important Voting Terms, 59
 - Parliamentary Procedures, 54
 - Protocol Standards for Guests, 60
 - Rights and Responsibilities, 54
 - Suggested Language, 57
- Member Information, Policy on Use of, 67
- Membership, 15
 - Authorization Form for New Club, 187
- Men as Members, 128
- Meritorious Service Award, 129
- Networking Policy and Guidelines, 64
- Nominating Committee, 48, 143
 - Club Elections, 50, 141
- Other Organizations, Positions in, 16
- Parliamentary Procedure, 54, 148–51
 - Motions, 148
- Project Five-O, 124, 134
- Protocol
 - Installation Ceremony, 153–57
 - Motions (Parliamentary Procedure), 148–51
- Proxy, 91
- Service Funds, 45
- Service Hours, 133
- Service Program Projects, International, 113
- Tax status (US)
 - Zonta Clubs, 160
 - Zonta International, 160
 - Zonta International Foundation, 160
- United Nations, 39, 42, 44, 103, 135
- Web Site Policy, 70
- Web Site, ZI, 17, 68
- Zonta International
 - Areas, 13
 - Board of Directors, 12
 - Club Committies, 14
 - Clubs, 13
 - Districts, 13
 - Foundation, 16
 - Headquarters, 16
 - Member Benefits, 15
 - Member Responsibilities, 15
 - Membership, 15
 - Mission Statement, 12
 - Objects, 12
 - Organization and Communication, 18
 - Origins and Symbols, 12
 - Sources of Information, 17
 - Structure, 12
 - Z and Golden Z Clubs, 14
- Zonta International Foundation, 16, 83, 134, 195
 - Amelia Earhart, 86, 195
 - Contribution Form, 191
 - Contributions, 38, 45
 - Endowment Fund, 85, 195
 - Funds Administered by, 85, 195
 - International Service Fund, 87, 195
 - Jane M. Klausman Fund, 86, 195
 - Not for Profit Status, 84
 - Promotion, 88
 - Rose Fund, 85, 195
 - YWPA Fund, 87, 195
 - ZISVAW Fund, 87, 195

Zonta International seeks to: improve the legal, political, economic, educational, health and professional status of women through service and advocacy; 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, implement service programs, and provide mutual support and fellowship for members who serve their communities, their nations and the world

ZONTA



INTERNATIONAL

557 West Randolph Street
Chicago, IL 60661 USA
Telephone: +1 312-930-5848
Fax: +1 312-930-0951
E-mail: zontaintl@zonta.org / zontafdn@zonta.org
Web site: www.zonta.org