

# Zonta Club Manual

October 2011



**Zonta International**  
*Advancing the Status of Women Worldwide*

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# **Introduction**

## **How to use this manual**

## How to Use This Manual

This manual is intended to serve as a general guideline for those individuals administering the clubs of Zonta International. As new clubs begin the formation process, a copy of this manual and other manuals published by Zonta International should be downloaded from the Zonta website by clicking on [Member Resources/Manuals](#). Policies and forms referred to in this manual can be found on the website at [Member Resources/ Policies](#) or [Member Resources/Forms](#).

In addition, clubs should direct all officers to [Member Resources/Governance](#) on the website to download a copy of the Zonta International Governing Documents and to [Member Resources/Directory](#) for a copy of Zonta International Directory.

Clubs vary widely as to cultural norms, the number of members in the club and their languages spoken. Consequently, this manual should be considered a general guide; not every suggestion in this manual will be practical and appropriate for each club.

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

**Please note that the ZI Bylaws and Rules of Procedure take precedence over all other Zonta documents, and over RONR and other adopted parliamentary authorities.**



# **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
  - Website
- Zonta International organization and communication

## **BASIC CLUB OPERATIONS**

### **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, its districts, and its clubs shall be nonpartisan and nonsectarian.

### **ZONTA INTERNATIONAL ORIGINS AND SYMBOLS**

- Zonta International was founded 8 November 1919 in Buffalo, New York, USA.
- 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 several Sioux symbols ([See the Zonta website Who We Are/ZI History/Related Information/The Story of the Emblem](#)).
- Zonta’s symbol is a yellow rose. Since 1999, it has served as the symbol of Zonta Rose Day, which falls on 8 March and coincides with International Women’s Day.
- Zonta’s colors are mahogany and gold.
- 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.

## **THE STRUCTURE OF ZONTA INTERNATIONAL**

The overall structure of the organization is shown at the end of this section and 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
- 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 governor and 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. While responding to local needs, the district goals shall be aligned with the current biennial goals adopted at convention and the Zonta International strategic plan, and focus within the context of Zonta's mission.

A district conference is held at least once during each biennium to promote the objects and programs of Zonta International and to conduct the business of the district. The governor, lieutenant governor, 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:

- Governor
- Lieutenant Governor
- Area Directors (and optional Vice Area Directors)
- Treasurer
- Secretary (as appointed by the Governor and has no vote on the district Board).

## **AREAS**

- With the approval of the majority of the clubs affected, the district board shall establish areas and outline their boundaries to implement the administrative functions within the district. Areas shall be named in numerical order." It looks like the clubs in conjunction with the District Board decide on areas.
- 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 and optional vice area directors can be elected at this meeting or at the district conference.
- 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 and stays in contact with clubs in the area.
- 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.

## **CLUBS**

The individual Zonta club is the basic organizational unit of Zonta International. A club shall be accepted as a member of Zonta International and issued a charter if it has paid dues and fees, and provided it has elected officers, is represented by the number of classifications specified in Section 2.(b), has the minimum charter membership, and has met any other requirements established by the Zonta International Board of 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 club bylaws template can be found on the Zonta International website.

## **CLUB BYLAWS TEMPLATE**

[Available on the Zonta International website under Member Resources/Tools/Club Tools](#)

## **CLUBS WITH FEWER THAN SIX (6) MEMBERS POLICY**

(Amended October 2010 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

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

- President
- Vice President
- Secretary
- Treasurer
- Directors (2)

## **POLICY ON NAMING CLUBS**

(Adopted June 2009 by the Zonta International Board)

(Previously adopted October 2003, revised November 2003)

[Available on the Zonta International website under Member Resources/Policies](#)

## **Club Termination**

Club membership in Zonta International may be terminated if the club has failed to:

- Pay club dues or other financial obligations to Zonta International.
- Meet quarterly, and function as a Zonta unit.
- Maintain the required diversity of classifications specified in Article IV Members Section 2. (b) of the international bylaws.

If a club decides to disband, the club must first notify the area director. If the club, after taking all necessary steps together with the area director to avoid disbandment, decides to disband, it shall inform the governor who shall inform the International President and the Executive Director immediately

Terminated or disbanding clubs must pay all legal debts and service obligations and disburse remaining assets to the Zonta International Foundation, except for operating funds which shall revert to the district for organization and membership.

## **Club Suspension or Expulsion**

A club can be suspended or expelled by the ZI Board if it has acted in a way to injure the good name of Zonta or hamper its work

## **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 clubs in selecting and implementing their projects that affect women, offer mentoring and career guidance, and create opportunities for Z/Golden Z club members to learn about women's issues. The Emma L. Conlon Service Awards recognize Z/Golden Z clubs that implement outstanding projects.

## **Z and Golden Z Club Manual**

[Available on the Zonta International website under Member Resources/Manuals](#)

## **MEMBERSHIP**

The membership of Zonta International consists of:

- All Zonta clubs in good standing (have paid all dues and fees and have 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 Honorary Members. A “classified member” is a decision-maker accepted for membership under a major classification as shown in the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual.

Eligible for membership are executives and professionals, or others in a decision-making capacity who are willing to support and implement the Mission and Objects of Zonta International. Membership candidates 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.

### **Member Benefits**

Zonta membership provides the opportunity to:

- Socialize and network locally, nationally and internationally with experienced, involved professionals working in many different fields, who seek to help women reach their potential.
- Work together, through service and advocacy, towards common goals, i.e., the objectives of Zonta.
- Experience the warmth of international fellowship. Members are welcomed at Zonta clubs worldwide.
- Develop leadership skills and promote personal growth and self-confidence by participating actively in committees and accepting leadership roles on boards in a friendly, supportive atmosphere.

### **Member Responsibilities**

The responsibilities of a club member are to:

- Pay all dues, fees and assessments promptly.
- Attend club and relevant committee meetings and club events.
- Be familiar with club bylaws and parliamentary procedure.
- Participate actively in meetings and deliberations and accept majority decisions.
- 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 through the Zonta International Foundation.
- Keep informed about Zonta International and its activities through *The Zontian*, monthly e-newsletter, social media tools and/or the Zonta International website ([www.zonta.org](http://www.zonta.org)).

## **EXTERNAL RELATIONS**

**Definition of “external relations” can be found in the International Manual.**  
[Available on the Zonta International website under Member Resources/Manuals](#)

**Policy on Other Organization Positions**  
 (Adopted April 2005 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

## **ZONTA INTERNATIONAL FOUNDATION**

The Zonta International Foundation (ZIF) was founded in 1984 (and incorporated in 1985). The corporation is organized exclusively for charitable purposes to carry out the charitable objectives of Zonta International, including providing service at the global and local levels and to support charitable organizations that advance the charitable objectives of Zonta International Foundation.

### **Club Role in Fundraising**

Biennial goals are proposed and voted on at convention. The biennial goals are aligned with Zonta International’s mission, objectives and strategic goals. They are intended to provide the structure for districts and clubs to develop their own biennial goals and strategic goals, while taking into account the context of Zonta International’s mission and responding to local needs. As a guideline, Zonta International Foundation and the Zonta International Board strongly encourage each club to contribute one-third (33%) of all service monies raised locally to the Zonta International Foundation in support of the biennial fundraising goals. Contributions to the Zonta International Foundation are voluntary. No club or individual is required to make a contribution; however, the primary purpose of the Foundation is to raise the funds necessary to support Zonta’s international service programs.

**Donate Now**  
[Available on the Zonta International website under ZI Foundation/Donate Now](#)

**ZIF MANUAL**  
[Available on the Zonta International website under Member Resources/Manuals](#)



## ZONTA INTERNATIONAL HEADQUARTERS

Zonta International leases office space in Oak Brook, Illinois, USA, where both Zonta International and the Foundation have their Headquarters. The ZI Headquarters' paid staff consists of an Executive Director and (currently) approximately 13 staff employees.

Address: 1211 West 22nd Street, Suite 900, Oak Brook, Illinois 60523, USA

Phone: +1 630 928 1400; Fax: +1 630 928 1559

Zonta Membership Email: [memberrecords@zonta.org](mailto:memberrecords@zonta.org)

Zonta International Foundation Email: [contributions@zonta.org](mailto:contributions@zonta.org)

Zonta International Email (general inquiries): [zontaintl@zonta.org](mailto:zontaintl@zonta.org)

Public Relations and Media Email: [pr@zonta.org](mailto:pr@zonta.org)

Programs Email: [programs@zonta.org](mailto:programs@zonta.org)

Website Email: [webmaster@zonta.org](mailto:webmaster@zonta.org)

## SOURCES OF INFORMATION

Publications automatically forwarded from ZI Headquarters or:

- Zonta International Governing Documents (every even year in fall club mailing) – one copy per club and published on the website under [Member Resources/Governance](#).
- *The Zontian* is the biannual magazine of Zonta International and is provided to every Zontian and posted on the website under [Media&News/Publications](#). The program issue of each biennium is of particular interest and presents the International President, Governors and International Committee Chairmen and plans for the biennium.
- Zonta International e-Newsletter is emailed to every Zontian with an updated email address and posted on the website under [Media&News/Publications](#).

## PUBLICATIONS AVAILABLE ON THE WEBSITE ONLY

International Manual – Fall 2011 – [Member Resources/Manuals](#)

District Manual – [Member Resources/Manuals](#)

Club Manual – [Member Resources/Manuals](#)

Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual – [Member Resources/Manuals](#)

Z Club and Golden Z Club Manual – [Member Resources/Manuals](#)

Protocol Manual – [Member Resources/Manuals](#)

Social Media (Facebook, LinkedIn, YouTube, Twitter, and Flickr) – [Media&News/SocialMedia](#)

## VIDEOS

Dues Instruction Videos in English, French, German, Italian, Japanese, and Spanish – [MemberResources/Tools/ClubTools](#)

## **PUBLICATIONS FOR ORDER AND PURCHASE FROM ZI STORE**

Please see the Zonta store on the website – [MemberResources/ZontaStore](http://MemberResources/ZontaStore)

- Governing Documents
- Z and Golden Z Club Manual
- Zonta brochure pack
- *This is Zonta* card pack

## **WEBSITE – [www.zonta.org](http://www.zonta.org)**

The Zonta International/Zonta International Foundation website 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):

### **WHO WE ARE**

- ZI History
- Become a Zontian
- Leadership and Structure
- Financial Information
- Organizational Goals & Results
- Contact Zonta

### **WHAT WE DO**

- International Advocacy
- International Programs
- Club Success Stories

### **ZI FOUNDATION**

- Funds
- Ways to Give
- Donate Now
- Chicago Marathon Team

### **MEMBER RESOURCES**

- Leadership Access
- Update Your Member Profile
- Governance
- Manuals
- Policies
- Forms
- Tools
- Directory
- Zonta Store
- Convention
- FAQ's
- Calendar

## **MEDIA & NEWS**

- Latest News
- Publications
- Photo Gallery
- Social Media
- Zonta and the Say NO-UNiTe Campaign

## **ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION**

Please use the following order to communicate with Zonta International leadership:

- Club Member
- Club President
- Area Director
- Governor
- Board Liaison
- Board of Directors
- International President

Individual Zonta members receive information about Zonta directly via club and area meetings, district conferences, club, area, and/or district newsletters, club and district websites, the International Convention, *The Zontian* magazine, Zonta International e-newsletter, social media tools, and the Zonta International website.

## 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**

Efficient leadership is crucial for the effective functioning of Zonta clubs. The club board must propose goals and activities that complement and enhance those of the Zonta International strategic planning framework (i.e., *A Course for the Future – 2010 and Beyond* [see website [www.zonta.org/MemberResources/Governance](http://www.zonta.org/MemberResources/Governance)]). Goals and activities should be specific, attainable and effective, to demonstrate clear direction.

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, 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 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, advocacy actions, service 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 expenses.
- 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**

- Acquire a thorough knowledge of the objects, projects and policies of Zonta International.
- 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.
- 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 Zonta 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 website. Encourage members 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.
- 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 website provides simple, direct information for prospective members and award recipients, and that the website address is reported to ZI Headquarters.
- Use links to the ZI website 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 governor if a proxy is needed.



- Ensure that annual per capita dues, with a current and complete club member list with information requested by ZI Headquarters, are sent to ZI Headquarters by 1 June annually. Club officer contact information form is due to ZI Headquarters by 1 May.
- Ensure that the club maintains a permanent club email address, that it is reported to ZI Headquarters, and that the email 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 club 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 club 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: service, finance, 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 of 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 governor for at least one year after their charter date.

If a **corresponding secretary** is elected, the following could be the responsibilities given. Otherwise, these duties 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 website under [Member Resources/ "Update Your Member Profile"](#). Promptly report to ZI Headquarters new member contact details by using the Member Report Form posted on the ZI website under [Member Resources/Forms](#). Coordinate with club treasurer or membership chairman.
- Keep a record of all members' attendance at meetings (if applicable).

- Send a Club Officers Contact Information Form (see Part 3) to ZI Headquarters, the area director and the 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 governor receive the club's newsletter.
- Ensure that the club number is used on all correspondence with ZI Headquarters.
- Handle the club's email box (unless assigned by the president to another member) to ensure timely response to all email 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:

- Administer the funds of the club in accordance with the approved budget.
- Prepare and present the annual (or biennial) budget.
- 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 USA, the IRS 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 ensuring 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 (see Part 3).
- Pay annual per capita dues and fees to Zonta International by 1 June 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 account (which differs from club dues payments). See Part 3.
- Determine and follow all state, provincial, and country filing requirements. (United States clubs, see Section 18, US Tax Matters)

(Clubs outside the USA, should 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 service fund, the other for the operating fund.

### **International Dues**

- Per capita dues are to be paid annually for all members by 1 June.
- New members admitted from 1 June through 30 November pay full year per capita dues.
- New members admitted from 1 December through 31 May pay half of the per capita dues.
- Reinstated members pay full year per capita dues no matter what time of year they are reinstated.
- New and charter members pay a special “new/charter member fee” and reinstated members pay a processing fee in addition to the dues.
- Dues renewals are due 1 June.

### **Clubs with Outstanding Dues**

- Headquarters will notify the appropriate governor, president and treasurer of all clubs in arrears for dues and fees that unless their financial obligations are met within forty-five (45) days after due date, the club shall forfeit its membership. After another forty-five (45) days, Headquarters shall notify the appropriate governor, president and treasurer of each club still in arrears that the club has forfeited its membership through nonpayment of dues and fees.
- The Executive Director will notify the ZI Board when club dues are unpaid.

## **PAYMENT PROCEDURES FOR INTERNATIONAL DUES AND FOUNDATION CONTRIBUTIONS**

### **For Zonta International Dues Payments**

Note: Zonta International is able to accept payment through US dollars and Euros.

Please visit the Zonta website – [Member Resources/Tools/Club Tools](#)

### **For Zonta International Foundation:**

Please visit the Zonta website – [ZI Foundation/Ways to Give](#)

## **FINANCIAL ACCOUNTABILITY AND RESPONSIBILITY POLICY**

(Adopted June 1999 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

Accounting practices as described below should be followed according to the generally accepted standards in your country.

### **Cash Receipts**

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?)

- Total the amount column.
- Total all the other columns.
- Add the totals of all the other columns. This should equal the total of the amount column.

### **Cash Disbursements**

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?)

- Total the amount columns.
- Total all the other columns.
- Add the totals of all the other columns. This should equal the total of the amount column.

### **Bank Statement Reconciliation**

- From the monthly bank statement record the balance.

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

### **Bank Reconciliation Proof**

- Record beginning cash balance.
- Add the total amount from the monthly cash receipts worksheet.
- Subtract the total amount from the monthly cash disbursement worksheet.
- This is the adjusted bank balance and should equal step 5 above.

### **Financial Statements**

- Record beginning cash balance.
- 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.
- Record expenses (cash disbursements) by category, then total all the expenses. This total should equal the total amount from the monthly cash disbursement worksheet.
- 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.

Suggested Cash Receipts, Cash Disbursements, Bank Statement Reconciliation, Bank Reconciliation Proof, and Financial Statements forms/templates are available on the Zonta International website under [Member Resources/Forms](#).

## **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.

General liability insurance is a necessity for clubs in North America. Therefore, Zonta International has arranged for group general liability coverage for clubs in this region and the districts which serve them. An additional fee is added to the dues billing for this insurance only for these clubs. Coverage is automatic for North American clubs in good standing.

Please see the ZI website for more information on general liability insurance under [Member Resources/Tools/Club Tools](#).

(Special Note to North American clubs: 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

  - Service Committee

  - Organization, Membership & Classification (OMC) Committee

  - Legislative Awareness and Advocacy 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:

- Organization, Membership and Classification Committee
- Service Committee
- Legislative Awareness and Advocacy Committee

### **OPTIONAL COMMITTEES**

The club may establish other committees in order to achieve its goals. These committees may include a program committee, attendance committee, scholarship, awards and fellowship committee, inter-city committee, public relations and communications 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 committee chairmen.

- 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.
- A committee may consist of one person. Each committee may have subcommittees.
- 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 club 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 Zonta International *Course for the Future – 2010 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 website (<http://www.zonta.org>)

## **COMMITTEE RESPONSIBILITIES**

### **Responsibilities of the Club Committee Chairman**

- Establish the goals for the committee in cooperation with the club president and club 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.

### **Committee Job Descriptions**

## **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 – 2010 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 in getting involved with club activities and learning 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.

Please see the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual for information on the following:

- Membership Growth
- Growth of Existing Clubs
- Starting a New Club

## Resources

- Zonta International website ([www.zonta.org](http://www.zonta.org))
  - [Member Resources/Manuals](#) - Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual
  - [Member Resources/Tools/Membership Tools](#)
  - [Member Resources/Tools/Club Tools](#)
  - O&E Kit (from ZI Headquarters) – this kit is provided once the governor has requested authorization from Zonta International for new club organization by submitting the signed form
  - Zonta brochures
  - OMC international and district committee or lieutenant governor

## SERVICE COMMITTEE

Recommends action in accordance with the Objects of Zonta International to improve the status of women through international service projects and shall encourage and support local service projects that are aligned with Zonta International's goals.

## Responsibilities

- Promote local service projects that improve women's legal rights, health, education, economic status and end violence against women and enhance women's self-esteem.
- Coordinate programs of Zonta International, and the club, at 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 current international projects (*It is recommended that one-third (1/3) of total funds raised be contributed to Zonta International Foundation-funded service programs.*)
- Consider taking action by:
  - Offering support, financial or advocacy, in the effort to achieve justice, human rights and fundamental freedoms.
  - 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 April 2005 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

### **Zonta International Service Program Project History 1956-2010**

[Available on the Zonta International website under What We Do/International Programs/InternationalServiceProgram/Related Information](#)

### **Resources**

- ZI/ZIF website ([www.zonta.org](http://www.zonta.org))
  - Member Resources/Tools/Service Tools
  - What We Do/International Programs
  - ZI Foundation
- *The Zontian* magazine and ZI Headquarters club mailings
- The United Nations and its agencies
- Relevant district chairmen of the service committee
- Reports of governmental bodies
- Zonta International convention resolutions (when applicable)
- Other materials such as Zonta position papers, workshop papers, etc.

## **LEGISLATIVE AWARENESS AND ADVOCACY COMMITTEE**

Supports improving the status of women and women's human rights and advocates to influence the laws and attitudes that affect women's lives at the club, district and international levels.

### **Responsibilities**

- Engage actively in LAA activities to improve the status of women locally.
- Develop resources for members to be effective advocates in their communities.
- Report on successful advocacy outcomes through the Zonta International website under Member Resources/Share your Story and Media and News/Social Media.
- Promote service projects through linking of outcomes to inform about the status of women, thus emphasizing advocacy through service.
- Work closely with the district LAA committee and club service committee.
- Work in cooperation with other organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and girls in their community.

### **Resources**

- ZI/ZIF website ([www.zonta.org](http://www.zonta.org))
  - [Member Resources/Tools/Legislative Awareness & Advocacy Tools](#)
  - [What We Do/International Advocacy](#)

## **Section 4**

# **Club Nominating Committee and Club 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 Nomination 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 April 2005 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

## 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.
- 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 members 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 club 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 12).
- 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*. Each club shall adopt a recognized parliamentary authority used in its country. See Section 12 – 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 agenda 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.
- 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.”

### **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)?”

### **Report 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

For a complete description, please refer to Section 12.

### A Motion is composed of:

- Reference to the agenda item
- The words “I move” followed by the statement of the motion
- The rationale (background) for the motion

## 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:

- 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 on Zonta website – [Member Resources/Manuals](#))

**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

Electronic Communications Policy

- Networking Policy and Guidelines
- Email Policy
- Blogging and Social Networking Policy
- Policy for Zonta Club and District Websites

Club websites

Policy on the use of member information

ZI website resources for member information and networking

## ZONTA COMMUNICATION

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

The e-Newsletter is emailed monthly and contains a president's message, the latest news, general updates, monthly member profile and calendar of upcoming events.

### ZONTA INTERNATIONAL ORGANIZATION AND COMMUNICATION

Please use the following order to communicate with Zonta International leadership:

- Club Member
- Club President
- Area Director
- Governor
- Board Liaison
- Board of Directors
- International President

Individual Zonta members receive information about Zonta directly via club and area meetings, district conferences, club, area, and/or district newsletters, club and district websites, the International Convention, *The Zontian* magazine, Zonta International e-newsletter, social media tools, and the Zonta International website.

### ZI HEADQUARTERS COMMUNICATIONS

[See Zonta International website under Who We Are/Contact Zonta](#)

#### Direct Mailings from ZI Headquarters to Club Presidents

The majority of information is sent to clubs via email, directing the club to the ZI website for complete information. For this reason, it is extremely important that each club inform ZI Headquarters of the club's **permanent** club email address. **All new clubs are expected to establish a permanent club email address at the time of chartering.**

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

- Governing Documents – once a biennium.
- 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).
- Various relevant materials at time of mailing

## **Direct Mailings to all Zontians**

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

Members who do not wish to receive a printed copy of the magazine can choose to read the magazine on the ZI website in its digital format. Members selecting this option will be notified via email when a new issue of the magazine is available online. To remove themselves from the distribution list for the printed magazine, members should send a request with their name, club and preferred email address to [pr@zonta.org](mailto:pr@zonta.org).

## **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 the club president, area director, Lt. governor and 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 and should:

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

### **Area Director's Newsletter**

Three or four are recommended each year and should:

- Contain information from district board meetings and area meetings.
- Contain 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, governor, district chairmen and others as decided by the club. The content could include:

- 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, email notification and website 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 Governing Documents) contain provisions for circularization of organizational information.

- Membership lists (i.e. club rosters, Zonta International directories, district directories, or other lists including members' addresses and/or telecommunications numbers) are not to be made available to non-Zontians, or used by Zontians, for the purposes of selling goods and services or for personal, financial or political gain.
- Zontians will not use membership lists or act in any other way to contact other Zontians for the purposes of lobbying for or against proposals that will be voted on, or for or against nominations for office or candidates who are running for office, at international conventions, district conferences or other Zonta meetings.
- Membership lists may be provided to other organizations with the approval of the International Board and with that of the district boards and in compliance with any local privacy legislation.
- Except as is mentioned above, Zontians are encouraged to network with each other for business purposes.

## **ELECTRONIC COMMUNICATIONS POLICIES**

- Networking Policy and Guidelines
- Email Policy
- Blogging and Social Networking Policy
- Policy for Zonta Club and District Websites

[Available on the Zonta International website under Member Resources/Policies](#)

## **CLUB WEBSITES**

Every Zonta club is encouraged to have a web presence (either its own site or a page on the district or area site). In the case of new Zonta clubs, it is suggested that appropriate website and email addresses be established at the time of chartering. Club websites should be coordinated with information contained on the district website. Club websites should not duplicate information found on the ZI website but should include a link to the ZI website. Club websites should provide easy access to information and contacts for inquiries from prospective members and award applicants.

## **GENERAL USE OF MEMBER INFORMATION POLICY**

[Available on the Zonta International website under Member Resources/Policies](#)

## **ZI WEBSITE 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 Award applicants.

#### ***Access Available to:***

This feature is available to all website visitors.

#### ***Functions:***

Searches may be:

- By country.
- By state/province.
- By district.
- By club or city name.

#### ***Notes:***

This feature is only useful to the extent that Zonta clubs provide Headquarters with working email addresses and website URLs, and only to the extent that those email addresses are monitored on a regular basis; replies are generated on a timely basis; and websites are maintained with timely, accurate, and relevant information.

### **Directories**

The purpose of the Online Directory is to provide a directory with the most current information available as a professional networking benefit to individual Zonta club members. The online directory should be used for contact information while the International Directory should be used for identifying leadership at the club and district levels.

**Access Available to:**

This member benefit is available only to website-registered Zonta club members. Access to this members-only benefit can be found on the website under [Member Resources/Directory](#).

All membership will be automatically subscribed to the directory unless otherwise noted. 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, and/or country
- Zonta club
- District
- Classification

(Club names and classifications do not have to be precise; searches by club can be done by “contains” or “starts with.” Classification is “equals.”

**Notes:**

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

**Leadership Access to Membership Data and Summary Lists**

**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.

Governors, Lt. governors and district treasurers have access to this feature for the appropriate district upon 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.

**Zonta International Policy on the Use of Member Information by Zonta Leaders.**

[Available on Zonta International Website under Member Resources/Policies](#)



***Functions:***

Those selected Zonta leaders with access to these reports will see a “Secure Leadership Access” link under Member Resources. Links will generate the requested report – Membership Data or Summary Lists.

***Notes:***

Individual members will be included in the results of these reports if they are paid members in Zonta’s membership database. **These reports are not intended to substitute for the Member Services Dues Renewal Notices.** If a member makes a change to their profile through the “Update Your Member Profile” on the website, the changes may not be reflected on the membership data or summary lists for several hours.

## **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 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 light of the Mission and Objects and Foundation contribution goals. In conjunction with above, prepare a club calendar including: Club and club 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 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 governor and area director.	Secretary
	Send Jane M. Klausman club candidate application to governor/committee (depends on district procedures for this program) by 31 May.	Klausman Committee
AUG	In convention years, prepare a written review of convention action. Present the report to the club.	Club Delegate(s)
	Applications for Young Women in Public Affairs awards are available on the ZI website.	Program Committee
	In odd years, candidates for positions at district and international levels shall send their completed nomination documents to the chairman of the district nominating committee	Candidate

Month	Action	By Whom
	Every year: candidates for positions at area level shall send their nomination documents to the area nominating committee.	Candidate
OCT	Receive the Zonta International Directory and new bylaws booklet (even years). Advise all members and make the Directory available.	President
	Observe United Nations Month, especially <b>United Nations Day</b> (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
NOV and DEC	Celebrate 8 November, <b>Zonta International Day</b> , with Founders Day commemorations.	Program Committee
	15 November – Amelia Earhart Fellowship applications due to ZI Headquarters.	Program Committee
	Observe <b>International Day for the Elimination of Violence Against Women</b> (25 November) and <b>16 Days of Activism Against Gender Violence</b> (25 November-10 December)	Program Committee
JAN	11 January – <b>Amelia Earhart Day</b> .	
	Schedule Amelia Earhart activities for this month.	Program Committee
	Applications for Jane M. Klausman Scholarships are available on the ZI website.	Program 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 – <b>International Women's Day</b> and <b>Zonta Rose Day</b> .	
	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 governor (due 1 April).	Program 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 and committees.	Club Board
	Hold elections (optional) for officers, directors and nominating committee.	Nominating Committee
	Send Club Officers Contact Information 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

Month	Action	By Whom
	Emma Conlon Award nominations due 30 April to ZI Headquarters.	Program Committee
	In even years, elect club delegates to convention.	President

Month	Action	By Whom
MAY	Send per capita dues together <b>with updated Club member list</b> 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 August.	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 governor/committee (depends on district procedures for this program) by 31 May.	Klausman Committee

## **SELECTED UNITED NATIONS DAYS AND OTHER SIGNIFICANT DATES**

### **September**

Third Wednesday – 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

## **Part 2**

# **Resources and Reference Materials**

**SECTIONS 8-14**

## **Section 8**

# **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. Convention is the highest decision-making level of Zonta International. 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 website 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 promotional 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.
- 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 website under [Member Resources/Convention](#)).
  - Copy of the credentials registration form/confirmation.
  - Registration and hotel confirmation notice.
  - 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:

- 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 website, social media tools and *The Zontian* magazine will inform members of convention and biennium news.

## CONVENTION YEARS AND LOCATIONS

[Available on Zonta International Website under Member Resources/Conventions](#)

## **Section 9**

# **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 records 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.
- 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 speech 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.
- 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.

### The following archives should be retained:

- 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.
- Files relating to commencement of club, charter, incorporation, bylaw options, special projects and significant activities.
- Scrapbooks, photographs and 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:** .....

<b>Title</b>	<b>Retain in Club</b>	<b>To Archives or Destroy</b>
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. You may choose to save photos in an album or digitally to save space. For best results, digital photos should be saved using a standard 300 ppi (pixels per inch) resolution.

## **Resources**

Zonta International Public Relations and Communications Committee archives specialist  
District historian

## **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 10**

# **Zonta History and Zonta Emblem**

### **Includes**

- History of Zonta International
- Resources
- Zonta's name
- The Story of the Zonta Emblem
- 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 80<sup>th</sup> anniversary

## **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.

## **THE STORY OF THE ZONTA EMBLEM**

[Available on Zonta International Website under Who We Are/ZI History/Related Information](#)

## **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 and the Zonta International Foundation purchased the building at 557 West Randolph Street in Chicago. Today, Zonta International and the Foundation are located at 1211 W. 22<sup>nd</sup> Street in Oak Brook, IL, a western suburb of Chicago.

## **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 2011, there were approximately 1200 Zonta clubs in 64 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 of UN activities and actions. In 1963, Zonta International was granted Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations. This status was upgraded to Category II Consultative Status in 1969 and 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, the United Nations Development Fund for Women (UNIFEM), and 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." On July 2, 2010, the United Nations Development Fund for Women (UNIFEM) became part of the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women). Zonta International has Consultative Status with UN Women.

## **GUIDELINES FOR THE USE OF THE ZONTA INTERNATIONAL LOGO**

(Adopted October 2010 by the Zonta International Board)

[Available on the Zonta International website under Member Resources/Policies](#)

## **INTERNATIONAL PRESIDENTS AND BIENNIAL THEMES**

[Available on the Zonta International website under Who We Are/ZI History/Related information](#)

## **CHRONOLOGICAL ORDER OF ZONTA COUNTRIES AND GEOGRAPHICAL AREAS**

Available on the Zonta International website under [Who We Are/About Zonta International](#) – Click on 64 Countries

## **Section 11**

# **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 website.

### **ZONTA – THE ORGANIZATION**

**What is Zonta International?**

[Available on Zonta International website under Who We Are](#)

**What does Zonta International do?**

[Available on Zonta International website under What We Do](#)

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

[Available on Zonta International website under What We Do](#)

**How is Zonta International structured?**

[Available on Zonta International website under Who We Are/Leadership and Structure](#)

**What is the origin of the word Zonta?**

[Available on Zonta International website under Who We Are/ZIHistory/RelatedInformation/The Story of the Zonta Emblem](#)

**What do Zontians actually DO?**

[Available on Zonta International website under Who We Are/Become a Zontian/WholsAZontian](#)

**Which is the correct logo to use?**

[Available on Zonta International website under Member Resources/Policies/Guidelines for Use of the Zonta International Logo.](#)

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

[Available on Zonta International website under ZI Foundation and Member Resources/Foundation Tools 2010-2012 Foundation PowerPoint](#)

**What is the history of the Zonta International Headquarters building?**

[Available on Zonta International website under Who We Are/ZI History](#)

## **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.

### **Who is eligible for classified membership?**

[Available on Zonta International website under Who We Are/Become a Zontian/Join Zonta](#)

### **How does the classification system work?**

Please see the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual

[Available on the Zonta International website under Member Resources/Manuals](#)

### **What is the duration of classified membership?**

Please see the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual

[Available on the Zonta International website under Member Resources/Manuals](#)

### **Can men join Zonta clubs?**

[Available on the Zonta International website under Member Resources/FAQs](#)

### **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 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?**

[Available on the Zonta International website under Member Resources/Forms](#)

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

Length of Membership Award Nomination Form

[Available on the Zonta International website under Member Resources/Forms.](#)

### **How are International Honorary Members named?**

International Honorary Membership Nomination Form

[Available on the Zonta International website under Member Resources/Forms.](#)

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

A complete list is available on the [Zonta International website under Who We Are/Become a Zontian](#)

## **CLUBS AND CLUB OPERATIONS**

### **When do clubs meet?**

Clubs meet 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?**

Please see the Zonta International Campaigning Policy



[Available on the Zonta International website under Member Resources/Policies](#)

**May Zonta endorse a political candidate?**

Please see the Zonta International Advocacy Policy

[Available on the Zonta International website under Member Resources/Policies](#)

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

Please see the Guidelines for Use of the Zonta International Logo

[Available on the Zonta International website under Member Resources/Policies](#)

**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?**

[Available on the Zonta International website under Member Resources/FAQs](#)

**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?**

Please see the Zonta International Membership Manual: Marian de Forest Membership and Classification Manual and Organization and Extension Manual.

[Available on the Zonta International website under Member Resources/Manuals](#)

**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 do I obtain the club mailing?**

[Available on the Zonta International website under Member Resources/FAQs](#)

## **What are some of the items Zontians may purchase through the ZI Store?**

Clubs may order publications and materials from the Zonta Store, including:

- Governing Documents
- The *Zontian* magazine
- Membership Brochures
- This is Zonta tri-fold card
- Jewelry
- Accessories

Prices are available on the Zonta website under [Member Resources/Zonta Store](#).

## **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 online directory is one method of arranging communication and special relationships between members and clubs.

### **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 online directory on the website 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 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?**

[Available on the Zonta International website under Member Resources/FAQs](#)

### **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 two candidates are nominated for each office and elections take place at the international conventions.

## **What is the process for club/district amendment to the Zonta International Bylaws?**

[Available on the Zonta International website under Member Resources/FAQs](#)

## **Why is it essential to separate the payment of international dues 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 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?**

Instructions to transfer dues payments are available on the Zonta website under [Member Resources/Tools/Club Tools](#).

Instructions to transfer Foundation contributions are available on the Zonta website under [ZI Foundation/Donate Now](#).

## **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” refer 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 ten hours per week for three weeks, then the hours recorded will be 30 hours (ten hours at three weeks). It does not matter if two members spend 15 hours each or five members spend six hours each.

“Service hours” do 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 the Zonta website [ZI Foundation](#) for more information on contributing to the Zonta International Foundation or contact your district foundation ambassador.

## **ZONTA'S EXTERNAL RELATIONS**

### **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), United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), 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 12**

# **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 shall adopt 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

### 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.

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 page 89, there are thirteen ranking motions that have an order of precedence; or in other words, certain motions have priority over other motions.

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. A partial list of incidental motions is included in the chart on page 90.

### **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. A chart of such motions is on page 91.

### **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.

### Thirteen Ranking Motions

Motion	Second	Debatable	Amendable	Vote Needed	Purpose
<b>Privileged Motions</b>					
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
<b>Subsidiary Motions</b>					
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 time (definitely)	Yes	Yes	Yes	M	To postpone action to a later time
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
<b>Main Motion</b>					
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)*

<b>Motion</b>	<b>Second</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Needed</b>	<b>Purpose</b>
Appeal	Yes	Yes	No	M	To reverse the decision of the chair
Consider motion Seriatim	Yes	No	Yes	M	To consider any document by sections or paragraphs
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 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

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.					

## **Section 13**

# **Installation Ceremonies**

### **Includes**

Induction of new members

Installation of club officers and board of directors

# CLUB INSTALLATION CEREMONIES

## 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.)*

**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."

**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.



**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 14**

# **US Tax Matters and Filing Requirements**

### **Includes**

- Zonta International – tax status
- Zonta International Foundation – tax status
- Zonta clubs in the US – tax status
- Implications for clubs in the US

## **US TAX MATTERS AND FILING REQUIREMENTS FOR US CLUBS**

*Note: This information is only important for clubs in the US. 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 more than US\$25,000 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. Clubs may choose to file as part of the group return or file a separate return on their own. Clubs in the United States with gross revenues of \$25,000 or less are required to file a 990-N (e-postcard) electronically with the IRS. 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 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.

# PART 3

# FORMS

Please see [ZI website/Member Resources/Forms](#)

Authorization for Entering a New Country Form  
Authorization Request for Organizing a New Zonta Club Form  
Club Officers Contact Information Form  
Convention Delegate Registration Form  
Convention Proxy Form  
Donation Form  
Dues Chart  
Expense Reimbursement Form  
FEIN Form  
Form 990 Spreadsheet for Group Filing  
International Honorary Membership Nomination Form  
Length of Membership Award Nomination Online Form  
Member Report Form (Form B)  
Membership Dues Payment Transmittal Forms (Form C)  
    European  
    North American  
    Non-North American/Non-European  
Membership Incentive Form for Club Presidents  
Membership Incentive Form for SOM Chairmen  
Meritorious Service Award Nomination Online Form  
New Z Club or Golden Z Club Authorization  
Prospective Member Questionnaire Form  
Prospective Member Referral Online Form  
Recurring Gift Form for Credit Card or Direct Debit  
Sample Bookkeeping Worksheets  
Suggested Club Committee Assignment Request Form  
Suggested Nomination for Club Office Form  
Z Club or Golden Z Club Disbandment Form

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