

ZONTA INTERNATIONAL

DISTRICT 7

PRESIDENT'S HANDBOOK

Property of

Zonta Club

of

March 2004

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**ZONTA INTERNATIONAL
DISTRICT 7
PRESIDENT'S HANDBOOK**

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PART I

GETTING ORGANIZED

YOUR RESPONSIBILITIES

Article XIV Section 5 (a) of the Zonta International Bylaws describes the presidents duties:

(a) **President.** The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. Subject to approval by the board, the president shall appoint chairmen of standing committees and all other committees except the Nominating Committee. The president shall be ex-officio a member of all committees except the Nominating Committee.

Usually the most important duty of a president is to preside at all business meetings, but as president of a Zonta club you are also responsible for:

- Assisting club members in realizing and appreciating the International aspect of Zonta.
- Assisting club members in reaching their full potential as members and as club and district leaders by:
 - seeing that club officers, committee chairmen, and board members have copies of the relevant sections of the “Manual of Procedures” (ideally a copy of the manual);
 - ensuring that club committee chairmen understand what their responsibilities are;
 - mentoring the vice president who will assume the duties of office of the president.
- Keeping club members informed of district and international activities by:
 - distributing the district governor’s and the area director’s newsletters to each member;
 - appointing a club newsletter editor.
- Becoming involved in district and international affairs by attending district conference, district seminar, convention, workshops, and leadership training.
- Ensuring the timely submission of reports and dues to district and international.
- Informing the Area Director and District Governor of club activities and problems

ANNUAL CALENDAR

District 7 and Zonta International Due Dates

<i>Date</i> ^a	<i>Activity</i>	<i>Copies</i>	<i>Distribution</i>
June 1	District Dues are due by 1 June		to district treasurer
	International Dues are due by 1 June		to headquarters
July 1	Club Officers and Committee Chair Report	4	ALL go to area director
July 31	Membership List (name and address of each member)	4	ALL go to area director
Sept 15	Delegate Credentials for District Conference (odd years only)		to district governor
October	District 7 Conference (typically 2 nd weekend of month)		
April 1	District 7 Club Annual Report (report of activities)	1	to area director
	Members dues and fees due		to club treasurer
May 1	International Club Officer Report due	3	One each to area director, district governor and headquarters
May 1	International Convention Delegate and Proxy Forms (even numbered years)	2	One each to district governor and headquarters

^a Date indicates the deadline when reports or dues are due NOT the date to mail them.

NEWSLETTER AND INFORMATION MAILINGS

June/July	Zontian	
July		AD Newsletter
August		Governor's Newsletter
September		Club Mailing
September	Zontian	
October		AD's Newsletter
November		Governor's Newsletter
December	Zontian	Club Mailing (odd years)
January		AD's Newsletter
February		Governor's Newsletter
March	Zontian	Club Mailing
April		AD's Newsletter
May/June		Governor's Newsletter

DISTRICT 7 PROGRAM SUGGESTIONS

<i>Month</i>	<i>Program</i>	<i>Responsible Committee</i>
September	Membership/Orientation	Membership and Organization Committee
October	United Nations	United Nations Committee
November	Zonta International Birthday	Status of Women Service Committee
December	Holiday Party	
January	Amelia Earhart	Amelia Earhart Subcommittee
February	Young Women in Public Affairs	Z Club and/or YWPA Subcommittee
March	Violence Against Women and Children	ZISVAW Subcommittee
April	Environment	Environment Subcommittee
May	Annual Reports & Installation of Officers	Board
June	Club Outing	Fellowship Committee
July		
August	Long Range Planning	Board and Entire Club

PLANNING FOR THE CLUB YEAR
MAY and/or JUNE

Now is the time to make plans for the coming Zonta year. Study the *Zonta Manual of Procedures* (December 1999). It gives you good information on Zonta and on the responsibilities of each officer and committee within the club.

1. Outline your goals for the coming year.
2. Develop goals in conjunction with your board and/or committee chairs.
 - a) For this year/biennium.
 - b) For club long range goals.
3. Share goals with the board, committee chairmen, and with the club membership.
4. Think about committee selections.
 - a) Standing committees are subject to the approval of the board of directors.
 - b) Other committees can be selected by the president.
 - c) Review leadership and service capabilities of members with outgoing president.
 - d) Each club member should be a member of a committee.
 - e) Assign new members to a committee as soon as possible.

5. Plan an orientation for board, officers, and chairmen following the June board meeting.
 - Do officers have records and relevant materials from their predecessors?
 - Let chairmen know when reports will be due.
 - Develop a time line for goals and reports.
 - Prepare a packet of information for each officer and chairman:
 - Name, address, and phone numbers of officers and board.
 - List of committees with names, address and phone numbers.
 - Copy of international and club bylaws and club standing rules.
 - Manual of Procedures
6. Appoint a yearbook/club directory editor and a newsletter editor.

JUNE

1. **ZONTA International and district dues are due by or before JUNE 1.**
2. Confirm with the treasurer that:
 - a. Dues and fees were sent to district and international along with the District and International Dues Transmittal Form and Membership Report Form (pg. x and x).
 - b. If new officers have been installed, that new signature forms have been signed at the bank.
3. Have the club treasurer send contributions to Zonta International Foundation (use the Foundation Transmittal Form, page x).
4. With board approval, appoint committee chairmen and members.
5. Send copies of District 7 Officer and Committee Chairmen Report form (page x) to the area director and district governor.
6. Appoint a club parliamentarian.
7. Prepare the club calendar for the year.
8. Provide the Club Yearbook/Directory editor with the following information for the yearbook/directory:
 - a. Dates and location of regular meetings.
 - b. Special club events with dates and locations.
 - c. District conference dates and locations.
 - d. International convention dates (even years).
 - e. Area workshop dates and locations.
 - f. Officer training sessions, dates and locations.
9. Have program committee begin planning for the year, include the following events:
 - a. October 24, UN Day.**
 - b. November 8, Zonta's Birthday.**
 - c. January 11, Amelia Earhart Day.**
 - d. March 8, International Women's Day.**
10. Plan to attend the Zonta International Convention (even years).

JULY

- Plan new member recruitment and orientation.
- Finalize plans for the club year. Programs should emphasize service and express the International biennium theme and goals.
- Remind club convention delegates that a written report for presentation to the club is expected at the meeting following International Convention.

AUGUST

1. Make plans for celebrating UN Day, October 24.
2. Check with committee chairmen to confirm that:
 - a. They have all the materials necessary for their committee.
 - b. They have scheduled a committee meeting.
3. Have delegates to convention give report to club.
4. Distribute membership yearbook/club directory and other information to members.
 - a. One copy of yearbook/club directory for each member (some clubs provide two to their officers and board members).
 - b. Mail four copies of yearbook/club directory to your area director.
5. Plan for membership recruitment.
6. Review convention actions, using the Program Issue of the Zontian (even years).
7. Encourage district conference attendance (odd years) and district retreat (even years).
8. Vote on delegates to district conference (odd numbered years).
9. Send delegate cards to the district governor (odd numbered years).

SEPTEMBER

1. Remind members of district conference (odd years) and district seminar (even years).
2. Finalize plans for district conference/seminar attendance.
3. If applicable, have treasurer file Form 990 by October 15.
4. Finalize plans for UN Day, October 24.
5. Initiate process for Young Women in Public Affairs and Jane M. Klausman awards; club winners are due to governor in March.
6. Special UN dates:
 - a. September 8: International Literacy Day
 - b. Third Tuesday: Opening of UN General Assembly regular session; International Day of Peace.

OCTOBER

1. Confirm that treasurer has filed Form 990, if applicable.
2. Observe UN Day, **October 24**
3. Finalize plans for **Zonta's Birthday, November 8.**
4. Read and discuss the International President's message (even years).

NOVEMBER

1. Celebrate **ZONTA'S Birthday, November 8.**
2. Nominations for international office are due to the district nominating committee.

DECEMBER

1. Finalize plans for **Amelia Earhart Day, January 11.**
2. Review classifications; implement plans for inviting and initiating new members.
3. Implement plans for inducting new members.
4. Plan a special fellowship event; have each member invite a potential member.

JANUARY

1. Observe **Amelia Earhart Day, January 11.**
2. International and district nominating committee requests for international and district offices mailed to club presidents.
3. Elect nominating committee for the club if not done during regular elections.
4. Plan **International Women's Day Observance, March 8.**

FEBRUARY

1. Emphasize public affairs: programs on local government or current community issues.
2. Recognize an outstanding community leader with an award.
3. Submit nominations to district nominating committees for district offices.
4. Review and finalize service project plans.
5. Finalize Young Women in Public Affairs and Klausman awards and submit to governor by March 1.
6. Remind officers and committee chairmen that annual written reports are due at April or May meeting.
7. Present proposed budget for coming year for approval at annual meeting.
8. Confirm club treasurer has mailed dues notice to membership—dues are due to club by **April 1** (*Zonta International Bylaws Article XIV, Section 3b*)

MARCH

1. Encourage attendance at spring workshop/area meeting; plan to attend as president.
2. Elect delegates and alternates to the international convention (even years).
3. Nominating committee report due.
4. Receive written reports from officers and committee chairmen.
5. Begin annual club report and form (this will be due to area director in early April).
6. In convention year, discuss with the club, issues, elections, etc. that will be covered.
7. **International Women's Day, March 8.**
8. **International Day for the Elimination of Racial Discrimination, March 21.**

APRIL

1. Conduct club annual business meeting (April or May).
 - a. Election of officers.
 - b. Approval of budget for coming year.
 - c. Report of officers and committee chairmen (written report received earlier).
 - d. Present president's annual report.
 - e. Recommendations for coming year.
2. Submit annual report to area director.
3. Submit International Officer Report Form—even if officers are the same—by **May 1**:
 - a. one copy to Headquarters
 - b. one to area director and district governor.
4. Instruct finance committee to conduct an annual audit for fiscal year ending May 31.

MAY

1. Installation of officers, if applicable
2. Arrange for joint meeting of incoming and outgoing board at June board meeting.
3. Have PR chairman arrange for newspaper announcement of club's new leadership.
- 4. Ensure that International dues and updated Club Roster are received at Headquarters by June 1.**
- 5. Ensure that District dues and updated Club Roster are received by district treasurer by June 1.**

RECORDS TO BE RETAINED

It is important for each club to retain certain records reflecting the actions that the club has taken over time. These are suggestions to assist in organization of that archive. These suggestions are the basic minimum recommended by the District Board and can be expanded at the discretion of the club.

Minutes – your state may be willing to archive these for you. Check with the local or state historical society.

Forms –

Club Rosters

Financial Records – The Board recommends that 10 years of financial records are retained including:

- Beginning budget
- End of Year report (projected vs. actual)
- Annual Audits
- Payment Vouchers (3 years only)
- Bank Statements (3 years only)

Some items that could be stored and/or archived at the state or local historical society include:

- Club Charter
- Minutes
- Newsletters
- Rosters

PART II

DELEGATING RESPONSIBILITY

OFFICERS

You have a team of officers and board members who can help you on your task of charting a direction for the club during your term of office and committees that should be responsible for carrying out the work of the club. But you must know what each officer or committee chairman is responsible for and ensure that they have that information. The Zonta International *Club Manual* (December 1999, Part 1, Sec. 2, pg. 19–22) provides a description of the role of each officer. This manual should be part of the tools and resources provided to club officers and board members and they should be encouraged to use the manual as a reference guide.

COMMITTEES

Committees assist you in seeing that club is well run and that each member plays a part. All members should be assigned to a committee. Committees may consist of one person, and committees may have subcommittees. Zonta International bylaws mandate the following committees:

- Status of Women Service
- Organization, Membership, and Classification
- Public Relations and Communications
- United Nations
- Finance
- Nominating Committee (an elected committee, see bylaws Art. XIV, Sec. 8)

Clubs may also establish additional committees as necessary, such as a program committee, inter-city committee, archive committee, etc.

Committee Chairs: Appointment of committee chairmen is the responsibility of the club president subject to the approval of the club board (*Bylaws* Art. XIV, Sec. 9c.)

The *Zonta International Club Manual* provides a description of each committee's responsibilities, resources available to the committee, and suggestions for activities (*Club Manual*, December 1999, Part 1, Sec. 3, pg. 26–33). Each committee member should be provided with a copy of these guidelines to insure the smooth functioning of the committee.

Organization, Membership, and Classification Committee

This committee is vital for the future of a club. Their responsibilities include:

- Developing a plan for identifying and recruiting new members.
- Encouraging every member to invite prospective new members to a meeting.
- Planing and conducting information sessions about Zonta for prospective and new members.
- Developing, implementing, and overseeing a mentoring a program for the club.

Status of Women Service Committee

This committee is responsible for the following programs:

- International Service Projects
- Local Service Projects
- ZISVAW
- Young Women in Public Affairs Awards
- Jane M. Klausman Awards
- Z and/or Golden Z Clubs
- Legislative Awareness and Advocacy
- Amelia Earhart Fellowship Award

Activities of this committee are to:

- Recommend action and service projects to support Zonta's objects, mission, and goals.
- Raise the awareness of status of women issues
- Provide education and development of women
- Publicize and raise funds for local status of women projects, award programs, and international projects.

Public Relations and Communications Committee

The responsibilities of this committee are:

- Media Relations
Develop a comprehensive plan to create external and internal awareness of Zonta.
Create and sustain relationships with local media to accomplish the above.
Identify or recruit members who work in the media and are willing to assist the club.
- International Relations
Promote professional and youth exchanges
Support inter-club projects
Plan and implement Club Twinning or friendship programs with Zonta Clubs in other countries or Districts
- Archives and History
- Club Newsletter and Yearbook/club directory

United Nations Committee

This committee provides information to club members on Zonta International's work with the United Nations and their agencies.

Finance Committee

In many clubs the treasurer may do the work of this committee.

- Prepare and submit the budget to the club board and with their approval to the club for approval at the annual meeting.
- Monitor the budget versus actual income and expenses during the club year.
- Arrange for the club's financial records to be compiled, audited, or reviewed by a CPA or qualified member of the club.
- Recommend suitable investments for the club.
- Report at the annual meeting.

Nominating Committee

- Encourage club members to nominate candidates for vacant positions.
- Contact prospective nominees and obtain their consent for nomination.
- Nominate one or more qualified members for each position to be filled.
- Report the slate of officers, directors, and nominating committee if it is elected at the same time.

PART III

YOUR LIFE PRESERVERS: MANUALS, BYLAWS, AND RULES OF PROCEDURE

MANUALS

There are a number of manuals that are provided by International and by the District to help keep you on track during your tenure as President. These should be part of the President's tools and passed from one President to the next. The international manuals can be downloaded from the Zonta International web site. District 7 materials can be downloaded from the District 7 web site.

Zonta Club Manual (Zonta International, February 2005 or most recent)

District 7 President's Handbook (District 7, March 2004)

Marion de Forest Membership and Classification Manual (Zonta International, December 2003 or most recent)

Zonta International Bylaws (Zonta International, [published even numbered years])

Club Bylaws (every club should have their own bylaws [see pg. 14]; and every member should have a copy of the bylaws).

District 7 Directory

International Directory

Zonta Sales Catalog

BYLAWS; RULES OF ORDER; STANDING RULES

Bylaws prescribe how an organization will function. They may not be suspended, except in very specific circumstances. Article XIV of the Zonta International bylaws contains the bylaws governing the operation of clubs. These bylaws are mandatory for all clubs, except for the sections designated as "club options." Refer to the *Club Manual*, Part 2, Section 15, pp. 88–96 for a full discussion on which sections may be amended by the club.

Rules of Order cover the orderly transaction of business and are usually contained in the adopted parliamentary authority. In the case of Zonta Clubs in the United States, *Robert's Rules of Order Newly Revised*.

Standing Rules relate to details of administration and are adopted as the need arises. (What are often erroneously referred to as "Club Resolutions.")

Rules	To Adopt	To Amend or Rescind	
		w/out notice	w/notice
Bylaws	Majority	Majority of membership	Two-thirds
Rules of Order	Majority	Majority of membership	Two-thirds
Standing Rules	Majority	Two-thirds or majority of entire membership	Majority

Motions

Ordinary motions are introduced by “I move” followed by the proposal to be considered. Motions require a second before they can be discussed.

Resolutions

Resolutions are motions where the proposer wishes to express a sentiment or a conviction, or to be sure that a motion is meticulously stated, or to phrase a motion for publication or for transmittal to another body. Resolutions are introduced by “*Resolved*, that . . .” If there is a preamble to the resolution, then each clause is written as a separate paragraph and begins with the work “Whereas,” . . .

MODEL FOR ZONTA CLUB BYLAWS

ARTICLE I

Name.

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

ARTICLE II

Territorial Limits

The territorial limits of the club shall be (**list limits**).

ARTICLE III

Objects

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

1. Provide service at the global and local level;
2. Improve the legal, political, economic, education, health, and professional status of women;
3. Work for the advancement of understanding, goodwill, and peace through a world fellowships of executives in business and the professions;
4. Promote justice and universal respect for human rights and fundamental freedoms;
5. Be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations, and the universe.

ARTICLE IV
Members.

SECTION 1. Categories. The membership of a club shall be limited to classified members, Past International Presidents, and Honorary Members.

A. Classified Members.

- (1) A classified member is a decision-maker accepted for membership under a classification as shown in the Zonta International Marian de Forest Membership and Classification Manual.
- (2) Eligible for membership are executives and professionals, women (**club option:** and men) in decision-making positions willing to support and implement the Objects of Zonta International. Membership candidates should be sought among the community leaders in varied businesses and professions.
- (3) To be invited to membership, a candidate shall be actively engaged (work at least 50 percent of a normal workweek) in a recognized business or profession in a decision-making capacity.
- (4) The club Organization, Membership and Classification Committee shall consider all proposals for membership and present the names of candidates to the club board. On approval the Organization, Classification, and Membership chairman shall extend a written invitation to the person accepted to become a member and notify the club membership. (**club option:** The membership shall be informed of the candidates for club membership before invitation to become a member is extended.)
- (5) A classified member has all rights and responsibilities of membership, including the right to hold office and represent the club at meetings, except as otherwise provided in these bylaws.

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

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

SECTION 2. Referral Privileges. A member who moves to the Zonta International territorial limits of another Zonta club may be elected to membership in that club, provided the required dues have been paid.

SECTION 3. Duration of Membership.

A. Classified membership shall be for life after five (5) years' membership except as otherwise provided in these bylaws.

- B. **Club option:** A member dropped for nonpayment of dues may be reinstated upon payment of current obligations. The member shall pay a reinstatement fee in U.S. Dollars to Zonta International.
- C. The resignation by a member shall be sent in writing to the club president who shall present it to the next meeting of the board. No member's resignation shall be accepted in good standing unless dues are paid.

SECTION 4. **Club option:** Leave of Absence. A leave of absence may be granted to a member upon approval of the club board. Payment of Zonta International and district dues shall be required. Payment of club dues shall be left to the decision of the club.

SECTION 5. **Club option:** Club Attendance Requirements. At the option of the club or to comply with district membership requirements. Any member who is absent from all club meetings for two consecutive months without excuse deemed adequate in the opinion of the board may be notified that membership may be forfeited. Should the absences continue following this notice, the board may notify the member that membership is forfeited. Attendance requirements can be met by attending a meeting of another Zonta club.

ARTICLE VI Club Dues

SECTION 1. Fiscal Year. The fiscal year of this club is June 1 through May 31 inclusive. (**Clubs option:** Clubs outside the United States may decide on their own fiscal year.)

SECTION 2. Annual Dues. The annual dues of a club member shall be established by the club and include Zonta International, district, and club requirements. Dues shall be payable on or before April 1. Any member in arrears for dues for sixty (60) days shall forfeit membership. (**Club option:** Club dues and fees may be listed in an attachment to the bylaws.)

ARTICLE V Officers and Directors

SECTION 1. Officers. The officers of the club shall be at least a president, vice president, secretary, and treasurer. (**Club option:** To elect additional officers as required.)

- A. Qualifications. Officers shall be actively engaged in a classification. To be eligible for the office of president, a member must have been at some time a member of the club board for a least one (1) year, except in the case of a newly chartered club.
- B. Vacancies. In case of vacancy in the office of president, the vice president shall become president. Vacancies in other offices shall be filled by the club board.

SECTION 2. Directors. There shall be at least two directors of the club. (**Club option:** To add additional directors as required.)

- A. Qualifications. Members in good standing shall be eligible for the position of director.
- B. Vacancies. In case of vacancy in the position of director, the club board shall fill the vacancy.

SECTION 3. Election. At the election meeting, officers and directors shall be elected by ballot unless there is but one (1) nominee for the office, in which case a voice vote may be taken. A majority vote shall elect. (**Club option**, balloting may be by mail.)

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

SECTION 5. Removal.

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

SECTION 6. Resignation. A resignation from a member of the board shall be sent to the president who shall refer it to the board for action.

SECTION 7. Duties of Officers. The officers of the club shall perform the duties prescribed by the club, by the bylaws and rules of procedure of Zonta International, and by the current edition of *Robert's Rules of Order Newly Revised*. (**Club option**: Clubs may include specific duties on all officers positions as covered in sub-sections a, b, c, and d.)

- A. President. The president shall preside at all meetings of the club and of the board and shall be the chief executive officer of the club. Subject to approval by the board, the president shall appoint chairmen of standing committees and all other committees except the Nominating Committee. The president shall be ex-officio a member of all committees except the Nominating Committee.
- B. Vice President. The vice president, in the absence or inability of the president, shall perform the duties of the president. The vice president may serve as chairman of a committee and may be assigned other duties by the club board.
- C. Secretary. The secretary shall keep a record of the proceedings of the meeting of the club and of the board, conduct correspondence not specifically assigned to other officers or committees, and perform other duties as assigned by the club board.
- D. Treasurer. The treasurer shall be responsible for the funds of the club and shall administer them in accordance with the approved club budget. The treasurer shall make monthly reports to the board and the club. Within thirty days after the close of the fiscal year, all accounts shall be audited as provided by these bylaws. No later than forty-five days after the term of office ends, the treasurer shall turn all records over to the successor. The treasurer shall be ex-officio a member of the Finance Committee

ARTICLE VIII Meetings

SECTION 1. Regular Meetings. Regular meetings of the club shall be held on **(day)** each month unless otherwise directed by the club board. The meeting in **(month)** shall be for the purpose of electing officers, directors, and **(club option:** members of the Nomination Committee). **(Club option:** Club decides the meeting date whether one or two meetings a month shall be held, and the month in which election is to be held.)

SECTION 2. Annual Meeting. The meeting **(club option:** April or May) shall be known as the annual meeting and shall be for the purpose of receiving reports of officers, the club board, committees, and for any other business that may arise. **(Club option:** Election of officers and directors may be conducted at the annual meeting or at a prior meeting.)

SECTION 3. Special Meetings. Special meetings may be called by the president and shall be called upon the written request of five members of the club. At least ten-days notice of a special meeting shall be given. The business to be transacted at special meeting shall be limited to that mentioned in the meeting notice.

SECTION 4. Quorum. **(Percentage)** of the membership shall constitute a quorum at any regular or special meeting of the club. **(Club option:** A quorum shall be established at no less than one-fourth (1/4) of the members.)

ARTICLE IX Club Board

SECTION 1. How Constituted. The club board shall consist of the elected officers and directors.

SECTION 2. Duties. The club board shall have general supervision of the affairs of the club between meetings of the club provided that none of its acts shall conflict with action taken by the club. It may act upon routine questions in carrying out established policies but shall not determine policy, authorize projects and donations, or adopt the budget. It shall perform such duties as required by the bylaws and rules of procedure of Zonta International. The *Manual of Procedures for Zonta Clubs* shall serve as a guideline for club operation.

SECTION 3. Meetings.

- A. The club board shall hold regular monthly meetings unless otherwise ordered by the board.
- B. Quorum. A majority of the members of the club board shall constitute a quorum.

ARTICLE IX Nominating Committee

SECTION 1. How Constituted. At its election meeting, the club may elect its Nominating Committee of at least three members for the next year. **(Club options:** The club may elect the Nominating Committee at a meeting other than the election meeting, and more than three Nominating Committee members may be elected: otherwise the same Procedures should be followed.)

SECTION 2. Election. If nominees are unopposed, a voice vote may be taken and committee members may select their own chairman. If elected by ballot vote, the designated number of committee nominees receiving the highest number of votes shall constitute the club's Nominating Committee. The member receiving the highest number of votes shall be chairman of the Nominating Committee.

SECTION 3. Vacancies. The club board shall fill vacancies in the Nominating Committee.

SECTION 4. Duties. It shall be the duty of the Nominating Committee to nominate one or more members for each office or directorship to be filled at the annual election, and (**club option:** to nominate the required number of members of the next term's Nominating Committee).

SECTION 5. Report of the Nominating Committee. The Nominating Committee shall report the slate of officers, directors, and (**club option:** members of the Nominating Committee) before the election meeting. Additional nominations may be made from the floor, provided the nominee has consented to serve.

ARTICLE X Committees

SECTION 1. There shall be at least the following standing committees and such other standing and special committees as the club board may authorize to achieve the biennium goals.

- Standing committees shall be: Organization, Membership and Classification Committee; Public Relations and Communications Committee; Status of Women Service Committee; United Nations Committee; Finance Committee.
- **Club option:** Other standing and special committees may include Attendance Committee; Fellowship Committee; Intercity Committee; Newsletter Committee; Program Committee,.

SECTION 2. Appointment. Except as otherwise provided in the bylaws, the club president shall appoint committee chairmen (**club option:** and members) subject to approval by the club board.

SECTION 3. Reports. Committees shall report regularly to the club board and to the club.

SECTION 4. Duties of Committees.

1. Organization, Membership, and Classification Committee. The committee shall consider all proposals for membership and present the names of candidates to the Club Board. On approval the committee chairman shall extend a written invitation to the person accepted to become a member and notify the club members. (**Club option:** membership may be informed of the candidates for club membership before invitation to become a member is extended.)
2. Public Relations and Communications Committee. The committee shall develop a plan to create external and international awareness of the Objects of Zonta International.
3. Status of Women Service Committee. It shall recommend action in accordance with the Objects of Zonta International and with the Club. It shall promote interest in the club and within the community in programs improving the Status of Women, including the Amelia

Earhart Fellowship Awards and Z club programs. It shall have charge of all service activities of the club.

4. United Nations Committee. It shall receive and disseminate pertinent information about the UN.
5. Finance Committee. It shall prepare an annual budget and submit it to the board before consideration by the club; regularly analyze and report to the board and club on budget goals; work with the board in providing for an annual audit in line with these bylaws; report at the annual meeting.

ARTICLE XI

Audit

The club board shall cause the club financial records to be audited or reviewed by certified/chartered public accountants, or by a qualified member of the club. For purposes of the audit or review, the books shall be closed at the end of the fiscal year.

ARTICLE XII

Suspension or Expulsion.

SECTION 1. Club. Any club of Zonta International that has acted or is acting in a way to injure the good name of Zonta or to hamper the work of Zonta may be suspended or expelled. If a district is to take disciplinary action against a club, the authority for the procedure shall be the current edition of *Robert's Rules of Order Newly Revised*. The disciplinary findings shall be referred to the Zonta International Board. A two-thirds (2/3) vote of the entire Zonta International Board shall be necessary for suspension or expulsion of a club. The action of the Zonta International Board shall be final.

SECTION 2. Member. Any member of a club that has acted or is acting in any way to injure the good name of Zonta or to hamper the work of Zonta may be expelled. If a club is to take disciplinary action against a member, the authority for the procedure shall be the current edition of *Robert's Rules of Order Newly Revised*. The disciplinary findings shall be referred to the district board. A two-thirds (2/3) vote of the entire district board shall be necessary for expulsion of a member. The action of the district board shall be final.

ARTICLE XII

Parliamentary Authority

The authority for the club shall be the current edition of *Robert's Rules of Order Newly Revised*.

ARTICLE XII

Amendment of Options

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

DISTRICT 7 RULES OF PROCEDURE

(Adopted 11 October 2003)

District 7 of Zonta International shall be established and governed in accord with Article XIII of the International Bylaws and the International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

1. The Governor, Lieutenant Governor, Treasurer, and appointed Secretary shall constitute the Executive Committee.
2. The Area Directors are also District Officers and are members of the District Board. The immediate past district governor shall serve as an ex-officio member of the board with no voting rights.
3. The Lieutenant Governor of the District is responsible for the purchase and presentation of the gift for the retiring Governor (may be the "G" guard) at the District's expense.
4. Area Meetings shall be held each year in the spring and shall rotate on a regular basis.
5. The Governor shall appoint a District Historian/Archivist whose charge shall be to keep the history of District 7 Zonta International updated and factual including final financial Installation ceremony for the District Officers will be held at the District Seminar.
6. The Area Directors' pins are the property of District 7 and will be passed on to the incoming Area Directors. An outgoing Area Director may purchase a pin if she so chooses.
7. The Governor's Pin is the property of District 7 and will be passed on to each incoming District Governor.
8. All officers are to be elected at the fall conference immediately prior to the convention.
9. The district board shall meet at least three (3) times each year. One meeting shall be held during the summer months for purpose of planning the fall seminar or district conference; a second meeting shall be held in conjunction with the district conference/seminar and a third meeting held by teleconference prior to area meetings. Other meetings may be held as deemed necessary by the executive committee.
10. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a district conference. On 30 May of each year each club shall pay to Zonta International District 7, \$16.00 per capita dues based upon the number of members in the club as of 1 June.
11. The district treasurer shall use fund accounting to keep the general operating funds and the conference funds. The treasurer shall use money market checking, savings accounts, certificates of deposits, or other appropriate money management techniques to maximize earnings on district funds.
12. The district board shall take action annually to determine the use and disposition of interest earned from district monies, even if the decision is to allow the interest to accrue in respective funds.
13. The Dorothea Radusch Fund is a district scholarship that is awarded in addition to the International Funds provided to the District 7 winner of the Young Women in Public Affairs

scholarship competition with the amount based on the interest earned annually on the account. Clubs will be notified by February 1 of the amount of the award to be given by the district for that year. Clubs and individuals are encouraged to contribute annually to the Fund. Any profits made on district conferences and seminars will be added to the Fund until such time as this fund is determined by the District 7 Board to be endowed

14. The governor shall approve the expenses of other district board members and district committee members. The Governor's expenses as outlined in the District budget shall be approved by the treasurer. Any expenses outside those in the district budget shall be approved by the board of directors.
15. Expenses to be paid from district funds are defined in the Zonta International District 7 Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
16. As a voting member of the delegation at Zonta International Convention, the Governor's expenses, net of any International reimbursement, shall be reimbursed by the District for the following items (not to exceed the amount approved in the District Budget):
 - a. The most reasonable airfare or mileage (round trip) as set in the District 7 Reimbursement Guidelines;
 - b. Standard room rate, double occupancy, beginning the night before the first date of registration through the night of the official closing banquet or session;
 - c. Registration fee;
 - d. Events where the presence of the Governor will be noted; i.e., Awards Presentation Breakfast;
 - e. Meals and other related expenses not covered above, not to exceed budget
17. As a non-voting attendee, the Lieutenant Governor's expenses, net of any Zonta International reimbursements, shall include the same expenses and policies allowed for the Governor as stated in Standing Rule #16 (not to exceed the amount approved in the District Budget).
18. The district shall hold one (1) district conference in the odd year of the biennium and one (1) district seminar in the even year of the biennium.
19. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
20. A registration fee should be charged to each individual member who attends the Conference. Insofar as financially feasible, the registration fee should be set only as high as to recover the cost of items that benefit only the individual who attends and do not benefit the club she/he represents. Such items include meals, favors, and entertainment. (*See section 4 of the Zonta International District Manual.*)
21. District conference motion cards and election ballots shall be retained by the secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is longer.
22. The district secretary, with the approval of the district governor, shall prepare a summary of proceedings of the district conference which shall be sent to each club president and to the district board members within sixty (60) days following the conference. Minutes of the proceedings will be prepared by the district secretary and approved by the district board at

the next District 7 Board Meeting. After approval, a copy will be available for use by clubs or other appropriate interested parties.

23. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium. The parliamentarian shall participate in district board meetings as an advisor to the board.
24. The conference chairperson shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.
25. The chairperson of the district nominating committee shall request, prior to 1 February of each odd-numbered year, suggestions from each club for nominees for each position to be filled by election at the succeeding conference. Personal data forms, including consent to serve, if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be 15 May. The committee shall screen the suggested nominees based on the recorded qualifications, and on the committee's own knowledge and judgment. The nominating committee shall prepare a slate of one or more candidates for each district office that is to be filled at that election, and of five nominees for the district nominating committee. No name shall be listed without the member's consent to serve, if elected. No member of the nominating committee shall be eligible for nomination at any level of Zonta International while serving on the committee. At least sixty (60) days before the conference at which the election is to be held, the nominating committee shall send its report to each district officer and to each club in the district. At the conference, additional nominations may be made from the floor immediately after the report of the nominating committee, provided the consent of the nominee has been obtained.

26. Campaigning Policy

1. No campaigning of any sort, other than the wearing of the official candidate's ribbon at conference, shall be allowed.
2. Allowed activities:
 - a. Following issuance of the official slate by the district Nominating Committee, Zontians attending Zonta functions may be introduced as candidates. At no time may either the candidate or any other Zontian publicly request votes for the candidate.
 - b. Candidates may attend any Zonta function. At the request of the presiding officer, the candidate may participate as a speaker or presenter.
 - c. Only **oral** endorsements, based on personal knowledge and experience, may be made by other Zontians.
3. Disallowed activities:
 - a. Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session at the conference.
 - b. No current or past officer or director of Zonta International or current or past officer of the district shall seek to influence members to vote for or against a particular candidate.
 - c. No gifts, trinkets, buttons or other promotional material shall be distributed on behalf of any candidate for campaign purposes either before or during the conference.

27. There shall be at least the following standing committees, and such other standing and special committees as the district board shall authorize to achieve biennial goals: organization, membership, and classification committee; public relations and communications committee; status of women service committee; and United Nations committee. The governor shall appoint the chairperson and such other members of all committees as the governor deems appropriate.
- (i) The district Organization, Membership, and Classification Committee shall promote organization of new clubs, membership recruitment and retention in existing clubs, and programs developed by the International Organization, Membership, and Classification Committee
 - (ii) The district Public Relations and Communications Committee shall promote the Objects of Zonta International, awareness of Zonta clubs, projects and programs throughout the district, activities developed by the International Public Relations and Communications Committee, and positive international relations between clubs of the district and those in other countries
 - (iii) The district Status of Women Service Committee shall promote awareness of Zonta International service programs, including the Amelia Earhart Fellowship Awards, Z Clubs and Golden Z Clubs, and the Zonta International service projects, of programs and projects funded by the Zonta International Foundation, of local service projects undertaken by clubs in the district and elsewhere, and policies developed by the International Status of Women Service Committee. The committee shall also promote legislative awareness, advocacy, and equal rights, following guidelines established by the Zonta International Board.
 - (iv) The district United Nations Committee shall promote awareness of the United Nations, its agencies and programs, and the relationship between the United Nations and Zonta International; recognition of United Nations Day (24 October) and other United Nations commemorations, including themes, years, and world decades; and policies and programs developed by the International United Nations Committee, including resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women and of the Optional Protocol).
28. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairpersons shall apply to the governor for funds to carry out the work of their committees, and shall submit expense vouchers for reimbursement and/or requests for advances to the governor for approval.
29. Outgoing district officers and committee chairpersons shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The outgoing treasurer shall begin transferring responsibilities to the incoming treasurer by June 1 of the first year of the incoming treasurer's term and must complete the transfer within forty-five (45) days after the end of the treasurer's term.
30. Clubs shall submit the names of their officers (with addresses, phone numbers, and fax numbers) to the governor within thirty (30) days of election of club officers. Clubs shall submit the names of their chairpersons (with addresses) to the governor by 1 July. The governor shall distribute the information to the district board and district chairpersons.

31. These Rules of Procedure may be amended by a two-thirds (2/3) vote of the Conference voting members, provided that the proposed amendment has been sent to the president of each club within the district at least 60 days before the conference.
32. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Zonta International District 7 in cases in which they are not consistent with the bylaws of Zonta International or with these Rules of Procedure.

SCHEDULE OF DISTRICT 7 FEES

(as of 1 June 1998)

District dues	\$12.50 per capita
District Conference assessment	\$ 3.50 per capita
TOTAL:	\$16.00 per capita

ZONTA INTERNATIONAL E-MAIL POLICY

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

1. E-mail communications shall follow the standard lines of communication, i.e., club, area, and district. With the ease of communications via e-mail, the opportunity to “go straight to the top” will often present itself. Zontians should exercise restraint and adhere to the standard lines of communication.
2. E-mail addresses are to be used with the same discretion as other addresses and contact information, in accordance with the *Zonta International Rules of Procedure, item 4, Circularization*.
3. E-mail communication with the Zonta International Headquarters staff is limited to those matters that are directly handled by said staff.

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

*Adopted by the Zonta International Board
10 February 2000*

PART IV

DUES AND FEES

In accordance with Club and International Bylaws, dues and fees for the coming year are to be paid to the club treasurer by 1 April. (*International Bylaws* Art. XIV, Sect. 3b)

International dues and fees and district dues and fees are due by 1 June to International Headquarters and the District treasurer, respectively. Dues and fees received after 1 June are subject to a late fee: \$15 per individual for International. The current dues and fees rates as of June 2002 are:

International Annual Dues and Fees	
Dues	\$50.00
Club Liability Insurance	<u>3.00</u>
TOTAL Annual Dues and Fees	53.00
Other International Fees	
Installation Fee	15.00
Membership Reinstatement Fee	15.00
Late Payment Fee	15.00/member
District Dues and Fees	
Dues	12.50
Conference Fee	<u>3.50</u>
TOTAL Annual Dues and Fees	16.00

Dues payments **MUST ALWAYS** be accompanied by the appropriate District or International Dues Transmittal Form and a Membership Roster or New Member form. (Please include a copy of the International form along with the District form when submitting these to the District Treasurer.) International forms can be printed from the Zonta International homepage <http://www.zonta.org>; Please be sure that your Treasurer and Membership Chairman are using the current forms.

New members that join a club after 1 December pay prorated dues to International of \$32 and plus the International installation fee of \$15. Full dues of \$16.00 are due to the District at the time of installation.

PART V

SERVICE HOURS

“Service hours” include the time members spend on service projects adopted by the club. The determination is based on the time commitment for the project, rather than the number of participants. For example, if the club has agreed to provide volunteers at a rape crisis center for 10 hours a week, it does not matter whether 1 member spends 10 hours or 5 members spend 2 hours each.

“Service hours” do *not* include time members spend on projects that the club has not adopted, even though these may be consistent with Zonta aims. Similarly, “Service hours” do *not* include time spent on fundraising for local, district or international service projects.

[from the Zonta Manual for Clubs]

PART VI

CEREMONIES

Ceremonies for the installation of officers and induction of new members can take many forms from the very formal to informal. What is important is the function these ceremonies serve; they bring before the members the aims and ideals of the organization. In the case of installation ceremonies they also serve to challenge the new officers to lead the club toward those goals. In the case of induction ceremonies, it gives the membership a chance to formally recognize the admission of new members into the club and affirm their acceptance of them.

The following ceremonies are a samples that can be adapted to each club. Additional sample ceremonies are in the *Club Manual*, pg. 105–109.)

INSTALLATION OF OFFICERS

General Instructions: There may be a center table or podium with one tall white candle in a holder and the appropriate number of candles for each officer to be installed. The outgoing officers stand to the left of the candle table and the incoming officers stand to the right. The installing officer lights the white candle. The installing officer calls the outgoing officer forward and then the officer elect. The outgoing officer hands the appropriate unlit candle to the new officer, who lights it as the appropriate text for that office is read by the outgoing officer. The installing officer may be the outgoing president, a district officer, or a past president.

Installing Officer (IO): “We are gathered here to announce and install the officers for the coming year and to pledge anew our individual allegiance to Zonta. In order to give the greatest service to Zonta’s business, each officer and member must be knowledgeable and understand the objects and Zonta. Each should keep constantly before her Zonta’s mission to advance the status of women world-wide.

Being elected or appointed an officer is the highest honor any organization can bestow upon a member. The members of this club sought women who were leaders in their own fields, and who were willing to make a commitment to service—locally and internationally—through active participation in Zonta.

Would the current board members please come forward and stand to the left of the table?
 Would the incoming board members please come forward and stand to the right of the table?

(Speaking to the incoming officers). A rose has long been associated with great beauty, love, and truth. Today you will receive a yellow rose, a Zonta rose, as a symbol of the friendships you have made in Zonta, of the love you have for giving service, and of the responsibilities you have consented to share as officers for the (insert years) club year.

(As IO lights white candle) “This single white candle before us represents purity of purpose. The lighting of each of their candles by your new officers is an expression of their loyalty, commitment, and service to Zonta International.”

Installation of DIRECTORS (*installing officer calls forward the current directors*).

DIRECTOR (insert name) (*repeat as many times as necessary*)

Your (*insert term limits, i.e., 1999–2000*) Directors are:

(Insert name) (*repeat as many times as necessary*)

(Insert name), your club has elected you their representatives on the Board. Your duties will be many and varied; as a member of the board you will represent the members of your club. It is important that you attend Board meetings and keep yourself current on the concerns of the clubs and of Zonta International. Matters presented at Board meetings should be carefully and seriously considered in terms of the present, and future welfare of the club. Decisions should be made on the merit of the question in compliance with the bylaws of Zonta International and the club rules of procedure.

Will you make this commitment to the members of your club and by doing so accept the position of Director of the Zonta Club of (insert name)?

(*Pause for reply.*)

DIRECTORS ELECT: I Do

OUTGOING DIRECTORS: “Please light this **Yellow** candle signifying **Imagination** and **Intelligence.**”

(*Each outgoing director hands a yellow candle to her replacement and says as the candle is lit from the white candle.*)

“Please light your candle, by doing so you pledge to consider all matters brought to the board with thoughtful consideration.

(*EACH outgoing director says in turn to her replacement*) “Please repeat after me, “I, (insert name), promise to fulfill the duties of my office as Club Director to the best of my ability.”

IO: “I now declare you duly obligated and installed as a Director of the Zonta Club of (insert name).”

(*Outgoing directors present roses to new directors, who shakes their hands and takes their place at left of table.*)

Installation of TREASURER

IO: (*IO call the current treasurer forward*) “Treasurer (insert name). Please come forward.”

“Your elected Treasurer for (insert term limits, i.e., 1999–2000) is (insert name).”

“(Insert name), by electing you treasurer the members of this club have shown confidence in your vigilance and honor. The manner in which you perform your duties as Treasurer will reach beyond the club. Yours is the responsibility to assure that proper financial procedures are followed and monetary commitments are kept in a timely manner. You will have custody of all funds, make timely reports to the Board, and make an annual financial report to the club at its annual meeting. You will be expected to monitor the budget and, as directed by the board, work with various committees throughout the year. Are you willing to assume this obligation for your term?”

(Pause for officer reply.)

TREASURER ELECT: I Do

OUTGOING TREASURER (OT): “Please light this **White** candle to signify your **Honesty** and **Trustworthiness.**”

*(OT Hands her the **white** candle and says as she lights her candle from the white candle.)*

“Please light your candle, by doing so you pledge to oversee the financial affairs of the club in an exemplary manner.

IO: Please repeat after me, “I, (insert name), promise to fulfill the duties of my office as Treasurer to the best of my ability.”

“I now declare you duly obligated and installed as Treasurer of the Zonta Club of (insert name).”

OT. *(Presents incoming treasurer with Rose and shakes her hand; incoming takes her place at the left side of the table. Outgoing treasurer returns to her seat.)*

Installation of SECRETARY

IO: *(IO call the current secretary forward)* “SECRETARY (insert name)”

“Your elected Secretary for (insert term limits) is (insert name). (insert name), please step forward.”

“(Insert name), you have been elected by your club with the responsibility of keeping accurate records of all meetings. You are responsible for recording the proceedings of all meetings of the board and of the club meetings; these recordings will be kept on file and will be used as a reference in years to come. You are expected to record events accurately and to safeguard all club records except those of the treasurer. You are expected to furnish information to committees upon request, and you are also responsible for any correspondence required by the club. By electing you secretary, the membership has shown confidence in your skills. Are you willing to assume these responsibilities for your term of office?”

(Pause for Officer's reply.)

SECRETARY ELECT: I do.

OUTGOING SECRETARY (OS): *(OS hands incoming secretary the **red** candle and says as she lights the candle from the white candle.)* “Please light this **Red** candle to signify **Vigilance** and **Alertness.**” And as you do so you pledge your vigilance over the affairs of the club.

IO: Please repeat after me, “I, (insert name), promise to fulfill the duties of my office as Secretary to the best of my ability.”

“I now declare you duly obligated and installed as Treasurer of the Zonta Club of (insert name)..”

OS. *(Presents incoming secretary with Rose and shakes her hand; incoming takes her place beside treasurer. Outgoing secretary returns to her seat.)*

Installation of VICE PRESIDENT

IO: “VICE-PRESIDENT (insert name), please come forward.”

“Your elected Vice President for (insert term limits) is (insert name). (insert name), please step forward.”

“(Insert name), the members of your club have elected you to the office of vice-president. You have an opportunity to grow through observation and participation. It is your responsibility to be well informed on all club matters, for should the president be unable to perform her responsibilities, it is your duty to preside and carry on the administrative obligations. You will be expected to attend all board and club meetings and to provide assistance in a manner determined by the president. The strength of the club is held between the two of you. Are you willing to assume this obligation for the length of your term?”

(Pause for Officer’s reply.)

VICE PRESIDENT: I do.

OUTGOING VICE-PRESIDENT: *(hands her the green candle)* “Please light your **Green** candle to signify your **Creativity, Faith, and Growth.**”

(As she lights the green candle from the white candle, the outgoing VP says.)

OVP: “As you light your candle you make a commitment to the membership that you are prepared to assist in the unity and growth of the district.

IO: Please repeat after me, “I, (insert name), promise to fulfill the duties of my office as vice-president to the best of my ability.”

“I now declare you duly obligated and installed as Vice-President of the Zonta Club of (insert name.)”

OVP: *(Presents VP with Rose and shakes her hand; VP takes her place beside the secretary. OVP remains if she is being installed as President.)*

Installation of President

IO: PRESIDENT (insert name) *(current president steps forward)*

“Your elected President for the (insert term) is (insert name). (Name), please step forward.”

You have been elected to a position of supreme leadership, that of President of the Zonta Club of (insert name). As President you will be expected to guide and direct all components of the club. You must lead into the future, all the while being sure that the membership is following behind you. The members of the club have shown their confidence and support in you by electing you to this office, carry that vote of confidence with you into your term.

It is your responsibility to provide opportunities for leadership training for current and succeeding officers and opportunities for service and personal growth for each member. You are expected to preside over all board meetings and all regular meetings in such a way as to protect the right of each member and the integrity of Zonta and to administer the matters of

the club honorably and fairly. You are responsible for furthering the goals of this club and of Zonta International. Are you willing to assume this obligation for the duration of your term?"

Incoming PRESIDENT: I do

Outgoing PRESIDENT: (*hands her the purple candle and says as she lights the candle from the white candle.*) "Please light this **Purple** candle to signify your acceptance of your role of **Leadership** and **Administration.**"

"As you light your candle you reaffirm your commitment to the club and to Zonta International.

IO: Please repeat after me, "I, (insert name), promise to fulfill the duties of my office as President to the best of my ability."

Outgoing PRESIDENT: (*as she gives the gavel to the new president*) "I now present you with the gavel of your office and declare you duly obligated and installed as President of the Zonta Club of (insert name) for the (insert term).

(*Outgoing president presents the new president with her gavel guard and Rose, shakes her hand, and returns to her seats. New President remains.*)

The new President remains standing at the rostrum and continues the program or adjourns the meeting.

INDUCTION OF NEW MEMBERS

President: *(call the names of the new members and their sponsor and asks them to come forward)* The members of the Zonta Club of (insert name) are honored that you want to join with us in service and fellowship. We welcome you to a worldwide service organization of executives in business and the professions working together to advance the status of women.

The Zonta name is derived from a Sioux Indian word meaning honest and trustworthy. Zonta International, a classified service organization of executives and professionals, is pledged to promote the objects of Zonta:

To provide service at the global and local level;

- To improve the legal, political, economic, educational, health, and professional status of women;
- 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 universe.

Membership in Zonta is an honor and a privilege. It is also a responsibility. Regular attendance and participation in club service projects 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.

Membership Chair: Introduces each new member (name, classification, business & title)

President: Will you repeat the Zonta pledge with me:

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

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

President: Members of the Zonta Club of (insert name), do you receive these applicants as members of Zonta International and promise to work with them to further the ideals of Zonta?

Membership: We do

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

Sponsors will you please present the Zonta pin to: (*reads out the names of each new member; new member steps forward and receives her pin from her sponsor*)

Sponsor: This pin is a symbol of Zonta. Wear it proudly.

President: As President of the Zonta Club of (insert name) and a member of Zonta International, I welcome you to an international organization dedicated to the advancement of community and international understanding, goodwill, and peace. It is my sincerest wish that you may enjoy to the fullest measure the richness of association and membership in Zonta International and in the (insert name) Club that you are joining this evening. Members of Zonta, please stand and welcome these new members.

PART VII

CLUB REPORTS AND FORMS**WHAT ARE THEY AND WHERE DO I SEND THEM?**

(see page 2 for annual calendar for forms)

Club Officers Report Form (3 copies)

Zonta International form—on International Web Site (<http://www.zonta.org>)

Due May 1

- original to international headquarters
- copy to district governor
- copy to area director

Member Report Form (2 copies)

Zonta International form—on International Web Site (<http://www.zonta.org>)

Due within four weeks of acquiring a new member or losing a member

- original to international, along with international dues for new member
- copy to district treasurer, along with district dues for new member
- copy to area director

Payment Transmittal Form

Zonta International form—on International Web Site (<http://www.zonta.org>)

due by or before 1 June with dues

Must accompany all checks to International (dues, stores items, other)

Copy to district treasurer with district dues

Zonta International Foundation Contribution Schedule Form

Zonta International Foundation form—on International Web Site (<http://www.zonta.org>)

Must accompany all checks to the Foundation (AE, UNIFEM, Building fund, YWPA, ZISVAW, general, other)

District 7 Annual Club Report Form (1 copy)

District Form— on District 7 Web Site (<http://www.zontadistrict7.org>)

Due by 1 May

Send to Area Director

Club Officers and Committee Chairs (1 copy)

District Form— on District 7 Web Site (<http://www.zontadistrict7.org>)

due by 1 July

send to area director

Club Rosters/Year Books (2 copies)

District (no form)

due by 1 August

Send all copies to area director

Club Committee Annual Report form (1 copy)

Club Form

due early spring before your 1 May deadline

if used, please send copies to area director



Zonta International
 557 W Randolph Street
 Chicago IL 60661-2206 USA
 Telephone: 312-930-5848
 Fax: 312-930-0951

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

CLUB OFFICERS REPORT FORM
FOR TERM OF OFFICE 1 JUNE ____ – 31 MAY _____
 Please type or print

Zonta Club Name _____

District Number _____ Area Number _____ Club Number _____

Permanent Club Address (if any) _____

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

FEIN Number (U.S. Clubs Only) _____ Club E-mail Address: _____

PRESIDENT INFORMATION

Term of office: From: _____ To: _____

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

Mailing address (please check one) Residence Business

Street address _____

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

Business telephone: _____ Fax number: _____

Residence telephone _____ E-Mail address _____

TREASURER INFORMATION

Term of office: From: _____ To: _____

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

Mailing address (please check one) Residence Business

Street address _____

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

Business telephone: _____ Fax number: _____

Residence telephone _____ E-Mail address _____

Member Report Form
Report New Members and Changes
 Please Type or Print Clearly



Zonta International
 557 W. Randolph Street
 Chicago, IL 60661-2206 USA
 Telephone: (312) 930-5848
 Fax: (312) 930-0951

Check here if Charter Club

SOM Chairman Signature and Date

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

Write District/Area/Club #s Below:

07 / /

Status Codes

1. New Member
2. Reinstatement
3. Transfer to different club
4. Charter
5. Honorary/PIP
6. Change of Name/Address
7. Resignation/Termination
8. Deceased
9. Change of telephone#/fax#

Zonta Club of _____

Submitted by _____ Date Submitted _____
 (Name)

 (Address)

 (Telephone number) (Fax number)

Status Code	Date Effective	Classification Code	Language Ability in Order of Fluency	Name	Mailing Address	Telephone, Fax & E-Mail (Include City Code)
				(Last Name)	Street Address:	Business Tel. #:
				(First Name)	City:	Residence Tel. #:
				(Year of Birth--Optional)	Postal Code:	Fax #:
					Country:	E-mail :
					Sponsored By:	(Check One--Optional) <input type="checkbox"/> Female <input type="checkbox"/> Male
				(Last Name)	Street Address:	Business Tel. #:
				(First Name)	City:	Residence Tel. #:
				(Year of Birth--Optional)	Postal Code:	Fax #:
					Country:	E-mail :
					Sponsored By:	(Check One--Optional) <input type="checkbox"/> Female <input type="checkbox"/> Male

PAYMENT TRANSMITTAL FORM

See the District Website – www.zontadistrict7.org – for most recent form

FOUNDATION TRANSMITTAL FORM

See the Zonta International Foundation Website – www.zonta.org – for most recent form



RETURN TO AREA DIRECTOR BY _____

INTERNATIONAL

Club Year: June 1, _____ to May 31, _____

Zonta Club of: _____

President (current): _____

Treasurer (current): _____

MEMBERSHIP

- 1. Club membership as of **June 1**, _____ (year preceding current calendar year) _____
- 2. Members *added* since **June 1** _____ (year preceding current calendar year) _____
- 3. Members *lost* since **June 1** _____ (year preceding current calendar year) _____
- 4. Net gain/loss of members (subtract *line 2* from *line 3*) _____
- 5. Current total as of date of *this report* (should equal *line 1* plus *line 4*) _____

FINANCIAL CONTRIBUTIONS

Club

Total for Local Awards (scholarships, YWPA, recognition, etc.) _____

Total for Local Service Projects _____

District

District Organization & Extension _____

District Disaster Fund _____

District Z Club Contribution (above \$5.00 District assessment) _____

International Foundation Service Funds (*indicates recommended amount*)

Endowment Fund _____

International Service (UNICEF) (\$200 per club) _____

Amelia Earhart Fund (AE)(\$6.50 per capita) _____

WHPP (World Headquarters Property Preservation and Improvement) _____

ZISVAW (Violence against Women and Children)(\$5.50 per capita) _____

YWPA (Young Women in Public Affairs) _____

The Rose Fund _____

The Jane M. Klausman Fund _____

Other International Funds (please specify) _____

Total Service Contributions (do not count district O&E or other Int'l funds) _____

Club Information

Meetings

Frequency of meetings

Is the membership meeting consistently at the same place?

Yes No

Average Attendance

ANNUAL CLUB DUES

Yes No

\$

MEMBERSHIP Does the Club have an annual membership drive?

Yes

No

Does the club have a **formal** new member orientation?

Yes

No

Does the club have a formal mentoring program for new members?

Yes

No

Does the club have a “new member” packet?

Yes

No

PARTICIPATION—Do your members attend? Area meetings (Spring Workshop)? If YES, how many members? _____

District Conferences? If YES, how many members? _____

Yes No

International Convention? If YES, how many members? _____

Yes No

Has the club sent a proxy to Conference in this biennium?

Yes No

Has the club sent a proxy to Convention in this biennium?

Yes No

COMMUNICATION

Does the Club have a newsletter?

Yes No

Is it distributed to all members?

Yes No

Is it distributed to the Area Director, Governor, and Lt. Governor?

Yes No

Do you distribute the Governor’s newsletter to club members?

Yes No

Does the club have a club brochure or customized District brochure?

Yes No

LONG RANGE PLANS

Does your club have a long-range plan beyond a biennium?

Yes No

Do members participate in setting goals for the club?

Yes No

Are the plans reviewed on a regular basis?

Yes No

BY-LAWS

- Does the club have club by-laws as outlined in the International by-laws? Yes No
- Are club by-laws current with the most recent International by-laws? Yes No
- Do all members have a copy of the International by-laws? Yes No

Z CLUB

- Does the club sponsor a local Z or Golden Z club? Yes No
- Is there a Z/Golden Z club chairman (even if there is not a Z or Golden Z club) Yes No

PROGRAMS

- Are Zonta International slides and videos shown to members? Yes No
- Does the club participate in International Woman’s Day? Yes No
- Does the club participate in the YWPA award program? Yes No
- Does the club have a literacy project and/or program? Yes No
- Does the club have an environment project and/or program? Yes No
- Does the club have a health-related project and/or program? Yes No

THE CLUB’S MOST SIGNIFICANT ACHIEVEMENT THIS YEAR. (Hands-on Service, Status of Women Fund Raiser, etc. This information is used for the Club Reports in the Conference Program book.)

COMMITTEES

(Please give a *brief* report of the clubs committee activities over the past year. This information is used by the District Committee Chairs for the reports in the Conference Program book.)

STATUS OF WOMEN SERVICE (Legislative awareness & advocacy; local service; Klausman Awards)

f) *AMELIA EARHART FELLOWSHIP AWARDS*

g) *YOUNG WOMEN IN PUBLIC AFFAIRS (YWPA)*

h) ZISVAW

i) Z CLUB AND GOLDEN Z CLUB

ORGANIZATION, MEMBERSHIP, AND CLASSIFICATION

PUBLIC RELATIONS AND COMMUNICATIONS

UNITED NATIONS

• OTHER

Club President: _____ **Date:** _____

Signature: _____

ZONTA



Officer and Committee Chairman Report Form
District 7

Return to Area Director by: _____

INTERNATIONAL

ZONTA CLUB OF: _____ **CHARTER DATE** _____

MEETING DAY: _____ **MEETING MONTHS** (i.e., Sept thru June): _____

PRESIDENT: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

VICE-PRESIDENT: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

TREASURER: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

SECRETARY: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

STATUS OF WOMEN

SERVICE CHAIRMAN: Name: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____ -

Home Phone: _____ - - Office Phone: _____ - -

Fax: _____ - - E-Mail: _____

SUBCOMMITTEE: *Amelia Earhart* Chairman: Name: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____ -

Home Phone: _____ - - Office Phone: _____ - -

Fax: _____ - - E-Mail: _____

SUBCOMMITTEE: *YWPA* Chairman: Name: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____ -

Home Phone: _____ - - Office Phone: _____ - -

Fax: _____ - - E-Mail: _____

SUBCOMMITTEE: *Z Club* Chairman: Name: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____ -

Home Phone: _____ - - Office Phone: _____ - -

Fax: _____ - - E-Mail: _____

SUBCOMMITTEE: *ZISVAW* Chairman: Name: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____ -

Home Phone: _____ - - Office Phone: _____ - -

Fax: _____ - - E-Mail: _____

MEMBERSHIP AND

CLASSIFICATION CHAIRMAN: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

PR AND COMMUNICATIONS

CHAIRMAN: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

SUBCOMMITTEE:

Newsletter Editor: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

UNITED NATIONS CHAIRMAN: Name: _____

Preferred Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ -

Home Phone: _____ - - **Office Phone:** _____ - -

Fax: _____ - - **E-Mail:** _____

RETURN TO: