



Zonta International District 8

Advancing the Status of Women Worldwide

PRESIDENT'S HANDBOOK

2006-2008

www.zontadistrict8.org

ZONTA INTERNATIONAL is a worldwide service organization of executives in business and the professions working to improve the legal, political, economic, health and professional status of women.

The Objects of Zonta International are:

- (a) To provide service at the global and local level;**
- (b) To improve the legal, political, economic, education, health and professional status of women;**
- (c) To work for the advancement of understanding, goodwill and peace through a world fellowship of executives in business and the professions;**
- (d) To promote justice and universal respect for human rights and fundamental freedoms;**
- (e) To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nations, and the universe.**

www.Zonta.org

Zonta Sisters

We are Sisters at Heart
And for Zonta, we all do our part

When you have pain, we feel it too.
When you have joy, we share it with you.

Although our blood is not the same,
We all work together to uphold the Zonta name.

Sisters at Heart we will always be,
Kindred spirits strong and free.

Friends forever with a bond strong and true
We will always be there for each other ---
Me—you—and you.

~Sharon Lovie
Zonta Club of Coos Bay Area

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District 8 President's Handbook

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**Part 1
Getting Organized**

NOW YOU ARE A ZONTA PRESIDENT

YOU HAVE SWITCHED ROLES –NO LONGER A FOLLOWER BUT NOW A LEADER.

ZONTA SERVICE DESERVES OUR BEST DEDICATION AND METHODS.

A GOOD PRESIDENT WILL:

BE RESPONSIBLE:

You must be willing to make decisions.

COMMUNICATE:

There is magic in the spoken word. If you can communicate you will be a better leader.

Effective public speaking is the ability to “think on one’s feet.”

Acknowledge e-mail and voicemail messages and return phone calls promptly!!

DO YOUR HOMEWORK:

Each President must study the goals of Zonta on all levels.

A good beginning is a review for the Zonta Manual of Procedures (referred to as “MOP”.)

Read all correspondence from the Area Director, District Governor and International Headquarters and share what is appropriate with all club members. Act on all issues that are presented and do this as quickly as possible. (Don’t handle your mail twice. Make it a rule to open and act on what is needed at that time. This may be accomplished by designating a “day” of special time to open Zonta mail... say, once a week on Tuesday, etc. Don’t let mail pile up on you desk!”)

BE INTERESTED IN AND UNDERSTAND YOUR CLUB MEMBERS:

You are now responsible for getting things done through other Zontians.

BE DEPENDABLE:

“The best ability is dependability.” Faithfulness and loyalty are closely related to dependability. A dependable person is one you can always count on, one who always comes through on their word.

BE ORGANIZED:

A good leader is constantly developing other leaders. This implies willingness to let the group members make their own decisions, encouraging them to work together on assigned tasks.

HAVE A WILLINGNESS TO WORK:

Leadership is often a thankless and never ending task. The nitty-gritty work of the organization often will be the inspiration necessary to motivate the members of the club.

COURAGE AND PATIENCE:

Leaders are rarely the most popular people. It takes lots of courage and patience to be a good leader and get along with every kind of person.

CREATIVE:

A creative person has the ability to bring into existence something unusual. An imaginative mind—a dreamer- a creative person is MADE, not BORN, and that creativity, basically a capacity for the restructuring and reforming of ideas, can be learned and taught.

BE RESPECTFUL:

Showing respect through the consideration of others is a great leadership trait. Respect is like a boomerang you must send it out before it will come back to you.

Each of the above leadership traits can be developed from study, patience, and consistent learning. Leadership is the coordination of the energy and motivation of a group to accomplish its purposes. Strive to be competent and dynamic as a Zonta President, YOU CAN DO IT! BUT, I think the most important ingredient has been left out:

“BE ENTHUSIASTIC AND HAVE A GOOD TIME!”

Your Responsibilities

Article XIV Section 5(a) of the Zonta International Bylaws describes the President's 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 the 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:
 1. seeing that club officers, committee chairmen, and board members have copies of the relevant sections of the *The Zonta Club Manual* February 2005 (**ideally a copy of the entire manual, which is accessible at www.zonta.org for download**);
 2. ensuring that club committee chair understand what their responsibilities are;
 3. mentoring the vice president who will assume the duties of the office of president.
- ◆ Keeping club members informed of district and international activities by:
 1. distributing the District Governor's and the Area Director's communications to each member;
 2. appointing a club newsletter editor
 3. appointing a club webmaster
 4. advise club members to register on ZI website and check district website.
- ◆ Becoming involved in District and International affairs by attending area meeting, district conference, 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.

Publications and Information Mailings

December/January	Zontian	
March/April	Zontian	Information from Headquarters
July	Zontian	
August 30th	District Newsletter	
October	Zontian	
November	Club Mailing	Information from Headquarters
November 30th	District Newsletter	
February 28th	District Newsletter	
May 31st	District Newsletter	

DISTRICT 8

District Membership Dues & Fees Schedule

		Full Year	Half Year
Enrollment 6/1 to 11/30 Per Capita Dues	Enrollment 12/1 to 5/31	\$17.00	\$ 7.00
Conference Assessment		\$ 3.00	\$ 3.00
Total		\$20.00	\$10.00

Send dues transmittal form and roster to:

Carol Dreysse
District 8 Treasurer
18730 88th Place SE
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Questions: call Carol at (360) 563-0751 or e-mail at cdreysse@msn.com

Zonta International

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www.zonta.org

1 June 2006 to 31 May 2007

Schedule of

International Membership Dues & Fees

	<u>Full Year</u>	<u>Half Year</u>
Continuing Members:		
Per Capita Dues	US \$ 50.00	
Add: Club Liability Insurance (US & Canadian Clubs Only)	US \$ 3.00*	
New Members:		
Per Capita Dues	US \$ 50.00	US \$ 25.00
Add: New Member Fee	US \$ 15.00	US \$ 15.00
Add: Club Liability Insurance (US & Canadian Clubs Only)	US \$ 3.00	US \$ 3.00*
New Clubs:		
Per Capita Dues	US \$ 50.00	US \$ 25.00
Add: Charter Member Fee	US \$ 15.00	US \$ 15.00
Add: Club Liability Insurance (US & Canadian Clubs Only)	US \$ 3.00	US \$ 3.00
Reinstatements:		
Per Capita Dues	US \$ 50.00	
Add: Reinstatement Fee	US \$ 15.00	
Add: Club Liability Insurance	US \$ 3.00	

NOTE:

Full Year Dues – Enrollment date between 1 June to 30 November

Half Year Dues – Enrollment date between 1 December to 31 May

Per Capita Dues – Include Zontian Magazine subscription, Organization & Extension assessment, and Convention assessment

When remitting payment, please include name of club, invoice number, number of members paid, and members' names and remember dues are paid to District 8 and to Zonta International separately.

District 8 Program Suggestions

<i>Month</i>	<i>Program</i>	<i>Responsible Committee</i>
June	Club Outing	Fellowship Committee
July	Long Range Plan	Board and Entire Club
<u>August</u>	ZI Convention Report/Event	Delegate
September Committee	Membership/Orientation	Membership & Organization
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 Children	Violence Against Women and	ZISVAW Subcommittee
April	Environment/ Women's Health/ Literacy	Appropriate Subcommittee
April/May	Annual Reports & Installation	Board Of Officers

Planning for the Club Year General Guidelines

May and/or June

Now is the time to make plans for the coming Zonta year. Study the **The Zonta Club Manual** (February 2005). It gives you good information on Zonta and on the responsibilities of each officer and committee within the club.

1. Installation of Officers if applicable.
 1. Arrange for joint meeting of incoming and outgoing board at May board meeting.
 2. Have PR chair arrange for newspaper announcement of club's new leadership.
2. Outline your goals for the year.
3. Develop goals in conjunction with your board and/or committee chairs.
 - a. For this year/biennium,
 - b. For club long-range goals.
 - c. For budget- be sure to include recommended 1/3 service money as contribution to ZI Foundation
4. Share goals with board, committee chairmen, and with the club members.
5. Think about committee selections.
 - a. Standing committees are subject to approval of the board of directors. **Don't delay this process.**
 - b. The president can select other committees.
 - 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.
6. Plan an orientation for board, officers, and chairmen following the May board meeting.
 - a. Do officers have records and relevant materials from their predecessors?
 - b. Let chairmen know when reports are due.
 - c. Develop a time line for goals and reports.
 - d. Prepare a packet of information for each officer and chairman:
 - 1) Name, address, phone numbers, and email address of officers and board.
 - 2) List of committees with names, address, phone numbers, and Email address.
 - 3) Copy of international and club bylaws.
 - 4) Zonta Club Manual
 - 5) District board roster.
7. Appoint a yearbook editor and a newsletter editor.
8. Appoint club webmaster

Important Dates

May 1- Club Annual Report and Standing Committee Reports due to the District Governor by May 1. The President's Report is used by the Governor for her ZI reports. These Standing Committee Reports will be judged for award purposes for District Conference.

May 1- Club Officer Report Form due to Headquarters, to the Governor and to the Area Director by May 1.

May 1- YWPA entries due to Headquarters

May 20 - Zonta International and District dues and updated club roster must be received on or before June 1.

Zonta International dues and updated club roster sent to:

Zonta International *1919 Paysphere Circle* *Chicago, IL 60674*

District Dues and updated club roster sent to:

Carol Dreyse *18730 88th PI SE* *Snohomish, WA 98290*

May 31- District 8 newsletter published

May 31- Zonta International Foundation club contributions due to Headquarters with a copy to the District Foundation Ambassador (use the Foundation Transmittal Form).

May 31- Klausman Scholarship candidates (club level) winners due to the Governor .

June

1. Confirm with the treasurer that:
 - a) Dues and fees have been sent to District and International along with Dues Transmittal Form and Membership Report Form.
 - b) If new officers have been installed, that new signature forms have been signed at the bank.
2. With board approval, appoint committee chairmen and members.
3. Appoint a club parliamentarian.
4. Prepare club calendar for the year.
5. Provide the Club Year Book editor with the following information for the year book:
 - 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 Meeting dates and locations.
6. 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.**
7. Plan to attend the Zonta International Convention (even years).
8. Plan the Long-Range Planning Session

Important Dates

June 1 - Deadline for submission of permanent club email address and club website information

June 1 - Deadline for Club Officer Report to be received at ZI, Governor, and District Treasurer

June 20 - Emma Conlon Award recipients are announced (Z Club & Golden Z Club).

June 30 - YWPA International Award recipients are announced

July

1. Plan new members' recruitment and orientation.
2. Finalize plans for the club year. Programs should emphasize service and express the International biennium theme and goals.
3. Remind club convention delegates that a written report for presentation to the club is expected at the meeting following International Convention. (even years)
4. Hold the Long-Range Planning Session.
5. Distribute membership yearbook/roster and other information to members.
 - a. One copy of yearbook for each member (some clubs provide two to their officers and board members).

Important Dates

July 31 - Mail copies of the yearbook/roster : Include name address, email, phone, and fax numbers– 1 to the Governor, 1 to the Lt. Gov., 1 to the Area Director

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. (even years)
4. Plan for membership recruitment.
5. Review Convention actions, using Program Issue of the *Zontian* (even years).
6. Encourage District Conference attendance. (odd years) (Gov Seminar even years)
7. Vote on delegates to District Conference. (odd years)
8. Send delegate cards to the District Governor. (odd years)

Important Dates

August 15- District Klausman recipients' documentation due to HQ

August 30- District 8 Newsletter published

August - Submit Delegate credentials for District Conference to Governor (depending on actual date of conference, credentials may be due in either August or September). (odd years)

*****Number of delegates are based on the number of active paid members enrolled in the club as of August 15 of the conference year. (0-40- 1 delegate, 41-80-2 delegates, 81 and above –three delegates)***

2004 By-Laws-Article XIII,Section 10(4)(a)

September

1. Remind members of District Conference. (odd years, Gov Seminar even years)
2. Finalize plans for District Conference or Governors Seminar.
3. Have Club vote on Zonta International Foundation club contribution pledge to be given at Conference & Gov Seminar
4. If applicable, have Treasurer file Form 990 by October 15. (See The Zonta Club Manual, Section 18, pages 110-112)
5. Finalize plans for UN Day, October 24.
 - a. Initiate process for Young Women in Public Affairs and Jane M. Klausman awards. YWPA winners are due to the Governor April 1; Jane M. Klausman winners are due to the Governor May 31

Important Dates

September 30- Klausman International recipients are announced.

Special UN dates:

September 8: International Literacy Day.

Third Tuesday: Opening of UN General Assembly regular session; International Day of Peace

September 30 - International slate for ZI officers, board and nominating committee sent to clubs.

October

1. Finalize plans for **Zonta's Birthday, November 8.**
2. Read and discuss the International President's message (even years).
3. Report on District Conference (odd year and Gov. seminar even years)
4. Bring Zonta International Foundation club contributions to District Conference

Important Dates

October 5-7 – Governor’s Seminar- Victoria BC

October 15 - Confirm that the Treasurer has filed Form 990, if applicable

October 24- Observe United Nations Day

November

1. If not done in October, report on the District Conference.

Important Dates

November 8- Celebrate Zonta’s Birthday

November 12 - Celebrate Zonta International Week

November 15 – Amelia Earhart Fellowship applications due.

November 30- District 8 Newsletter Published

November 25- Recognize International Day for the Elimination of Violence Against Women. Begin 16 Days of Activism project.

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.
3. Plan a special fellowship event; have each member invite a potential member.

Important Dates

December 1 - World Aids Day

December 14 - Recognize International Human Rights Day

January

1. International and district nominating committee’s requests for international and district offices mailed to club presidents.
 2. Elect nominating committee for the club if not done during regular elections. Remember that the President is NOT a member of this committee.
 3. Plan **International Women’s Day Observance, March 8.**

Important Dates

January 11 - Observe Amelia Earhart Day

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 committee for district offices. (odd years)
4. Review and finalize service project plans.
5. Finalize Young Women in Public Affairs awards and submit to governor on or before April 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.

Important Dates

February 15- IRS Group Subordinate Form due to International

February 28- District 8 Newsletter Published

March

1. Encourage attendance at the Area Meeting; plan to attend as president.
2. Elect delegates and alternates to International Convention (even years).
3. Nominating committee report due.
4. Receive written reports from officers and committee chairs.
5. Begin Annual Club Report (due to the Area Director on or before May1).
6. In Convention year, discuss with club, issues, elections, etc. that will be covered.

Important Dates

7. March 8 - International Women's Day

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 21 - International Day for the Elimination of Racial Discrimination

April

1. Conduct club annual meeting (April or May)
 - a. Election of officers
 - b. Approval of club 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. Instruct finance committee to conduct an annual audit for the fiscal year ending May 31.

Important Dates

April 1 - Young Women in Public Affairs winners due to Governor

April 1 – Standing committee reports due to the club president for inclusion in the club annual report.

April 1 - Foundation contributions receipt date for special Convention acknowledgement Mail to ZIF *

Zonta International Foundation
4837 Paysphere Circle
Chicago, IL 60674

April 30 – Emma Conlon Award (Z Club and Golden Z Club) applications due to ZI.

Part II

LEADER'S CREED

- TO Share with others the enthusiasm I have for the group and make it a top priority so that others will be challenged to do the same.
- TO Help each member realize his/her worth to the organization by involving each in some capacity.
- TO Set an example for others to follow; to place respect above popularity and honor above all else.
- TO Be able to deal with the unpleasant as well as the pleasant, and be unafraid to admit my mistakes as I work to correct them.
- TO Learn when flexibility is an asset or a liability; to reject what's popular unless it works for good, and to be willing to stand alone when necessary in order not to sacrifice my integrity.
- TO Positively support policies which strengthen the group; to rise above intimidation, and be willing to accept the fact that leadership can at times be lonely.
- TO Constantly search for new ideas which may or may not be better than the old ones, and to take advantage of every opportunity to develop skills needed in my leadership position.

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 chair is responsible for and ensure that they have that information. The *Zonta Club Manual* (February 2005, Part 1, Sec. 2, pg. 19-28) 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 the 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 Zonta International Bylaws, Article XIV, Section 8)

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

Please note: Per Zonta International Bylaws (Article XIV, Section 5a). *The president shall be ex-officio a member of all committees except the Nominating Committee.* Ex-officio is defined as “A position held because of one’s office. An ex-officio member has all the rights of any other member of the committee, including the right to vote, but is not counted in the quorum”.

Committee Chairs: Appointment of committee chair is the responsibility of the club president subject to the approval of the club board (*Bylaws* Article XIV, Section 5a).

The *Zonta Club Manual* provides a description of each committee’s responsibilities, resources available to the committee and suggestions for activities (*The Zonta Club Manual*, February 2005, Part 1, Sec. 3, pg. 29-36). Each committee member should be provided with a copy of these guidelines to insure the smooth functioning of the committee.

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

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
- ◆ Planning and conducting information sessions about Zonta for prospective and new members
- ◆ Developing, implementing, and overseeing a mentoring program for the club

Public Relations and Communications Committee

The responsibilities of this committee are:

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

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 for the 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

The nominating committee is elected NOT appointed.

- ◆ 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 Preserver: 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 tool and passed from one President to the next.

The Zonta Club Manual [Club Manual] (Zonta International, February, 2005)

District 8 President's Handbook

Zonta International Classification System (December, 2002)

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

Zonta International Bylaws (Zonta International, published even years)

Club Bylaws (every club should have their own bylaws [see page 119-128, Zonta International Club Manual]; and every member should have a copy of the bylaws)

Zonta International Protocol Manual

International Directory

www.zonta.org- online store and member resources

www.zontadistrict8.org- online informational site

Bylaws; Rules of Order; Standing Rules

Bylaws describe 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 *The Zonta Club Manual*, Part 2, Section 15, pp. 119-128 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/o notice	To Amend or Rescind w/o notice w/ Notice
Bylaws	Majority	Majority	Two-Thirds
Rules of Order	Majority	Majority	Two-Thirds
Standing	Majority	Two-Thirds	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 member 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 word “Whereas...”.

Model for Zonta Club Bylaws

For Model for Zonta Clubs Bylaws, please refer to the *The Zonta Club Manual*, February 2005, pages 119-128.

For Review of the Zonta Club Bylaws Options, please refer to the *The Zonta Club Manual*, February 2005, pages 119-128.

For Suggested Club Bylaws Option Form, please refer to the *The Zonta Club Manual*, February 2005, pages. 119-128.

Zonta Meetings

As the presiding officer you set the tone for the meetings. The first meeting of a new term tends to set the tone for all meetings to come. It may affect, thereby, the degree of interest and enthusiasm with which members, especially new members, will want to participate in the organization. The first meeting should therefore be most carefully planned and conducted.

Start on Time. A meeting should begin promptly even though some important member or personage has not arrived. To open a meeting, only two conditions need be met:

1. the scheduled hour must be at hand
2. the required quorum of members present

Starting on time is a courtesy to those present that were considerate enough to arrive on time. When other members learn that the meetings are starting promptly, they will begin to arrive on time also.

Order of Business/Agenda. Good business meetings don't just happen. They grow out of good planning and careful preparation. The agenda or order of business is the sequence of subjects to be considered at a meeting. This should be prepared in advance of the meeting by the president and/or secretary.

Possible Meeting Sequence:

- Call the meeting to order and welcome
- Approval of the agenda
- Reading and approval of minutes from the 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 the board, treasurer, and standing committees
- New business on the agenda
- Any other business and general discussion
- Guest speaker
- Announcements/date of next meeting
- Adjourn

Note: Do you start your meetings with the mission statement? Please consider doing so, having the entire membership recite the Zonta Mission statement. This reinforces the goals, objects and mission of the organization.

Note: Do you have a record of all your meetings, both general membership and board? The secretary should have minutes of the meetings, as they become a permanent document of the club. (See *The Zonta Club Manual*, February 2005)

*For a detailed discussion on Zonta Meetings including rights and responsibilities of members and chairmen, parliamentary procedures, conducting club business, duties of presiding officer/chairman, contents of minutes, presenting motions, voting terms and protocol standards see *The Zonta Club Manual*, February 2005, Section 5, pages 41-48.*

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* Article XIV, Section 3b)

International dues and fees are due to International by June 1st. District dues and fees are due to the district treasurer by 1 June. Dues and fees received after 1 June are subject to a late fee of \$15 per individual for International. Failure to pay timely may result in loss of voting privileges, the right to a delegate and/or proxy, and the right to nominate.

District 8 Dues and Fees Schedule – page 16

International Dues and Fees Schedule – page 16

Dues payments **MUST ALWAYS** be accompanied by a the appropriate Dues Transmittal Form **AND** a Membership Roster or New Member Form. These forms may be found in the appendix of this handbook, in the Manual of Procedures for Zonta Clubs, or may be printed from the Zonta International home page www.zonta.org. Please be sure your Treasurer and Membership Chair are using the current forms.

New members who join a club after 1 December pay prorated dues to International and District. See page 16 for a break down of the half-year dues and fees.

Ceremonies

Installation of Officers and Induction of New Members

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.

Sample ceremonies can be found in the *The Zonta Club Manual*, February, 2005, Section 17, pages 135-139.

**Zonta International District 8
Rules of Procedure**

Adopted September 28, 2001

District 8 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. Vice Area Directors shall be elected by the Clubs in that area to assist the Area Director in the performance of area duties. To be eligible for the office of Area Director or Vice Area Director, a member must at some time have been president of a local Club for at least one term of office. The Vice Area Director shall visit the Area Director's Club and the Area Director shall visit the Vice Area Director's Club.
2. The district board shall meet at least 2 times each year.
3. District dues and fees shall be determined by two-thirds vote of the voting members at a district conference. On June 1 of each year each club shall pay to Zonta International District 8 \$20 per capita dues based on the number of members in the club as of that date. Dues for new members joining after that date will be in the same amount through November 30. Clubs with new members joining December 1 or later in the Zonta fiscal year owe a pro-rated amount of \$10 per capita.

Schedule of District 8 Fees

	(full year)	(members joining after Dec. 1)
General Fund	\$17.00	\$7.00
Conference Fund	<u>\$ 3.00</u>	<u>\$3.00</u>
	\$20.00	\$10.00

4. 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 the earnings on district funds.
5. The District Treasurer shall be bonded in an amount as set by the district board.
6. The Governor shall approve the expenses of the other district board members and district committee members. The Lt. Governor shall approve the expenses of the Governor.
7. The Governor, Lt. Governor and treasurer shall be the signing officers for the district--any two being required to sign.
8. Expenses to be paid from district general operating funds are defined in the Zonta International District 8 Reimbursement Guidelines. Guidelines may be amended by a two-thirds vote of the district board.

9. Expense vouchers and all related district receipts are to be submitted to the district treasurer within sixty days of the expenditure to qualify for reimbursement.
10. The International Convention expenses of registration, opening ceremonies, banquet, transportation and hotel for the outgoing governor and the incoming governor will be paid from district funds up to the amount approved in the budget.
11. District conferences shall be held in odd-numbered years. District governor's seminars shall be held in even-numbered years. A review of the district seminars will be done after the second seminar in 2002 by the district board to determine whether there has been a change in conference attendance or district membership.
12. Invitation from a club to host a conference/seminar shall be presented no later than at the conference/seminar two years in advance. If more than one invitation is received, the final decision is up to the board.
13. District conferences/seminars shall be supported by registration funds and conference/seminar assessments. For the purpose of this section, assessments shall mean registration fees, district levies, previous conference surpluses, and other funds voted on by the board. District funds shall subsidize conferences/seminars. The hosting club shall prepare the conference/seminar budget and it shall be approved by the district board no later than the board meeting one year prior to the conference/seminar. In the event of a loss because of just cause, district shall reimburse the hosting club. Just cause shall be determined by the district board. At least \$3,000.00 should be held in reserve in the district account; any remaining surplus shall revert to the general fund.
14. The district treasurer, at the request of the club hosting a conference/seminar shall forward an advance loan of up to \$500.00 to assist with preliminary expenses.
15. The following shall be paid from the conference assessment of the district:
 - 15.1 Room, meals and registration for the International representative.
 - 15.2 Conference proceedings – including tape recorder, tapes, printing, assembling and mailing minutes (final report)
 - 15.3 Conference programs
 - 15.4 Courtesies-including a gift for the International Representative and a gift to the outgoing governor
 - 15.5 Conference planning expenses
16. Conference registration fees are paid for by Zontians attending the conference and will cover meals, decorations and favors, entertainment, and facility rental.
17. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
18. The district 8 service project is a scholarship and endowment fund at Lester B. Pearson College of the Pacific in Victoria, BC. The total annual direct Zonta club and individual donations to Lester B. Pearson College of the Pacific shall be included as a note to the district's annual financial statement.

19. A gift for the outgoing governor will be purchased by the district. The gift will consist of the Zonta starburst pin, the pearl governor's G guard—both mounted on a disk or as appropriate with the governor's name and term of office engraved. The amount will be a line item in the budget.
20. District conference motion copies and election ballots shall be retained by the secretary for at least three months, or until the minutes of the conference have been approved, whichever is longer.
21. 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 60 days following the conference.
22. The district board shall be authorized to approve the minutes of a conference at a post-conference board meeting.
23. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium.
24. The governor shall be custodian of the Canadian flag, the US flag and the set of "All Nations Flags."
25. A Distance Trophy shall be presented to a club at conference/seminar if desired by the district governor. The winner is determined by multiplying the number of members in attendance by the distance traveled to the site and dividing by the total membership of the club. When this trophy is won by the same club for three consecutive conferences/seminars, it shall become the permanent property of the club and a new trophy shall be purchased.
26. The conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within 90 days following the conference.
27. The chairman of the district nominating committee shall request, prior to November each even-numbered year, suggestions from each club for nominees for each position to be filled by election at the succeeding conference. Personal data forms, including a consent-to-serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from the clubs shall be March. 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 two or more candidates, if possible, for each district office, except governor, that is to be filled at 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 60 days before the conference at which the elections 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.

(a) 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.

- (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
- (iv) 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.
- (v) 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.

(b) The governor shall appoint the chairmen and such other members of all committees as the governor deems appropriate.

28. The district shall present a District History, without charge, to each newly-chartered club in the district and to each International President if she wishes to have one. In order to keep the District History up to date, supplements shall be issued every two years. At the end of each year, the area directors shall call upon the presidents of the clubs in their respective areas to file an annual report on an Annual Club Report Form. The area directors shall forward copies of all Annual Club Reports to the district archives coordinator. On odd numbered years, the archives coordinator shall request club histories from each club president on Club History Report Forms. The governor shall submit a history of her term in office. The Annual Club Report Form and the Club History Report Form shall be prepared by the archives coordinator with the approval of the board. Each club shall receive one copy of the supplement free of charge. Additional copies shall be provided on request for the cost of duplication. Clubs may request and receive copies of their own annual reports at no charge from the archives coordinator. To provide the necessary funds to pay for these history supplements, approximately one-half of the estimated cost of printing, etc., shall be budgeted for each year if necessary and these amounts shall be allowed to accumulate over the two year time period.

29. Each district committee chair may determine awards to be given to clubs at conference/seminar with criteria to be approved by the board and publicized at the previous conference/seminar.
30. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairmen 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.
31. Outgoing district officers and committee chairmen shall deliver to their successors all properties belonging to their official positions within 45 days from June 1 at the commencement of a new biennium.
32. Clubs shall submit the names of their incoming officers (with addresses, phone numbers, and fax numbers) to the governor and Zonta International Headquarters by May 1 each year. Clubs shall submit the names of their incoming chairmen (with addresses) to the district secretary by June 1 each year.
33. These Rules of Procedure may be amended by a majority vote at any District Conference if notice of the proposed amendment has been sent to each club at least 60 days in advance of the conference. Otherwise, these standing rules may only be amended by a two-thirds vote at a District Conference.
34. The district secretary shall be responsible for keeping these rules of procedure correct.
35. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Zonta International District 8 in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

APPENDIX A

Membership Information for New Members – **due as appropriate**

Membership Dues Payment Transmittal Form – **due on or before June 1**

International Foundation Contribution Form – **due to Headquarters on or before May 31**

International Foundation – **Automatic Debit Contribution Form**

District 8 Dues Form- (2006-2008) –**Due June 1, 2006**

Club Treasurer Notes

Time lines for District 8 Treasurers

District 8 Directory Forms



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

If you are a professional or a business executive, and are interested in becoming a member of a Zonta Club in your area, complete the following and submit to the address or fax number above.

First Name: _____ Last Name: _____

Occupation / profession: _____ Job/Position Title: _____

Firm or Institution Name: _____

I am: Owner Partner Manager Employee

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

I am willing to commit time to service and advocacy projects in my community: Yes No

I am willing to contribute financially to and raise money for local & international projects that benefit women: Yes No

Business Address: _____

Residence Address: _____

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

Telephone Number (residence): _____ (business): _____

Fax Number: _____ E-mail: _____

Please contact me by: Phone (residence) Phone (business) E-mail Fax Mail

The best time to contact me is: Morning Afternoon Evening

I heard about Zonta International through:

A friend A local Zonta Club A business acquaintance A current Zonta member

Local Zonta Club Web site Zonta International Web site Internet search

Newspaper / Magazine Television / Radio Other: (please specify) _____

Comments:





To ensure credit for your contribution, please complete and return this document, along with your payment, according to the instructions for the payment option you select.

1. Donor

This contribution is made by (check one):

- Club Area District Individual Corporation/Foundation

Zonta Club of _____ District _____ Area _____ Club _____

Donor Name _____

(Please print as donor is to be recognized)

Street Address _____ City _____

State/Province _____ Postal Code _____ Country _____

Note: If there is more than one donor, please attach a list of donors and the amount contributed by each, or submit a separate form for each donor.

2. Designation

Rose Fund, the Foundation Annual Operating and Program Support Fund	US\$
Amelia Earhart Fellowship Fund	US\$
Jane M. Klausman Women In Business Scholarship Fund	US\$
Young Women in Public Affairs (YWPA) Fund	US\$
International Service Fund	US\$
Zonta International Strategies to Prevent Violence Against Women (ZISVAW) Fund	US\$
World Headquarters Property Preservation and Improvement (WHPP) Fund	US\$
Endowment Fund	US\$
Total Foundation Contribution	US\$

3. Special Instructions

- My Corporate Matching Gift form is enclosed.
- Please send me information about making recurring gifts (monthly contributions automatically deducted from my checking/savings account).
- I would like my gift to be anonymous.
- I have made provisions for Zonta International Foundation in my will; please send me forms for the Mary E. Jenkins 1919 Society.
- Please send me information on how to include Zonta International Foundation in my estate planning.
- Please send me information about how to make a gift of stock.

Over →

District 8 Dues Transmittal Form

Zonta Club of _____

District Membership Dues:

Renewals	# of Members	Total
Full Year	_____ @ \$17.00	\$ _____
Conference Assessment	_____ @ 3.00	\$ _____

<i>New Members</i>		
Full Year	_____ @ \$17.00	\$ _____
Half Year	_____ @ \$7.00	\$ _____
Conference Assessment	_____ @ \$3.00	\$ _____

Half Year Dues are December 1 – May 31st

Important: For dues renewals please attach a copy of the corrected membership list you are sending to International

For new members please attach a copy of the International Member Report Form

Renewal dues are due to the District no later than June 1st of each year. Your prompt payment of dues is greatly appreciated.

Service Contributions:

Lester B Pearson College of the Pacific Scholarship Fund	\$ _____
Endowment Fund	\$ _____

Note: Please let District 8 know the date and amount of contributions sent directly to the college

**Send payment in US dollars along with this form
to: Carol Dreyse
18730 88th PL SE
Snohomish, WA 98290
(360) 563-0751 Home (360) 243-4261 Work
email cdreyse@msn.com**

District Directory Input Form

2006-2007 Club officers and Committee Chairs

Board

President

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Vice President

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Treasurer

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Secretary

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Committee's

OMC

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Public Relations/Communications

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Status of Women/Service

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

United Nations

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	

Finance

Mailing Address		
Business #	Fax #	Cell #
Home #	Email address	