



Zonta Club Manual

February 2026

CONTENTS

INTRODUCTION	1
SECTION ONE – Members of Zonta International.....	2
Members of Zonta International	2
Members at Club Level	2
Advantages of Club Membership	2
Zonta International’s Core Values	2
Zonta Club Members	3
Past International Presidents.	3
Honorary Members.	3
Supporting Members.....	4
Induction of New Members and Installation of Board Officers and Directors	4
Member Awards.....	4
Suspension or Expulsion.....	4
Zonta Organization Chart.....	5
SECTION TWO – Zonta Club Board	6
The Club Board.....	6
Decision-making in Zonta International	7
Governing Documents in Order of Precedence	7
Club Parliamentary Authority	8
Fiduciary Duty and Legal Responsibilities	8
Conflict of Interest	8
Overall Responsibilities of the Club Board	9
Club President	9
Club Vice President	11
Club Treasurer	11
Club Secretary	12
Club Director.....	13
SECTION THREE – Club Committees	14
General.....	14
Responsibilities of Club Committee Chairs.....	14

Responsibilities of Committee Members	14
Club Nominating Committee	14
Responsibilities of the Club Nominating Committee	15
Other Club Committees.....	15
Club Service Committee	15
Club Advocacy Committee.....	15
Club Membership Committee.....	16
SECTION FOUR – Running the Club	17
Motivate Members	17
Offer Opportunities for Development and Involvement.....	17
Focus on Service and Advocacy Projects	17
Hold Interesting Meetings with Activities that Engage	18
Maintain affordable dues.....	18
Promote the Zonta Foundation for Women	18
Club Role in Fundraising.....	19
Guidelines on Affiliation at Club Level.....	19
Club Local Projects	20
Club Projects Conducted Outside the Club’s Geographical Area	20
Involvement of Local Zonta Clubs in International Service Projects	21
Club Elections.....	21
Sample Tellers’ Report.....	22
Communication – Social Networking.....	22
Developing a Website	23
Sponsorship – Financial Support	24
Translation.....	25
APPENDIX A – Communication Plan.....	26
APPENDIX B – Risk Management.....	29
APPENDIX C – Financial Management	32
APPENDIX D – Sample of Club Meeting Agenda	35
APPENDIX E – Contents of Club Meeting Minutes	37
APPENDIX F – Sample Club Calendar.....	38

INTRODUCTION

Purpose

The purpose of this manual is to guide and assist the club leadership of Zonta International and Zonta Foundation for Women in discharging its responsibilities with an aim to sustainability in club operations.¹

Audience

This manual is the best friend of club board members, club committee chairs and members, and all other club members.

Contents and Use

The manual describes the membership of Zonta International, how a Zonta club operates and the responsibilities of the club leadership. Using the manual promotes uniformity and continuity in decision-making so the club members have a sense of consistent management.

The manual is not a substitute for the *Bylaws* or the *Rules of Procedure* of Zonta International, or for policies adopted by the International Board. These, together with any club bylaws, club rules of procedure or club policies should be read in conjunction with this manual.²

Update

This manual should be reviewed and updated once per biennium, unless relevant legal or policy requirements necessitate additional editions.

Style

The Associated Press Stylebook and the *Publication Manual of the American Psychological Association* are style guides utilized in this manual.

Parliamentary Authority

Robert's Rules of Order Newly Revised, 12th Edition

¹ Throughout this manual, *board* signifies the club board and *manual* signifies this manual, except where expressly stated otherwise..

² All ► references are to the Zonta International website under My Zonta/Governance, unless stated otherwise.

SECTION ONE – Members of Zonta International

Members of Zonta International

- All Zonta clubs in good standing
- Supporting Members
- International honorary members
- Past presidents of Zonta international

Members at Club Level

- Individuals who have joined the club and agreed to support the Objects of Zonta International.
- Past presidents of Zonta International
- Club honorary members

► *Bylaws of Zonta International*, Article IV

Advantages of Club Membership

- Belong to a forward-looking global organization whose voice is heard and respected locally and internationally, including at the United Nations and the Council of Europe.
- Support Zonta International service projects that improve the legal, political, economic, educational, health and professional status of women worldwide.
- Participate in local service projects that improve the lives of women and girls in the community.
- Be part of a fellowship of individuals with experience in a recognized business or profession from around the world who share the common purpose of improving women's lives and enabling them to achieve their full potential.
- Membership of Zonta is an opportunity to make a difference to the lives of women and girls around the world and in our own community.

► *Bylaws of Zonta International*, Article IV

► *International Manual*, SECTION EIGHT – Zonta Essentials

► *International Honorary Member List*

► *Past International Presidents List*

Zonta International's Core Values

We are a leading global organization of more than 23,000 members in 65 countries and the organization of choice for individuals sharing a common goal - *To Build a Better World for Women and Girls*. We believe this can be achieved by:

- Improving women's health and education.
- Ensuring women's economic empowerment.
- Strengthening women's representation in decision-making positions.
- Working to end violence against women.

SECTION ONE – MEMBERS OF ZONTA INTERNATIONAL

Zonta Clubs are affiliates of Zonta International.

Zonta clubs shall have a membership composition that is inclusive and diverse.

We are committed to building and maintaining an organization where each member is valued and feels a sense of belonging and purpose. We bring our values to life by working together to advocate for women's rights and to build a better world for women and girls.

In Zonta we value:

- Global Community
- Friendship
- Equity and Inclusion
- Respect
- Integrity

- ▶ *Core Values*, complete text in Club Tools
- ▶ *Core Values*, complete text under About Us, Mission and Vision on the website
- ▶ *Bylaws of Zonta International*, Article II – Objects
- ▶ *International Manual*, SECTION EIGHT
- ▶ *Brand Identity*

Zonta Club Members

Club members have the rights and responsibilities to:

- Actively support and implement the Objects of Zonta International.
- Attend meetings and participate in the proceedings.
- Give proper notice of absence, if required by the club
- Understand the fundamentals of parliamentary procedure.
- Expect member rights to be upheld by the presiding officer.
- Propose motions.
- Debate.
- Vote.
- Hold office, if elected.
- Recommend action and change needed for progress.
- Provide any report in writing and deliver to the secretary for the records, and ensure tasks are completed.

Past International Presidents.

A past international president may be retained as a member of a club or elected to club membership and have the same rights and responsibilities as other club members, including the responsibility to pay district, area and club dues.

Honorary Members.

Club honorary members, who are different from Zonta International honorary members, are elected to honorary membership by the club and must have distinguished themselves by some unusual service other than their service to Zonta. Honorary members have all the

SECTION ONE – MEMBERS OF ZONTA INTERNATIONAL

privileges of membership except holding an elected office or directorship, making motions or voting and representing the club as a delegate or alternate. Honorary members are exempt from payment of dues, but the club is responsible for paying their international and district dues.

Supporting Members

Supporting members hold direct membership at the international level and do not belong to a club. They may participate, without voting rights, in Zonta International Convention, events, and programs. They may serve on international level committees of Zonta International.

Dues and fees are collected by headquarters directly, without any involvement of clubs.

- ▶ *Bylaws of Zonta International*, Article IV, Section 3(a)
- ▶ *Supporting Members* under Club Tools

Induction of New Members and Installation of Board Officers and Directors

Guidance for ceremonial occasions, including order of precedence, the charter ceremony, the installation ceremonies for club boards and new members can be found in Club Tools on the website. The induction of new members and installation ceremony for club officers and directors are nice events appreciated by many. The texts available in Club Tools are examples, but clubs are free to adapt and simplify according to local social norms and customs.

- ▶ *Induction Ceremony* in Club Tools
- ▶ *Installation of Club Officers and Directors* in Club Tools
- ▶ *Protocol* in Club Tools

Member Awards

Zonta International maintains two award programs to honor individual Zontians. The *Length of Membership Award* honors individuals who have been club members for at least five years. The *Meritorious Service Award* is presented for exceptional service at the Zonta International level.

- ▶ *Length of Membership* in Club Tools
- ▶ Zonta International Manual – SECTION EIGHT

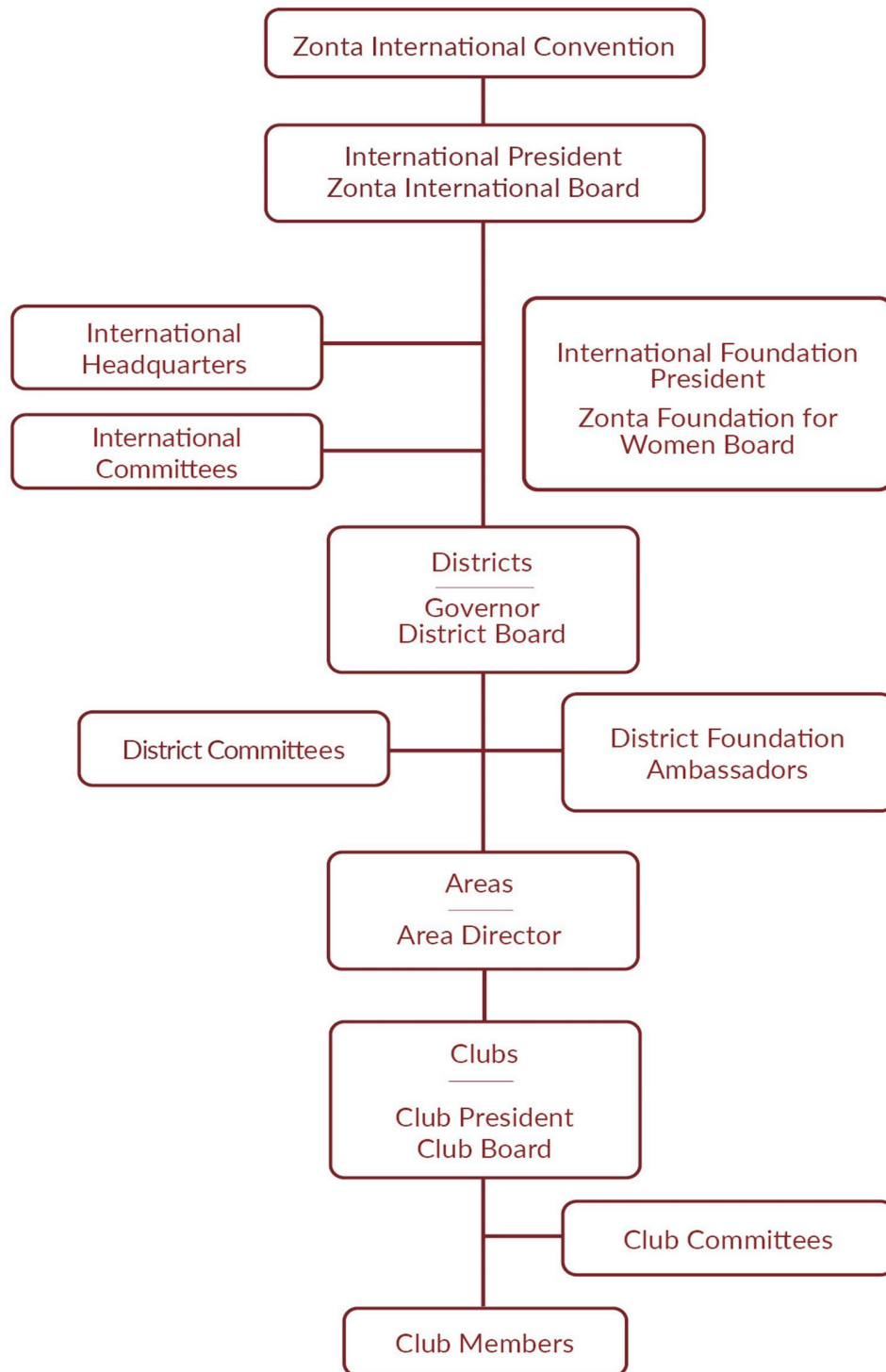
Suspension or Expulsion

Membership may be terminated if the member has failed to pay club, area or district dues or has acted in a way to injure the good name of Zonta, hampered its work or failed to adhere to the Zonta Code of Conduct. In cases where a member is subject to suspension or expulsion, the club must follow its suspension, expulsion and removal policy.

- ▶ *Bylaws of Zonta International*, Article XV Section 14
- ▶ *Suspension, Expulsion and Removal Policy*
- ▶ *Zonta Code of Conduct*, in Club Tools on the website
- ▶ *Zonta Code of Conduct*, in Policies & Guidelines on the website

SECTION ONE – MEMBERS OF ZONTA INTERNATIONAL

Zonta Organization Chart



SECTION TWO – Zonta Club Board

The Club Board

The officers of the club board should include a president, a vice president, a treasurer and a secretary. There may be one or more directors. With the exception of that of president, two offices may be combined if consistent with the club bylaws. One individual holding two offices shall be entitled to only one vote.

Term of Office

The officers and directors are limited to four consecutive years in the same office. At club discretion, a member who has served previously as an officer or director is eligible to serve in the same office again after an intermission.

For officers and directors, the term of office is either one or two years. An officer or director who serves more than half a term is deemed to have served a full term in that office.

Officers and directors are elected at or prior to the annual meeting and take office 1 June. The fiscal year for clubs in the United States must be through 31 May inclusive.

► *Bylaws of Zonta International*, Article XV, Section 6.

Installation of Club Officers and Directors

Guidance for installation ceremonies for club boards can be found in Club Tools on the Zonta International website.

Board Meetings

The board meets monthly unless otherwise directed by the board. The board may transact business via electronic communications.

Quorum

Majority of the board.

Vacancies in office

<i>Position</i>	<i>Filled by</i>
President	Vice President
Vice President	Board
Treasurer	Board
Secretary	Board
Directors	Board

SECTION TWO – ZONTA CLUB BOARD

Decision-making in Zonta International

Zonta International, its districts, areas and clubs follow democratic procedures: voting members present and voting at business meetings at all levels of the organization make the important decisions. The business meetings are:

- **At International Level – Convention.** Every even-numbered year, Zonta International holds its international convention to conduct the business of Zonta International and the Zonta Foundation for Women. Delegates, elected by the clubs, represent the clubs at the convention, vote, and make decisions to ensure that Zonta accomplishes its mission and implements its vision.
- **At District Level – District Conferences.** The business of the district is conducted at the district conference, which is held at least once during the biennium. Delegates, elected by the clubs, vote on matters pertaining to the district.
- **At Area Level – Area Meeting.** Each area holds at least one meeting or workshop annually.
- **At Club Level – Club Meetings.** The business of the club is conducted by the club board and the club members, in board meetings and club meetings, respectively.

Governing Documents in Order of Precedence

1. National and provincial/state laws
2. Articles of Incorporation under the General Not-for-Profit Corporation Act, State of Illinois, USA
3. Bylaws of Zonta International
4. Rules of Procedure of Zonta International
5. Parliamentary authority adopted by the convention, the district conference, or the club, as appropriate
6. Operational policies adopted by the Zonta International Board
7. Manuals and guidelines adopted by the Zonta International Board

Because Zonta International is incorporated in the State of Illinois, United States of America, the organization must comply with the *Illinois General Not for Profit Corporation Act*. Further, it must comply with the *Articles of Incorporation*, the *Bylaws of Zonta International*, the *Rules of Procedure of Zonta International* and *parliamentary authority adopted by Zonta International, the district or the club respectively*.

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

Clubs must adopt club bylaws that are consistent with applicable law and the *bylaws, rules of procedure and board-adopted policies of Zonta International*.

SECTION TWO – ZONTA CLUB BOARD

- ▶ *Club Bylaws Template*
- ▶ *Bylaws of Zonta International*, Article IV, Section 2 (b)
- ▶ Governing Documents

Club Parliamentary Authority

Parliamentary procedures are based on the following democratic principles of parliamentary law:

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

The parliamentary authority of Zonta International is the current edition of *Robert's Rules of Order Newly Revised*.

- ▶ You can read more about parliamentary procedure, the various forms of voting and how to handle motions in Parliamentary Procedures under Club Tools on the website.
- ▶ *Bylaws of Zonta International*, Article XV, Section 15

Fiduciary Duty and Legal Responsibilities

The officers and directors of a club are legally responsible for the day-to-day decision-making of the club. They can be held personally liable for any breach of duty, depending on the way the club is constituted and the laws of the country of the club. The officers and directors owe three specific duties:

- **DUTY OF CARE** – the obligation to always act prudently and reasonably in regard to the management of the club's affairs.
- **DUTY OF LOYALTY** – it is prohibited for a director or officer to use his or her position in Zonta to further his or her own interests.
- **DUTY OF OBEDIENCE** – requires directors and officers to ensure that the club is run in accordance with its governing documents and with applicable laws and regulations.

When necessary, the board must seek advice from legal counsel regarding its legal and fiduciary responsibilities.

Conflict of Interest

Officers and directors must sign a *Conflict of Interest Form* when taking office. The *Conflict of Interest Policy* and form used for international officers and directors can be used as a guideline.

- ▶ *Conflict of Interest Policy*
- ▶ *Conflict of Interest Declaration Form*

SECTION TWO – ZONTA CLUB BOARD

Overall Responsibilities of the Club Board

The club board has general supervision of the club between club meetings, always acting in consistence with actions and decisions taken by the club. Specific responsibilities:

- Carries out the fiduciary responsibility of the club.
 - Recommends, but does not determine, policy, advocacy actions, service projects and donations for adoption by the club.
 - Considers budget(s) before the treasurer presents it to the membership for adoption.
 - Maintains a *Club Internal Control Manual* covering club procedures such as financial control, roles and responsibilities, succession planning, archiving, password maintenance, social media and other policies and insurance requirements.
 - Is familiar with Zonta Objects, programs, policies and projects and pays special attention to policies concerning club activity.
 - Proposes for club approval specific goals and activities consistent with the biennial goals approved at each convention and measures progress towards their achievement. Those goals include, but are not limited to, service and advocacy goals.
 - Establish club committees and receives committee reports.
 - Prepares leadership development and mentoring programs for the club members.
 - Participates in training workshops, area meetings, district conferences and conventions.
 - Pass on Zonta International and district program information to all club members.
 - Encourages support of Zonta International and district biennial goals, and encourages club and individual contributions to the Zonta Foundation for Women.
 - Fills vacancies in any office except that of the president.
 - Considers awarding club honorary membership to individuals who have distinguished themselves by some exceptional service other than service to Zonta.
 - Refers written complaints against a club officer, director or member of the nominating committee to a special committee elected by the club for review.
-
- ▶ *Bylaws of Zonta International*, Article XV, Section 8 and 14.
 - ▶ *Suspension, Expulsion and Removal Policy*
 - ▶ *Leadership Development Tools*
 - ▶ *Emergency and disaster Funds Policy*

Club President

The club president is the chief executive officer of the club.

Responsibilities at Club Level

- Presides at all meetings of the club and the board.
- Appoints chairs of all committees except the Nominating Committee, subject to approval by the board.
- Ensures that the club fulfills its legal liabilities in the country, province or state and local government where it is constituted, also in cases where the Bylaws of Zonta International says differently.

SECTION TWO – ZONTA CLUB BOARD

- Promotes participation at the club, area, district and international levels of Zonta.
- Invites the district foundation ambassador to club meetings.
- Encourages all club members to register on the Zonta International website, to take advantage of the information resources and tools offered.
- Ensures that the club bylaws comply with the *Bylaws of Zonta International* and the laws of the country in which the club exists.
- Distributes to club members all information from Zonta International, the Zonta Foundation for Women, the district and the area.
- Appoints a club parliamentarian, if the president chooses to have one.
- Is responsible for club risk management.
- Ensures that the club archives and/or electronic records are being maintained.
- Is a signatory of club bank accounts and contracts in accordance with the *Club Bylaws* and/or the *Club Internal Control Manual*, if the club has one.
- Submits a report at the club's annual meeting, summarizing the year's activities.
- Briefs the incoming president on all club activities and policies and hands over all club records and relevant materials within 30 days of the new president assuming office.

Responsibilities at Area Level

- Ensures that the club elects delegates and alternates, if required, to area meetings.
- Suggests potential candidates for area director and, if required, area treasurer and other area officers and/or chairs.
- Reports club achievements and concerns to area director.
- Attends area board meetings, if applicable.
- Submits annual club report to area director, if requested.
- Invites area director for an official visit to a club business meeting, at least once during the biennium.
- Attends area meetings and workshops and leadership training opportunities.

Responsibilities at District Level

- Suggests potential candidates for governor, lt. governor and treasurer.
- Ensures that the club elects delegates and alternates to district conferences.
- Reports as requested by the governor.
- Attends district conferences, district workshops and leadership training opportunities.

Responsibilities at International Level

- Ensures that the club's email address is reported to headquarters.
- Ensures that the club elects delegates and alternates to convention and that the credentials registration to convention is completed by the due date.
- Notifies the governor if a proxy is needed.
- Ensures that annual per capita dues, together with a current and complete club member list, are sent to headquarters by 1 June.
- Ensures *Club Officer Contact Information Form* is filled in and submitted online by 1 May.
- Visits the Zonta International website regularly.

SECTION TWO – ZONTA CLUB BOARD

- ▶ *Club Officer Contact Information* under Forms
- ▶ *Risk Management* under Tools

Club Vice President

The vice president performs the duties of the president in the absence or inability of the president. If a president is unable to complete the term of office, the vice president becomes president.

Responsibilities of the Club Vice President

- Performs duties as designated by the president and the club board, including serving as a committee chair.
- Reports to the club president or club board as required and briefs the incoming vice president on responsibilities of the position.
- Hands over records of office and other relevant materials to the incoming vice president within 30 days of the new vice president assumes office.

If club bylaws specify that there are two vice presidents, the first vice president ranks higher than the second.

Club Treasurer

The club treasurer is responsible for ensuring that the club is continuously in good standing and with proper finance management.

Responsibilities of the Club Treasurer

- Drafts and presents the club budget to the board for recommendation to the membership.
- Ensures that authorized signatories of the club are on file with the club's bank.
- Pays all properly approved bills in accordance with the budget.
- Keeps an accurate record of the collection and disbursement of all club funds.
- Submits financial reports to the club and its board periodically, as required.
- Produces bank statements and/or checkbooks when requested by club members.
- Submits a written report of the club's annual financial position at the annual meeting.
- Keeps member list up to date.
- Pays international membership dues by 1 June by submitting the member information on the international website under Membership Dues Tools.
- Registers new members as soon as they have paid dues by submitting the information on the international website under Membership Dues Tools.
- In the USA and Europe, ensures that members' consent is received annually for Zonta International to store member data on servers, as required by data protection legislation. Consent is in effect until written withdrawal has been received at headquarters.
- Pays district dues, and area dues if applicable, by the date required.
- Ensures prompt transfer of donations to the Zonta Foundation for Women account, which is different from the account to which dues payments are made.

SECTION TWO – ZONTA CLUB BOARD

- Creates and administers a policy for record retention in keeping with the country's filing requirements. In the United States, the Internal Revenue Service mandates seven years.

► *U.S. Matters and Filing Requirements for U.S. Clubs* under Club Tools

- Determines and follows all state, provincial, and country filing requirements.
- Arranges an annual audit/review/examination and provides a written report from the auditors/examiners to the club.
- Briefs the incoming treasurer on all club activities and policies and hands over all club records within 30 days of the new treasurer assuming office.
- Changes the bank signature authority to the new treasurer, if required.

► *Membership Dues Tools*

► *Data Protection Policy* and Form

Club Secretary

The club secretary is responsible for ensuring proper management of club records and for disseminating information as appropriate.

Responsibilities

- Attends meetings of the club and board and takes and keeps minutes of all proceedings.
- Brings relevant documents to all meetings.
- Prepares draft minutes for the president to review. Distributes the minutes in advance of the next meeting and records corrections.
- Brings updated membership, officer and committee lists, and paper for ballot votes to all meetings, if required under club bylaws.
- Keeps a record of all members and guests attending meetings.
- Reports to the club president and board as required.
- Ensures that the club number is used on all correspondence with headquarters.
- Encourages club members to update their contact information on the Zonta international website under *My Zonta*.
- Sends a copy of *Club Officer Contact Information Form* to the area director and the governor before 1 May.
- Handles club correspondence, including communications requested by officers and committee chairs and thank-you letters to guest speakers.
- Ensures that the area director and governor receive the club's newsletter, if applicable.
- Handles the club's email inbox and responds in a timely fashion to all email inquiries or information provided by headquarters, under the direction of the president or treasurer, unless it is routine information.
- Ensures that the club board reviews the club's archiving procedures at the beginning of each biennium.
- Archives club materials according to the club's archiving guidelines.

SECTION TWO – ZONTA CLUB BOARD

- Maintains the following files:
 - Minutes of meetings.
 - *Club Internal Control Manual, if the club has one.*
 - *Club Bylaws*
 - Member records.
 - Meeting attendance record.
 - Club newsletters.
 - Area director's and governor's newsletters.
- Briefs the incoming secretary and passes over the records of office and any other relevant materials within 30 days of the new secretary assuming office.

Club Director

The directors serve as members of the board.

Responsibilities:

- Attend board and club meetings.
 - Approve the president's appointments of committee chairs.
 - Chair committees, as appointed.
 - Propose policies, service projects, advocacy initiatives and other actions for the board to consider and recommend to the membership.
 - Perform other duties as assigned by the president.
- *Bylaws of Zonta International, Article XV, Section 7*

SECTION THREE – Club Committees

General

Zonta club committees help the club to implement projects and achieve its goals. Club members are encouraged to serve on committees and share their expertise and skills.

Apart from the nominating committee, whose members are elected by the club, standing committees are authorized by the club board.

The club president shall appoint committee chairs, subject to approval by the club board.

Committees report regularly to the board and to the club. It is recommended that written duties and responsibilities for committee chairs and members be prepared and updated regularly.

Responsibilities of Club Committee Chairs

- Establish the goals for the committee in cooperation with the president, board and committee members.
- Ensure committee goals and activities are aligned with Zonta International's mission.
- Report to the board and the club regularly, as requested.
- Report to relevant district committee chairs as required and copy the president.
- Schedule committee meetings and preside at them.
- Engage all committee members and encourage an open and creative working environment.
- Adhere to the approved committee budget, if provided.

Responsibilities of Committee Members

- Attend and actively participate in committee meetings and activities.
- Accept assignments and responsibilities.
- Support committee projects and decisions.

Club Nominating Committee

The Club Nominating Committee prepares the slate of officers, directors and members of the next Nominating Committee before the election meeting.

Additional nominations may be made from the floor, provided the nominee meets the prerequisites of the office and has consented to serve if elected.

Election of members to the Club Nominating Committee may take place at the election meeting, allowing the Club Nominating Committee a full year to identify future office bearers.

In order to ensure that the Club Nominating Committee is independent in fulfilling its duty, board members should not be members of the committee.

SECTION THREE – CLUB COMMITTEES

The board is responsible for the legality of the nominating process, including but not limited to approval of the *Nomination Form*, if the club uses one. Vacancies in the Club Nominating Committee shall be filled by the club board.

Responsibilities of the Club Nominating Committee

- Encourage club members to nominate candidates for elective positions. Contact prospective nominees, inform them of the duties of office and obtain their consent to serve if elected.
- Nominate one or more members who meet the prerequisites for each elective position to be filled.
- Maintain confidentiality of discussion of prospective nominees.
- Inform the club president of the slate immediately after the slate is prepared and before the club's election meeting.
- The chair presents the slate at the club's election meeting or at a prior meeting if required by club rules.

► *Bylaws of Zonta International*, Article XV, Section 10

Other Club Committees

If standing committees for Service, Advocacy and Membership are specified in the club bylaws, they may have the responsibilities described below.

Club Service Committee

- Recommend action in accordance with the Objects of Zonta International and Zonta International's biennial goals through international and local service projects.
- Keep the members updated on the progress of the biennial international projects and programs throughout the biennium.
- Encourage the club to contribute one-third of funds raised locally to the Zonta Foundation for Women to support Zonta International's service and educational award programs.
- Encourage members to make individual contributions to the Zonta Foundation for Women.
- Propose a service budget.

Club Advocacy Committee

- Advocate to influence laws and attitudes that affect women with the goal of assisting women to develop their full potential.
- Define, organize and conduct advocacy activities focusing on recognizing women's rights as human rights and on preventing violence against women.
- Develop resources for members to be effective advocates in their communities.
- Report on successful advocacy outcomes through the Zonta International website *Share Your Story* feature.
- Work closely with the district advocacy committee and club service committee.

SECTION THREE – CLUB COMMITTEES

- Cooperate with other like-minded organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and girls in their community.

Club Membership Committee

- Define goals for recruiting new members and monitor progress towards those goals.
- Encourage every member to identify prospective members and invite them to meetings and events.
- Identify a mentor for each new member and encourage the new member's involvement in club activities.
- Communicate with the district membership chair, as appropriate.
- Maintain updated records of club membership.

The club may specify other standing committees in its bylaws. These committees may include a Program Committee, Finance Committee, Awards Committee, Student Club Committee, Intercity Committee, Public Relations and Communications Committee, Fundraising Committee and/or a Leadership Development Committee.

The president or the club board may also establish *ad hoc* committees or task forces to perform specific tasks, such as planning an event. *Ad hoc* committees are dissolved when they have accomplished their purpose.

SECTION FOUR – Running the Club

Motivate Members

It is essential to keep members motivated and well informed about the organization and its mission and goals. This can be done by:

- Distributing information received in newsletters from Zonta International, districts and areas, if members do not receive the newsletters directly.
- Reminding members when the next edition of *The Zontian* is available on the international website and where to find it.
- Directing members to the websites at club, area, district and international levels.
- Encourage participation at area meetings, district conferences and International Conventions and prepare the members in advance for the event.
- Encourage and inform about international awards and other types of recognition.
- Considering giving club awards and other types of recognition at club level.
- Integrate the *Zonta Core Values* into club life and club meetings.
- Actively work to find candidates for the Zonta International education programs, and consider giving club awards and scholarships.
- Hold induction ceremonies for new members and installation ceremonies for new club board.
- Hold interesting club meetings with information about Zonta International and its goals, projects and programs.

► *Zonta Core Values* under Club Tools on the website

► *Zonta Core Values* under About Us, Mission and Vision on the website

Offer Opportunities for Development and Involvement

- Offer mentoring plans for new members.
- Invite new members to be part of a committee according to their interests or skillset.
- Encourage members to take an active role in club activities, eventually contributing time and effort to lead the club.
- Invite experts to speak on interesting and meaningful topics, including issues relevant to careers or personal development at club meetings and events.
- Introduce members to the Zonta Leadership Program .
- Organize fellowship activities to develop friendship and camaraderie among members.
- Participate in events with other Zonta clubs.

► Zonta Leadership Development Tools

Focus on Service and Advocacy Projects

- Engage club members in Zonta activities such as 16 Days of Activism, International Women's Day - Rose Day, and Commission on the Status of Women – CSW.
- Consider Zonta International's goals and mission when choosing service and advocacy projects.

SECTION FOUR – RUNNING THE CLUB

- Talk to community leaders and other knowledgeable persons to learn about the main issues affecting women in the community.
- Engage members to analyze the root causes of these issues, and decide how to address them either through service or advocacy projects.
- The Advocacy and/or Service Committees should plan appropriate projects and ensure their successful implementation.
- Engage as many members as possible in committee work.
- Complete a report of any project that the club undertakes clearly showing its impact in achieving equality and empowering women and girls, and share with club members.
- Submit reports and photos of any service or advocacy projects to headquarters using the *Share Your Story* feature on the website.
- Consider sponsoring a Z or Golden Z club in the community.
- Consider serving as the organizing club for a new Zonta club.

Hold Interesting Meetings with Activities that Engage

- Hold club meetings as specified in the club bylaws, in person or electronically.
 - Prepare and provide to the members a calendar covering club meetings, events and deadlines, as well as relevant area, district and Zonta International events, for the club year.
 - Have an agenda for each meeting and advise members of the program, timing and venue well in advance.
 - Consider inviting a guest speaker or visiting Zontians. Send minutes summarizing decisions to all members.
- Appendix D of this manual – *Sample of Club Meeting Agenda*
- Appendix E of this manual – *Contents of Club Meeting Minutes*

Maintain Affordable Dues

- Minimize the cost of attending meetings.
- Seek sponsorship for activities.
- Keep administrative expenses to a minimum.

Promote the Zonta Foundation for Women

The Zonta Foundation for Women was founded in 1984. The purpose of the foundation is to exclusively carry out the charitable service purposes of Zonta International. The *Bylaws of Zonta Foundation for Women* are included in the governing documents. The affairs of the foundation are managed by the Zonta Foundation for Women Board.

The Zonta International and Zonta Foundation for Women Boards have the same officers and directors but operate as two separate entities. The Zonta Foundation for Women Board has the power and authority to receive gifts and legacies on behalf of the foundation and to make gifts and donations of capital as well as of income in pursuance of the objectives and purposes of the foundation.

SECTION FOUR – RUNNING THE CLUB

Club Role in Fundraising.

Biennial goals for Zonta International as a whole are proposed and voted on at convention. The biennial goals are aligned with Zonta International's mission, objectives and strategic plans. The biennial goals should provide the structure for districts and clubs to develop their own biennial goals and strategic plans, while taking into account the context of Zonta International's mission and responding to local needs.

All clubs are encouraged to contribute at least one third of all net monies raised locally to the Zonta Foundation for Women in support of the biennial fundraising goals.

Contributions to the Zonta Foundation for Women are voluntary. However, the primary purpose of the foundation is to raise the funds necessary to support Zonta International's service and educational programs.

One hundred percent of all donations support Zonta International's projects and programs.

Guidelines on Affiliation at Club Level

Clubs shall act responsibly when selecting partners, and when deciding about type of affiliations they pursue. All partners must promote women's human rights. Affiliation must not affect Zonta International's nonpartisan and nonsectarian character. Affiliation should be for real impact, not just to have the Zonta name on lists. Evaluation must be possible.

Clubs can affiliate with local branches of international organizations, such as the National Committees for UN Women or governmental organizations if they are set up by a democratic government and work independently in a nonpartisan and nonsectarian way.

Umbrella organizations are often established to coordinate NGO efforts at regional or national level. Joining an umbrella organization may be useful. However, it is critical to determine that the organization clearly shares the goals of Zonta International. Zonta International is allowed to endorse only nonpartisan and nonsectarian positions.

Member-based nonpartisan and nonsectarian NGO³s. Zonta International districts and clubs are generally recommended to cooperate with:

- NGOs with generic goals for all levels of the organization, for example *Soroptimist International*.
- NGOs, with mainly educational goals, for example *Graduate Women International*, regional groups and associations.
- NGOs with mainly professional goals, for example *National Associations of Women Lawyers*.

³ Non governmental organization

SECTION FOUR – RUNNING THE CLUB

Partisan and Sectarian NGOs. Zonta International, its clubs and members may be part of a broad coalition to influence decision-making in support of Zonta International's goals, always making it clear in all messages and promotional material that Zonta International is nonpartisan and nonsectarian.

Other NGOs. Some NGOs may be created by special interest groups or by individuals. Such NGOs are often temporary and created around one issue or one event. Such NGOs must be considered carefully and are generally not recommended for affiliation.

Participation in coordinated group actions such as movements, rallies or campaigns.

Affiliations that include legal or financial obligations shall be with legal entities with which Zonta districts and clubs can make agreements as provided in the *Affiliation with Other Organizations Policy*.

Other support, such as attendance at rallies or events, should be considered carefully. Such support is deemed acceptable when the goals of the event are nonpartisan and nonsectarian, when the event actively supports the Objects of Zonta, and when presence at the event will both enhance its impact and give public visibility to Zonta. It must be clear in all messages and promotional material that Zonta International is nonpartisan and nonsectarian.

► *Affiliation with Other Organizations Policy*

Club Local Projects

Clubs are encouraged to focus on Zonta International's service projects and education programs and on projects in their own local communities that support Zonta's mission.

When a club decides to undertake a local project, they should:

- Follow the recommendation that 1/3 of fundraising should be donated to Zonta Foundation for Women to support the international projects and 2/3 should be used for local projects.
- Undertake the necessary steps to ensure that all donations will be properly used.
- Ensure that the organization which the club intends to assist is bona fide.
- When referring to the project, the club should use the club's name and not Zonta International.
- Execute a written agreement with the organization that will be doing the work of the project, describing the responsibilities of each of the parties to the agreement and the amount of money and/or effort involved by each party.
- Agree reporting requirements and an end date for the agreement.

Club Projects Conducted Outside the Club's Geographical Area

A club project outside the club's geographical area is a project that is conducted outside the city, town, or place in which the club normally operates.

SECTION FOUR – RUNNING THE CLUB

If a club is considering undertaking a project outside the club's geographical area, the club should collaborate with existing Zonta club(s) in the area where the proposed project will be conducted and, if there is none, notify the governor of the district where the project will be conducted of the plans.

If there is more than one club in the city, town, or place, cooperation between the clubs is advised.

E-clubs must not have projects in a city, town, or place where there is an existing Zonta club, unless that club agrees.

Involvement of Local Zonta Clubs in International Service Projects

The international president-elect identifies the issues to be addressed by International Service Projects and identifies agencies and organizations from which to solicit proposals for the coming biennium. The proposed projects are reviewed by both the Zonta International and Zonta Foundation for Women Boards and are voted upon at the convention at which the president-elect becomes president.

For International Service Projects where the partnering agency agrees to accept local club involvement, guidelines defining the cooperation and local club contributions will be developed by Zonta International in cooperation with the agency and will be published at www.zonta.org before the project is initiated.

The local Zonta club will be consulted and kept informed regarding any site visits by Zonta International representatives.

Club Elections

The lengths of service of each elected officer or director should be in accordance with the club bylaws. Officers and directors assume office 1 June and should hold office at least one year. However, the officers and directors are limited to four consecutive years in the same office but could serve again after an intermission if the club so decides.

► *Bylaws of Zonta International*, Article XV, Section 6.

- Club elections are held when specified in the club bylaws.
- At the election, additional nominations may be made from the floor, provided the nominee meets the prerequisites and has consented to serve.
- The president calls for the nominating committee report, which the nominating committee chair reads. The president repeats the names of the nominees and asks if there are any nominations from the floor for each office. After all names are placed in nomination, the president declares the nominations closed.
- The president informs the membership of the procedure for casting ballots, repeats the list of nominees for each position, the vote required for election, and declares polls open.
- Elections are by ballot. The election may be by mail, unless otherwise stated in the club bylaws.
- Officers and directors are elected by majority vote, while the nominating committee is elected by plurality vote.
- The tellers distribute, count and report on ballots at the direction of the presiding officer.

SECTION FOUR – RUNNING THE CLUB

- After the president determines that all eligible members who wish to vote have done so, the president declares the polls closed and asks the tellers to count the votes.
- If voting is by ballot, the business of the meeting may continue while the tellers count the ballots outside the meeting room.
- When the count has been completed, the tellers prepare a report and the chair informs the president of its completion.
- When called upon by the president, the chair of the tellers reads the tellers' report including the number of votes received by each candidate.

Sample Tellers' Report

Number of votes cast for <office>	30
Necessary for election	16
Candidate <name> received	19
Candidate <name> received	1
Illegal votes	0
Tellers' names and signatures	

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

Communication – Social Networking

Networking is increasingly accomplished by means of electronic communication. Club members are encouraged to take advantage of networking opportunities, ensuring however that networking is positive, productive communication and not a mechanism for lobbying or harmful gossip.

Facebook, LinkedIn, Twitter, YouTube and Instagram are some social networking tools, and there are more. Many Zonta clubs have a Facebook page. Some basic guidelines for the clubs are:

SECTION FOUR – RUNNING THE CLUB

- Always appoint an administrator or a social media committee, who is responsible for social media in the club. Each club member may have a personal account and make comments on social media as an individual. Club information or comments must only be posted by the person(s) designated as administrator(s), to ensure that the posts are reflecting the Objects of Zonta International and its mission statement.
- Write your own club social media policy, to ensure a consistent approach if you change administrator.
- Use social media to advertise your events, club meetings, district conferences, area meetings, fundraising events and other Zonta activities.

Developing a Website

Web Space. Zonta clubs and districts are encouraged to obtain web space on which to build a website, and a domain name which clearly identifies the website. This is done with a web hosting company.

Domain Name. Clubs and districts cannot obtain a domain name that is already in use. Clubs and districts must also comply with the *Electronic Communications Policy*.

Webmaster. Clubs may appoint a webmaster if they have a member who can design and maintain their website, or a website coordinator, who provides information to an outside web designer who builds and maintains the site for the club, based upon the information provided by the club. The webmaster must obtain and the web coordinator must provide up-to-date information to keep the website current. All passwords to websites should be shared between several people, the social media committee or club/district board members. This will avoid losing the access should the webmaster be replaced.

The club treasurer or president should update their club profile with the website link on the international website.

Content Guidelines. Clubs can design their websites to suit their own needs, following Zonta *Branding Policy*. There are some elements of a Zonta club website that should always be included, such as:

- Information about Zonta International, the club and its location, meeting times and contact details.
- General information on club activities, business meetings, social events, fundraising for local service projects among other things.
- Club service project page.
- Club awards program and deadlines for application submission.
- Events page with information on upcoming and past events.
- Club Calendar.
- Club Newsletter.
- District Newsletter.
- Link to Zonta International and Zonta International Foundation for Women.
- A privacy policy outlining how member personal data appearing on the website is being used and treated.

SECTION FOUR – RUNNING THE CLUB

- A button for donations with a link to the Zonta Foundation for Women donation page or a club donation page.
- ▶ *Electronic Communications Policy*
- ▶ *Zonta Branding Policy*
- ▶ *Zonta Privacy Policy*
- ▶ *Zonta Data Protection Policy and Data Protection Guidelines*

Sponsorship – Financial Support

Zonta clubs may seek a financial supporter for various purposes, such as:

- Local events.
- Local awards.
- Local service efforts.
- Local web sites.
- Local newsletters.
- Workshops, seminars and conferences.
- Production of promotional materials.

Before seeking financial support, the club needs to investigate and apply national and local laws governing fundraising activities and potential tax treatments of various forms of financial support. In keeping with USA tax laws applicable to Zonta International/Zonta Foundation for Women and its events, no printed information provided to event attendees may be a direct *inducement to action or to buy*.

All documentation referring to financial support must be maintained.

It is important that the Zonta club maintain control of all content and integrity of the financed activities.

If a Zonta club receives corporate financial support, a statement specifying the relationship between the parties must appear in accompanying materials. Examples of such a statement include:

- Sponsored by XYZ Company.
- Product ABC is a proud sponsor of *this Zonta club... event*.
- This program was developed through a grant from XYZ Company, maker of ABC product.
- This program funded as a public service by XYZ Company.

A corporation or business may also wish to promote its relationship with Zonta in its marketing, advertising and public relations activities. Each party should consider:

- Any limits on the scope of how and to which extent a business may promote its relationship with Zonta.
- The responsibility of the Zonta club to approve any promotion of a business relationship.

SECTION FOUR – RUNNING THE CLUB

Translation

The English version of Zonta International and Zonta Foundation for Women documents or other content including material from the Zonta International website, approved by the convention, international board, foundation board or their designees shall be the official version. The official version of Zonta International and Zonta Foundation for Women documents or other content may be translated by districts, areas or clubs in the language of their choice. The cost of any such translation shall be at the expense of the district, area or club.

Translations should reflect as closely as possible the meaning of the original document or content. Translations from official documents must have a disclaimer stating:

Translated from the English version which is the official version.

► Translation Tools

APPENDIX A – Communication Plan

Communication may be internal, i.e., directed towards Zontians, or external, directed towards other stakeholders or entities.

A good guideline for developing a communication plan includes the following eight steps:

1. Identify the purpose of the communication.
2. Identify the audience.
3. Plan and design the message.
4. Consider the available and requisite resources.
5. Plan for obstacles and emergencies.
6. Strategize how to connect with media and others who can help spread the message.
7. Create an action plan.
8. Decide how to evaluate the plan and adjust it, based on the results of carrying it out.

Identify the Purpose

- To become better known in the community.
- To educate the public about Zonta, our mission, vision, goals.
- To recruit new members.
- To rally supporters or the general public to action for Zonta's cause.
- To announce an event.
- To celebrate anniversaries or other special occasions
- To raise money to fund Zonta's projects and programs.

Identify the Audience

Different target groups need different messages provided via different channels.

Plan and Design the Message

When creating a message, it is important to consider the content, mood, language and design.

Content

Create the message with your audience in mind.

Mood

Consider what emotions the message will appeal to. In general, if the mood is too extreme, negative or frightening or if it appears that you are trying to make your audience feel guilty, nobody will pay much attention to it. A positive tone will usually reach more people than a negative one.

Language

There are two aspects to language:

- The actual language that the intended audience speaks.

APPENDIX A – COMMUNICATION PLAN

- The kind of language used in the message—formal or informal, simple or complex, referring to popular figures and ideas or to obscure ones. Select the level depending on the audience. In general, the best results are obtained when using plain, straightforward language that delivers the message simply and clearly.

Channels of Communication

Use different channels to send different types of messages and/or reach different audiences, such as:

- Posters.
- Fliers and brochures.
- Newsletters.
- Promotional materials - items such as caps, T-shirts, and mugs.
- Internet sites – in addition to club website, interactive sites such as Facebook, Twitter, and YouTube are effective mediums for communication.
- *Letters to the Editor*.
- Press releases and press conferences.
- Presentations or presence at local events and local and national conferences, fairs and other gatherings.
- Community outreach.
- Word of mouth—the *elevator pitch*, i.e., what you can say in a short elevator ride with strangers who asks what Zonta is.
- Music.
- Exhibits and public art.
- Videos.
- Television.
- Theater and interactive theater.

Resources

The resources required should be planned carefully and include determining how much money can be spent and how much volunteer time will be needed.

Anticipate Obstacles and Emergencies

Crisis/emergency planning should be part of any communication plan and should include who takes responsibility for what – dealing with the media, addressing an emergency situation or correcting errors. It should cover as many situations, and as many aspects of each situation, as possible.

Strategize How to Connect with Media and Others to Spread the Message

Establish relationships with individual media representatives and media outlets as well as with influential individuals and institutions in the community and/or the population. Provide media representatives with reasons for them to want to help Zonta, and follow through over time to sustain those relationships in order to keep communication channels open.

Create an Action Plan

The action plan should contain the timing of the actions, including milestones, success and *stop* criteria.

- *Strategic Plans, Biennial Goals and Action Plans*, on the website under Club Tools

Evaluation

Evaluate the communication plan both in terms of how well the plan was carried out and how well it worked. Use this evaluation to improve the plan and make it more effective each time it is implemented.

APPENDIX B – Risk Management

The purpose of risk management in a Zonta club is to protect its board and its members from negative events and to preserve the data, records and physical assets of the club. Action plans are created to minimize or eliminate the impact of negative events and strategies are prepared to suit the type of risks present in an organization like Zonta.

Each club should assess its risks based on statutory requirements, the club's activities and the business practices in the country in which the club is located. The risk assessment should cover all aspects of the club's operation and focus on risk mitigation in areas where potential risk is identified.

► *Risk Management Tools*

Legal Structure and Tax Status

Countries have different structures for organizations and voluntary groups. Find out what the options are in your country. Some structures better limit the liability of the board members than others. Whichever structure your club chooses, you must draft the rules your club will work with – the governing document. In Zonta International the governing document is the *Bylaws of Zonta International* and there is a suggested template for club bylaws on the Zonta website.

► *Club Bylaws Template*

The tax status of the club will vary from country to country and it is essential that you find out what is relevant for clubs in your country. In most countries, the club's Zonta business shall have to be separated from its charitable activity, often in separate entities, if tax deduction for donations is the aim. The club may need to set up a separate foundation, similar to the Zonta Foundation for Women to deal with the charitable work of the club.

Finance and Operation

The club should maintain procedures for internal controls in writing. This would include procedure for handling cash, signing checks, reconciliation of bank account and providing regular financial reports to the club members, among other things. Club signatories for contracts, checks and other undertakings, should be documented and updated.

► Appendix C – Financial Management of this manual

If club funds are being invested in financial instruments, it is advisable that these instruments are cash equivalents or low-risk products and that all decisions regarding these funds are made in accordance with written club policy.

APPENDIX B – RISK MANAGEMENT

Good risk management should have a written social media policy which outlines how the club wishes to use and be seen by social media and to nominate members responsible for the social media activity of the club.

► *Electronic Communications Policy and SECTION FOUR of this manual*

Reputation is very important for a nonprofit organization. It takes only one negative event to damage the reputation of an organization but with increased awareness of potential risks these events can be better managed and, in most cases, avoided altogether. If the board has reason to believe that something is not right in the club, somebody has done something wrong or is about to do something that will not benefit the club, take immediate action to minimize the damage.

► *Conflict of Interest*, in SECTION TWO of this manual.

Liability and Insurance

The club board is liable for the activities of the club. The level of this liability will depend on the legal structure of the club and differs from country to country. Make sure you know what is applicable where your club is located. Regardless of structure, officers and directors have a fiduciary duty to always put the interests of the club first.

► *Fiduciary Duty and Legal Responsibility* in SECTION TWO of this manual

There are various types of insurance policies available to cover the board, the members and the public during Zonta club activity.

- **General Liability Insurance.** Covers the club in the event of bodily injury or fire.
- **Directors' and Officers' Liability Insurance.** Covers the board members for breach of duty claims such as discrimination, sexual harassment or breach of contract.
- **Event Cancellation Insurance.** Covers the club for financial loss if an event has to be canceled due to unforeseen circumstances.

Other incidents that the club may wish to insure could be loss of physical assets and data.

General liability insurance is a necessity for clubs in North America. Zonta International has therefore arranged a group liability insurance coverage for all clubs in this region. An additional fee is added to the dues for these clubs to cover the cost. The coverage is automatic for North American clubs in good standing. This coverage does not include directors' and officers' liability.

Archiving

All club assets should be stored safely and preserved for the future. If helpful or required, the club could have a retention policy indicating how long certain documents or artifacts should be kept updated for future boards and members to follow.

Succession Planning

The leadership of any club is very important and the knowledge and experience of long-standing Zontians should be used to introduce new members quickly into the operation of the club.

Clubs with a succession plan and leadership training on the agenda will know how to handle future leadership as well as unexpected vacancies on the board due to illness or death.

► *Risk Management Tools*

APPENDIX C – Financial Management

Club Dues

Club dues should be sufficient to finance the operation of the club and meet its budget. It is recommended that two budgets be prepared, one for the service fund and one for operations.

District and Area Dues

These dues vary and the district and the area will advise how much they are and when they should be paid.

International Dues

International dues and payments are explained on the international website and in the governing documents, including procedures relating to nonpayment of dues and fees.

On 1 June of each year, each club shall pay to Zonta International per capita dues in U.S. dollars as established at convention based upon club membership as of 1 June. The report of membership as of 1 June shall accompany the annual remittance of dues. Failure to pay international dues and fees within 45 days after 1 June or not receiving approval for a temporary waiver, will result in cancellation of membership of each unpaid member.

Clubs may reinstate members for non-payment of dues by paying a reinstatement fee plus full-year or half-year dues depending on where Zonta International is in the dues cycle.

For new members admitted from 1 June through 30 November, clubs shall pay full year per capita dues to Zonta International; for new members admitted from 1 December through 31 March, clubs shall pay half of the full year per capita dues to Zonta International and for new members admitted from 1 April through 31 May, clubs shall pay full year per capita dues to Zonta International as if the individual had joined on the following 1 June.

New members to Zonta International, shall pay a one-time new member fee in addition to their dues.

Young professionals are members who have not yet had their 35th birthday. They will pay half of the international dues, but full new membership fee, if they are new members. The fee for districts, areas and clubs are decided by the districts, areas and clubs respectively.

Members transferring from one club to another pay the international dues in the new club, unless they have already been paid for the year in the old club, in which case the new club will collect dues from the transferring member only in the following year. The same applies for district and area dues.

► *Member Transfer Form* on the website

To pay dues online, please visit the Zonta website. Dues can be paid in US\$ or Euro.

Accounting Practices

Accounting practices should be followed according to the generally accepted standards in the country of the club. The *Sample Bookkeeping Worksheets* provided on the Zonta website are optional for clubs to use and the instructions in this section refers to those worksheets.

Keep a record of receipts and disbursements manually or electronically.

Keep separate accounting records for service projects income, expenses and donations received and distributed.

Cash receipts. Record all cash receipts by filling out the *Cash Receipt Worksheet* provided as an example in *Sample Bookkeeping Worksheets*.

1. Record the payer and the amount.
2. Record amount received under the appropriate category for the reason the money was received.
3. Total the amount column.
4. Total all the other columns.
5. Add the totals of all the other columns. This should equal the total of the amount column.

Cash Disbursements. Record all cash disbursements by filling out the monthly *Cash Disbursement Worksheet* provided as an example in *Sample Bookkeeping Worksheets*. Keep receipts for all cash disbursements.

1. Record payee and amount.
2. Record amount paid under the appropriate category depending on what you paid for.
3. Total the amount columns.
4. Add the totals of all the other columns. This should equal the total of the amount column.

Bank Statement Reconciliation. You may use the *Bank Reconciliation* sheet provided as an example in *Sample Bookkeeping Worksheets*.

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

Bank Reconciliation Proof. You may use the *Bank Reconciliation* sheet provided as an example in *Sample Bookkeeping Worksheets*.

APPENDIX C – FINANCIAL MANAGEMENT

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

Financial Statements. Financial statements should be distributed to the club board and club members with a frequency in accordance with the club bylaws, preferably monthly. You may use the *Financial Statement* example in *Sample Bookkeeping Worksheets*.

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

► *Sample Bookkeeping Worksheets*

APPENDIX D – Sample of Club Meeting Agenda

Zonta International business including voting may be conducted and action may be taken (i) at a meeting in-person, (ii) through the use of mail or electronic ballot, or (iii) at a meeting through conference telephone or interactive technology, including but not limited to electronic transmission, internet usage or remote communication, by means of which all persons participating in the meeting can simultaneously hear and communicate with each other. Participation in such meeting shall constitute attendance and in-person presence at the meeting of each person so participating.

Guest speakers may participate in the business sessions of a club meeting if allowed by the club bylaws or by the club members at the meeting.

The agenda below assumes that the club follows the current edition of *Robert's Rules of Order, Newly Revised* in conducting meetings and making decisions as a group. In addition, there are guidelines in this manual for members who are responsible for activities at the club. These guidelines are designed to enable the club to conduct events with courtesy, consideration and recognition of status.

Business Meeting Agenda

1. Call the Meeting to Order and Welcome

- Welcome members and guests, introducing the guests.
- Establish the presence of a quorum before proceeding. In the absence of a quorum, business requiring a vote must be postponed. If urgent action is required, the action must be ratified by at the next meeting at which a quorum is present.

2. Approval of the Agenda

- Any additions to the agenda are proposed here.

3. Approval of Minutes from Previous Meeting

- Review and approval of minutes of previous meeting. If the minutes have been distributed, they need not be read unless a member specifically requests it. The president asks if there are any corrections to minutes distributed. Until approved, the minutes constitute a draft document.

4. Reports of Club Board, Treasurer and Standing Committees

- Any correspondence is reported by the secretary. Action on correspondence will be taken up under new business.
- Treasurer's report. The treasurer's report will be filed for audit.
- Reports from other officers or board members can be verbal or written
- Standing committee reports. Standing committees are called upon to report in the order of listing in the bylaws.
- Special committee reports. For planning purposes, the president may inquire before the meeting if there are reports to make.
- Program committee reports on the upcoming program for the club.

APPENDIX D – SAMPLE OF CLUB MEETING AGENDA

5. Business Arising from the Minutes or Unfinished Business

- The president should know if there is any unfinished business and raise items one by one.

6. New Business

- Any other new business and general discussion. This includes correspondence requiring action by members.

7. Announcements/Date of Next Meeting

- Prepare a list of announcements to be made by the president or other club members
- If there is no further business, the meeting will be adjourned.

8. Closing

- The time of closing the meeting should be noted in the minutes.

Suggested Language for Certain Items During Meetings

- **Call to Order.** The presiding officer rises, taps the gavel once and says, *The meeting will come to order.*
- **Approval of Minutes.** The president says, *Are there any corrections required to the to the minutes from the previous meeting held on <date>? If there are none the minutes are approved as read [or approved as corrected].*
- **Action on Treasurer's Report.** The president says: *May we have the treasurer's report(s)?* President says: *Are there any questions?* If there is no response, the president says: *The treasurer's report will be filed for examination [review or audit].*
- **Adjournment/Closing.** The president asks, *Is there any further business?* or *If there is no objection, the meeting will now adjourn, and since there is no objection, the meeting is adjourned.*

The presiding officer then raps the gavel once.

► *Robert's Rules of Order Newly Revised*

APPENDIX E – Contents of Club Meeting Minutes

The meeting minutes are the legal documentation of club decisions.

The following items should be included in the meeting minutes:

1. Type of meeting, date, time and place.
2. Name of the organization.
3. Names of the presiding officer and the secretary or the names of any substitute.
4. Names of the members present or absent.
5. Names of guests.
6. If a quorum is present.
7. Previous minutes are read and approved or approved with corrections.
8. Correspondence received.
9. Reports are presented, including the name of the presenter, any action taken on the report and a reference to a file where the report can be found.
10. Decisions taken whether by motion or otherwise.
11. Name of the mover of each main motion and the exact text of each main motion. The names of seconds are not included in the minutes.
12. The disposition of each main motion, including any amendments and whether the motion was adopted, defeated, postponed, referred to a committee or otherwise handled.
13. Notices of motions to be introduced at future meetings.
14. Points of order and any rulings that set precedents for future meetings.
15. Time of adjournment/closure.
16. Name and signature of the recording secretary

APPENDIX F – Sample Club Calendar

Month	Action	By Whom
June and July	Appoint committee chairs, committee members and club parliamentarian, if applicable	President
	Report name, address, telephone number and email address of all board members and committee chairs to the governor and the area director	Secretary
	Plan first meeting of the new club board as an orientation program	President
	Hand over all pertinent files and records to new club board	Club board
	Distribute and discuss job descriptions	Club board
	Prepare and plan club goals and actions in line with the biennial goals and programs approved at convention	Club board
	Prepare a club calendar including: • Club and club board meeting dates • Special event dates • International project functions • Club projects and functions • Timetables for award programs, Amelia Earhart Fellowship, Zonta Young Women in Leadership Award, Zonta Women in Business Leadership Award, Zonta Women in STEM Award and club awards • Membership recruitment and orientation activities, and any efforts to establish a new club • Biennial convention dates, and • District conference and area meeting dates	Club board, Program Committee, and all club committees
	Complete appropriate paperwork with the bank to change signatures on the club account	President and treasurer
	Update membership directory. Include members' names and addresses as well as names of board members, Nominating Committee members and chairs and members of other committees	Secretary
	Send copies of the club directory to governor and area director	Secretary
	Applications and presentation information for Amelia Earhart Fellowship available on the international website	
	July/August or other deadline determined by district for application for Zonta Women in STEM Award.	Committee
August	In convention years, prepare a written review of convention action. Present the report to the club	Club delegate(s)

APPENDIX F – SAMPLE CLUB CALENDAR

	Official announcement of international recipients of Zonta Young Women in Leadership Awards is available on the international website	Program Committee
	Odd years: candidates for positions at international level must fill in their completed <i>Nomination Form</i> on the international website. Every year: In districts where there are area elective positions, candidates for those positions must send their nomination documents to the area nominating committee.	Candidate
	15 August – Zonta Women in STEM Award district candidate nomination to headquarters.	Committee
	15 August – Zonta Women in Business Leadership Award club candidate nomination to governor and district committee.	Committee
October	Even years: Club mailing to all club presidents of updated governing documents booklet. Advise all members that the updated governing documents are available on the website.	Headquarters/ President
	24 October - United Nations Day Observe United Nations Month	President
	15 October for clubs in the United States: File the Internal Revenue Service's Form 990, if required. Please see Club Tools for additional information.	Treasure
	15 October – Zonta Women in Business Leadership Award district candidate nomination to headquarters.	
November and December	8 November - Celebrate Zonta International Day, with Founders Day commemorations.	Program Committee
	15 November – Amelia Earhart Fellowship applications due to headquarters.	
	25 November – observe International Day for the Elimination of Violence Against Women and 16 Days of Activism Against Gender Violence between 25 November and 10 December	
January	11 January – Amelia Earhart Day	
	Schedule Amelia Earhart activities for this month.	Program Committee
	Applications for Zonta Women in Business Leadership Award are available on the Zonta International website	Program Committee
February and March	15 February - for clubs in the United States only: <i>Group Subordinate Form</i> to reach Zonta International headquarters	Treasurer
	8 March – International Women's Day and Zonta Rose Day	

APPENDIX F – SAMPLE CLUB CALENDAR

	Distribute club dues invoices, including Zonta International, district, area, if applicable and club obligations, to the club membership	Treasurer	
	Collect club dues by 1 April.	Treasurer	
	Elections for officers, directors and Nominating Committee members may be scheduled now or in April.	President	
	Prepare financial statement and budget for the annual meeting	Treasurer	
	Prepare reports for annual meeting	Officers and committee chairs	
	Odd year: For districts which hold conferences in September-November, the candidates for positions at district level must send their completed application form to the district Nominating Committee		
April	1 April – Zonta Young Women in Leadership Award club candidate nomination to governor and district committee (or at other date decided by the district governor).	Committee	
	Even years – Remind the members that contributions to the Foundation must be received in April to be recognized at convention	Treasurer	
	Send updated member list to headquarters at memberrecords@zonta.org /Membership List Update	Treasurer	
	Receive reports of officers, club board and committees	Club board	
	Hold annual meeting with elections for officers, directors and Nominating Committee, if not held in March	Nominating Committee	
	In even years, elect club delegates to convention	President	
May	Send per capita dues together with updated Club Member Report Form (Form B) to reach ZI Headquarters by 1 June. ► <i>Membership Dues Tools/Pay Dues Online</i> on the website ► <i>Member Report Form (Form B)</i> under Forms on the website Send district and area per capita dues together with updated club member list to reach district and area by 1 June.	Treasurer	
	Send updated club officers form to HQ at memberrecords@zonta.org each year even if there are no changes. ► <i>Club Officer Form</i> under Forms on the website	President	
	In odd-numbered years, send the <i>Nomination Forms</i> of candidates for Zonta International officers, directors and Nominating Committee members to be received by the International Nominating Committee chair by 31 August	Nominating Committee	

APPENDIX F – SAMPLE CLUB CALENDAR

	In even-numbered years, prepare for the convention. Discuss the proposed amendments to the Bylaw of Zonta International, program goals, resolutions, and candidates. Ensure that names of club delegate(s) and alternate(s) or of club carrying a proxy for convention are reported to headquarters by the due date. Form is provided to each club electronically.	Club board and members
	Hold joint meeting of outgoing and incoming club boards to ensure a smooth transition	Incoming/ Outgoing board
	1 May – Zonta Young Women in Leadership Award district candidate nomination to headquarters by district.	Committee
	1 May – <i>Annual Club Report</i> to reach area director	President

Further documents can be found in Club Tools on the international website.

Parliamentary Procedure

Performing a SWOT Analysis

Preparing Strategic Plans, Biennial Goals and Action Plans

Club Leadership Development

U.S. Matters and Filing Requirements for U.S. Clubs

Protocol

Induction Ceremony

Installation of Club Directors and Officers

Code of Conduct

Core Values