

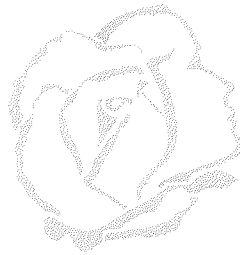


# Zonta International District 8

*Advancing the Status of Women Worldwide*

## **President's Handbook**

**2012 - 2014**



**Z O N T A**  
LOOK IN. REACH OUT.

[www.zontadistrict8.org](http://www.zontadistrict8.org)

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

**The Objects of Zonta International are:**

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

[www.zonta.org](http://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 the Coos Bay Area

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## *Part 1 - Getting Organized*

### **NOW YOU ARE A ZONTA PRESIDENT – CONGRATULATIONS!**

You have switched roles – you are no longer a follower....now you're a leader!

Zonta leadership requires dedication, organization and good time management.

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 Club Manual.

Read all correspondence from the Area Director, District Governor and International Headquarters and **share with all club members**. You are the direct conduit from Zonta International and the District Board to your club members. This is one of your most important responsibilities. 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- October 2011* (**ideally a copy of the entire manual, which is accessible at [www.zonta.org](http://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.

### **District Membership Dues & Fees Schedule**

|                       | <b><u>2012-2013</u></b>                 |   |
|-----------------------|---|---|
|                       | Full Year<br>Enrollment<br>6/1 to 11/30 | Half Year<br>Enrollment<br>12/1 to 5/31 |
| Per Capita Dues       | \$17.00                                 | \$ 7.00                                 |
| Conference Assessment | \$ 3.00                                 | \$ 3.00                                 |
| Total                 | \$20.00                                 | \$10.00                                 |

|                       | <b><u>2013-2014</u></b>                 |   |
|-----------------------|---|---|
|                       | Full Year<br>Enrollment<br>6/1 to 11/30 | Half Year<br>Enrollment<br>12/1 to 5/31 |
| Per Capita Dues       | \$17.00                                 | \$ 7.00                                 |
| Conference Assessment | \$ 3.00                                 | \$ 3.00                                 |
| Total                 | \$20.00                                 | \$10.00                                 |

Send dues transmittal form and roster to:

Gail Trimble  
District 8 Treasurer  
271 Lazy Lane  
Roseburg, OR 97471

Questions: call Gail at 541-672-2648 ext 22 or e-mail at [gailt@cmspan.net](mailto:gailt@cmspan.net)



## **International Membership Dues & Fees Schedule**

|  | <u><b>2012-2013</b></u>                            |   |
|--|--|---|
|  | <u>Full Year</u>                                   | <u>Half Year</u>                            |
| Continuing Members:  |  |   |
| Per Capita Dues  | US \$ 80.00  |   |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00*</b>                                 |   |
| New Members:   |  |   |
| Per Capita Dues  | US \$ 80.00  | US \$ 40.00 (Joined between 12/1 & 5/31)    |
| Add: New Member Fee  | US \$ 15.00  | US \$ 15.00                                 |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00</b>                                  | <b>US \$ 3.00*</b>                          |
| New Clubs:   |  |   |
| Per Capita Dues  | US \$ 80.00  | US \$ 40.00 (Chartered between 12/1 & 5/31) |
| Add: Charter Member Fee  | US \$ 15.00  | US \$ 15.00                                 |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00</b>                                  | <b>US \$ 3.00</b>                           |
| Reinstatements:  |  |   |
| Per Capita Dues  | US \$ 80.00 (No half year dues for reinstatements) |   |
| Add: Reinstatement Fee   | US \$ 15.00  |   |
| <b>Add: Club Liability Insurance</b>                               | <b>US \$ 3.00</b>                                  |   |

|  | <u><b>2013-2014</b></u> |                    |
|--|-------------------------|--------------------|
|  | <u>Full Year</u>        | <u>Half Year</u>   |
| Continuing Members:  |                         |                    |
| Per Capita Dues  | US \$ 80.00             |                    |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00*</b>      |                    |
| New Members:   |                         |                    |
| Per Capita Dues  | US \$ 80.00             | US \$ 40.00        |
| Add: New Member Fee  | US \$ 15.00             | US \$ 15.00        |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00</b>       | <b>US \$ 3.00*</b> |
| New Clubs:   |                         |                    |
| Per Capita Dues  | US \$ 80.00             | US \$ 40.00        |
| Add: Charter Member Fee  | US \$ 15.00             | US \$ 15.00        |
| <b>Add: Club Liability Insurance</b><br>(US & Canadian Clubs Only) | <b>US \$ 3.00</b>       | <b>US \$ 3.00</b>  |
| Reinstatements:  |                         |                    |
| Per Capita Dues  | US \$ 80.00             |                    |
| Add: Reinstatement Fee   | US \$ 15.00             |                    |
| <b>Add: Club Liability Insurance</b>                               | <b>US \$ 3.00</b>       |                    |

**NOTE:** 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**

| <b><i>Month</i></b> | <b><i>Program</i></b>                 | <b><i>Responsible Committee</i></b> |
|---------------------|---------------------------------------|-------------------------------------|
| June                | Club Outing                           | Fellowship Committee                |
| July                | Long Range Plan                       | Board and Entire Club               |
| August              | ZI Convention Report/Event            | Delegate(s)                         |
| September           | Membership/Orientation                | Membership & Organization Committee |
| October             | United Nations                        | United Nations Committee            |
| November            | Zonta International Birthday          | Service Committee                   |
| December            | Holiday Party                         | Fellowship Committee                |
| January             | Amelia Earhart                        | Amelia Earhart Subcommittee         |
| February            | Young Women in Public Affairs         | Z Club and/or YWPA Subcommittee     |
| March               | Violence Against Women                | 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 (October 2011). 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 Club Annual 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. Don't forget that this must be done each year, even if your officers don't change.**

**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 entered online:**

*Zonta International*

**District Dues and updated club roster sent to:**

*District Treasurer*

**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. Beginning 2012 member report form will be entered by the treasurer online. You may enter your dues payment as well using a credit card if your club has one, otherwise a check may be sent. If sending a check, **DO NOT** send membership report form. If you do not enter your members online, your dues will not be processed.
  - 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 club annual meeting date.

## Important Dates

**June 1- Deadline for Club Officer Report to be received at ZI, Governor, and Area Director**  
**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 or email 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 - 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)***2010 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)
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 21-22 – Governor's Seminar – Anchorage, AK**

**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 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 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**

## **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**

**March 8 - International Women's Day**

**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 \***

## **Part II – YOUR ORGANIZATION**

### **Leaders 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* 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:

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

The standing rules notate other standing committees for District 8 and the Governor may assign committees as necessary to carry out Zonta International Business. Clubs need to have at least the three standing committees identified by Zonta International and may establish additional committees as necessary, such as a program committee, inter-city committee, archive committee, etc. to carry out the work of the district and the club. It is recommended that the committees of the clubs mirror the committees of the district and Zonta International for continuity.

**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. Each committee member should be provided with a copy of these guidelines to insure the smooth functioning of the committee.

### **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

***Note: Typically a separate person will be named to handle each area of the service committee.***

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 Preservers**

### **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*

*District 8 President's Handbook*

*Zonta International Membership Manual / Marion de Forest Membership and Classification Manual (Zonta International, November, 2010)*

*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](http://www.zonta.org)- online store and member resources

[www.zontadistrict8.org](http://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* for a full discussion on which sections may be amended by the club. (Note: Club Bylaws and Standing Rules should be reviewed at least every two years after International Convention when ZI updates theirs. It is important that all changes made at ZI are reflected at the club level).

**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 version 10*.

**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*.

For Review of the Zonta Club Bylaws Options, please refer to the *The Zonta Club Manual*.

For Suggested Club Bylaws Option Form, please refer to the *The Zonta Club Manual*.

### **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 or have it printed on your agenda. 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*) 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*.

## **Part IV - Finances**

### **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 1<sup>st</sup>. 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.

Beginning in 2012 all member information must be entered in online by the treasurer. You may pay your dues online as well if your club has a credit/debit card or you may send a check to ZI. If you choose to mail your check, DO NOT send the club roster with it. If you do not enter your members online, your dues payment will not be processed.

New members who join a club after 1 December pay prorated dues to International and District. See Fee Schedules in Part I of this manual for dues amounts. Please note that reinstated members are not eligible for half year dues.

It is important that all new members are sent into Zonta International and District timely. Do not hold members information until the next year. New members cannot be processed or start to receive any Zonta benefits until they have paid dues into Zonta International.

## **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* and in the District Protocol Manual found on the District Website – [www.zontadistrict8.org](http://www.zontadistrict8.org)

### **Part V - Rules of Procedure – Zonta International District 8**

The district does not have separate bylaws from Zonta International. Each district adopts rules of procedure which helps outline the specific items for that district.

#### **Zonta International – District 8 Rules of Procedure Revised October 1, 2011**

*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 \$20.00 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 \$10.00 per capita.

#### **Schedule of District 8 Fees**

| Fund            | Full Year Fee  | Fee after Dec. 1 |
|-----------------|----------------|------------------|
| General Fund    | \$17.00        | \$7.00           |
| Conference Fund | \$3.00         | \$3.00           |
| <b>TOTAL</b>    | <b>\$20.00</b> | <b>\$10.00</b>   |

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 in 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.
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. Area workshops shall be supported by registration fees. The hosting club shall prepare the workshop budget, which shall be sent to the governor, who will forward the information to the board for review four (4) months in advance. In the event of a loss because of just cause, the district shall reimburse the hosting club. Just cause shall be determined by the district board. Any profit shall revert to the general fund.
14. 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 conference/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, the 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.
15. 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.
16. The following shall be paid from the conference assessment of the district:
  - Room, meals and registration for the International Representative
  - Conference proceedings – including tape recorder, tapes, printing, assembling and mailing minutes (final report).
  - Conference programs
  - Courtesies – including a gift for the International Representative and a gift to the outgoing governor
  - Conference planning expenses.
17. Conference registration fees are paid for by Zontians attending the conference and will cover meals, decorations and favors, entertainment, and facility rental.

18. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.
19. The District 8 Service Project is a scholarship endowment fund at Lester B. Pearson College of the Pacific in Victoria, BC. USA clubs need to send their contributions to the District Treasurer. Canadian clubs need to report their yearly contributions to the District Treasurer.
20. The District will purchase a Past Governor's pin for the outgoing Governor. This shall be purchased by the incoming Governor and shall be a line item in the budget.
21. 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.
22. The District Secretary, with the approval of the district governor, shall prepare a summary of proceedings of the district conference which shall be sent to each club president and to the district board members within 60 days following the conference.
23. The District Board shall be authorized to approve the minutes of a conference at a post-conference board meeting.
24. The governor shall appoint a parliamentarian to serve at conference and as needed during the biennium.
25. The Governor shall be custodian of the Canadian flag, the U.S. flag and the set of "All Nations Flags."
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 of 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 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 election is to be held, the nominating committee shall send its report to each district officer and to each club in the district. At the conference, additional nominations may be made from the floor immediately after the report on the nominating committee, provided the consent of the nominating committee has been obtained.
28. (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; Service Committee; Legislative Awareness and Advocacy 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 Service Committee shall promote awareness of Zonta International service programs, including the Amelia Earhart Fellowship Awards, Z Clubs and Golden Z Clubs and the Zonta International service projects, of programs and projects funded by the Zonta International Foundation, of local service projects undertaken by clubs in the district and elsewhere and policies developed by the International Service Committee.
  - (iv) The District United Nations Committee shall promote awareness of the United Nations, its agencies and programs, and the relationship between the United Nations and Zonta International; recognition of United Nations Day (Oct. 24) and other United Nations commemorations, including themes, years and world decades; and policies and programs developed by the International United Nations Committee.
  - (v) The District Legislative Awareness and Advocacy Committee shall also promote legislative awareness, advocacy, and equal rights following guidelines established by the Zonta International Board.
  - (b) The Governor shall appoint the chairmen and such other members of all committees as the governor deems appropriate.
29. The district shall present a District History, without charge, to each newly-chartered club in the district and to each International President if they wish to have one. The District History will be maintained on the District Website, under Members Only, so individual club could download for themselves.
  30. 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.
  31. 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.
  32. 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.
  33. 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 of each year. Clubs shall submit the names of their incoming chairman (with addresses) to the district secretary by June 1 each year.
  34. 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.
  35. The district secretary shall be responsible for keeping these rules of procedure correct.



36. 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.

## 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 31<sup>st</sup>

**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 1<sup>st</sup> of each year. Your prompt payment of dues is greatly appreciated.**

### Service Contributions:

Lester B Pearson College of the Pacific

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: Gail Trimble  
271 Lazy Lane  
Roseburg, OR 97470  
(Home) 541-672-6202 (Cell) 541-680-3637**

[gailt@cmspan.net](mailto:gailt@cmspan.net)