



## **“A to Zonta”**

Quick Facts – District # 11 of Zonta International  
Revised November 2008

### ***Introduction***

Dear District 11 Zontian,

This book is designed to educate new and current members about various elements of our organization. Each organization has its own “language” and the intent is to help interpret some of our unique programs and acronyms.

Included in this booklet are “Z” facts, little known bits of information about our District, Districts around the world, and members who serve in unique leadership positions. Remember, in Zonta, we want to learn the “Z” facts, just “Z” facts!

Please share this booklet with other new members to our organization. It is available to download from our District Web site.

Enjoy and let us hear from you – share your interesting ideas for this booklet but remember, we just want “Z” facts!

Yours in Zonta,

Your District 11 Board

([www.zonta-district11.org](http://www.zonta-district11.org))

PS – All attempts at accuracy have been made – any errors or typos were made solely by mistake.

### ***Amelia Earhart***

Amelia Earhart was an early member of Zonta. Each year we honor her with scholarships for young women pursuing PhD-level studies in aerospace science or engineering programs. To date, the AE Fellowship has been given to over 1,000 women from 56 countries. The fellowship was established in 1938.

### ***Amelia Earhart Fund***

The ZIF Amelia Earhart Fund supports the Zonta International Amelia Earhart Fellowship Program, which awards grants to women as stated above. The Foundation board determines the number of grants awarded each year based on contributions received.

### ***Accomplishments -- Reports to the District and ZI***

District 11 clubs report to both the District and ZI on club accomplishments. The Club Report Form is completed each May and is used in the awarding of the Governor's Cup at District Conference. These reports are filled out by club members and distributed to designated District Chairs and the Area Director. The report forms can be found on the District 11 web site under Resources.

### ***Areas***

District 11 is divided into six areas and encompasses 39 clubs in the Southeast US and 5 clubs in the Bahamas (2) and Puerto Rico (3). Area 1 is Alabama, Mississippi, and Tennessee. Area 2 is Georgia, North Carolina, and South Carolina. Area 3 is the Bahamas and Southeast Florida. Area 4 is North Florida. Area 5 is Puerto Rico. Area 6 is Southwest Florida.

### ***Area Directors***

Area directors are elected each biennium and report to the District Governor. The ADs plan and coordinate activities in cooperation with the Governor and clubs; conduct an annual area meeting and coordinate area leadership programs; and prepare and present regular reports at each District board meeting.

### ***Area Meetings***

District 11 holds Area Meetings in the Spring of each year. Area Meetings are typically a day long Saturday session that provide training and information for its attendees. Area Directors are responsible for the program for each meeting.

<b>“Z” Fact Number 1: In March of 1919, five women organized to charter the first Zonta Club in Buffalo, NY, USA.</b>
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### ***Board Meetings***

Clubs conduct board meetings monthly. Board members include the President, Vice President, Secretary, Treasurer and at least two directors and other members as determined by the club. Board members are elected by the club members.

### ***Buffalo, NY***

Zonta was formed in 1919 in Buffalo, New York, on 8 November. The original 9 charter clubs included: Binghamton, Buffalo, Elmira, Ithaca, Rochester, Syracuse, and Utica, NY; Detroit, MI, and Erie, PA.

### ***Bylaws***

Bylaws are a code of rules of a permanent nature adopted by an organization, defining its primary characteristics and prescribing how the organization functions.

<p><b>“Z” Fact Number 2: Membership is by invitation to candidates who shall be actively engaged in or have experience in a recognized business or profession in a decision-making capacity.</b></p>
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### ***Classification***

A classification is an occupation in a business or profession as listed on the Zonta International web site under Tools for Clubs. Each member has an occupational classification.

### ***Clubs***

The individual club is the basic organizational unit of Zonta International. Clubs are organized with a minimum of 20 members and pursue their goals through mandatory (standing) and optional committees. A charter presented to the club on formation is retained as long as the club meets all obligations for membership in ZI.

### ***Club Manual***

The ZI Club Manual is a manual that provides direction and structure for maintaining a well-run Zonta club. It contains important information for members, committee chairs, and the club board.

### ***Club Officers Report***

The club President completes this form annually. A copy goes to ZI via fax, E-mail, or mail for information to be included in the ZI Directory. A copy is also sent to the District Governor and Area Director. The due date for this form is 1 May of each year.

## *Colors*

Zonta's colors are mahogany and gold.

## *Committees*

Zonta clubs have committees in order to implement projects and achieve goals. Members are encouraged to serve on committees and share their expertise and skills.

Mandatory (standing) committees include:

- Status of Women Service
- Organization, Membership, and Classification (OMC)
- Public Relations and Communications
- United Nations
- Finance
- Nominating (elected)

## *Conference*

In District 11, a Conference is conducted annually and hosted by a local club. The Governor works closely with the Conference Chair or Co-Chairs to ensure the Conference promotes the objects and programs of ZI. At the Conference, the business of the District is conducted: resolutions and District rules of procedures are considered and voted on, and the District budget is adopted for the following biennium. Elections are conducted on odd-number years. Most importantly, the Conference provides a forum to inform, instruct, and educate District members about ZI, with an emphasis on its role as an international organization.

<b>“Z” Fact Number 3: The first ZI Convention was held in Syracuse, NY, in 1921.</b>
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## *Convention*

The ZI Convention is conducted each biennium (every 2 years) in the even numbered year. The purposes of the Convention are: to present informative, motivational, and educational programs; determine the policies of ZI; elect the ZI officers and directors and members of the Nominating Committee; receive reports; vote on proposed amendments to the bylaws; vote on dues and fees; vote on resolutions and goals that establish the international service projects and programs; and for any other business that may properly come before the Convention assembly.

### *Centurions*

Centurions are appointed at the option of the Governor at the start of each biennium. Centurions hold office at the pleasure of the Governor. They should have an in-depth knowledge of Zonta procedures and extensive Zonta experience (preferably as a past member of the District Board) and as an active participant at District and Area meetings. They must have proven abilities in organizing Zonta clubs and in membership recruitment and retention.

### *Delegate*

A Zontian elected by the club members to formally represent the club in voting at Convention or District Conference.

### *District*

For administrative purposes, ZI divides the world into Districts, each under the supervision of an elected Governor and elected board members that include the Lieutenant Governor, Treasurer, Area Directors, and Secretary (appointed and non-voting). The Governor and the board members set goals and develop long-range planning for the District. The ZI Manual specifies that a District must have at least 150 members in the respective Zonta clubs. The maximum number of clubs in a District depends on geographic, economic, and cultural considerations.

<p><b>“Z” Fact Number 4: The first name selected was Zhonta, a word meaning honest and trustworthy, derived from the Lakhota language of the Sioux people; the name was later changed to Zonta.</b></p>
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### *Emblem*

Zonta’s emblem is a composite of five Sioux symbols. The significance of each part of the emblem is described in The Zonta Club Manual.

### *Endowment Fund*

The ZIF Endowment Fund provides for the future of Zonta programs. A contribution to this fund is a lasting gift that is invested, and only the earnings are used. To keep up with inflation, some portion of the earnings is reinvested. The investments are made for long-term returns, on advice from the Foundation finance committee. Funds may be used for service commitments, for administrative support services, for the development of new projects, and for emergencies. Donations to the ZIF Endowment Fund will continue to support women into the future.

**“Z” Fact Number 5: The Zonta International Foundation is funded by donations from clubs and members. It receives no proceeds from dues paid to Zonta International.**

### ***Foundation***

The Zonta International Foundation (ZIF) was founded in 1984 to administer the programs and projects of ZI. The Foundation receives, raises, and invests funds for the service programs of ZI. The monies administered by the Foundation are donated annually by Zonta clubs and individual members. It is recommended that clubs give one third of club service funds raised to the ZIF. Individual donations to the Zonta International Foundation, a 501(c)(3), are tax deductible.

### ***Foundation Ambassadors***

They are appointed by the Governor at the start of the biennium and hold office at the pleasure of the Governor. A detailed job description is available from the Foundation office at Headquarters. They should be interested in and knowledgeable about the Foundation and the service projects and scholarships it funds. They must be willing to appear at club, Area, and District meetings to promote the Foundation and solicit contributions.

### ***Governor***

The Governor is the link between the Districts and the ZI board (through the assigned liaison), and she administers the affairs of the District. The Governor is elected at the District Conference in the odd-numbered year of the biennium before the International Convention where she takes office. The Governor and the Board hold office for two years.

### ***Governor’s Trophy***

Each fall at the District Conference, the Governor awards a trophy to the best overall club. The award is based on the Club Annual Reports and AD recommendations and is determined by the votes of District Board members. The winning club receives a silver bowl that they keep until the next Conference when it is awarded to the next winner. A Runner-Up plaque is also awarded.

### ***Honorary Members***

In recognition of international or national achievements, election to International Honorary Membership shall be by a two-thirds vote of the ZI board. Membership shall carry with it none of the rights and obligations of membership. The holder shall be entitled to attend and speak at ZI Conventions, District Conferences, and club meetings. Individual clubs may also have honorary members in accordance with their club bylaws.

### ***Installation***

New club officers are installed into a club through an installation ceremony conducted by a former club President or visiting ZI or District official.

### ***Induction***

New members of Zonta International are accepted into a club through an induction ceremony conducted by the Club President or visiting official.

**“Z” Fact Number 6: In September 1930, Zonta International was incorporated in Chicago, IL, USA. Chicago still serves as the Zonta International headquarters.**

### ***International Service Fund***

This ZIF fund supports the International Service Projects adopted by the Convention.

### ***IRS Form 990***

Clubs with gross revenue of more than US \$25,000 must file a Form 990 with the IRS. Clubs can either submit financial information to HQ by August 31 and file with the ZI Group Return or file directly a Form 990 (or Form 990-EZ) with the IRS by October 15. Clubs with gross revenue of US \$25,000 or less must file a Form 990-N directly with the IRS.

### ***Jane M. Klausman Scholarship Fund***

Jane Klausman was a member of the Zonta Club of Syracuse, NY, and a ZI Parliamentarian. The interest earned from her bequest of over \$500,000 is intended to fund scholarships for women pursuing careers in business. In 1997, the ZI Foundation established an endowment with the funds and developed the Jane M. Klausman Women in Business scholarship program. The program was initiated in the 1998-2000 biennium.

### ***Membership Award***

The Rosa E. Fiol Membership Award is given annually in District 11 at the Fall Conference to the club in each Area that increased its membership by the highest percentage during the past year. The Award also provides scholarship funds for clubs from Puerto Rico to attend the District Conference.

### ***Marian de Forest***

Marian de Forest was a founder of Zonta International in 1919 and the membership and classification manual is named in her honor.

## *Mission*

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

## *Nominating Committee*

All clubs are required to have a nominating committee. The nominating committee seeks suitably qualified candidates for elected positions. The nominating committee consists of at least three members who are knowledgeable about the club, its members, and the qualifications required for each club office position.

<p><b>“Z” Fact Number 7: Zonta International empowers women to overcome barriers to equality through its International Service projects and scholarships for women pursuing academic degrees.</b></p>
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## *Objects of ZI*

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

## *Organization, Membership, and Classification (OMC)*

OMC is a standing club, District, and ZI committee responsible for membership activities and club development.

## *Proxy*

A proxy is a document that allows a club unable to be represented at a Conference/Convention to authorize another club to represent it in voting at the Conference/Convention.

<p><b>“Z” Fact Number 8: Each Zonta club has bylaws that direct how the club is operated; club bylaws must conform to the ZI Bylaws.</b></p>
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### ***Quorum***

Normally set by club bylaws, this is the minimum number of voting members who must be present to legally transact business. A quorum always refers to the number of members present, not to the number of members actually voting. In the absence of a quorum, business requiring a vote is postponed. The ZI bylaws require that a quorum for a club meeting be at least one-fourth of the members, and the quorum for club board meetings is a majority of the members of the board.

### ***Region***

A geographic territory containing Zonta clubs but not qualifying as a District.

### ***Rose Day***

March 8<sup>th</sup> is Zonta Rose Day. All Zontians worldwide are encouraged to commemorate Zonta Rose Day/International Women's Day in whatever manner is appropriate in their countries and areas, using the symbol of the yellow rose.

### ***Rose Fund***

The ZIF Rose Fund gives every member the opportunity to expand the work of ZI. Contributions are not designated for particular projects, but may be used for development, support costs, administration of service programs, or service program direct support at the discretion of the Foundation board. This is an unrestricted fund.

### ***Service Projects***

ZI international service projects for this biennium may be found on the ZI web site, along with updates on each project. Each club determines its own service projects in its community.

### ***Sponsoring, Organizing, and Mentoring (SOM)***

The SOM committee organizes a new Zonta club in a District.

### ***Symbol***

Zonta's symbol is the yellow rose. The ZI web site allows downloading of the yellow rose and other Zonta graphics.

**“Z” Fact Number 9: The ZI web site is [www.zonta.org](http://www.zonta.org). Each Zontian uses her membership number (found on the mailing label of The Zontian) to access it.**

### ***Tax Status***

ZI is a non-profit organization under Section 501(c)(4) of the IRS Code. The ZI Foundation is a charitable non-profit under Section 501(c)(3) of the IRS Code. Zonta clubs have the same federal income tax status as ZI. They are also 501(c)(4) non-profit organizations under ZI and must follow reporting requirements in order to maintain this status. A Zonta club is not a charitable non-profit, but may establish its own separate charitable foundation.

### ***Treasurer***

This is an elected District or Club officer who is responsible for the financial administration of the organization. The treasurer collects and processes membership dues and ensures bills are paid in a timely manner.

### ***United Nations Committee***

This committee promotes awareness of the UN, its agencies, and programs, and the relationship between the UN and ZI. It creates awareness of the UN Day on 24 October and other UN commemorations. Its activities should be in concert with the ZI UN Committee.

### ***Vice Area Directors***

Vice Area Directors are elected at the same time as Area Directors, but are not members of the District Board. They assist the Area Director and are automatically members of the District OMC Committee, headed by the Lieutenant Governor.

### ***Web Site***

The ZI web site is [www.zonta.org](http://www.zonta.org), and the District web site is [www.zonta-district11.org](http://www.zonta-district11.org). Many individual clubs also have web sites which may be accessed through the ZI site.

### ***YWPA Fund (Young Women in Public Affairs)***

This ZIF scholarship fund was established in 1990 to encourage secondary school women, committed to leadership in public policy, government, and volunteer organizations. The ZI Foundation awards money to each District winner and to the international awardees each year.

### ***(Zonta) Year***

The Zonta year is 1 June to 31 May.

## ***Zonta***

The name “Zonta” was officially adopted at the 1930 Convention in Seattle, WA. In September 1930, Zonta was incorporated under that name in the state of Illinois. ZI headquarters is in Chicago, IL.

## ***Zonta Pin***

Zonta’s membership pin is a symbol of our bond to Zonta. The pin is generally worn on the left side. The President wears the gavel pointing up while serving, and the pointing down after the completion of the term.

## ***Zonta Store***

Zonta Stores are conducted at District events to sell club products. Typically these are open during non-business session hours and staffed by club members. Profits go to the individual club treasury unless otherwise stated.

## ***Zonta Magazine***

*The Zontian* magazine is the official registered publication of Zonta International and is provided as part of your Zonta membership. It is produced by ZI and focuses on programs of particular interest.

<p><b>“Z” Fact Number 10: Zontians are expected to be active members of their club by accepting leadership roles and working on club projects.</b></p>
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## ***ZING***

A ZING is a membership growth strategy that stands for Zonta Information Network Gathering. It is conducted by existing club members for the purpose of growing their membership.

## ***ZISVAW Fund (ZI Strategies to Eradicate Violence Against Women)***

The objectives of this ZIF fund are to establish partnerships, primarily with United Nations agencies or recognized international non-governmental organizations, to actively address violence issues, improve education and awareness of violence against women, and to promote activities to reduce violence against women.

## ***Z and Golden Z Clubs***

Zonta clubs may sponsor Z clubs for secondary school students and Golden Z clubs for college and university students. These clubs perform service for their schools and communities and provide members opportunities to learn leadership skills.

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