

Zonta International Marian de Forest Membership Manual

March 2014



Zonta International®
Advancing the Status of Women Worldwide

CONTENTS

	INTRODUCTION	2
Section 1	MEMBERSHIP GROWTH, GENERAL	3
	Membership Tools.....	4
	Benefits and Obligations of Zonta Membership.....	4
	Role of the Membership Committee	5
Section 2	GROWTH OF EXISTING CLUBS.....	6
	Recruitment.....	7
	Finding Potential Members	7
	Eligibility for Membership	7
	Securing Members.....	7
	Diversity of Membership, Classification of Members	8-10
	Involving and Including New Members	10
	Retention Strategies.....	10
	Minimum Membership for a Club	11
	Any Questions.....	11
Section 3	STARTING A NEW CLUB	12
	Key Requirements.....	13
	Authorization to Start a New Club	13
	Authorization for Entering a New Country	13-15
	Authorization Request for Organizing a New Zonta Club	15
	Name of the Club	15
	Organization of a New Club	15
	Sponsoring, Organizing and Mentoring (SOM) Committee	15
	Responsibilities of the SOM Committee	16
	Budget and Expenses	16
	Payment of International and District Dues for New Club Members	17
	Membership	17
	Minimum Number of Members for a New Club	17
	Classification System for Members	17
	Club Administration	18
	Club Officially Chartered	18
	First Formal Organization Meeting	18
	Frequency of Club Meetings	19
	New Club Charter Presentation	19
	Ongoing Support for the New Club	20
	SOM Committee Role	20
	Ongoing Administration of the Club	20
	Key Reporting Requirements of Zonta Club	20
	Resigned Members	21
	E-Club Membership Guidance	21
	The Club	21-22
	Establishing	22
	Membership	23
	Important Statement Concerning Potential Members from Non-Zonta Countries	23
	Activities	23-24
	Any Questions	25
	Reference List to ZI Website on Zonta International Policies, Forms and Tools.....	25
	REVISIONS TO THE MEMBERSHIP MANUAL.....	26-28

INTRODUCTION

Zonta International is a membership organization. People join because they believe in Zonta's ideals and want to contribute their time and talents to fulfil these.

A vibrant growing membership is critical to securing Zonta's ideals. Zonta members come from many walks of life and live in all parts of the world. To assist our organization in growing and retaining its membership, this manual has been developed. It relates to both existing clubs and clubs that are being established. It covers both traditional clubs and e-clubs. In addition to this manual, there is other material available to members on Zonta's website at www.zonta.org under Member Resources.

Membership material is continually being updated and members are encouraged to visit the site regularly. If there are queries which cannot be answered by the club membership committee in the first instance, they can be referred to the District Membership Committee for further clarification.

This manual is in three parts: the first section is general, the second relates to growing membership and the third provides the requirements for starting new clubs.

With your support and commitment, Zonta will continue to be an organization that is relevant and attracts and retains members committed to realizing Zonta's mission of advancing the status of women worldwide through service and advocacy.

Zonta International Board, March 2014

Section 1

Membership Growth, General

Includes

Membership Tools

Benefits and Obligations of Zonta Membership

Role of Membership Committee

MEMBERSHIP GROWTH, GENERAL

1.1 - MEMBERSHIP TOOLS

Source/Reference

- ZI website, www.zonta.org, under Member Resources/Tools/Membership Tools

What is Required?

With membership of Zonta being by invitation, there is a need for clubs to think strategically to secure new members by approaching people who will be interested and willing to support the goals of Zonta, informing them about Zonta and inviting them to join.

A club's membership strategy should cover membership retention and recruitment and be clear on the benefits of membership of Zonta.

The Zonta International website offers a variety of tools to assist in growing and retaining members. Clubs should utilize these tools and develop a plan that works for them.

1.2 - BENEFITS AND OBLIGATIONS OF ZONTA MEMBERSHIP

Explaining Zonta Simply

Take the opportunity as a club or committee to brainstorm, develop and practice an appropriate statement.

Passionate Zontians can enthuse potential members on the benefits and obligations of membership including:

- Joining with like-minded people committed to advancing the status of women through service and advocacy locally and internationally.
- Service opportunities – hands on service opportunities with like-minded people.
- Advocacy opportunities – working with other Zontians and organisations on issues affecting the status of women at a local, national and international level.
- Fellowship opportunities - meeting people you may not normally meet, sharing meals, reflecting on the messages of speakers and the time to talk and get to know others.
- Zontians being part of an international organization with the combined influence of nearly 30,000 members in 66 different countries as of March 2014 (most recent numbers can be found on the Zonta International website under [Who We Are](#)).
- Zonta's reputation as an organization that makes a difference to the lives of women locally and internationally.
- Zonta's various affiliations with the United Nations as an NGO (Non-Governmental Organization)
- The manageable time commitment for busy professionals, generally with one club meeting per month, plus social/fundraising activities as determined at club level.

1.3 - ROLE OF MEMBERSHIP COMMITTEE

- Established club's Membership Committee
- Sponsoring, Organizing and Mentoring (SOM) Committee for new club

Source/Reference

- ZI Bylaws Article XIV, Clubs, Section 2. Members. (b) Classified Member.
- Zonta Club Manual, www.zonta.org, under [Member Resources/Manuals](#).

What is Required?

The Membership Committee at the club level and the SOM Committee (Sponsoring, Organizing and Mentoring Committee) for a new club should know/consider:

- How to explain "What is Zonta?" briefly and in simple language.
- How to "sell" the benefits of Zonta membership.
- Where to find potential members and interest them in membership.
- Strategies for following up on qualified prospects and invite them to join their Zonta club.
- How to engage new members to ensure that they are retained so that it can help the club grow its membership.

Section 2

Growth of Existing Clubs

Includes

Recruitment

Finding Potential Members

Eligibility for Membership

Securing Members

Diversity of Membership, Classification of Members

Involving and Including New Members

Retention Strategies

Minimum Membership for a Club

Any Questions

GROWTH OF EXISTING CLUBS

2.1 - RECRUITMENT

2.1.1 – FINDING POTENTIAL MEMBERS

Names of prospective members can be obtained from:

- Contacts of and recommendations from current members (of your club or other clubs)
- Information on businesses and industries in the geographic area of the club
- The local Chamber of Commerce or similar organization
- Civic and professional organizations
- Press reports

If the club has several potential members, an information session about Zonta locally and internationally, can be an effective method of introducing those people to Zonta.

2.1.2 – ELIGIBILITY FOR MEMBERSHIP

Source/Reference

- ZI Bylaws Article XIV, Clubs, Section 2. Members. (b) Classified Member.

What is Required?

To be invited to membership, a person must meet the criteria specified in the Zonta International Bylaws. The membership of a club shall be limited to classified members, Past International Presidents and Honorary Members. Classified membership shall be for life.

2.1.3 – SECURING MEMBERS

Source/Reference

- ZI Bylaws Article XIV, Clubs Section 2. Members and Section 3. Club Dues
- Zonta Club Manual, [www.zonta.org/ Member Resources/Manuals](http://www.zonta.org/MemberResources/Manuals)

What is Required?

Having checked that prospective members are qualified for membership, the benefits of membership should be explained through informational meetings/events, phone call, Skype or other electronic means.

2.1.4 – DIVERSITY OF MEMBERSHIP, CLASSIFICATION OF MEMBERS

2.1.4.1 – Diversity of Club Membership

Source/Reference

- ZI Bylaws Article IV, Members, Section 2. Zonta Clubs. (b) Diversity of Classifications
- www.zonta.org under [Member Resources/Tools/Membership Tools](#)

What is Required?

Membership diversity is a founding principle of Zonta. Diversity is achieved by ensuring members are drawn from a variety of occupations using a classification system which draws its members from a variety of businesses and professions in the community. Through their clubs, Zontians have an opportunity to meet with and know executives and professionals whose work is very different from their own. With members of a club from multiple professions, clubs will have a broad knowledge about societies and about women's conditions

In order to maintain a diversified organization, each club shall have members in a variety of classifications. The minimum number of classifications shall equal one-fourth (1/4) the total number of members in the club (ZI Bylaws Article IV, Members, Section 2. Zonta Clubs. (b) Diversity of Classifications). Thus, if a club has 40 members, it must have members from at least ten different classifications. The bylaws also indicate that no club shall be required to have members in more than 25 classifications.

A club may have as many members in one classification as it desires as long as there are enough members in other classifications to satisfy the diversity requirement. For instance, a club of 20 members must have members from at least five classifications. The club may have six architects, six advertising managers, six lawyers, an educator and a physician, and still meet the one-fourth diversity requirement.

The classification system should be used as a means of ensuring diversity among clubs, not to exclude people from membership.

Other points to note are:

- Classified membership shall be for life except as otherwise provided in the Zonta International bylaws. (Article XIV, Clubs, SECTION 2. Members. (f) Duration of Membership.)
- Members who change their occupations can also change their classification
- A club which fails to maintain the required diversity of classifications shall have ten (10) months to increase the number of classifications to the required amount. This period may be extended by the governor.

Clubs that have difficulty with diversity should consult their Governor or the ZI Membership Committee.

2.1.4.2 – How to Classify Members

Source/Reference

- www.zonta.org under [Member Resources/Tools/Membership Tools](#)

What is Required?

A member's classification is based on occupation. ZI's classification system consists of approximately 1,700 categories of occupations. The following classification lists can be found at www.zonta.org:

- The Occupations Category Code List is supplemented by two additional tables which list occupations, or occupation descriptions, which fall under each four-digit occupation category.
- Occupation Descriptions - Alphabetical is an A-Z index of principal titles, alternative titles and specializations.
- Occupation Descriptions - Numerical is a numerical list of principal titles, alternative titles and specializations.

Every member of the club shall have a classification and it is the responsibility of the club membership committee to ensure that classification records are kept and reported to Zonta International Headquarters (ZI HQ). The Member Report Form (Form B) is available on the ZI website under [Member Resources/Forms](#). It is used to submit classification information on a new member or an existing member whose classification may have changed.

The steps in classifying and coding a member's occupation are as follows below. If more information is needed please read "How to Implement the Coding of Occupations Instructions" at zonta.org.

1. Look for an occupational description in the alphabetical list of occupations in Table A which appropriately describes (or is synonymous with) the occupation of the member. If the occupation is listed, this should be entered in the occupation description field on the Member Report Form (Form B).
2. The four-digit code which corresponds to the occupational description should be entered in the classification code field on the Member Report Form (Form B).
3. If the occupation is not listed, check the Occupations Category Code List. A more specific category for the member's occupation may be found in the four-digit category sub-groups. Once the four-digit category has been identified, go to the Numerical List of Occupation Descriptions and search the list of occupations listed under the four-digit code identified. If the occupation of the member is listed, this should be entered in the occupation description field on the Member Report Form (Form B) and the four-digit code entered in the classification code field.
4. If the category or the occupation cannot be found, all possible categories where the member's occupation might be listed should be searched. If an appropriate occupation cannot be found after referring to the alphabetical list, the numerical list or the Occupations Category Code List, an inquiry should be directed to the District Membership Committee Chairman, or add a full description of the member's occupation to the member report form in free text. The four-digit code may be left blank.

Occupation is what people do in their day-to-day jobs. For certain occupations, there are a number of possibilities or ways of classification.

Volunteers should be coded to the activity/job which they perform. Volunteer is not an occupation - it is an employment status. So, a volunteer music teacher is coded to "music teacher." The word "volunteer" should be added after the occupation name.

Note that the current occupation list does not and cannot contain every possible occupation. The list is intended to be dynamic and requires updating to keep it specific and truly reflective of our members' occupations.

2.1.5 – INVOLVING AND INCLUDING NEW MEMBERS

Source/Reference

- Refer sections 1.2, Benefits and Obligations of Zonta Membership and 1.3, Role of Membership Committee

What is Required?

In addition to ensuring that the new member is warmly welcomed and is provided with further information about Zonta, the points below for retaining members also apply to new members.

- The club treasurer should ensure all the necessary membership documentation is forwarded to the club, district and Zonta International Headquarters. This will enable the new member to receive the Zonta International e-Newsletter, receive *The Zontian* magazine and be kept current on Zonta at the club, area, district and international levels.
- To fully involve and include new members in club activities, they should be mentored and be assigned to a committee according to their interests.

2.2 – RETENTION STRATEGIES

To maximize membership numbers, clubs should be working to ensure that they retain members as well as gain new members. Implementing retention strategies generally requires fewer resources than recruiting new members.

The strategies for retaining members are simple - have a vibrant and professional club, delivering what members want, in which:

- Zonta's mission is the focus; not administration.
- Meetings and activities are interesting, friendly and run to time.
- Affordable club dues and other costs of membership fellowship and enjoyment are features
- All members are engaged and participating in committee and club activities, thus ensuring that all feel valued
- Members understand the impact Zonta has on advancing the status of women at club, district and international levels.

2.3 – MINIMUM MEMBERSHIP FOR A CLUB

Source/Reference

- ZI Bylaws, Article XIV, Clubs, Section 4. Officers and Directors
- Clubs with Fewer than Six (6) Members Policy (www.zonta.org under [Member Resources/Policies](#))

What is Required?

Clubs must have six or more members. Refer to the policy if membership drops below six (6). A club with fewer than six (6) members cannot fill the number of club officers and directors mandated in the ZI Bylaws, and therefore cannot function as a Zonta club.

2.4 – ANY QUESTIONS

Source/Reference

- ZI Bylaws Article XIV, Clubs, Section 9. Committees. (a)
- Membership Committee

What is Required?

The club and district shall have a Membership Committee. Club membership queries should be, in the first instance, referred to the club Membership Committee. Where the committee is unable to answer the query, then the query moves up the chain of command to the Lieutenant Governor. The club's area director and Governor should also be included in the correspondence. The District Membership Committee should seek advice and support from the International Membership Committee.

Section 3

Starting a New Club

Includes

- Key Requirements
- Authorization to Start a New Club
 - Authorization for Entering a New Country
 - Authorization Request for Organizing a New Zonta Club
- Name of the Club
- Organization of a New Club
 - Sponsoring, Organizing and Mentoring (SOM) Committee
 - Responsibilities of the SOM Committee
 - Budget and Expenses
 - Payment of International and District Dues for New Club Members
- Membership
 - Minimum Number of Members for a New Club
 - Classification System for Members
- Club Administration
 - Club Officially Chartered
 - First Formal Organization Meeting
 - Frequency of Club Meetings
 - New Club Charter Presentation
- Ongoing Support for the New Club
 - SOM Committee Role
 - Ongoing Administration of the Club
 - Key Reporting Requirements of Zonta Club
- Resigned Members
- E-Club Membership Guidance
 - The Club
 - Establishing
 - Membership
 - Important Statement Concerning Potential Members from Non-Zonta Countries
 - Activities
- Any Questions
 - Reference List to ZI Website on Zonta International Policies, Forms and Tools

STARTING A NEW CLUB

3.1 – KEY REQUIREMENTS

1. Authorization to start a new club
2. Committee responsible for organizing the club - referred to as the Sponsoring Organizing and Mentoring Committee (SOM)
3. The new club to have a minimum of 20 members in good standing (having paid their club, area - if applicable –and district and international dues)
4. Club chartered after Zonta International Headquarters receives the items below:
 - a. Member Report Form (Form B)
 - b. Zonta International dues and fees
 - c. Club Officer Contact Information Form
 - d. Membership Dues Payment Transmittal Form (this form also outlines the dues and fees as well as the location to send monies to)
 - e. FEIN Form (US clubs only)
5. Mentoring of the new club for upwards of two years following charter to ensure it grows

3.2 – AUTHORIZATION TO START A NEW CLUB

What is Required?

If preliminary investigation suggests the possibility of a new Zonta Club being viable in a particular location, authorization from Zonta leadership is required.

Authorization is different if the location of the new club is in a country where Zonta Clubs are already operating compared to a country where Zonta is not present. However, prospective members from any country, including countries where Zonta does not exist, may join an e-club. E-clubs are limited to 1/3 of its members being from countries where Zonta does not yet have an official presence.

3.2.1 – AUTHORIZATION FOR ENTERING A NEW COUNTRY

Source/Reference

- www.zonta.org under [Member Resources/Forms](#)

What is Required?

Approval is required from the ZI President and the ZI Board in consultation with the International Membership Committee Chairman.

A new country authorization is valid for a period of four years from the date of authorization by the President and Board of Zonta International. If no clubs are chartered in the country during this four-year period, it will be necessary for the Governor to submit a new application to form a club in a new country to the Zonta International Membership Committee Chairman

The “Authorization for Entering a New Country Form” must be completed by the Governor and sent to the ZI Membership Committee Chairman with a copy sent to ZI HQ and to the

International Board Liaison. The form requires the Governor to confirm that no legal obstacles exist for entry into the country after the research specified below has been conducted.

In case the SOM club is from a district other than the proposed district for the potential new club, the signatures of both Governors, i.e. that of the SOM club and that of the new club, are required along with the signature of the International Membership Committee Chairman.

In addition to the above form, the Governor must provide supplementary information to the International Membership Committee Chairman about the proposed country, addressing the following:

- What is the government's philosophy towards the tenets of the mission of Zonta International?
- What is the level of public safety and prospects for continued civil stability and societal tranquillity?
- What is the financial status of the proposed new Zonta country and currency exchange?
- What, if any, significant financial discrepancies exist between metropolitan and rural areas of the proposed new Zonta country?
- Would the Zonta country be able to support more than one Zonta club and are there any future plans to charter one?
- What options exist outside of the major metropolitan areas for Zonta clubs?
- What is the distance between the SOM club and the proposed new club?
- What is the plan for mentoring the proposed new club?
- What are the options for local community service projects?
- What kind and how many other service organizations exist in the proposed new country?
- Will the proposed new Zonta club be able to be financially self-supporting?

In order to enter into a new country, the following criteria are also to be met:

- SOM Committee is identified and their role is understood.
- New club founders are identified and their role is understood.
- Questions listed on page 18 of this manual are completed by the International Membership Committee and submitted to the Governor of the district for accuracy and approval.
- A report verifying legal processes for establishment in the country is completed and submitted to the Governor for approval including:
 - Registration/incorporation process with the government
 - Bank account establishment and control process
 - Know liability for any taxes – VAT, etc.
 - Know insurance requirements
- Signed authorization form for entering a new Zonta country completed by the SOM Chair/SOM Club President, Governor and International Membership Committee Chairman

- Completed new country charter packet provided to the International Membership Committee
- International Membership Committee requests motion for approval from ZI Board and provides all supporting documentation

International President signs the authorization form confirming approval

3.2.2 - AUTHORIZATION REQUEST FOR ORGANIZING A NEW ZONTA CLUB (in an existing Zonta country)

Source/Reference

- www.zonta.org under [Member Resources/Forms](#)

What is Required?

Approval is required from the Governor. The authorization is for two years from the date of authorization by the Governor.

After consultation among the Governor, the District Membership Committee Chairman and interested clubs or members, a site is targeted for a new Zonta Club and a decision is made for a club or individuals to SOM (sponsor, organize, mentor) the new Zonta Club.

3.3 – NAME OF THE CLUB

Source/Reference

- ZI Naming Clubs Policy at www.zonta.org under [Member Resources/Policies](#)

What is Required?

Authorization of the name is given by the ZI Board liaison to the District in which the club is located, with input from the Governor. The approval request is to be sent to both the District and ZI Headquarters.

When possible, new clubs should be named for the city, town or location in which the club meets, even if its members come from a broader geographic area. All e-clubs are to develop a charter name that begins, “Zonta e-club of...”

Note that the words “International,” “Region” and “Area” should not be used in the club name.

3.4 – ORGANIZATION OF A NEW CLUB

3.4.1 – SPONSORING, ORGANIZING AND MENTORING (SOM) COMMITTEE (regardless of whether in an existing or new country)

Responsibility for organizing the new club rests with the SOM Committee.

The District Membership Committee Chairman or Club President appoints an SOM Chairman and Committee (2 to 6 members) and SOM Club(s).

More than one club can join to SOM a new club.

SOM organizers and committee members must be very knowledgeable about Zonta's goals and procedures. They should also be enthusiastic, positive, patient, persistent and optimistic!

3.4.2 – RESPONSIBILITIES OF THE SOM COMMITTEE

What is Required?

Chairman:

- Assigns and directs the SOM Committee's work.
- Ensures that an organizing timetable is prepared and followed.
- Oversees classification approval.
- Maintains contact with the District Membership Committee Chairman.
- Keeps area and district officers informed.
- Ensures the new club has a minimum 20 members.

SOM Committee members (with the SOM Chairman):

- Locate prospective members from:
 - information on businesses and industries in the target area
 - the local Chamber of Commerce or similar organization
 - civic and professional organizations
 - personally contact prospective members for the new club and arrange meetings with Interested prospective members as well as information meetings
- Recruit the minimum of 20 members required for new club organization.
- Coordinate formal organization meeting and charter presentation.
- Mentor the new club for 2 years.

3.4.3 – BUDGET AND EXPENSES

Source/Reference

- District Rules of Procedure

What is Required?

Expenses associated with starting a new club are to be met by the SOM club unless the District or Area has agreed to meet these.

Districts are encouraged to have a District Organization and Extension Fund to which clubs can donate funds and where the surplus from Area Meetings or District Conferences or events can be allocated. The Organization and Extension Fund should be used to start new clubs.

3.4.4 – PAYMENT OF INTERNATIONAL AND DISTRICT DUES FOR NEW CLUB MEMBERS

Source/Reference

- ZI Bylaws Article XIV, Clubs, Section 3. Club Dues
- www.zonta.org under [Who We Are/Become a Zontian/Membership Dues](#)

What is Required?

The annual dues of a club member include:

- Zonta International dues
- District dues
- Area dues (if applicable)
- Club requirements.

A charter fee is also required for each member who charts with the club. These dues and fees must be paid before the first meeting of the new club. Only members who have paid their dues may vote or stand for office. Ensure the name of the club is recorded when the fees are transmitted to ZI Headquarters and to the District.

Clubs wishing to officially organize between December and May shall be allowed to pay half year ZI dues to Headquarters. Clubs wishing to officially organize from June through to November must pay the full-year dues. Once the first year of dues is paid by the newly chartered club, all future annual dues shall be payable on or before 1 June. (For more information on the first meeting of the club, refer to section 3.6 – Club Administration.)

3.5 – MEMBERSHIP

Source/Reference

- www.zonta.org under [Member Resources/Governance](#) for Zonta International Bylaws and Rules of Procedure
- www.zonta.org under [Member Resources/Manuals](#) for Zonta District Manual and Zonta Club Manual

3.5.1 – MINIMUM NUMBER OF MEMBERS FOR A NEW CLUB

The minimum number of members for a new club is 20.

3.5.2 – CLASSIFICATION SYSTEM FOR MEMBERS

Zonta operates a classification system based on occupation to ensure it has a diverse group of executives and professionals. Refer to section 2.1.4 – Diversity of Membership, Classification of Members.

3.6 – CLUB ADMINISTRATION

3.6.1 – CLUB OFFICIALLY CHARTERED

What is Required?

A club is officially established when the following items are received by ZI Headquarters:

1. Member Report Form (Form B) that lists at least 20, previously approved, classified members with the number of classifications representing at least one fourth of the total number of members of the club.
2. Zonta International dues and fees paid in full in US dollars.
3. Club Officer Contact Information Form listing the elected President and other club officers.
4. Membership Dues Payment Transmittal Form in US currency or wire transfer proof of payment. Ensure the name of the club is recorded on the transmittal form.
5. FEIN Form (for US clubs, only).

3.6.2 – FIRST FORMAL ORGANIZATION MEETING

What is Required?

The purpose of the organization meeting is to complete the organization process of the new club. At this meeting the following comprise the basic agenda for this meeting:

1. Agreement to the club being established
2. Agreement to abide by the ZI Bylaws and Rules of Procedure
3. Setting of the annual club fee
4. Election of club officers
5. Calling for volunteers for optional positions within the club
6. Announcement of the first club meeting
7. Announcement of the first Board meeting
8. Committee assignments
9. Any other business
10. Meeting closure

The SOM committee is responsible for organizing this meeting with members of this committee being temporary officers of the meeting.

3.6.3 – FREQUENCY OF CLUB MEETINGS

Source/Reference

- ZI Bylaws Article XIV, Clubs, Section 7. Meetings
- www.zonta.org under [Member Resources/Manuals](#) for Zonta District Manual and Zonta Club Manual

What is Required?

Regular meetings of the club shall be held each month unless otherwise ordered by the club board. Under exceptional circumstances, regular clubs can hold meetings through the use of electronic communication.

At the option of the club, leave of absence may also be granted to a member upon approval of the club board. Should a leave of absence occur, payment of Zonta International dues and district dues are still required, while payment of club dues shall be left to the decision of the club

3.6.4 – NEW CLUB CHARTER PRESENTATION

Source/Reference

- www.zonta.org under [Member Resources/Manuals](#) for Zonta Protocol Manual

What is Required?

Charter date is the date when charter items are received at ZI Headquarters. Headquarters sends to the new club:

- Notification letters
- Charter certificate
- Gavel

Charter presentation elements:

- Setting the date – in consultation with the Governor who usually will present the charter and gavel. Allow 4 to 6 weeks for receipt of gavel and charter from ZI Headquarters.
- Organization – responsibility of the Club President with guidance from SOM Committee, Governor and Area Director. Club Treasurer or finance chair should be part of the organization.
- Budget – the function should be self-supporting.
- Agenda and purpose:
 - Formal welcome of the new club to the Zonta family, through the presentation of the charter and the gavel and the attendance of current and past district and international officers and Zontians from neighbouring clubs.
 - Installation of the new club officers.
 - Introduction of the new club to the community by inviting representatives of the community to the presentation.
 - Attainment of maximum publicity (See PR tools on ZI website)

3.7 – ONGOING SUPPORT FOR THE NEW CLUB

3.7.1 – SOM COMMITTEE ROLE

Source/Reference

- www.zonta.org under [Member Resources/Manuals](#) for Zonta Club Manual
- Sponsoring, Organizing and Mentoring (SOM) Committee (see sections 3.4.1 and 3.4.2)

What is Required?

The SOM committee should continue supporting the club for upwards of two years to ensure it continues to grow. The first two years following chartering are important to secure the growth of the club. Support and encouragement will ensure member retention and growth. During this time, members of the new club need to be encouraged to engage with other clubs through attendance at international, district and area activities and meetings. By participating in these activities, members increase their understanding of the meaning and rewards of belonging to an international non-governmental organization

3.7.2 – ONGOING ADMINISTRATION OF THE CLUB

Source/Reference

- www.zonta.org under [Member Resources/Manuals](#) for Zonta Club Manual
- Area Director and District Board

What is Required?

Refer to the Zonta Club Manual for any queries about the operation of the club.

The Area Director is available to support the Club President. Club members shall still be encouraged to participate in area, district and international Zonta activities and meetings. By participating in these activities, members increase their understanding and appreciation of the meaning and rewards of belonging to an international non-governmental organization.

District Boards are responsible to ensure club and district officers receive training to enable them to perform their role.

3.7.3 – KEY REPORTING REQUIREMENTS OF ZONTA CLUB

What is Required?

1 April each year

- Annual Club report to Area Director

1 May each year

- Club Officers Contact Information form to ZI Headquarters

1 June each year

- International dues and corrected membership and payment transmittal form to ZI HQ.
- District dues with district forms to District Treasurers
- Area dues (if applicable) to the area treasurer

3.8 – RESIGNED MEMBERS

What is Required?

At the option of the club, a member dropped for non-payment of dues may be reinstated upon payment of current obligations. The member shall pay a reinstatement fee in US dollars to Zonta International.

The resignation by a member shall be sent in writing to the club president who shall present it to the next meeting of the board. No member's resignation shall be accepted in good standing unless dues are paid.

3.9 – E-CLUB MEMBERSHIP GUIDANCE

3.9.1 - THE CLUB

What is a Zonta e-club?

A Zonta e-club is a Zonta club that conducts its Zonta business and holds meetings using the Internet and other electronic media as tools to manage the club and its projects. An e-club has all the rights and responsibilities of a traditional Zonta club, but simply holds their club meetings electronically. E-club members may meet in person as a group or independently for service projects and fundraisers dependent upon each member's proximity to one another.

Members are encouraged to have at least one face-to-face meeting per year with members of other Zonta clubs, e.g. at the District Conference, Inter-district Seminars, or International Convention.

Each e-club belongs to a district and is assigned to a district by the International Board. The International Board may assign an e-club to any district without regard to the geographical boundaries of that district.

Zonta district involvement in the design, planning, establishment and ongoing quality assurance is essential. The district should recognize that a Zonta e-club is a valuable asset, requiring the investment of intelligent planning and careful attention to detail.

The purpose of a Zonta e-club

An e-club serves as a tool to conveniently hold meetings and communicate with club members. This type of club is especially helpful for those with demanding schedules because it doesn't require travel to and from club meetings as business is conducted electronically. This format is also a great tool for those members who don't live by an existing Zonta club who otherwise may not have been able to be a club member in a traditional setting.

Benefits of a Zonta e-club

- Meet interesting, involved people who share the common goal of improving the lives of women.
- Enjoy the opportunity to be part of a powerful network with the convenience of attending meetings electronically in the comfort of your chosen location.
- Build friendships and network locally, nationally and internationally with a wide variety of people from many different professions

- Accept leadership roles that promote personal growth and self-confidence.
- Participate in lively and interesting discussions that impact the world.

3.9.2 – ESTABLISHING

As with traditional Zonta clubs, e-clubs cannot be chartered in countries that do not yet belong to Zonta International. If there is a wish to charter an e-club in a country not yet belonging to Zonta, the country needs to be approved by the International Board prior to chartering the e-club. The procedure for entering new countries is described in section 3.3.1. However, prospective members from any country, including countries where Zonta does not exist, may join an e-club. Clubs are limited to 1/3 of its members being from countries where Zonta does not yet have an official presence.

Because e-clubs are assigned to a district by the International Board, governors should consult their board liaisons regarding the district that the chartering e-club will be placed in prior to sending the Authorization Request for Organizing a New Zonta Club Form to ZI Headquarters.

As with any other club, e-club bylaws shall be in alignment with the Zonta International Bylaws. E-clubs in formation should establish a bylaws and resolution committee to develop club bylaws and bring them forth to the club membership for adoption. Outlines of the club bylaws are available in the club manual. E-clubs may choose to be more specific in their bylaws regarding the requirements for service and for participation in electronic meetings.

All e-clubs are to develop a charter name that begins, “Zonta e-club of...” If the majority of members of an e-club are chartering within one country, they can choose if they would like to represent their town, district or country. Samples of these names are provided below:

- Zonta e-club of Oak Brook – town
- Zonta e-club of District 06-Club 1889 – district and club number
- Zonta e-club of USA2 – country and numerical order of e-clubs that have chartered

If the majority of members of an e-club are chartering within multiple countries, e-clubs are asked to choose their charter name based upon continent. Samples are provided below:

- Zonta e-club of Africa1
- Zonta e-club of Asia1

The Naming Clubs Policy can be found at www.zonta.org under [Member Resources/Policies](#). Because members from an e-club may be from a variety of locations, the boundaries of naming an e-club are more flexible and the above examples should be followed.

For naming club websites, e-clubs shall use the following pattern: www.Zontaeclubxxe-clubx.org, the xx being the Zonta District number, and the number of the Zonta e-club. Example: <http://www.Zontadistrict07e-club1.org> or <http://www.zontaeclub-asia1.org>.

The currency of the e-club should be the currency of the country that the e-club is chartered in. If an e-club is chartered throughout multiple countries, the e-club should decide with the SOM Chair what their currency will be.

3.9.3 – MEMBERSHIP

As with any Zonta club, the membership of the e-clubs shall be limited to classified members, Past International Presidents and Honorary Members. Member classifications can be found at www.zonta.org under [Member Resources/Tools/Membership Tools](#).

An e-club requires a membership of at least 20 individuals to charter. In the first year, it is recommended that at least 20% of the total membership is current or former Zontians. The optimal composition of the board of a new Zonta e-club in its first year of operation is 40% current or former Zontians. If the e-club is comprised of members totally new to Zonta, it is strongly advised that the SOM club be consistently involved in meetings to provide the mentorship necessary for the development of a strong Zonta club.

An existing Zontian desiring to be a charter member of an e-club must resign membership in her/his existing Zonta club by the time the new club is admitted to ZI. This will require any charter members to pay additional International, and potentially district and club dues.

If a traditional club determines that they would rather be an e-club, they may change their entire club membership to an e-club. Their club name would simply change to an e-club name that symbolizes their current club location. For example, if the Zonta Club of Kuantan decided to transition into an e-club, the new name would be “Zonta e-club of Kuantan”. A traditional club who chooses an e-club option should inform their governor, board liaison and ZI Headquarters of this information. A member cannot be both a member of a traditional and an e-club at the same time.

3.9.4 – IMPORTANT STATEMENT CONCERNING POTENTIAL MEMBERS FROM NON-ZONTA COUNTRIES

Zonta e-clubs are conducted from, and under the laws of, the United States of America. Club activities may include the promotion of women's rights and the promotion of other civil rights and freedoms. A member joining an e-club should determine for herself, before joining, whether participation in the Zonta e-club or its activities is legal in her country of residence or could otherwise cause problems with political or police authorities.

Any individual concerned that joining or participating in a Zonta e-club may cause problems with legal, governmental or other authorities should refrain from joining.

3.9.5 – ACTIVITIES

Like all other clubs, e-clubs promote Zonta's goals and work to advance the status of women through service and advocacy. Service and or advocacy activities at the local level can be carried out individually or by a group that lives in relatively close proximity to each other. All activities require club approval.

Members of e-clubs are able to participate in any other e-club or traditional club meeting that is convenient for them if they wish to do so. Zontians are encouraged to reach out to other clubs when traveling to make connections with other Zontians if they are able. Information on club locations can be found at our “Locate a Club” feature on the Zonta International website at www.zonta.org under [Who We Are/Become a Zontian/Locate a Club](#).

Members of e-clubs or traditional clubs are also welcome to visit another e-club or traditional club for a meeting or to make up a meeting for missed attendance. Upon request, any interested member can be invited to participate in an e-club meeting. Access to a platform can be provided by sharing a passcode or other necessary information. Information about club meetings should be available on the club's website.

Technological Tools (electronic meeting software is to be provided by the e-club)

There are several tools available to foster electronic meetings and communication. Below are samples of the tools available to clubs; other services are likely available in your country.

- **Skype:** www.skype.com hosts groups up to 25 people. Please consult Skype for non-basic usage pricing information.
- **GoToMeeting:** www.gotomeeting.com/ GoToMeeting hosts up to 25 attendees. GoToWebinar hosts up to 100, 500 or even 1,000 attendees. Please consult GoToMeeting for pricing information.
- **WebEx** by Cisco: www.webex.com has multiple plans available including conferencing number/screen sharing for up to 25 people. Plans also include conferencing for up to 100 attendees. Please consult WebEx for pricing.
- **Glance:** www.glance.net, is a computer screen-sharing software that would require phone conferencing capability from another source. With one subscription, you can set it up to allow others to present after the "owner" of the service logs in. This allows for multiple presenters during one meeting. Please consult Glance for pricing information.
- **Google Plus:** <https://plus.google.com> A social networking site that also hosts an authorship tool that allows people to post content.

Message Boards

A message board, also known as an Internet forum, is a place for members to talk. Divided by topic, message boards allow club members to communicate in their own time and at their own pace. Items posted on a message board remain there until they are deleted or archived by the moderator.

Chat Rooms

Chat rooms are a meeting place where members can connect in real time conversation. They can be used to conduct club meetings, discussions and brainstorming sessions. Most networks and online services offer chat features, many free of charge. Some chat software can even record and post club-meeting conversations to a Web page for later viewing, providing an option for members that were unable to chat.

Members Only Area of Club Website

Post meeting minutes, club budget and other pertinent club administrative information. Although a password is needed, members should be able to easily access this information, keeping everyone informed. Your chat room can be located in this area as well.

Blogs

A blog, or Web log, is an online journal. Blogs give clubs another opportunity to communicate. Some good ideas for blog topics include an up close look at one of your service projects, the benefits of being a Zontian, a member profile, interesting tidbits about your club and testimonials about your club or volunteering. Blogs are generally written in an informal, conversational style. To be effective, blogs should be updated regularly.

3.10 – ANY QUESTIONS

In the first instance the SOM Committee, then the Area Director, should be contacted. Refer also to the Zonta International website at www.zonta.org.

3.10.1 – REFERENCE LIST TO ZI WEBSITE ON ZONTA INTERNATIONAL POLICIES, FORMS AND TOOLS

Policies:

At www.zonta.org under [Member Resources/Policies](#):

- Clubs with Fewer than Six (6) Members Policy
- Naming Clubs Policy

Forms:

At www.zonta.org under [Member Resources/Forms](#):

- Authorization for Entering a New Country
- Authorization Request for Organizing a New Zonta Club
- Club Officer Contact Information
- FEIN (U.S. Clubs, only)
- Member Report (Form B)
 - Member Report for Charter Clubs (Form B)
- Membership Dues Payment Transmittal (Form C)
 - European
 - North American
 - Non-North American/Non-European

Tools:

At www.zonta.org under [Member Resources/Tools/Membership Tools](#):

- How to Implement the Coding of Occupations Instructions
- Occupation Descriptions Alphabetical
- Occupation Descriptions Numerical
- Occupations Category Code List

Revisions to the Membership Manual

Date of Revision	Section Revised	Description of Revision
6 April 2011	2.1.4.3	General edits to clean up wordiness
12 December 2012	3.10	Addition of E-Club Membership Guidance Document
May 2013	All pages	Reviewed and updated to align with bylaws changes
October 2013	3.3.1	Authorization for Entering a New Country
December 2013	All pages	Updated by the Manual Taskforce
March 2014	All pages	Formatted for more consistency with other Zonta Manuals
March 2014	Introduction	Inserted text to include e-clubs
March 2014	Section 1.1	Changed "Membership Strategy" to "Membership Tools" and inserted text referencing website tools
March 2014	Section 1.2	Inserted link to website page that includes updated numbers of members and countries Deleted "and usually one other meeting in person..."
March 2014	Section 2.1.2	Inserted text from ZI Bylaws regarding club membership and duration of membership
March 2014	Section 2.1.3	Inserted text to include electronic communication options Deleted text regarding club membership committee
March 2014	Section 2.1.4.1	Edited text on diversity of club membership
March 2014	Section 2.1.4.2	Deleted section, "Overview of Member Classification"
March 2014	Section 2.1.4.3	"How to Classify Members" renumbered and edited to include links to ZI website and text simplified to exclude specific classification examples
March 2014	Section 2.1.5	"Membership Committee" replaced with "club treasurer" Inserted "mentored" to fully involve and include new members
March 2014	Section 2.2	Inserted text "affordable club dues and other costs of membership" to Retention Strategies
March 2014	Section 2.4	Inserted text to include the lieutenant governor, with copy to the area director and governor, in correspondence regarding queries that cannot be answered by the club membership committee
March 2014	Section 3.1	Inserted FEIN Form for US clubs to "Key Requirements"

Date of Revision	Section Revised	Description of Revision
March 2014	Section 3.3	Renumbered 3.2 and inserted clarification that, "prospective members from any country, including countries where Zonta does not exist, may join an e-club. Clubs are limited to 1/3 of its members being from countries where Zonta does not yet have an official presence."
March 2014	Section 3.3.1	Renumbered 3.2.1 and inserted text that ZI HQ and International Board Liaison be copied on submission of "Authorization for Entering a New Country Form Inserted text that, if the SOM club is from another district than the potential new club, the signatures of governors from both districts should be included on the form Inserted additional criteria for entering a new country
March 2014	Section 3.3.2	Renumbered 3.2.2 and deleted inclusion of approval by the district membership committee chairman on "Authorization Request for Organizing a New Zonta Club (in and existing Zonta country)" form
March 2014	Section 3.4	Renumbered 3.3 and inserted text that authorization of a new club name includes input from the governor of the district where the new club will be established Inserted naming convention for e-clubs
March 2014	Section 3.5	Renumbered 3.4
March 2014	Section 3.5.2	Renumbered 3.4.2 and deleted text "...the ZI Board believes it is desirable for a new club to have 25 to ensure viability"
March 2014	Section 3.6.1	Renumbered 3.5.1 and deleted text "...the ZI Board believes it is desirable for a new club to have 25 to ensure viability"
March 2014	Section 3.6.2	Renumbered 3.5.2 and deleted text "the classification system is set on the aspects of membership development and classification set out on the website"
March 2014	Section 3.7.1	Renumbered 3.6.1 and inserted "FEIN Form (for US clubs only)"
March 2014	Section 3.7.3	Renumbered 3.6.3 and inserted text regarding leave of absence and payment of club dues
March 2014	Section 3.8.1	Renumbered 3.7.1 and inserted text regarding encouraging club members to attend and participate in international, district and area activities and meetings
March 2014	Section 3.8.3	Renumbered 3.7.3 and changed due date of annual club report to area director from 1 May to 1 April

Date of Revision	Section Revised	Description of Revision
March 2014	Section 3.8	New section on resigned members and reinstatement fee
March 2014	Section 3.9	Renumbered 3.10
March 2014	Section 3.10	Renumbered 3.9, E-club Membership Guidance, and inserted numbered sections “The Club” (3.9.1), “Establishing” (3.9.2), “Membership” (3.9.3), “Important Statement Concerning Potential Members from Non-Zonta Countries” (3.9.4) and “Activities” (3.9.5)