

ZONTA INTERNATIONAL MEMBERSHIP MANUAL:

**MARIAN DE FOREST MEMBERSHIP AND CLASSIFICATION MANUAL
AND
ORGANIZATION AND EXTENSION MANUAL**

NOVEMBER 2010

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INTRODUCTION

Zonta 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 clubs to grow their membership, this manual has been developed. It relates to both existing clubs and clubs that are being established. In addition to this manual, there is considerable material available to members on Zonta's website at www.zonta.org and within the membership. 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 Organization, Membership and Classification 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. This manual replaces, and includes the appropriate content from, the *Organisation and Extension Manual* and the *Marian de Forest Membership and Classification Manual*.

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

Zonta International Board, October, 2010

SECTION 1 MEMBERSHIP GROWTH, GENERAL

| MEMBERSHIP GROWTH, GENERAL | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 1.1 MEMBERSHIP STRATEGY | ZI web site, www.zonta.org , under Member Resources/Tools for Clubs/Membership Recruitment, Retention and Classification | <p>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 in the goals of Zonta, informing them about Zonta and inviting them to join.</p> <p>The strategy should cover membership retention and recruitment and be clear on the benefits of membership of Zonta.</p> |
| 1.2 BENEFITS AND OBLIGATIONS OF ZONTA MEMBERSHIP | | <p>Explaining Zonta simply</p> <p>Take the opportunity as a club or committee to ‘brainstorm’, develop and practice an appropriate statement.</p> <p>Passionate Zontians can enthuse potential members on the benefits and obligations of membership including:</p> <ul style="list-style-type: none"> • 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 over 31,000 members in 66 different countries • Zonta’s reputation as an organization that makes a difference to the lives of women locally and internationally |

| MEMBERSHIP GROWTH, GENERAL | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <ul style="list-style-type: none"> • Zonta’s consultative status with the UN • the manageable time commitment for busy professionals, generally with one club meeting per month, and usually one other meeting in person or electronic discussion, plus social/fundraising activities as determined at club level |
| <p>1.3 ROLE OF COMMITTEE RESPONSIBLE FOR MEMBERSHIP:</p> <ul style="list-style-type: none"> • ESTABLISHED CLUB’S MEMBERSHIP OR OMC COMMITTEE • SPONSORING, ORGANIZING AND MENTORING (SOM) COMMITTEE FOR NEW CLUB | <p>ZI Bylaws Article XIV, Section 2 (b).</p> <p>Zonta Club Manual</p> | <p>The Organisation Membership and Classification (OMC) Committee at club level and the SOM Committee for a new club should know/consider:</p> <ul style="list-style-type: none"> • 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

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 2.1 RECRUITMENT | | |
| 2.1.1 Finding potential members | | <p>Names of prospective members can be obtained from:</p> <ul style="list-style-type: none"> • information on businesses and industries in the geographic area of the club, • the local Chamber of Commerce or similar organization, • civic and professional organizations, <p>and also</p> <ul style="list-style-type: none"> • contacts of and recommendations from current members (of your club or other clubs). <p>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.</p> |
| 2.1.2 Eligibility for membership | ZI Bylaws Article XIV, Section 2 (b) | To be invited to membership, a person must meet the criteria specified in the bylaws. |
| 2.1.3 Securing members | ZI Bylaws Article XIV Section 2, Members and Section 3 Club Dues. Zonta Club Manual. ZI web site, www.zonta.org , under Member Resources/Forms | <p>Having checked that possible members are qualified for membership, the benefits of membership can be explained to them through information meetings/events.</p> <p>The Club membership committee should invite them to join, emphasizing that they would gain personally and professionally from being a member and, in return, the club would value their contribution.</p> |
| 2.1.4 Diversity of membership, classification of members | | |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| <p>2.1.4.1 Diversity of club membership</p> | <p>ZI Bylaws Article IV, Section 2 (b) Diversity of Classifications</p> | <p>With members of a club from as many fields as possible, clubs will have a broad knowledge about societies and about women’s conditions. Through their members, they will be able to collect information, to find good local service projects and to select proper advocacy actions in their communities.</p> <p>In order to maintain a diversified organization, every club must have members actively engaged in at least one-fourth as many classifications as there are members in the club as stated in the ZI Bylaws Article IV, Section 2(b). Thus if a club has 40 members, it must have members working in at least ten different classifications. Please note that the bylaws also indicate that no club shall be required to have members actively engaged in more than 25 classifications.</p> <p>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 actively engaged in 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.</p> <p>As a practical matter, clubs might want to limit the number of members in any one classification. If anyone occupational group dominates the membership, it may be difficult to attract potential members from other occupations.</p> <p>To determine whether a club has met the diversity requirement, the club members' third level of classification is used to measure the club’s diversity ratio. The club looks for the three-digit classification (take the first three numbers of the four-digit code) and determines if the number of unique three-digit categories is equal to or greater than one fourth of the total number of members. This will ensure a broader distribution of classifications among members of the club and preclude the possibility of having a club that is composed solely of members in the same or allied profession.</p> <p>Clubs that have a problem with diversity under the new system should consult their Governor or the ZI OMC Committee.</p> |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p>Other points to note are:</p> <ul style="list-style-type: none"> • Members who have been in Zonta for 5 years or more are classified for life and can retain their classification after retirement. • Members who change occupations after 5 years in Zonta can, if they wish, change to their new classification OR retain their old one. <p>Members who are no longer working in an occupation (non-actively engaged) are still classified members, but they cannot count toward meeting the club's diversity requirement. Suppose that in the club described above, the physician retires. The club no longer has members actively engaged in five classifications. In order to meet the diversity requirement, the club must bring in a new member who is not working in a classification already represented. The new member could, however, be another physician.</p> |
| <p>2.1.4.2 Overview of member classification system</p> | <p>ZI Bylaws Article IV, Section 2 (b) Diversity Classifications, and Article XIV, Section 2 (b) Classified Member</p> | <p>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.</p> |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| <p>2.1.4.3 How to classify members</p> | <p>ZI web site, www.zonta.org, under Member Resources/Tools for Clubs/Membership Recruitment, Retention and Classification</p> | <p>A member's classification is based on occupation. ZI's classification system consists of approximately 1,500 categories of occupations based on the International Standard Classification of Occupations (ISCO) used by the International Labour Organization (ILO) which collects standard labor force statistics internationally.</p> <p>Every member of the club should have a classification and it is the responsibility of the club OMC Committee to ensure that classification records are kept and reported to ZI Headquarters. The Member Report Form (<i>available on the ZI Web site - Forms, Membership Form [Form C under the letter M]</i>) is used to submit classification information on a new member or an existing member whose classification may have changed.</p> <p>Remember the classification is based on the occupation.</p> <p>The steps in classifying and coding a member's occupation are as follows:</p> <ol style="list-style-type: none"> 1. An occupational description in the alphabetical list of occupations in Table 1 which appropriately describes (or is synonymous with) the occupation of the member should be identified. If the occupation is listed, this should be entered in the occupation description field on the Member Report Form. 2. The four digit code which corresponds to that description should be entered in the classification code field on the same form. If the occupation is not listed, the category of occupations in Table 3 should be consulted to look for the occupation category where the member's occupation may be grouped. A more specific category for the member's occupation may be found in the four digit category sub-groups. For example, if the member is an engineer, a search for the category under Building and Engineering 13 Professionals (see example below) should be made and the various categories of engineers that would suit the member's occupation checked. 3. Once the four digit category has been identified, the classifier should go to Table 2 or the numeric table 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 and the four digit code entered in the classification code field. |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p>4. If the category or the occupation cannot be found initially, all possible categories where the member's occupation might be listed should be searched. However, if an appropriate occupation cannot be found after referring to Table 3 and checking Tables 1 and 2 thoroughly, an inquiry should be directed to the District OMC Committee Chairman or a full description of the member's occupation added to the Member Report Form in free text form. The four digit code may be entered or the space left blank.</p> <p>Occupation is what people do in their day-to-day jobs. For certain occupations, there are a number of possibilities or ways of classification.</p> <ul style="list-style-type: none"> ○ Business owners, for instance, may be classified as business owner NEC (not elsewhere classified) and coded 1112. If a business owner is a Director of her/his own company, code 1115 may be applied; if the owner/manager of a retail or wholesale business then code 3311 applies. Here there is a choice - the member can choose one of these codes as appropriate, but the choice should be made on the basis of the business occupation or capacity where the member spends more time. ○ Agricultural pursuits are coded to the particular activity: for example, rose grower is code 1311 if a rose farm manager; or code 1313 if a floriculturist/flower grower or code 3112 if a horticultural technical officer. A grazier (Australia) may be a rancher in North and South America. Sometimes some lateral thinking is required. If you are a freight agent the code is 1112 (agent). Some agents are specifically identified (for example travel agent, code 6397) but, if not, then code as agent. ○ Executive Officer, code 1299 ○ Administrator, code 3291 ○ Private Investor (own funds), code 1299. Note that financial investment adviser refers only to those holding qualifications in this field and who are registered/licensed to practice. |

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| | | ○ Solicitor (code 2521) is a lawyer, not a hawker (as in the USA) |
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| | | <ul style="list-style-type: none"> ○ 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. (Members need to spend 50% or more of a normal work week in this capacity -- same as for the criteria for membership.) <p>The Classification of Occupations is based on qualifications and skills required for the particular occupation so the same code will apply to more than one occupational description. This is why it is a classification of occupations, not a coding of occupations where every occupation would have a separate code. Thus while the coding is to the category, the occupational description should be the actual occupation of the member.</p> <p>Where the occupation is missing in Tables 1 and 2, it is important that some additional information be provided so that the member may be correctly classified to her group, and the more specific the description (for instance primary/elementary school teacher or special education teacher instead of just teacher, or retail jeweller instead of just jeweller) the better.</p> <p>Note that the current occupation list does not and cannot contain every possible occupation. It will evolve over time. The list is intended to be dynamic and requires updating to keep it up to date, specific, and truly reflective of our members' occupations.</p> <p>The classification system consists of four groupings or levels of occupational categories and appears as Table 3 (hyperlink on p.15) of the ZI Classification System:</p> <ul style="list-style-type: none"> • Major group (1 digit) • Sub-major group (2 digits) • Minor group (3 digits) • Unit group (4 digits) <p>Looking at occupations according to these four groupings enables the classification of occupations from the more general category to the more specific.</p> |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p><i>For example:</i></p> <p>2 Professional</p> <p style="padding-left: 40px;">21 Science, Building and Engineering Professionals</p> <p style="padding-left: 80px;">211 Natural and Physical Science Professionals</p> <p style="padding-left: 120px;">2111 Chemist</p> <p style="padding-left: 120px;">2112 Geologists and Geophysicists</p> <p style="padding-left: 120px;">2113 Life Scientists</p> <p style="padding-left: 120px;">2114 Environmental and Agricultural Science Professionals</p> <p style="padding-left: 120px;">2115 Medical Scientists</p> <p style="padding-left: 120px;">2119 Other Natural and Physical Science Professionals</p> <p>Table 3 (same hyperlink as below) is supplemented by two additional tables which list occupations or occupation descriptions which fall under each four-digit occupation category.</p> <ul style="list-style-type: none"> • Table 1 (<u>Occupation Descriptions - Alphabetical Table 1</u>) http://www.zonta.org/MemberResources/Tools/MembershipTools.aspx is an A-Z Index of Principal Titles, Alternative Titles and Specializations and • Table 2 (<u>Occupation Descriptions - Numerical Table 2</u>) http://www.zonta.org/MemberResources/Tools/MembershipTools.aspx is a Numerical List of Principal Titles, Alternative Titles and Specializations. These lists are updated regularly as new occupations of members are listed. (Refer ZI Web site for the complete listing of four-digit codes and occupation descriptions). <p>What happens when a classification cannot be found for the new member?</p> <p>If the category or the occupation cannot be found initially, a further search looking for all possible categories where the member's occupation might be listed can be tried.</p> |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p>However, if an appropriate occupation cannot be found after referring to Table 3 and checking Tables 1 and 2 thoroughly, an inquiry may be made to the district OMC Committee Chairman or a full description of the member's occupation in free text form is included on the Member report form. The four-digit code may be filled in, or the space left blank.</p> |
| <p>2.1.5 Involving and including new members</p> | <p>Refer section 1.2 and section 1.3 above</p> | <p>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.</p> <p>The membership committee should ensure all the necessary membership documentation is forwarded to the club, district and Zonta International Headquarters. This will enable the new member to register for the ZI website, receive <i>The Zontian</i> magazine and be kept current on Zonta at the club, area, district and international levels.</p> <p>To fully involve and include new members in club activities, they should immediately be assigned a committee and mentored.</p> |
| <p>2.2 RETENTION STRATEGIES</p> | | <p>To maximize membership numbers, clubs should be working to ensure that they retain members as well as gaining new members. Implementing retention strategies generally requires fewer resources than recruiting new members.</p> <p>The strategies for retaining members are simple - have a vibrant and professional club, delivering what members want, in which:</p> <ul style="list-style-type: none"> • Zonta's mission is the focus • meetings and activities are interesting, friendly and run to time • 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. |

| GROWTH OF EXISTING CLUBS | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 2.3 MINIMUM MEMBERSHIP FOR A CLUB | Policy - Minimum membership for clubs ZI Bylaws Article XIV, Section 4 (b) Officers and Directors | Clubs must have six or more members. Refer to the policy if membership drops below 6. A club with fewer than six members can not fill the club officers and directors mandated in the Bylaws and therefore can not function as a Zonta club. |
| 2.4 ANY QUESTIONS | Organisation, Membership and Classification Committee ZI Bylaws Article XIV section 9- club OMC Committee. ZI Bylaws Article XIII Section 7, District OMC Committee | The club and district will have an Organisation, Membership and Classification (OMC) Committee. Club membership queries should in the first instance be referred to the club OMC Committee. Where the committee is unable to answer the query then the query moves up the chain of command – the Club President, Area Director, the District, Organisation, Membership and Classification (OMC) Committee. The District OMC Committee should seek advice and support from the International OMC Committee. |

SECTION 3 STARTING A NEW CLUB

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 3.1 KEY REQUIREMENTS | | <ol style="list-style-type: none"> 1. Authorisation to start a new club 2. Committee responsible for organising the club - referred to as the Sponsoring Organizing and Mentoring Committee (SOM) 3. The new club to have a minimum of 20 members <i>in good standing (having paid their club, district and international dues)</i> 4. Club chartered - after Zonta Headquarters receives four items – membership report form, ZI dues and fees, club officer report form, membership dues payment transmittal form 5. Mentoring of the new club for upwards of two years following charter to ensure it grows |
| 3.3 AUTHORISATION TO START A NEW CLUB | | <p>If preliminary investigation suggests the possibility of a new Zonta Club being viable in a particular location, authorization from Zonta leadership is required.</p> <p>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.</p> |
| 3.3.1 New country | ZI web site, www.zonta.org , under Member Resources/Forms | <p><u>Authorization</u> Approval is required from the ZI President and ZI Board in consultation with the International OMC Committee Chairman.</p> <p>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 OMC Committee Chairman.</p> |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p><i>Process</i></p> <p>The Authorization Form for Entering a New Country must be completed by the Governor and sent to the Zonta International OMC Chair. The form requires the Governor to confirm that no legal obstacles exist for entry into the country.</p> <p>In addition to the above form, the Governor must provide supplementary information to the OMC Chair about the proposed country addressing the following:</p> <ul style="list-style-type: none"> • Alignment of the philosophy of the government of the country to Zonta International’s mission. Examples of government policy or procedures to demonstrate this should be provided, including international instruments such as CEDAW reports. • Political situation in the country. Has there been or is there any civil or political instability which has affected or could affect public safety? • Existing alternatives (directed to Zonta’s mission such as other service clubs) available to potential members in the new country • Whether the proposed new Zonta club will be able to be financially self-supporting, immediately. • Future plan for other clubs in the new Zonta country • SOM club support for establishing the new club and then mentoring it for two years post charter • Extent of the opportunities for local community service and advocacy projects |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| <p>3.3.2 New club in existing Zonta country</p> | <p>ZI web site, www.zonta.org, under Member Resources/Forms</p> | <p><u>Authorization</u> Approval is required from the Governor and the District Organization Membership and Classification Committee Chairman.</p> <p>The authorization is for two years from the date of authorization by the Governor.</p> <p><u>Process</u> After consultation among the Governor, the District Organization Membership and Classification 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.</p> |
| <p>3.4 NAME OF THE CLUB</p> | <p>ZI Policy</p> | <p><u>Authorization</u> Authorization of the name is given by the ZI Board liaison to the District in which the club is located. The approval request is to be sent to both the District and Zonta Headquarters.</p> <p>A name which defines the locality in which the club will be based should be selected.</p> <p>Note that the words “International” and “Area” should not be used in the name of the club.</p> |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 3.5 ORGANISATION OF A NEW CLUB | | |
| 3.5.1 Sponsoring Organizing and Mentoring (SOM) Committee - regardless of whether in an existing or new country | | <p>Responsibility for organising the new club rests with a committee called the Sponsoring, Organizing and Mentoring Committee, or SOM Committee.</p> <p>The District OMC Chairman or Club President appoints a SOM Chairman and Committee (2 to 6 members) and SOM Club(s).</p> <p>More than one club can join to SOM a new club.</p> <p>SOM organizers and committees must be very knowledgeable about Zonta's goals and procedures. They should also be enthusiastic, positive, patient, persistent, and optimistic!</p> |
| 3.5.2 Responsibilities of the SOM Committee | | <p><i>SOM Committee responsibilities</i></p> <p><i>Chairman:</i></p> <ul style="list-style-type: none"> • assigns and directs the SOM Committee's work • ensures that an organizing timetable is prepared and followed • oversees classification approval and maintains contact with the District OMC Committee Chairman • keeps area and district officers informed • ensures the new club has a minimum 20 members (Though minimum membership for a new club is 20, the ZI Board believes it is desirable for a new club to have 25 to ensure viability.) |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p><i>SOM Committee members (with the SOM Chairman):</i></p> <ul style="list-style-type: none"> • locate prospective members from: <ul style="list-style-type: none"> - information on businesses and industries in the target area - the local Chamber of Commerce or similar organization - civic and professional organizations <p>personally contact prospective members for the new club and arrange meetings with interested prospective members as well as information meetings</p> <ul style="list-style-type: none"> • 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. |
| <p>3.5.3 Budget and expenses</p> | <p>District Rules of Procedure</p> | <p>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.</p> <p>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.</p> |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| <p>3.5.4 Payment of International and District Dues for the new club members</p> | <p>ZI Bylaws Article XIV, Section 2 and ZI Dues and Fees – found in the <i>Governing Documents</i> booklet</p> | <p>New members shall pay their annual dues and charter member fee</p> <p>Annual Dues. The annual dues of a club member shall be established by the club to include Zonta International, district, area (if applicable) and club requirements.</p> <p>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 District.</p> <p>Clubs wishing to officially organize between December and May shall be allowed to pay half year ZI dues to Headquarters. Clubs wishing to officially organise from June through to November must pay the full-year dues.</p> <p>For more information on the first meeting of the club refer to the charter section in section 3.7.</p> <p>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.</p> <p>Charter Member Fee: is payable. Refer to the Governing Documents for the dues amount.</p> |
| <p>3.6 MEMBERSHIP</p> | <p>These documents are on the Zonta website at www.zonta.org</p> | <p>Refer to: Zonta’s Governing Documents including: Bylaws and Rules of Procedure, Club Manual, District Manual</p> |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| 3.6.1 Minimum number of members for a new club | ZI Board, November 2009 | Though minimum membership for a new club is 20, the ZI Board believes it is desirable for a new club to have 25 to ensure viability. |
| 3.6.2 Classification system for members | ZI Bylaws, Article XIV, Section 2 See also section 2.1.4 of this document ZI web site, www.zonta.org , under Member Resources/Tools for Clubs/Membership Recruitment, Retention and Classification | Zonta operates a classification system based on occupation to ensure it has a diverse group of executives and professionals. The classification system is set on the aspects of membership development and classification is set out on the website. |
| 3.7 CLUB ADMINISTRATION | | |
| 3.7.1 Club officially chartered | | A club is officially established when the following four items are received by Zonta Headquarters: <ol style="list-style-type: none"> 1. Member Report Forms that list 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. Monies – ZI dues and fees in full in US dollars. 3. Club Officers Report form listing the elected President and other club officers 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. |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
|-----------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.7.2 First formal organization meeting | | <p>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:</p> <ol style="list-style-type: none"> 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 <p>The SOM committee is responsible for organizing this meeting with members of this committee being temporary officers of the meeting.</p> |
| 3.7.3 Frequency of club meetings | ZI Bylaws, Article XIV, Section 7. Zonta Club Manual | Clubs shall meet monthly unless otherwise ordered by the club board. |
| 3.7.4 New club charter presentation ceremony | Protocol Manual | Charter date - the date when all four items are received at Zonta Headquarters. Headquarters sends to the new club - notification letter, charter certificate and gavel. |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
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| | | <p>Charter Presentation</p> <ul style="list-style-type: none"> • 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 Zonta 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: <ol style="list-style-type: none"> 1 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 2 Installation of the new club officers 3 Introduction of the new club to the community by inviting representatives of the community to the presentation 4 Attainment of maximum publicity |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
|-------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.8 ONGOING SUPPORT FOR THE NEW CLUB | | |
| 3.8.1 SOM Committee role | Zonta Club Manual SOM Committee | <p>The SOM committee should continue supporting the club for upwards of two years to ensure it continues to grow.</p> <p>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.</p> |
| 3.8.2 Ongoing administration of the club | Zonta Club Manual Area Director and District Board | <p>Refer to the Zonta Club Manual for any queries about the operation of the club.</p> <p>The Area Director is available to support the Club President.</p> <p>Club members are 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 service organisation.</p> <p>District Boards are responsible to ensure club and district officers receive training to enable them to perform their role.</p> |

| STARTING A NEW CLUB | SOURCE/REFERENCE | WHAT IS REQUIRED? |
|-------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.8.3 Key reporting requirements of Zonta Club | | <p>1 May each year</p> <ul style="list-style-type: none"> • Club officers contact information form to Zonta international Headquarters • Annual Club report to Area Director <p>1 June each year</p> <ul style="list-style-type: none"> • International dues <u>and</u> corrected membership <u>and</u> payment transmittal form • District dues with district forms to District Treasurers |
| 3.9 ANY QUESTIONS | | <p>In the first instance the SOM Committee, then the Area Director should be contacted. Refer also to the Zonta International website www.zonta.org at both the member only section and the public section.</p> |

Reference List to ZI Website on Zonta International Policies and Forms

Please see ZI Website/Policies/Forms

Policies

Policy Regarding Clubs with Fewer than (6) Members
Policy on Naming Clubs

Forms:

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