



This booklet is designed to educate and inform new and current members about Zonta. Like other organizations, Zonta has its own language. The intent of this booklet therefore, is to help you interpret and get to know some of our unique programs and acronyms.

An special feature are “Z” facts, little known interesting bits of information about our District, Districts around the world, and Zonta members who serve in a variety of leadership positions. As you peruse this booklet and note something is missing or if you have interesting ideas to offer... let me know!

Please share this booklet with other club members and prospective members. It is also available for download from our District website. Happy reading!

Warmly,

Patricia Latona
Lieutenant Governor

Amelia Earhart

The Amelia Earhart Fellowship was established in 1938 in honor of famed pilot and Zontian, Amelia Earhart. The US\$10,000 Fellowship is awarded annually to up to 30 women pursuing Ph.D./doctoral degrees in aerospace-applied sciences or aerospace-applied engineering. Since the program's inception Zonta has awarded 1,573 Amelia Earhart Fellowships, totaling more than US\$10 million to 1,144 women representing 73 countries.

Amelia Earhart Fund

The Amelia Earhart Fund, a part of the Zonta International Foundation (ZIF), supports the ZI Amelia Earhart Fellowship Program. The Foundation board determines the number of grants awarded each year based on contributions received.

Achievement Forms

At District 3's conferences and seminars clubs are recognized for their outstanding achievements in programs, advocacy and service. To be considered, District 3 requires achievement reports which describe the club's accomplishments for the biennium. They are completed by club chairmen and sent to the designated District Chair and to the Governor. Achievement forms can be found on the District 3 Website under *Resource Center*.

Areas

District 3 is divided into four areas. Area 1 is Westchester, Long Island and New York City (Manhattan, Queens, and Brooklyn). Area 2 is middle and northern New Jersey. Area 3 is southern New Jersey, Pennsylvania, and portions of northern Maryland. Area 4 is the greater metropolitan Washington, DC area, southern Maryland, and Virginia.

Area Directors

Four Area Directors (ADs) are elected each biennium, representing each of the district's area. The ADs play an integral role as communicator and liaison between the district board and clubs. In cooperation with the Governor they plan and coordinate activities with the clubs in their area; organize and conduct annual spring workshops; conduct area leadership team meetings; and as sitting members of the board report on their designated clubs.

Blessing

The following blessing is not a universal Zonta International blessing, but has gained wide acceptance among US clubs.

“We thank thee Father for this food and for thy gracious, loving care
Help us to honor Zonta's Code to be in all things fair and square
And grant our prayer for lasting peace, for every Nation everywhere”

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. At the Zonta International level, bylaw changes are decided by the International Convention. Clubs also adopt bylaws. It is the responsibility of the club's board to ensure that the club's bylaws are not in conflict with ZI bylaws.

Boards/Board Meetings (Club)

The Board of Directors is made up of the President, Vice President, Secretary, Treasurer and at least two directors. Board members are elected by the club members. Clubs conduct board meetings monthly or as otherwise designated by the board. Boards may conduct business via electronic communication. District 3 and Zonta International also conduct board meetings as needed throughout the biennium.

Buffalo, NY

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

“Z” Fact: The first Zonta International Convention was held in Syracuse, NY in 1921.

Centennial Anniversary Grants

In honor of 100 years of Zonta service and Zonta International's Centennial Anniversary in 2019, ZI has launched its centennial anniversary grants program. These one-time grants of up to US\$5,000 each will recognize charitable organizations working to improve the lives of women and girls in their local communities. Zonta International will award up to US\$300,000 in grants to deserving organizations from any of **the 63 countries** in which Zonta currently has active clubs.

<https://www.zonta.org/centennialgrants>

Centennial Anniversary Theme and Colors

The theme is Honor and Power and the colors are Teal and Gold.

Centurions

At the start of each biennium Centurions are appointed at the option of the Governor and hold office at the pleasure of the Governor. Centurions should have extensive experience in Zonta, knowledge of policies and procedures and preferably served on the District board. They must also have experience in the administration of Zonta clubs and in membership recruitment and retention.

Clubs

The individual club is the basic organizational unit of Zonta International. A club becomes a member of Zonta International, and a charter is issued once the club has paid its dues and fees, has elected officers and has the minimum charter membership of 15 members. An e-club is a Zonta club that has all the rights and responsibilities of a Zonta club but holds its club meetings electronically.

Club Members/Categories & Classification

There are three categories of club members: classified, past international presidents and honorary members. Classified members must have experience in a recognized business or profession and must be willing to actively support and implement the objects of ZI. For definitions of all categories see the *Marian de Forest Membership and New Club Manual*

Classification - A classification is a numerical code assigned to each profession (or classification) recognized by ZI. Each member should

be assigned a classification. Delegates and alternatives are required to have a classification on file with ZI in order to vote at conventions. Classification codes can be found on the Zonta website: <https://membership.zonta.org/Tools/Membership-Tools>.

Club Officers Contact Information Form (aka Club Officers Report)

This form provides ZI the name and contact information of incoming club presidents and treasurers to ensure ongoing communication from ZI to the clubs.

The form must be completed annually and is due to ZI headquarters by May 31st. A copy is also sent to the District Governor. The form is available on Zonta.org under *Member Resources, Forms*.

Club Presidents' End of Year Summary

This summary offers Club presidents the opportunity to highlight their club's events and successes during the previous year. Submitted to their Area Director it is due no later than June 31st each year, (or as requested by the current Area Directors). The summary form is available on the Zonta District Three website, www.zontadistrictthree.org.

Colors

Zonta's colors are Mahogany and Gold.

Committees

The committees of Zonta clubs are vital to insure the success of club projects and goals. Members are strongly encouraged to serve on committees and share their expertise and skills. ZI mandates the following committees:

- Service
- Advocacy
- Membership
- Nominating (elected by the club membership)

Clubs frequently include in their bylaws additional committees. For example:

- Fellowship
- Centennial Coordinator
- Communications
- Fundraising
- Leadership

- Program
- Public Relations and Communications
- United Nations

Clubs may establish a temporary task force for a specific project or program.

“Z” Fact: Washington Club member Mary Ellen Bittner was the ZI President during 2004-2006 Biennium

Conference/Seminar

District 3 holds a Governor’s Seminar in the Fall in even numbered years; and a Conference in the Fall in odd numbered years. They are sponsored by a local club or clubs. The Governor works closely with the Chair or Co-Chairs to

ensure the Conference and Seminar promotes the objects and programs of ZI. At both the Conference and Seminar the business of the District is conducted. During the Conference elections are held, amendments to resolutions, bylaws, and rules of procedures are considered and voted on; and the District budget is adopted for the following biennium.

More importantly, the Conference and Seminar bring Zontians together to exchange knowledge and ideas, enjoy networking, and participate in educational opportunities which meet the needs of clubs while emphasizing ZI’s role as an international organization.

Convention

The ZI Convention is conducted each biennium in even numbered years. The purpose of the Convention is to present an informative, motivational, and educational program; 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. Voting members are the ZI Board, Past International Presidents, Governors and delegates who are elected by their clubs and formally represent the club.

The first ZI Convention was held in Syracuse, NY in 1921. Our next International Convention, in 2020, will be in Chicago, Illinois, USA.

Delegate

A Delegate is a person elected by the club to formally represent the club in voting at Convention or District Conferences.

District

For administrative purposes, ZI divides the world into Districts, each under the supervision of an elected Governor and elected board members which include the Lieutenant Governor, Treasurer, and Area Directors.

Additional board members are a Secretary and Parliamentarian who are appointed and non-voting. The Governor and board members set goals and develop long-range planning for the District. The ZI Manual specifies that a District must have at least 300 members organized into Zonta clubs.

Dues

Annual dues are payable to ZI, District 3, and clubs no later than June 1st of each year. For 2018-19 ZI dues, including club liability insurance, are \$83.00 per person, and District 3 dues are \$20.00 per person. For 2019-2020 ZI dues will increase by \$8 to \$91. Club dues are set by the club. New members and renewing members whose membership has lapsed are assessed a one-time fee of \$15 payable to ZI.

E-Club

A Zonta e-club is a 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.

Emblem

The Zonta emblem is not simply a decorative design. It is an adaptation and composite of several Sioux Indian symbols which when superimposed take on a special significance for Zontians.

<https://membership.zonta.org/Tools/PR-Tools-Logos>

Endowment Fund

The Endowment Fund of the ZI Foundation 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. Earnings from

the endowment fund may be used to fund – or expand – any part of Zonta International’s work, including the potential to sustain a long-term Zonta flagship program. Included in this fund is the new Centennial Anniversary Endowment Campaign initiated to celebrate Zonta’s 100th Anniversary. The campaign is committed to growing Zonta’s endowment fund by US\$10 million and developing a robust planned giving program.

“Z” Fact: The 2020 Zonta International Convention will be held in Chicago, Illinois.

Foundation

The ZI Foundation, founded in 1984, administers the service 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, for the main part, donated by Zonta clubs and individual members. It is recommended that clubs give one third of their service funds raised to the Foundation. The Zonta International Foundation is a tax exempt charity under IRS tax code 501C (3).

Foundation Ambassadors

Ambassadors 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. Ambassadors should be both interested in and knowledgeable about the Foundation and the programs and projects it funds. They must also 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 administers the affairs of the District. The Governor is elected at the District Conference in the odd-number year of the biennium before the International Convention at which she or he takes office. The Governor holds the position for two years or until a successor takes office.

“Z” Fact: ZI President Susanne Bassewitz is a member of the Zonta Club of Dusseldorf II, Germany, District 29.

Governor’s Award

Each year the Governor presents the Governor's Award to the best overall club. The award is based on achievement forms submitted and AD recommendations. The recipient receives a silver bowl that they keep until the next year when the bowl is awarded to the next winner.

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 officers are installed into a club at an installation ceremony conducted by a former club President or visiting official. The ceremony is described in the Zonta Club Manual.

<https://membership.zonta.org/Governance/Manuals>

Induction

New members are accepted into a club through an induction ceremony conducted by the club President or visiting official. The ceremony is described in the Zonta Club Manual.

International Service Fund

This fund supports the International Service Projects adopted by the Convention. <https://foundation.zonta.org/>

International Service Projects (2018-2020)

-Let Us Learn Madagascar: An Integrated Program for Adolescent Girls with the US Fund for UNICEF

-*Eid bi Eid* (Hand in Hand): Support to the resilience and empowerment of Syrian refugee and vulnerable Jordanian women

-Ending Child Marriage: A collaborative project with UNICEF and UNFPA, which builds upon Zonta's efforts to end violence against women through its Zonta Says NO to Violence Against Women global campaign.

IRS Form 990

All clubs in the United States must file an IRS form 990 to retain their tax-exempt status. Clubs with annual gross revenue of \$50,000 or less may file electronic form 990N. Clubs with gross proceeds of more than \$50,000 must file IRS form 990-EZ or Form 990, depending on their unique circumstances. Please consult www.irs.gov, *Charities and Nonprofits* section, for more **information**.

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 US\$500,000 funds 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.

<https://foundation.zonta.org/Our-Programs/Educational-Programs/Jane-M-Klausman-Women-in-Business-Scholarship>

Lieutenant Governor's Award

This award is given at District 3's conference and seminar to the club that increased its membership while retaining membership and other qualifications specified in the Achievement report. The winning club is awarded with a gift and certificate.

Marian de Forest

Marian de Forest, an American journalist, and a major force in the progressive women's movement, was a founder of Zonta International in 1919. The membership and classification manual is in her name. <https://membership.zonta.org/Governance/Manuals>

Mission

Zonta International is a leading global organization of professionals empowering women world-wide through service and advocacy.

Nominating Committee

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

“Z” Fact: The Zonta Club of Brooklyn is one of the first clubs chartered in District 3 this biennium

Objects of Zonta International

- To improve the legal, political, economic, health, educational, and professional status of women through service and advocacy
- To work for the advancement of understanding, goodwill, and peace through a world fellowship of members
- 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.

Proxy

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

Quorum

A quorum 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 region is a geographic territory containing Zonta clubs but not qualifying as a District. A District must have 300 members organized in Zonta clubs.

Rose

The Zonta flower is the yellow rose.

Rose Day and International Women’s Day

Since 1999, the Rose has served as the symbol of Zonta Rose Day, which falls on 8 March and coincides with International Women’s Day. Zontians worldwide are encouraged to publicly distribute yellow roses, or items bearing the image of yellow roses, accompanied by information about Zonta International and issues relating to improving the lives of women.

Rose Fund

The Rose Fund is an unrestricted fund in the Zonta International Foundation. Contributions are not designated for particular projects. However, at the discretion of the Foundation board, the Rose Fund provides additional support to ZI Foundation programs not fully supported by fund-specific contributions.

Seal

The corporate seal of ZI is circular in form with the words “Zonta International, Inc.”

“Z” Fact: District 3 Area Directors are: Area 1: Lisa Burton; Area 2: Winifred Easterling ; Area 3: Patricia Rosensteel; Area 4: Gale Allen

Tax Status

ZI is a non-profit organization under Sec 501(c)(4) of the IRS Code. The ZI Foundation is a charitable non-profit under Sec 501 (c)(3) of the IRS Code. Zonta clubs have the same federal income tax status as ZI. However, clubs are not considered charitable organizations unless they have a foundation or have been granted Sec 501 (c)(3) status by the IRS and the club’s state government. State law governs nonprofit status, which is determined by an organization’s articles of incorporation or trust documents. Federal law governs tax-exempt status.

Treasurer

The Treasurer is an elected District or Club officer who is responsible for the financial administration of the organization. The treasurer collects and processes dues, reports on the financial status of the club, and ensures bills are paid in a timely manner.

United Nations Committee

This club 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 in October and other UN commemorations. Its activities should be in concert with the Zonta International's UN Committee.

“Z” Fact:Zonta Leadership Program. Click on the “E-LEARNING” tab in your Member Dashboard on My Zonta, to access the program.

Vision

Zonta International envisions a world in which women's rights are recognized as human rights, and every woman is able to achieve her full potential. In such a world, women have access to all resources and are represented in decision making positions on an equal basis with men. In such a world, no woman lives in fear of violence.

Web Site

The ZI web site is www.zonta.org and the District web site is www.zontadistrictthree.org. Most individual clubs also have web sites.

Women in Technology Scholarship

Women are still largely underrepresented in information technology and other STEM fields. This scholarship encourages women to pursue education and opportunities and take on leadership roles in technology.

Workshops

District 3 holds workshops in the spring of each year. Areas 1 and 2 conduct a joint workshop. Areas 3 and 4 also conduct a joint workshop. Workshops are typically a day-long Saturday session that provides training and information for its attendees. Area Directors, working with the Governor, conduct these workshops.

YWPA Fund (Young Women in Public Affairs)

The 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 additional money to the international awardee.

(Zonta) Year

The Zonta year runs from 1 June to 31 May.

Zonta

“Zonta” is derived from a Lakhota (Teton Dakota), a language of the Native-American Sioux peoples. The word Zonta means honest and trustworthy. It was adopted in 1919 to symbolize the combined qualities of honesty and trust, inspiration and the ability to work together for service and world understanding. It 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. Members should wear the Zonta pin on the left-hand side and their name badge on the right side at any occasion. Accepted attachments to the official Zonta pin are:

- gavel guards for club presidents,
- area director guard,
- governor guard.

While the wearer is in office these guards are placed level with or higher than the Zonta pin and the head of the gavel is upwards. The gavel guard is below the pin and the head is pointed down when the wearer is no longer in office.

Zonta Store

The Zonta store which sells Zonta publications and merchandise can be found on ZI’s website. <http://www.zontastore.com>. Zonta stores are also held at District events where individual clubs can sell their products. Profits go to the individual club treasury unless otherwise stated.

Zontian Magazine

The Zontian Magazine is the official registered publication of Zonta International and is provided as part of your Zonta membership. The program issue of each biennium Convention contains important updates and highlights of the convention.

ZING

ZING is a membership recruiting strategy that stands for Zonta Information Network Gathering.

Zonta Says No to Violence Campaign

The advocacy campaign “Zonta Says NO to Violence Against Women”, launched in 2012, has raised awareness of the global pandemic of women’s rights violations and has united Zonta clubs worldwide in conducting advocacy actions to fight violence against women and gender inequality. The 2018 campaign issue is Ending Child Marriage.

ZISVAW Fund (ZI Strategies to Eradicate Violence Against Women)

Zonta International strives to promote and protect the human rights of all women and girls and reduce the incidences of violence against them. Through funding from the Zonta International Foundation, the Zonta International Strategies to End Violence Against Women (ZISVAW) Program has provided more than US\$9.5 million to support projects to prevent and end violence against women and girls in 46 countries.

ZISVAW Projects (2018-2020)

The Global Programme to Accelerate Action to End Child Marriage

Child marriage is a global violation of human rights. UNICEF and UNFPA have joined forces and launched a multi-country initiative to protect the rights of millions of the world’s most vulnerable girls. The Global Programme to Accelerate Action to End Child Marriage brings together governments, civil society, families and young people in a collective effort to prevent girls from marrying too young and to support those already married as girls.

Z and Golden Z Clubs

Z and Golden Z clubs are a service project of Zonta International and are sponsored by Zonta clubs. Z clubs are established in secondary schools or communities. Golden Z clubs are established in colleges or universities. These clubs provide opportunities for our youth to develop leadership skills, explore career alternatives and perform service and advocacy for their schools plus local and international communities.

**"Z" Fact In 1928 Amelia Earhart was inducted
into the Zonta Club of Boston and later
transferred to the Zonta Club of New York City**

Notes