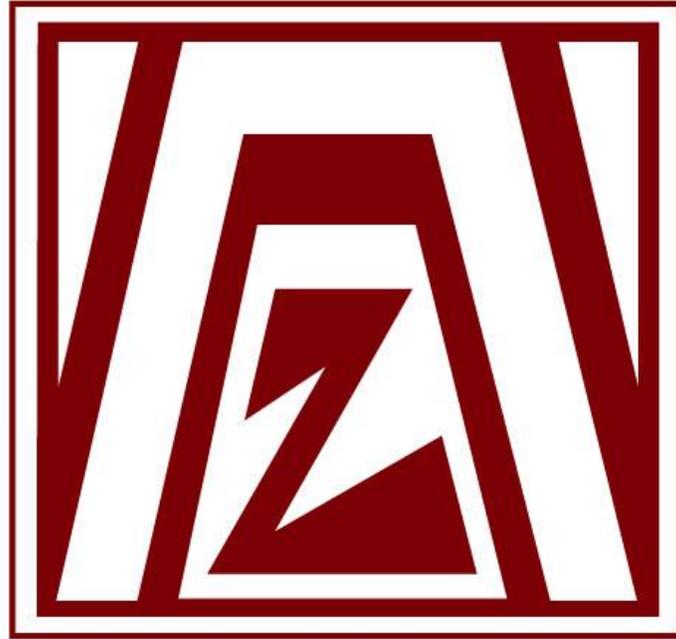


ZONTA



INTERNATIONAL®
DISTRICT 03

Guidelines for Establishing

New Zonta Clubs

New E-Clubs

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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 fulfill these.

The information included in this handout is taken from the Marian de Forest Membership Manual. For more detailed information please refer to this Manual.

The guidelines include two parts: the first section provides the requirements for starting a new club and the second section relates to beginning an E-club.

Following the two sections is a reference list to the ZI website on policies, forms and tools.

The District Membership Committee Chair and Past International Governors are also good resources to assist clubs and/or members in chartering new clubs or e-clubs.

The more you know, the more we grow!

Section I

Starting a New Club

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 club.

Naming of the Club

Authorization of the name is given by the ZI Board Liaison to the District with input from the Governor.

When possible, new clubs should be named for the city, town or location in which the club meets. (See ZI Naming Policy at www.zonta.org/memberresources/policies.)

Authorization

The District Membership Chair completes the Authorization Request for Organizing a New Zonta Club Form (available at www.zonta.org/memberresources/forms) and submits the form to the District Governor for signature. The Governor would then submit it to Zonta International. New club approval is valid for two years from the date of the Governor's approval. If no club is successfully formed in this period, reapplication is required.

Organization

Responsibility for organizing the new club rests with the SOM Committee. The District Membership Committee Chairman with guidance of the District Board appoints an SOM Chairman and Committee and SOM Club(s).

The Governor supervises the organization of new clubs and reviews the minutes of club and board meetings with the area director and the SOM Committee Chairman of the new club for the first year of the new club's operation.

Responsibilities of the SOM Committee

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 25 members.

SOM Committee members (with the SOM Chairman):

- Locate prospective members from:
 - Businesses and industries in the target area
 - The local Chamber of Commerce or similar organization
 - Civic and professional organizations
- Personally contacts prospective members for the new club and arrange information meetings
- Coordinate formal organization meeting and charter presentation

Budget and Expenses

Expenses associated with starting a new club are to be met by the SOM club unless the District or Area has agreed to cover some or all of these costs.

Payment of International and District Dues for New Club Members

The annual dues of a club member include:

- Zonta International dues
- District Dues
- 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.

Classification System for Members

Refer to section 2.1.4 - Diversity of Membership, Classification of Members in the Marian de Forest Membership Manual.

Club Officially Chartered

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

- Member Report Form (Form B)
- Zonta International dues and fees paid in full.

- Club Officer Contact Information Form listing the elected President and other club officers.
- Membership Dues Payment Transmittal Form
- Federal Employer Identification Number (FEIN) Form

First Formal Organization Meeting

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

- Agreement to the club being established
- Agreement to abide by the ZI Bylaws and Rules of Procedure
- Setting the annual club fee
- Election of club officers
- Calling for volunteers for optional positions within the club
- Announcement of the first club meeting
- Announcement of the first Board meeting
- Committee assignments
- Any other business
- Meeting closure

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

Frequency of Club Meetings

Regular meetings of the club shall be held each month unless otherwise ordered by the club board.

New Club Charter Presentation

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.
- Organization - responsibility of the Club President with guidance from SOM Committee, Governor and Area Director. Club Treasurer and Finance Chair should be part of the organization.
- Budget
- 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 neighboring 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). District PR Chairman should also be involved in this process.

Ongoing Support for the New Club

SOM Committee Role

The SOM Committee should continue support 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.

Refer to the Zonta Club Manual for ongoing administration of the club and key reporting requirements.

Section 2

E-Club Membership Guidance

What is an 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 clubs at a District Conference, inter-district seminars/workshops or International Convention.

Each e-club belongs to a district and is assigned to a district by the International Board.

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 convenient for those that are unable to travel to meetings due to demanding schedules or where there is not a local club.

Benefits of an E-Club

- Meeting interesting, involved people who share the common goal of improving the lives of women.
- Enjoy the opportunity to be a part of a powerful network with the convenience of attending electronically.
- Build friendships and network locally, nationally, and internationally with a wide variety of people.
- Accept leadership roles that promote personal growth and self-confidence.
- Participate in lively and interesting discussions that impact the world.

Establishing the E-Club

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.

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:

- Zonta e-club of Newark – city/town
- Zonta e-club of District 03, Club 1889 - district and club number
- Zonta e-club of USA-2 - country and numerical order of e-clubs that have chartered

Membership of an E-Club

As with any Zonta club, the membership of the e-clubs shall be limited to classified members, Past International Presidents, and Honorary Members.

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 membership necessary for the development of a strong 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.

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. A traditional club who chooses an e-club option should inform their governor, board liaison and ZI Headquarters of this information.

Activities of an E-Club

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 meetings that is convenient for them if they wish to do so. Information on club locations can be found at www.zonta.org under Who We Are/Become a Zontian/Locate a Club.

Resources

Policies:

www.zonta.org under Member Resources/Policies:

- [Clubs with fewer than six \(6\) Members Policy](http://livepage.apple.com)
- [Naming Clubs Policy](#)

Forms:

www.zonta.org under Member Resources/Forms:

- [Authorization Request for Organizing a New Zonta Club](#)
- [Club Officer Contact Information](#)
- [FEIN \(Internal Revenue Service Tax ID number application\)](#)
- [Member Report \(Form B\)](#)
 - [Member Report for Charter Clubs \(Form B\)](#)

Tools:

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](#)