



# New Member Orientation Manual

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## Overview

Welcome to Zonta. Congratulations on your decision to become part of a worldwide organization of professionals that work together through service and advocacy to advance the status of women worldwide. You are now a critical member of a global team.

There are numerous issues that affect women and girls locally and abroad and our work as Zontians makes a difference in the lives of women and girls everywhere. As one person my ability to be a catalyst for needed changes may be limited, but when I join together with likeminded individuals, I become a stone cast into vast waters that creates a ripple effect the world over. I am doing my part to bring attention to issues facing women and girls, and my part to end gender based violence, poverty, lack of access to education, gender based wage discrepancies, human trafficking, lack of access to needed health services, lack of women in leadership roles, child brides, gender mutilation, and the lack of knowledge about these pervasive problems.

## About this Manual

This manual is intended to be a living document that is updated as needed. Individual clubs can edit the manual and add their own pertinent information as they deem necessary. This manual should be an accompaniment to other Zonta Resources, including the Zonta District 3 web site: [www.zontadistrictthree.org](http://www.zontadistrictthree.org)



## What Is Zonta International?

Founded in 1919 by Marian de Forest, in Buffalo, New York, Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy. With more than 30,000 members belonging to more than 1200 Zonta Clubs in over 64 countries and geographic areas. Zontians all over the world volunteer their time, talents and support to local and international service projects, as well as scholarship programs aimed at fulfilling Zonta's mission and objectives.

## Zonta at a Glance

- Founded 1919 in Buffalo, New York
- Today there are over 30,000 members in more than 1200 clubs in more than 64 countries
- The Zonta International Board:
  - Directs the affairs of Zonta International
  - Consists of four elected officers, who constitutes the executive committee, and seven elected directors
  - Elected at the biennial international conventions
  - Four elected officers are:
    - President
    - President-Elect
    - Vice president
    - Treasurer/Secretary
- Districts:
  - For administrative purposes, Zonta International divides the world into districts
  - Each district is supervised by an elected governor and elected district board
  - The elected officers of the district are:
    - **Governor**
    - **Lieutenant Governor**
    - **Area Directors**
    - **Treasurer**
    - **Secretary (appointed by the governor and has no vote)**
- Areas:
  - Districts are divided into areas
- Clubs:
  - The basic organizational unit of Zonta International
- Operations are concerned with how we operate and function
- Service is what we achieve for others

## Zonta 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, every woman is literate and has access to education, health care, legal and economic resources on an equal basis with men. In such a world, no woman lives in fear of violence.

## Objectives

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



Zonta International, its districts and its clubs are nonsectarian and nonpartisan.

## Zonta History and Symbols

### The Story of the Zonta Emblem

"Zonta" is derived from a Lakhota (Teton Dakota, , a language of the Native American Sioux peoples) word meaning 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 understanding.

The 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.

	<p>What appears to be the letter "Z" is actually the Sioux symbol for "ray of light," "sunshine" or "flash of radiance"- and so "inspiration." The entire Zonta movement is an inspiration, and that inspiration stems from the "radiance" of each individual Zontian- and so this symbol means to us "ALL of Zonta" and "each individual member of ZONTA," and becomes the focal point of the emblem.</p>
	<p>This Sioux symbol means "to band together for a purpose" or "to stand together"- in a word, "loyalty." With loyalty, individual members band together into clubs, clubs into districts and districts into Zonta International. So "loyalty" surrounds the "radiance" and "inspiration" as we begin to see a familiar pattern.</p>

	<p>This symbol is the Sioux way of saying "to carry together." Carrying together is the most important ingredient for the accomplishment of Zonta's purpose: to work for the advancement of women worldwide through a global fellowship of business executives and professionals. This symbol has been conventionalized to lend itself to the total pattern and slips over the "inspiration" and the "loyalty" to draw us closer together.</p>
	<p>This symbol is the Sioux symbol for "shelter." Zonta's many service projects are a shelter for those in need. This symbol therefore lends itself importantly in significance and design, embodying Zonta's aims and aspirations.</p>
	<p>The symbolism of the square is not exclusively Sioux, nor is it exclusively Native American. It perhaps dates back even further than all of these other symbols in its representation of "honesty" and "trust."</p>
	<p>This symbol--composed of many symbols--became Zonta's emblem, signifying a radiant group of successful business executives and professionals who are loyal, honest, trustworthy and inspired to advance the status of women worldwide.</p>

During the 1996-1998 Biennium the Zonta International Board voted to have the words "Zonta International" incorporated into the emblem to standardize its appearance and enhance recognition of Zonta International throughout the world.

### **The Zonta Rose**

The beauty of a single yellow rose has been a favorite Zonta symbol for decades. The yellow rose has adorned many Zonta items from stationery to clothing, and has been used in many charter and anniversary celebrations.

The Zonta Rose is much more than a lovely flower. Since 1999, it has served as the symbol of Zonta Rose Day, which falls on 8 March and coincides with International Women's Day. On this special 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.



*Amelia Earhart was a member of Zonta*

## Membership

Zonta is a classified organization which draws its members from a variety of businesses and professions in the community, giving Zonta members the opportunity to meet executives and professionals in a variety of occupations, whose work is very different from their own. Membership is by application and invitation.

To ensure that Club members are a diverse group of members, the Zonta International By-Laws require Clubs to meet the following criteria:

- The occupation of the prospective members must have experience in a recognized business or profession.
- The quality of the business or profession must be reputable and recognized.
- The prospective member must be of good character and have a good business/professional reputation.
- Potential members must be willing to actively support and implement the Objects of Zonta International.



## Membership Responsibilities

- Attend club and relevant committee meetings
- Pay all dues, fees and assessments promptly
- Be familiar with club bylaws and parliamentary procedures
- Participate actively in meetings and deliberations and accept majority decisions
- Accept leadership roles and give time, talent and enthusiasm to the organization
- Identify and suggest prospective new members
- Attend area meetings/workshops, district conferences and international conventions, if possible
- Support the programs of the Zonta International Foundation

## **Zonta's Appeal – Why Join?**

The rewards of membership in Zonta International are far reaching:

- Make a difference in the lives of women and girls everywhere
- Participate in and support quality service, advocacy and scholarship programs
- Meet a diverse range of executives and professionals through member networking.
- Build leadership and mentoring skills
- Enjoy fellowship and fun through international understanding

## **Service and Advocacy**

Zonta members serve and advocate for women and participate in activities that make a difference locally and internationally.

## **Networking and Fellowship**

Zonta provides the vehicle for members who share common values to work together to meet common goals. You will meet a diverse group of interesting and stimulating women, locally, nationally, and internationally. You are welcome at Clubs worldwide.

## **Diversity**

Zonta's classification system ensures a broad membership drawn from many businesses and professions, and thus provides opportunities for interaction with others outside one's own particular area of expertise.

## **Personal Development**

Zonta provides members interested in developing leadership potential with opportunities for growth at a variety of levels; in the local Club, at the District level, or the International level. You will learn new skills and gain self-confidence in a caring and supportive environment.

## **Advancement of Women**

Zonta Clubs work on both the local and international level for the advancement of women. Zontians serve as role models within their own community.

## **International Interaction and Travel**

Zonta provides members with a rare opportunity for international participation through its links with several United Nations agencies, through annual workshops and conferences and through its biennial international convention.

## **Zonta Organizational Structure**

## **Headquarters**

1211 West 22<sup>nd</sup> Street, Suite 900

Oak Brook, IL 60523

Phone: 630-928-1400

Fax: 630-928-1559

Email: [zontaintl@zonta.org](mailto:zontaintl@zonta.org)

Zonta International headquarters is administered by a full-time executive director and a small support staff that is available to assist clubs and districts.

## **International Board**

Elected at International Conventions (all Clubs vote): International President, President Elect, Vice President, Treasurer, and seven International Directors.

## **District Board**

Elected at District Conference by all Clubs in that District: District Governor, Lieutenant Governor, Treasurer, and Area Directors. Some districts also elect non-voting Vice Area Directors, especially if the area is very large or geographically dispersed. The non-voting Secretary and Parliamentarian are appointed by the District Governor.

## **Club Boards**

Elected by Club members: President, Vice President, Secretary, Treasurer, and several Directors (number depends on the size of the Club).

## **International Committee Chairmen**

ZI has various Committees to carry out the work of the organization. These Committees have Chairmen appointed by the International President. They recommend goals, and provide guidelines for the biennium, and communicate with districts and clubs through various methods and media.

## **District Committee Chairmen**

Districts also have Committees to carry out the work of the District. These Committees have Chairmen appointed by the District Governor. They advise the District Governor and provide guidance and assistance to Club Committee Chairmen.

## **Club Committee Chairmen**

Clubs must have a Membership Chairman, a Service Chairman and an Advocacy Chairman. Other Committee Chairmen may be appointed as deemed appropriate by the Club, and might include Public Relations and Scholarship. Club Chairmen are defined by local club rules, coordinate committee activities, and delegate tasks involving all Club members.

## Zonta International Foundation

The Zonta International Foundation raises and oversees funds used to support and promote the following global service programs of Zonta International:

- The Rose Fund enables leadership to expand programs and projects as needed and respond to immediate needs that may arise. Supports the general operations and administration of Zonta service programs and other activities.
- The International Service Fund supports different projects each biennium that improve the quality of life for women through developing women's leadership and economic skills. The ZISVAW Fund (Zonta International Strategies to Eradicate Violence against Women and Children) focuses on prevention, awareness and education to eliminate violence against women and children.
- The Endowment Fund generates annual revenue from the earnings. A gift to the Endowment Fund is a permanent gift, a lasting legacy to Zonta's future service.

## Scholarships and Awards

In addition, Zonta International maintains funds for scholarships and awards which advance educational and leadership opportunities for women:

**The Amelia Earhart Fellowship Awards** began in 1938. Amelia Earhart was a Zontian from 1928-1937. She was a member when she disappeared in 1937 while attempting to circle the world by air. These awards, valued at US \$10,000 each, were established in her memory and are given to provide financial assistance to women pursuing graduate degrees in aerospace science and engineering. Since 1938, 1,403 Fellowships have been given to women representing 68 countries. (Total Dollars Awarded: US \$8.3 million)

**The Jane M. Klausman Women in Business Scholarships** were established in 1998 through the legacy of Jane M. Klausman, Zonta International Parliamentarian and member of the Zonta Club of Syracuse, New York. These scholarships provide financial assistance to women pursuing undergraduate degrees in business management. Since its inception, 357 scholarships have been awarded to women representing 47 countries.

**The Young Women In Public Affairs Awards** were established in 1990 with start-up funding from investment income from the Endowment fund; now funded entirely from annual contributions. The purpose of these awards is to foster women's involvement in the upper levels of government and society by honoring young women leaders and volunteers. Since its inception, 679 awards have been given to women representing 51 countries. (Total Dollars Awarded: US \$548,750)

**Every contribution is important as it assists the Zonta International Foundation in helping women and girls worldwide. Please help make Zonta's vision of women's equality a reality by making a contribution this year and each year.**

Money contributed to the Zonta International Foundation is professionally managed and carefully allocated. For further information on any of the above Funds, please see the information on the Zonta International website at [www.zonta.org](http://www.zonta.org). The Zonta International Foundation is a 501(c)(3) charitable organization registered in the United States; contributions are tax deductible to the extent allowed by U.S. law. Tax deductibility outside the U.S. is dependent on local tax regulations.

### **International Service Projects (ISP)**

As Zonta is committed to international service, it is recommended that clubs contribute 1/3 of its fundraised dollars to support the current projects, which help implement our Mission Statement to elevate the status of women. If potential members are not comfortable with the concept of funds going out of their country, then Zonta is not the organization for them to join.

Helping women in developing countries has been a passion of Zontians since the organization was founded in 1919. Today, Zonta's International Service Program continues to help women in developing countries improve their legal, political, economic, educational, and health status. Through funding from the Zonta International Foundation, the Program has provided training, education, health, sanitation, agricultural and micro-credit assistance to women, primarily through projects implemented by the agencies of the United Nations and other recognized non-governmental organizations (NGO's).

Since 1923, Zonta has provided more than US \$13 million to projects benefiting women in 36 countries. Zontians select new International Service Projects and initiatives during each biennium at the Zonta International Convention.

### **The 2014-2016 biennium International Service Projects include:**

#### **Let Us Learn Madagascar**

Zonta International's contribution of US\$1 million will help:

- Provide training to 1,042 post-primary teachers.

- Ensure that families and communities are aware of child protection laws, services and harmful practices against children and that they protect adolescent girls from sexual violence, early marriage and exploitation, all factors that reduce girls' continuing their education.
- Target girls in 5th grade (last year of primary school) to receive peer support from girls in 7th grade (second year of junior secondary school) to facilitate their transition from primary to junior secondary school.
- Offer Conditional Cash Transfers (CCTs) to vulnerable girls from 1,000 low-income families in their final year of primary school with conditions that include enrollment, passing grades and minimum absenteeism from school.
- Construct four junior secondary school classrooms with water points and latrines to ensure healthy habits are taught, practiced and integrated into daily school routines and that appropriate facilities are available to students to ensure the physical and psychosocial health needed to stay in school. The construction of the classrooms will include the provision of school furniture, teaching and instructional materials and a sports field.
- Focus on violence prevention efforts at the individual, school, family and community levels to transform gender norms and attitudes that accept gender-based violence.
- Facilitate access to quality medical and psychosocial support for victims of violence within a reasonable timeframe through a coordinated community response.
- Disseminate messages on child marriage, early pregnancy and gender-based violence through local radio stations, house visits, focus groups, national communication campaigns and international days, targeting all members of the community including boys and men, in order to change behaviors, reduce violence against girls and permit young mothers to return to school.

### **Towards Elimination of Obstetric Fistula and Reduction of Maternal and Newborn Mortality in Liberia**

Zonta International's contribution of US\$1 million will:

- Integrate obstetric fistula into maternal and child health services
- Expand treatment services without compromising quality
- Enhance advocacy, community mobilization and health promotion activities
- Coordinate fistula activities and partner with government ministries and training institutions
- Maintain the rehabilitation and reintegration components

As a result, the project will:

- Improve the health and socio-economic status of more than 500 women and young girls in Liberia
- Reduce the incidence of obstetric and traumatic fistula by 25 percent
- Provide quality surgical and non-surgical treatment for 500 women and girls living with obstetric or traumatic fistula

- Identify and empower 60 inoperable fistula survivors
- Increase knowledge of obstetric fistula in 50 targeted communities throughout Liberia
- Improve capacity of 50 local health practitioners to manage the clinical and public health aspects of obstetric fistula in Liberia
- Train eight specialist doctors in obstetric fistula management and care

## **Zonta International Strategies to End Violence against Women (ZISVAW)**

Globally, gender-based violence is the most pervasive and least recognized human rights violation. Rooted in inequality, it affects women of every race, class, culture, ethnicity, age and country. Zonta International strives to promote and protect the human rights of all women and girls and reduce the incidence of violence through the Zonta International Strategies to End Violence Against Women (ZISVAW) Program by:

- Supporting prevention and advocacy strategies locally and internationally.
- Awarding grants to United Nations agencies or recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior contributing to gender-based violence.
- Increasing awareness and actions related to preventing violence against women by encouraging Zonta club involvement in local and national advocacy initiatives and service projects.

Since the program's inception in 1999, more than US \$3.5 million has been provided to support 43 projects in more than 33 countries.

During the 2016-2018 Biennium, two projects are being supported by the ZISVAW Fund. They are:

## **Respecting the Rights and Responding to the Needs of Adolescent Girls in Niger**

Zonta International's contribution of US\$1,000,000 will help:

- Improve the health of adolescent girls
- Ensure an education for adolescent girls
- Protect adolescent girls from violence
- Encourage the leadership of adolescent girls
- Use data for adolescent decision-making and advocacy
- Support advocacy at the national level with ministers and the Parliament to raise age of marriage to 18.
- Advocate at the national and regional levels for the enforcement of laws in hardest-to-reach populations.
- Engage international agencies and civil society to coordinate efforts in the adolescent girls programming domain.

As a result, adolescent girls will:

- Develop health, social and economic assets.

- Know their rights and be in a stronger position to defend them.
- Be safer and have a measure of protection against violence.

## **The Future We Want: Creating Sustainable Foundations for Addressing Human Trafficking and Unsafe Migration of Women and Girls in Nepal**

The project will focus on both prevention of and response to trafficking.

Zonta International's contribution of US\$1 million will help:

- Address structural barriers, gender-based discrimination and stereotypical intergenerational socialization patterns in homes and communities.
- Strengthen individual competencies of women migrant workers and survivors of trafficking to become independent economic actors using vocational training and public private partnerships.
- Enhance coherence/synergy between institutions and policies on the issues of foreign employment and human trafficking.
- Enhance evidence base through mapping of underlying risk factors for women in the selected districts.
- Engage in public awareness campaigns to challenge gender-based discriminations, mobilizing partners, young people, community leaders and transport sector personnel.
- Leverage partnerships to strengthen information dissemination on reconstruction and livelihoods post-earthquakes.
- Enhance technical skills, including financial literacy, of trafficking survivors and returnee women migrant workers for job placement and/or entrepreneurship development.
- Review corporate social responsibility policies and practices of corporations and advocate for the Women's Empowerment Principles to promote women's economic empowerment.
- Build pool of trainers to provide quality psychosocial counseling services in select districts.
- Strengthen coherence in national policies on labor migration and anti-trafficking.
- Strengthen understanding of relevant senior government officials on the convergence of the issues of foreign employment and human trafficking.
- Enhance understanding of local authorities and camp coordinators in the earthquake-affected districts on the nexus of human trafficking and foreign employment.

## **Zonta District 3**

Zonta District 3's purpose is to build, develop, and maintain strong clubs through support, leadership and communications in order to further the mission of Zonta International.

### **District 3 Leadership – 2016-2018**

Donna Clark • Governor

Joanne Gallos • Lt. Governor and Membership Chairman

Rsoa Goldsmith • Treasurer and Finance Chairman

Linda Butler Livesay • Secretary

Suzanne Scalcione • Area 1 Director  
Pam Morgan • Area 2 Director  
Jan Bryant • Area 3 Director  
Carol Beechler • Area 4 Director  
Vacant • Archivist and Historian  
PIP Mary Ellen Bittner • Parliamentarian  
PIG Lisa Fraser-Kimbrough • Foundation Ambassador  
PIG Judy Johnston • Webmaster  
Lisa Burton • Public Relations  
PIG Mary Ann Tarantula • UN Chairman  
PIG Paulette Chatman • Nominating Committee Chairman  
Jennifer Christensen • Status of Women/Service Chairman  
Sharon Jones • Amelia Earhart Chairman  
Mary-Helen Risler • Jane M. Klausman Scholarship Chairman  
Linda Foster • Young Women in Public Affairs Chairman  
Erika Thirkill • Database Manager  
Regina Adesanya • Conflict Resolution

## **District 3 Clubs**

### **Area 1: New York**

Greater Queens  
Long Island  
New Rochelle  
New York  
Peconic Bay  
Suffolk County  
Westchester

### **Area 2: New Jersey**

- Essex County
- Morristown
- Northern Valley
- Passaic-Clifton
- Ringwood
- Southern Ocean County
- Trenton-Mercer

### **Area 3: Maryland, New Jersey, Pennsylvania**

- Annapolis
- Cumberland County
- Frederick
- Harrisburg-Hershey
- Howard County
- Mid-Maryland
- Philadelphia
- Tri-County



### **Area 4: Maryland, Washington, DC, Virginia**

- Arlington Area
- Charles County
- Fairfax County
- Hampton Roads
- Prince Georges County
- Prince William County
- Washington, DC

## **Conventions, Conferences, Seminars and Meetings**

Zontians gather together frequently to share ideas, define goals and objectives, and learn about issues facing women and girls.

- Zonta International Convention - The 2016 Nice, France Convention, taking place from July 2-6, 2016, will offer a wonderful opportunity to meet outstanding women from around the globe. International Conventions are held every two years (even numbered years). Zontians from all over the world attend this important event. Biennial goals are defined and important resolutions are presented that define the direction of Zonta.
- Zonta District Conference – Zonta Area Conferences are held every two years (odd numbered years). At these events we elect district leadership and define district goals. We also elect upcoming district leadership and learn about activities of each club in the district. This is an excellent educational opportunity.
- Zonta District Governor’s Seminar – The Governor’s Seminar is held every two years (even numbered years) and focuses on educational opportunities.

- Zonta District 3 Area Meetings – Area Spring Workshops are held yearly. They allow interaction, education, and opportunities to network with other club members in your area.
- Club Meetings – Club meetings are usually held at least monthly. These meetings allow for networking, education and communication.

## **New Member Material Checklist**

The following is a checklist of information, to be used as a template, in the new member package. Omit information that is not needed.

### **Zonta Club of \_\_\_\_\_**

#### About Us

Mailing Address

Phone

Web Site

#### History

Club chartered in \_\_\_\_\_

1/3 of Service Funds given to ZI projects

Amelia Earhart Fund

Violence Against Women

Zonta International Service

Club Number

#### Leadership

President

Vice President

Secretary

Treasurer

Directors

Committees

#### Meetings

Service Projects

Fundraisers

Advocacy Work

Financial Obligations

Yearly Timelines

By Laws

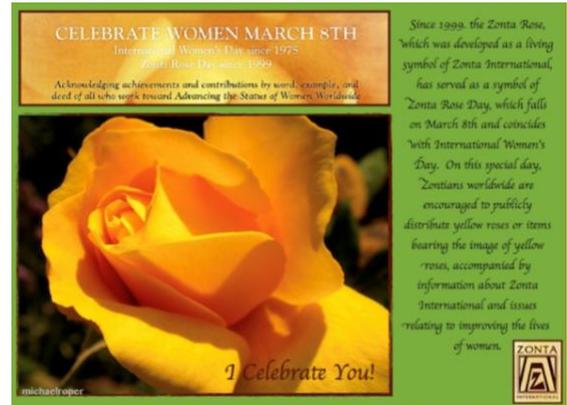
Foundation (if applicable)

Dues/Financial Commitment - Annual dues are \$\_\_\_\_, payable by May 1st (subject to change based on members' vote). (You may be able to get your dues paid by your employer. It can't hurt to ask.) Members are encouraged to donate annually to the Zonta

International Foundation.

## Zonta Calendar of Events

- Amelia Earhart Day- January 11th
- International Women's Day – March 8<sup>th</sup>
- International Day of Peace – September 21
- United Nations Day – October 24
- International Day of Elimination of Violence Against Women and start of 16 Days of Activism Against Gender Violence – November 25<sup>th</sup>
- International Human Rights Day and end of 16 Day of Activism - December 10<sup>th</sup>



## Zonta Additional Resources

- Zonta District 3: [www.zontadistrictthree.org](http://www.zontadistrictthree.org)
- Zonta International: [www.zonta.org](http://www.zonta.org)
- The Zontian magazine <http://www.zonta.org/MediaNews/Publications/ZontianMagazine>
- Zonta International monthly e-newsletter  
<http://www.zonta.org/MediaNews/Publications/ZontaNewsletters>
- Zonta leadership (Governors, Lieutenant Governors, Area Directors, Club Presidents)
- Club Foundation Ambassadors  
<http://www.zonta.org/ZIFoundation/FoundationAmbassadors>
- Zonta International official social media on Facebook, Twitter, Linked In, YouTube and Flickr
- Zonta District Manual [www.zonta.org/memberresources/manuals](http://www.zonta.org/memberresources/manuals)