



Zonta International Foundation Manual of Policies and Procedures

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PURPOSE OF THIS MANUAL

The purpose of the Zonta International Foundation Manual is to guide and facilitate the Zonta International Foundation Board in discharging its responsibilities. The Manual is not a substitute for the Bylaws, which are the primary rules that govern the operations of Zonta International Foundation. This Zonta International Foundation Manual, by its adoption by the Zonta International Foundation Board, replaces all past Zonta International Foundation Manuals.

The Manual describes the processes by which the Zonta International Foundation Board operates, directs and evaluates its role and effectiveness; it promotes uniformity and continuity in decision-making so that the membership and staff of Zonta International have a sense of consistent management. It is not intended that the Manual be a static document; it must change as the operating environment changes.

Note: Throughout this manual, "ZIF" signifies Zonta International Foundation, "ZIF Board" signifies Zonta International Foundation Board and "Manual" signifies the Zonta International Foundation Manual, except where expressly stated otherwise.

Manual Revision Process

The ZIF Manual will be reviewed as soon as possible after the Convention. The ZIF Board will revise the Manual and send it to the Bylaws & Resolution Committee who will review it. The ZIF Board is responsible for approving the Manual. Zonta International staff is responsible for incorporating final changes and publishing new editions of the Manual.

SECTION 1: PURPOSE OF THE ZONTA INTERNATIONAL FOUNDATION

Article I of the Bylaws of the Zonta International Foundation outlines the purpose of the Foundation which is:

The purpose of the Zonta International Foundation is to carry out the charitable service purposes of Zonta International. The Zonta International Foundation is organized exclusively for charitable purposes.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons.

Corporate Member

In accordance with Zonta International Foundation Bylaws, Article III, Section 1, the Foundation shall have one Member, known as the Corporate Member, which is Zonta International, an Illinois not-for-profit corporation, as governed by the Zonta International Board.

Article III Section 2 outlines those matters that require the approval of the Corporate Member, which includes amendment or restatement of the Articles of Incorporation or Bylaws.

Foundation Responsibilities to Corporate Member:

1. The Foundation must report at least annually to the Corporate Member on Foundation-sponsored programs and finances.
2. The Foundation audit report is to be presented annually.

NOT-FOR-PROFIT AND CHARITABLE TAX EXEMPT STATUS IRS SECTIONS 501(c)(3) AND 501(c)(4)

ZONTA INTERNATIONAL FOUNDATION AND ZONTA INTERNATIONAL are two separate corporations.

ZONTA INTERNATIONAL FOUNDATION is restricted to charitable service purposes under the US Internal Revenue Code Section 501(c)(3) and, as such, returns to the public (via its charitable programs) general funds received as charitable contributions. The Foundation is exempt from Federal and State of Illinois income tax and from State of Illinois sales and use tax. The special tax status prevents the transfer of funds from the Foundation to Zonta International (except for the payment of services provided). The Foundation is organized exclusively for charitable purposes, including the making of distributions to organizations similarly exempt under this tax status, or of a similar charitable nature if registered outside the United States.

ZONTA INTERNATIONAL is qualified as a tax-exempt organization under Section 501(c)(4) of the Internal Revenue Code and is permitted by law to give funds to the Foundation.

Legal Responsibilities

As adopted by ZIF Board November 2004.

ZIF is a United States corporation subject to the laws of the United States including the Internal Revenue Code and Internal Revenue Service (IRS) regulations. In addition, ZIF is incorporated in the State of Illinois and is therefore subject to the not-for-profit laws of Illinois. Therefore, the ZIF Board should be conversant with the applicable requirements of the United States Government and the State of Illinois regarding service as a Board of a not-for-profit organization.

The ZIF Board should receive instruction from Zonta's legal counsel regarding its legal and fiduciary responsibilities and from its tax counsel regarding an overview of the United States not-for-profit and tax-exempt laws to familiarize the Board with the potential tax implications of its actions.

It is important to remember that United States laws are subject to change and therefore, this information must be updated continuously. Legal or tax counsel should be consulted if there is any question about a specific matter or decision under consideration by the Board.

Proposed Bylaws amendments must be reviewed by legal counsel to ensure conformity with the current Illinois Not-for-Profit Corporation Act.

SECTION 2: BOARD OPERATIONS STRUCTURE

Article V (Officers) and Article VII (Executive Committee) of the Bylaws outline the ZIF Board structure.

In 2008 the Zonta International Board agreed that ZI and ZIF should have the same officers and directors. (ZIF Bylaws Article IV, Section 2) It made this decision acting as the Corporate Member of the Foundation.

General Responsibilities of ZIF Board Function

The ZIF Board shall exercise a general supervision over the interests and welfare of Zonta International Foundation. Article VIII (Executive Director) of the Bylaws defines the responsibility of the ZIF Board to appoint an executive director to manage the headquarters office, to assist the ZIF President and the ZIF Board in conducting the business of the Zonta International Foundation, and to perform such other duties as prescribed by the Bylaws and Rules of Procedure, or as may be required by the ZIF Board.

The ZIF Board has fiduciary responsibilities to the Corporate Member and to the public. It has a duty to use reasonable care in performing its duties and must act in good faith at all times in its dealings with, and on behalf of, ZIF.

An indemnification policy for officers and directors of the Foundation will be held by ZIF in accordance with Article IV Section 6 of the ZIF Bylaws. Refer to the ZI web site to view this policy.

Scope

The scope of the ZIF Board's authority includes all aspects of ZIF and its business, both internal and external, subject to the authority of the Corporate Member, as stated in the ZIF Bylaws.

ZIF Board Actions

The authority to act on proposals, plans, and projects shall be based on an affirmative vote of the majority of the members of the entire ZIF Board. The general powers of the ZIF Board are stated in the Bylaws.

Between scheduled meetings, the ZIF Board may transact business by mail, by the use of a conference telephone, or by other electronic communication equipment.

Decision by mail ballot requires a unanimous vote per the Bylaws and interpretation of the Illinois General Not-for-Profit Corporation Act.

Duties and Responsibilities

The principal duties and responsibilities include:

- Being informed about Zonta International Foundation and all significant matters affecting or affected by it.
- Being responsible for all strategic and long range planning for the Foundation, in consultation with the Corporate Member.
- Approving the biennial budget, taking into consideration the ZI President's plans and any action taken by the Convention body.
- Reviewing the financial position and performance against the plan (operating and capital budgets) and taking appropriate action.
- Ensuring the Board's actions are in accordance with Article III Section 2 in relation to matters requiring approval by the Corporate Member.
- Coordinating with the Corporate Member in the designation of independent auditors and receiving and reviewing the auditor's reports.
- Ensuring that the Corporate Member is adequately informed about major developments affecting Zonta International Foundation; including programmatic, financial, legal and other appropriate areas.
- Approving the establishment and appointment of special committees or task forces, if any,

- of the ZIF Board by the President and regularly reviewing their progress.
- Approving the appointment of Chairmen and members of Standing Committees upon the recommendation of the ZIF President.
- Reviewing significant actions and discussions of interim meetings of Executive, Finance and Audit, Development and other major committees.
- Ensuring that operational manuals are regularly updated to reflect policies and procedures of ZIF and are properly reviewed and approved.

Fiduciary and Related Responsibilities

The ZIF Board's responsibilities fall into the following broad categories:

1. **Legal and Fiduciary.** The ZIF Board is responsible for ensuring that the organization meets legal requirements and that it is operating in accordance with its mission and for the purpose for which it was granted tax-exemption.
2. **Oversight.** The ZIF Board is responsible for ensuring that the organization is well run.
3. **Fundraising.** As part of their fiduciary responsibility, the ZIF Board is actively involved in making sure that the organization has the money it needs. This may include making a personal contribution; serving as an advocate with a foundation, corporation, or government entity; organizing a fundraising event or hosting a benefit; or face-to-face solicitation of other individuals.
4. **Representation of Constituencies and Viewpoints.** The ZIF Board is expected to vote with the nonprofit's best interest in mind.

Under well-established principles of nonprofit corporation law, the ZIF Board must meet certain standards of conduct and attention in carrying out its responsibilities to the organization. Those standards are:

- **Duty of Care:** The ZIF Board has the duty to exercise reasonable care when making decisions as a steward of the organization.
- **Duty of Loyalty:** The members of the ZIF Board can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
- **Duty of Obedience:** The members of the ZIF Board are faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization.

Compliance with Internal Revenue Regulations

As adopted by ZIF Board November 2004

No substantial part of the activities of the Foundation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Foundation shall not participate in, or intervene, in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

Notwithstanding any other provision of these articles, the Foundation shall not carry on any other activities not permitted to be carried out:

- A. by a corporation exempt from federal income tax under Section 501 (c) (3) of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or
- B. by a corporation, contributions to which are deductible under Section 170 (c) (2) of the United States Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

In accordance with Internal Revenue Regulations, the Foundation's Form 990, Return of Organization Exempt from Income Tax, is available for public inspection at the Headquarters office at 1211 West 22nd Street, Suite 900, Oak Brook, Illinois 60523, USA.

Conflict of Interest

Officers and Directors must operate in accordance with the ZIF Conflict of Interest Policy.

POSITION DESCRIPTIONS

Zonta International Foundation President

Function

- Serves as principal Executive Officer of the ZIF, and "shall exercise a general supervision over the interests and welfare of the Foundation, preside at all meetings of the Foundation, the Board and Executive Committee, appoint committees authorized by the Foundation Bylaws or the Board and be an exofficio member of the all committees unless otherwise required by these Bylaws." (*Zonta International Foundation Bylaws Article V, Section 2*).
- Serves as a member of the Finance and Audit Committee, the Development Committee, and the Investment Committee.

Specific Responsibilities

Leadership

- Provides vision and leadership to the Foundation and ensures it operates in accordance with its Bylaws and Articles of Incorporation.
- Determines, without factional bias, issues significant to the goals of ZIF.
- Conducts and presides at all ZIF Board meetings following the ZIF's adopted parliamentary authority, approves the agendas for the meetings, and signs the official copy of the minutes. Calls special meetings if the need arises.
- Implements financial and program strategic planning for the attainment of those goals; and appraises the results of planning in an informed, constructive and appropriate way.
- Assigns duties to Officers and Directors.
- Ensures orientation is provided to incoming ZIF Officers and Directors.
- With the approval of the ZIF Board, appoints chairmen and members of the ZIF committees and site visitors for ZIF-funded projects.
- Delivers to the successor all property belonging to the official position within 30 days after successor begins the term of office.

Communication

- Acts as the spokesman for ZIF and serves as its official representative.
- Ensures donors and supporters of the Foundation have access to regular communication and information about the Foundation.

Corporate Member

- Ensures appropriate coordination and communication with the Corporate Member (Zonta International).
- Regularly reports to the Corporate Member.

ZIF Projects

- Serves as co-signer for grant agreements with partner organizations.

Promotes the Foundation

- Actively encourages financial support to ZIF. Motivates the ZIF and ZI leadership and the District Foundation Ambassadors to personally and financially support the ZIF.

**Zonta International Foundation President-Elect
Function**

- Serves as a member of the ZIF Board and Executive Committee.
- Serves as a member of the Finance and Audit Committee, the Development Committee, and the Investment Committee..
- Serves as an ex-officio member of all other committees.

Specific Responsibilities

- Performs assignments as directed by the ZIF President or the ZIF Board.

**Zonta International Foundation Vice President
Function**

- Serves as member of the ZIF Board and Executive Committee.

Specific Responsibilities

- Performs the duties of and has the same authority as the ZIF President in the absence or inability of the ZIF President to perform official duties.
- Performs assignments as directed by the ZIF President or the ZIF Board.

**Zonta International Foundation Treasurer/Secretary
Function**

- Serves as Chief Financial Officer of ZIF and as Corporate Secretary to certify resolutions and execute other legal documents which the Board has authorized.
- Serves as a member of the Finance and Audit Committee, the Investment Committee, and such other committees as agreed by the ZIF Board.

Specific Responsibilities

- Assists the ZIF President in ensuring the continuing application of modern association management practices to the Foundation's operations.
- Ensures the Foundation meets its reporting responsibilities to the Corporate Member as specified in Article IV, Section 10 of the Bylaws.
- Ensures the books of the Foundation are audited annually for the fiscal year ending 31 May(ZIF Bylaws Article XIII).
- Ensures the financial statement, audit report and management letter from the auditors are sent to the Board and Corporate Member (ZIF Bylaws Article XIII).
- Oversees the handling and custody of all funds and works with the Finance and Audit Committee to discharge this responsibility.
- Works with the Finance Chairman to ensure that the Foundation regularly invests funds not immediately required in financial instruments consistent with Board policy.
- Has charge of and is responsible for the maintenance of adequate books of account for ZIF.
- Ensures ZIF financial management is in accordance with the Foundation policies including:
 - Those ZIF Board policies regarding the handling of financial matters and expenditures are followed.
 - Reviews, on a monthly and quarterly basis, the investment reports.

- Reviews ZIF financial reports, statements, and audit reports, and presents a report at each meeting of the ZIF Board.
- Records minutes and serves as the custodian of the minutes of formal Executive Committee meetings.
- Assists the ZIF President, as requested, with any Convention or special report on ZIF's financial position.
- Performs such other duties as required by law and the bylaws and as assigned by the ZIF President or the ZIF Board.
- Delivers to the successor all property belonging to the official position within 30 days after successor's term of office begins.

Zonta International Foundation Board

Fulfill the responsibilities as outlined in the ZIF Bylaws ensuring that ZIF carries out the charitable service purpose of Zonta International.

Meetings – Regular and Special Meeting Records

(ZIF Bylaws Article IV, Sections 7 and 8)

Minutes from regular or special Foundation meetings will be posted on the Secure Leadership Access portion of the ZI web site in a timely manner.

All Board minutes, books and records will be maintained indefinitely at Zonta Headquarters and are to remain readily accessible to any member of the current International Board in accordance with Article XII of the Bylaws which sets out the requirements for keeping the Foundation books and records.

Zonta International Foundation Executive Committee

Article VII of the ZIF Bylaws sets out the membership and responsibilities of the Executive Committee and the manner in which it will discharge these responsibilities. The Executive Committee is composed of the officers of ZIF, the President, Vice-President, President-Elect, and Treasurer/Secretary.

Purpose

To act between Board meetings on matters of urgency. Actions of the Executive Committee shall not conflict with or modify action taken by the Board, including the budget. The Executive Committee is required to make a report at the following Board meeting of any action it takes. **Special Meetings**

Special Meetings may be called by the President or upon request of two (2) members of the Executive Committee. Detail on the quorum for such meetings is given in the Bylaws.

Minutes

The Treasurer/Secretary shall record the minutes of each Executive Committee meeting. The nature of the meetings requires the Treasurer/Secretary to distribute the minutes to the members of the Executive Committee as quickly as possible, but no later than a time prior to the next Foundation Board meeting. The most expeditious method of distribution will be selected as required.

The Treasurer/Secretary shall be the custodian of the minutes of the Executive Committee meetings and shall pass the records to her/his successor in a timely manner.

SECTION 3: STANDING COMMITTEES

(ZIF Bylaws Article IX)

The three current standing committees are:

1. Finance and Audit
2. Development
3. Investment

Finance and Audit Committee Position Description

Purpose:

The Finance and Audit committee is responsible for preparing the Foundation Budget for submission to the Foundation Board of Directors.

Activities:

- Review the monthly financial reports of Zonta International Foundation and report to the Committee any concerns or issues so that they may be discussed and attended to.
- Participate in the Finance Committee meeting where the next biennium budget is discussed and make a recommendation to the Board for consideration and, if agreed, approval.
- Participate in Quarterly Investment Review meetings. Provide input to the ZIF Treasurer/Secretary as part of the fiscal year-end audit.

Development Committee Position Description

Purpose:

To promote the Zonta International Foundation mission, goals, programs and giving opportunities with Zontians, Zonta Clubs, friends of Zonta, foundations, corporations and other sources to secure funds necessary to support Zonta charitable programs.

Activities:

- Recommend strategies that will promote giving to the Foundation, and, where appropriate, assist in the implementation of these strategies.
- Monitor and report to the Board on the effectiveness of these strategies and recommend changes to ensure the continuing growth in both the number and value of donations to the Foundation.
- Support Zonta's leadership at club, district and international levels in promoting the work of and donations to the Foundation.
- Participate in the identification, cultivation, and solicitation of prospective donors.
- Participate in development activities at Convention (Foundation booth, convention and individual recognition events).
- Make a personal gift to Zonta International Foundation and provide an example for others.
- In consultation with ZI Headquarters, recommend fundraising policies and goals to the Foundation Board.

Investment Committee Position Description

Purpose:

The Investment Committee is responsible for oversight as it relates to the long term investment of ZIF assets.

Activities:

- Review biennially any consulting agreement as it relates to ZIF investments.
- Participate in all Quarterly Investment Review meetings with the current investment advisor.
- Be cognizant of and informed on global financial issues as relates to ZIF assets.
- Adhere to all legal requirements for confidentiality and fiduciary responsibilities.

Foundation Ambassador Position Description

(ZIF Bylaws Article VI)

- The Foundation Ambassador reports organizationally to the District Governor. The Governor appoints the Foundation Ambassador(s) who reports to the district board in the same manner as is requested by all district committee chairmen
- The Foundation Ambassador should be interested in and knowledgeable about the Zonta International service and education programs funded through the Zonta International Foundation
- The Foundation Ambassador should be able to travel within the district and be willing to appear at club, area, and district meetings to promote the Foundation and solicit contributions.

Responsibilities:

- Encourages each member of Zonta to make a meaningful gift to the Zonta International Foundation
- In consultation with the Governor and Area Directors, develops a corps of volunteers who promote interest in the Foundation and encourage annual gifts to any of the service and education programs supported with funds from the Foundation
- Recruits and trains volunteers who make presentations at the area and club levels
- Assists the International Development Committee and the Zonta International Foundation staff in identifying, cultivating and soliciting individual donor prospects for major and planned gifts
- Coordinates presentations on giving opportunities at the district, area, and club levels
- Reports on the status of ZI projects and programs, progress toward fundraising goals, and giving opportunities at district conference, through district newsletters, and as much as possible at area and club meetings
- Recognizes achievements of district volunteers
- Assists at convention Foundation Booth as requested
- Reports on a regular basis to the District Governor
- Reviews fundraising reports from ZI Headquarters
- Provides complete records and support as requested to the incoming district Foundation Ambassador

Promotes:

- Zonta International and its Foundation
- The mission, goals, and giving opportunities of the Zonta International Foundation at the district, area, club and individual level through the development of a cadre of volunteers at the district level
- The Zonta International Service/ZISVAW projects and Educational programs in the district through methods appropriate for the district.
- Donating at least one-third of club service funds to the Foundation

- Donating by individuals to the Foundation

Works With:

- The District Governor in developing and implementing district fundraising goals
- The International Representative to the district conference, and the District Governor to ensure that every appropriate opportunity is used to promote the F
- The District Governor, to recognize club and individual donors appropriately (district conference, area meetings, other Zonta events)
- The Zonta International Foundation staff to promote Foundation fundraising initiatives, to use monthly contribution reports and other Foundation tools to monitor club/district giving progress and ensure appropriate individual donor/club recognition throughout the biennium and at convention.

Presents and Discusses:

- The purpose of Zonta International and its Foundation
- The legal relationship between Zonta International and the Zonta International Foundation
- The need for contributions from clubs and individuals
- How to make contributions to the Zonta International Foundation using the on-line platform (Donate Now) as well as the on-line forms for One time Donations, Recurring Gift Options, Tribute Gifts, Matching Gifts, and Stock Gifts. (See ZI Website/Forms)
- General information about bequests to the Zonta International Foundation and membership in the Mary E. Jenkins 1919 Society

Communicates With:

- The District Governor
- The Zonta International Foundation Development Committee
- The Development staff at Headquarters
- Club Foundation Ambassadors and Club Presidents

Foundation Ambassadors

- The Foundation Ambassador reports organizationally to the Governor. The Governor appoints the Foundation Ambassador(s) who reports to the District Board in the same manner as is requested by a district committee chairman.
- Should be interested in and knowledgeable about the Zonta International service and education programs funded through ZIF.
- Should be able to travel within the district and be willing to appear at club, area, and district meetings to promote the Foundation and solicit contributions.

Other Committees

The President, with the approval of the Board, may appoint any other committees and its members, not having nor exercising the authority of the Board, as needed from time to time. Any such committee and members thereof shall serve until the presidential term ends unless earlier removed. The President and President-Elect shall serve as members of any such committee.

SECTION 4: ZONTA INTERNATIONAL PROGRAMS

Funded By Zonta International Foundation

Zonta International Foundation provides funding for the following Zonta International Programs. Further information on these programs and projects are available on the Zonta International website.

1. **Amelia Earhart Fellowship (AE).** Established in 1938, the Amelia Earhart Fellowship provides monetary awards to women for Ph.D./doctoral degree study in aerospace-related sciences and aerospace-related engineering.
2. **Jane M. Klausman Women in Business Scholarship (JMK).** This Scholarship was established in 1998 by a bequest from Zontian and International Parliamentarian Jane Klausman. The fund provides scholarships to women undergraduate and master's degree students preparing for careers in business management.
3. **Young Women in Public Affairs Award (YWPA).** The YWPA award was established in 1990 to honor young women in secondary level or pre-university schools who demonstrate a commitment to leadership in public policy, government and volunteer organizations.
4. **Zonta International Strategies to End Violence Against Women Program (ZISVAW).** Zonta's commitment to eradicating violence against women began with the ZI Summit on Violence Against Women in 1995. Adopted as an International Service Project for the 1996-98 Biennium, ZISVAW became a service program in 1998. The ZISVAW Fund awards grants to United Nations agencies and recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior that contribute to gender-based violence.
5. **International Service Program.** As early as 1923, Zonta endorsed the work of the Near East Relief in its efforts to care for 115,000 orphan children and women in Turkey. In 1946, the first formalized International Service Project was adopted. Beginning in 1962, Zonta worked primarily with United Nations agencies to fund projects that assist women in becoming economically self-sufficient and that address the health and educational needs of women. These projects have served millions of women in countries such as Afghanistan, Argentina, Bangladesh, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Burkina Faso, Cambodia, Chile, the Comoros Islands, Egypt, Ghana, Guatemala, India, Liberia, Mexico, Nepal, Niger, Nigeria, the Philippines, Rwanda, San Salvador, Senegal, Sierra Leone, South Africa, Sri Lanka, Thailand, Togo, Uganda, Uruguay and Zimbabwe.

SECTION 5: POLICIES AND PROCEDURES

Policies and procedures are available on the ZI web site under Member Resources/Policies. The document containing relevant policies and procedures relating to the Foundation's development activity is titled, *Corporate Sponsorship Standards, Policies and Procedures*.

Donation and Sponsorship Sponsorship/Advertising

Refer to *Corporate Sponsorship Standards, Policies and Procedures* on the Zonta website under Member Resources/Policies.

Gifts to Zonta International Foundation

Gifts to the Foundation will be appropriately recognized. The ZIF Board will approve the gift recognition program.

Investment Policy

Refer to *Investment Policy Statement* on the Zonta website under Member Resources/Policies.

Financial Policies and Procedures

Authorized Depositories

The ZIF Board shall authorize financial institutions as depositories of ZIF upon recommendation of the Treasurer/Secretary with assistance from the Executive Director.

Financial reporting

The Treasurer/Secretary and the Finance Committee shall receive and review monthly financial statements from the outsourced accounting firm. Such financial statements shall provide sufficient detail to explain any significant differences between budget and actual. Check vouchers shall also be made available to the Treasurer/Secretary upon request. The Treasurer/Secretary shall report on the financial position and results of operations against the biennial budget at each Board meeting. The Treasurer/Secretary shall also report to the Board at other times if the financial situation demands it.

Financial information will be sent to the ZIF Board and the ZIF Finance and Audit Committee monthly. At a minimum, the following information will be included:

1. Statement of Financial Position
2. Revenue and Expense summary compared to the budget
3. Appropriate narrative discussion to facilitate understanding of the financial information

Financial Accounts

The Rose Fund

- Named for the Zonta rose, the unrestricted Rose Fund provides additional support to Foundation programs not fully supported by fund-specific contributions and enables the Foundation to support new program development.

Amelia Earhart Fellowship Fund

- The Amelia Earhart Fellowship Fund provides financial assistance to women pursuing Ph.D./doctoral degrees in aerospace-related sciences and aerospace-related engineering.

Jane M. Klausman Women in Business Scholarship Fund

- The Jane M. Klausman Women in Business Scholarship Fund provides financial assistance to women pursuing undergraduate or master's degrees in business management.

Young Women in Public Affairs Award (YWPA) Fund

- The YWPA Fund honors young women who demonstrate leadership skills and a commitment to public service and encourages their continued involvement in public and political life.

Zonta International Strategies to End Violence Against Women (ZISVAW) Fund

- The ZISVAW Fund provides financial support to international projects that seek to end violence against women and girls.

International Service Fund

- The International Service Fund provides financial support for international service projects that seek to improve the legal, political, economic, educational, and/or health status of women in developing countries or countries in transition.

Endowment Fund

- The Endowment Fund is a permanent fund that maintains the principal gift, and provides annual revenue from investment earnings for general use, or, if so designated by the donor, for use in a specific program. A gift to the Endowment Fund is a lasting legacy to Zonta's future service.

Amelia Earhart Endowment Fund

- The Endowment Fund is a permanent fund that maintains the principal gift, and provides annual revenue from investment earnings for general use, or, if so designated by the donor, for use in a specific program. A gift to the Amelia Earhart Endowment Fund is a lasting legacy to the Amelia Earhart Fellowship program.

Reimbursable Expenses and Reimbursement Policy

Refer to ZIF policy.

SECTION 6: COMMUNICATION

Internal Communications

The Zonta International Foundation recognizes that effective communication is imperative to the organization's successful achievement of its mission, goals and objectives. Communication is to be emphasized throughout the organization.

1. The Foundation President shall serve as the chief spokesperson for the Foundation. Written communication on policy subjects or sensitive issues received by members of the Board are to be referred to the President. The President will prepare a response and copy the Board.

The Board will respond directly to normal operational inquiries on matters previously cleared by the Board, considered as public knowledge and reflective of established International policy and goals. Responses on essential matters require a copy to the President.

2. The Foundation President will publish messages addressing certain current Foundation issues to enhance two-way communication flow between the Foundation and its donors and members of Zonta Clubs; promote trust and confidence in the Foundation; and ensure the continuity of the Foundation by looking toward the future in the true Zonta spirit. The message means may be through *The Zontian* magazine, the Zonta International Foundation web pages, or other approved electronic communications.

External Communications

Donor Communication

The Zonta International Foundation adheres to the Donor Bill of Rights developed by the Association of Fundraising Professionals, Giving Institute: Leading Consultants to Non-Profits, Association for Healthcare Philanthropy and Council for Advancement and Support of Education. To ensure that donors and prospective donors to the Foundation can have full confidence in the Foundation and the programs they are asked to support, we believe that all donors have these rights:

1. To be informed of the Foundation's mission, of the way in which the Foundation intends to use donated resources, and of the Foundation's capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the Foundation Board, and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the Foundation's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing the Foundation will be professional in nature.

8. To be informed whether those seeking donations are volunteers, employees of the Foundation or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Use of the Zonta International Foundation Name and Logo by Zonta Clubs and Districts -
Refer to the ZI web site for the policy on the use of the Foundation name and logo under Member Resources/Policies.

Sponsorship/Advertising

Refer to *Corporate Sponsorship Standards, Policies and Procedures*.

SECTION 7: INTERNATIONAL CONVENTION

The Zonta International Foundation maintains a presence at Convention to promote ZIF, its programs, projects, and funds to Zontians from around the world.

A Foundation Booth is situated at Convention. Development staff, Development Committee members, District Foundation Ambassadors and ZIF Board members assist at the booth. Visuals and materials draw attention to the programs and projects funded by the Foundation and the achievements of the biennium

Donor Recognition

The Foundation uses the opportunity presented by the Convention to recognize significant contributions from individual donors and Zonta Clubs. At each Convention, a reception in honor of our major and lifetime donors is hosted by the Foundation Board.

Recognition of the Foundation in Business Session

In keeping with the Foundation's commitment to ensure that our donors are informed of the Foundation's mission, of the way the Foundation has and intends to use donated resources, and of the financial position of the Foundation, at each Convention, the Foundation Board provides information to the Convention delegates. This information highlights the achievements of the biennium ended, presents the financial position of the Foundation, and recognizes major and lifetime contributions from donors.

Foundation Expenses at Convention

Expenses related to information materials, the Donors' Reception and any special meetings that take place at the convention site are the responsibility of the ZI Board. Sponsorship can also be explored to fund these expenses.

In general the expenses of awardees of Foundation funded programs who are invited to speak at the convention (Amelia Earhart Fellows, Jane M. Klausman Women in Business scholars, or Young Women in Public Affairs awardees) are paid by the Convention. The Convention covers the venue costs of the Foundation Ambassador training and the Foundation Booth.