



**ZONTA**  
INTERNATIONAL  

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**DISTRICT 3**  

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EMPOWERING WOMEN  
THROUGH SERVICE & ADVOCACY

## **“A to Zonta”**

*A Handbook for First Timer Orientation for District 3*

October 2017 - July 2018



## **Introduction**

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

Included in this booklet are “Z” facts, little known bits of information about our District, Districts around the world, and members who serve in unique leadership positions. Remember, in Zonta, we want to learn the “Z” facts, just “Z” facts!

Please share this booklet with other new members to our organization. It is also available to download from our District Web site.

Enjoy and let me hear from you – share your interesting ideas for this booklet but remember, we just want “Z” facts!

Warmly,

Joanne Gallos, Lieutenant Governor

## **Amelia Earhart**

Amelia was an early member of Zonta. Each year we honor her with scholarships for young women pursuing doctoral-level studies in aerospace science or engineering programs. Since the program's inception, the AE Fellowship has given over 1,585 Fellowships to women from 63 countries, totaling more than \$9.6 million. The fellowship was established in 1938.

## **Amelia Earhart Fund**

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

## **Achievement Forms**

District 3 requests brief reports to reflect club accomplishments for the previous year. The achievement forms are completed by club chairmen and distributed to the designated District Chair and to the Governor. District 3 recognizes clubs who excel in the achievement areas during its annual District Conference. The forms can be found on the District 3 Website under *Resources*.

## **Area**

District 3 is divided into four areas. Area 1 is principally Long Island and Manhattan. 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**

Area Directors (ADs) are elected each biennium and report to the District Governor. The ADs plan and coordinate activities in cooperation with the Governor and clubs; organize and conduct annual spring workshops; coordinate area leadership team meetings; and prepare and present regular reports at each District board meeting.

## **Blessing**

A blessing us used by many clubs in the United States is:

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.

*Please note that this is not a universal Zonta International blessing, but has gained wide acceptance among American clubs.*

## **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 at the International Convention. Clubs should also adopt bylaws, which must not conflict with ZI bylaws, rules of procedure, or policies.

## **Board Meetings**

Clubs conduct board meetings monthly or as specified in their approved bylaws. Board members include the President, Vice President, Secretary, Treasurer and at least two directors. Board members are elected by the club members.

District 3 and Zonta International also conduct board meetings as needed throughout the biennium.

## **Buffalo, NY**

Zonta was formed in 1919 in Buffalo, New York on 8 November. The original 9 charter clubs included: Binghamton, Buffalo, Elmira, Ithaca, Rochester, Syracuse and Utica, NY; Detroit, MI, and Erie, PA.

### **"Z" Fact Number 1:**

The first Zonta International Convention was held in Syracuse, NY in 1921.

## **Collect**

A collect is a brief, informal, personal prayer, sometimes offered at the opening of meetings.

*Keep us, O God, from pettiness; let us be large in thought, in word, in deed*

*Let us be done with fault-finding and leave off self-seeking*

*May we put away all pretenses and meet each other face-to-face without self-pity and without prejudice*

*May we never be hasty in judgment and always generous*

*Let us take time for all things, make us to grow calm, serene and gentle*

*Teach us to put into action our better impulses, straightforward and unafraid*

*Grant that we may realize that it is the little things that create differences, that in the big things of life we are at one*

*And may we strive to touch and to know the great common human heart of us all, and O Lord God, let us forget not to be kind.*

-- Mary Stewart

## **Clubs**

The individual club is the basic organizational unit of Zonta International. Currently, clubs are organized with a minimum of 15 members. A charter presented to the club on formation is retained as long as the club meets all obligations for membership in ZI.

## **Classification**

A classification is an occupation in a business or profession as listed in the *Marian de Forest Membership and Classification Manual*.

## **Club Officers Contact Information Form (aka Club Officers Report)**

The Club President completes this form annually. A copy is sent to ZI and to the District Governor. The due date for this form is 1 May of each year. The form is signed by the Club President. The blank form is available on the Zonta.org website under *Member Resources, Forms*.

## **Club Presidents End of year Summary**

No later than July 1<sup>st</sup> each year, club presidents should complete this form to summarize their club's events and successes during the previous year. The form is available on the Zonta District 3 website, [www.zontadistrictthree.org](http://www.zontadistrictthree.org) under *Resources*.

## **Colors**

Zonta's colors are mahogany and gold.

## **Committees**

Zonta clubs have committees in order to implement projects and achieve goals. Members are encouraged to serve on committees and share their expertise and skills. The ZI bylaws require that clubs have certain committees; clubs may also specify other committees in their bylaws and may establish ad hoc committees as needed.

Mandatory committees include:

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

Clubs frequently include in their bylaws other committees:

- Public Relations and Communications
- United Nations
- Fundraising Program
- Communications
- Fellowship

### **"Z" Fact Number 2:**

Washington Club member Mary Ellen Bittner was the ZI President during the 2004 – 2006 biennium.

## **Conference**

In District 3, a Conference is held at least once in each biennium and sponsored by a local club or clubs. The Governor works closely with the Conference Chair or Co-Chairs to ensure the Conference promotes

the objects and programs of ZI. At the Conference, the business of the District is conducted; elections are performed on odd-number years; amendments to resolutions, bylaws, and rules of procedures are considered and voted on; and the District budget is adopted for the following biennium. Most importantly, the Conference provides a forum to inform, instruct, and educate District members about ZI, with an emphasis on its 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. The first ZI Convention was held in Syracuse, NY in 1921.

Our next International Convention, in 2018, will be in Yokohama, Japan.

## **Centurions**

Centurions are appointed at the option of the Governor at the start of each biennium. Centurions hold office at the pleasure of the Governor. They should have an in-depth knowledge of Zonta procedures and extensive Zonta experience (preferably as a past member of the District Board) and be active participants at District and Area meetings. They must also have the proven ability in the organization of Zonta clubs and/or in membership recruitment and retention.

## **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 that include the Lieutenant Governor, Treasurer, Area Directors, and Secretary (appointed and non-voting). The Governor and the 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 as a total of their Zonta clubs.

## **Dues**

Annual dues are payable to ZI, District 3, and clubs no later than June 1<sup>st</sup> of each year. New members, and renewing members whose membership has lapsed are assessed a one-time member fee.

## **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.

## **Emblem**

Zonta's emblem is a composite of five Sioux symbols that mean "honest and trustworthy".

## **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. Funds may be used for service commitments, for administrative support services, for the development of new projects, and for emergencies.

### **"Z" Fact Number 3:**

The 2018 Zonta International Convention will be held in  
Yokohama, Japan.

## **Foundation**

The ZI Foundation was founded in 1984 to administer 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 the monies 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 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 he or she takes office. The Governor holds the position for two years or until a successor takes office.

### **“Z” Fact Number 4:**

ZI President Sonja Hönig Schough is a member of the Zonta Club of Kungsbacka, Sweden, District 21.

## **Governor’s Award**

The Governor presents the Governor’s Award each year to the best overall club. The award is based on achievement forms submitted and AD recommendations. The recipient receives a silver bowl that it keeps 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 through an installation ceremony conducted by a former club President or visiting official. The basic ceremony is in the Zonta Club Manual.

## **Induction**

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

## **International Service Fund**

This fund supports the International Service Projects adopted by the Convention.

## **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](http://www.irs.gov), *Charities and Nonprofits* section, for more information. Forms are generally due to the IRS no later than October 15 to avoid late penalty charges.

## **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 \$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. The program was initiated in the 1998-2000 biennium.

## **Lieutenant Governor's Award**

This award is given annually in District 3 to the club that increased its membership the most during the past year. The winning club is awarded an engraved gavel which it keeps for the next year.

## **Marian de Forest**

Marian de Forest was a founder of Zonta International in 1919. The membership and classification manual is in her name.

## **Mission**

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

## **Nominating Committee**

All clubs are required to have a nominating committee. The nominating committee seeks suitably qualified candidates for elected positions. The nominating committee 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 Number 5:**

Barbara Lipa is the ZI Membership liaison for the District.

## **Objects of ZI**

- 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 unable to be represented at a Conference/Convention to authorize another club to represent it in voting at the Conference/Convention.

### **“Z” Fact Number 6:**

District 3 Area Directors are: Area 1: Suzanna Scalcione; Area 2: Pamela Morgan; Area 3: Jan Bryant; and Area 4: Carol Beechler.

## **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.

## **Rose**

The Zonta flower is the yellow rose.

## **Rose Day and International Women’s Day**

Rose Day and International Women’s Day are in March. All Zontians worldwide are encouraged to commemorate Zonta Rose Day/International Women’s Day in whatever manner is appropriate in their countries and areas, using the symbol of the yellow rose.

## **Rose Fund**

The Rose Fund is an unrestricted fund in the Zonta International Foundation. Contributions are not designated for particular projects, but, at the discretion of the Foundation board provide additional support to Zonta International Foundation programs not fully supported by fund-specific contributions and enables the Foundation to support new program development.

## **Seal**

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

## **Service Projects (for ZI for 2016-2018)**

International Service Programs:

1. Eliminating Obstetric Fistula in Liberia
2. Educating adolescent Girls in Madagascar
3. Delaying Early Marriage in Niger
4. Addressing Human Trafficking and Unsafe Migration in Nepal

## **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. Clubs are not considered charitable organizations unless they have a foundation or have been granted a 501 (c)(3) status by the Internal Revenue Service and the Club's state government.

## **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 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 ZI UN Committee.

## **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](http://www.zonta.org) and the District web site is [www.zontadistrictthree.org](http://www.zontadistrictthree.org). Most individual clubs now have web sites.

## **Workshop**

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

## **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 to the international awardee.

### **“Z” Fact Number 7:**

Leslie Wright is serving as the Chairman of the ZI United Nations Committee this biennium.

## **(Zonta) Year**

The Zonta year runs from 1 June to 31 May.

### **Zonta**

The name “Zonta” is derived from the Sioux Indian word meaning honest and trustworthy. 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. The pin is generally worn on the left side. The president’s pin includes a gavel guard; the gavel is worn pointing up while serving, and pointing down after the completion of the term.

### **Zonta Store**

Zonta Stores are conducted at District events to sell club products. Typically, these are open during non-business session hours and staffed by club members. 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. It is produced by ZI. The program issue of each biennium Convention is of particular interest.

### **ZING**

ZING is a membership growth strategy that stands for **Z**onta **I**nformation **N**etwork **G**athering. It is conducted by existing club members for the purpose of growing their membership.

### **ZISVAW Fund (ZI Strategies to Eradicate Violence Against Women)**

The ZISVAW fund supports prevention and advocacy strategies locally and internationally, awards 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, and increases awareness and actions related to preventing violence against women by encouraging Zonta club involvement in local and national advocacy initiatives and service projects..

## **ZISVAW Projects (2016-2018)**

1. Delay Early Marriage in Niger – Knowledge for Dignity
2. Addressing Human Trafficking and Unsafe Migration in Nepal

## **ZONTA INTERNATIONAL PROJECTS (2016-2018)**

1. Eliminating Obstetric Fistula in Liberia
2. Educating adolescent Girls in Madagascar

## **Z and Golden Z Clubs**

Zonta clubs may sponsor Z clubs for secondary school students and Golden Z clubs for college and university students. These clubs perform service for their schools and communities and provide members opportunities to learn leadership skills.

### **“Z” Fact Number 9:**

The maximum number of clubs in a District depends on geographic, economic, and cultural considerations.

### **“Z” Fact Number 10:**

Amelia Earhart was a member of Zonta.

