

Zonta Club of Toledo I

Operating Manual

(Amended April 6, 1994)

ZONTA'S MISSION STATEMENT

ZONTA INTERNATIONAL IS A WORLDWIDE
SERVICE ORGANIZATION
OF EXECUTIVES IN BUSINESS
AND THE PROFESSIONS
WORKING TOGETHER
TO ADVANCE THE STATUS OF WOMEN

GENERAL ADMINISTRATION

1. On program meeting days, only the announcements cleared with the President prior to the meeting may be made, except for reports of the Attendance and the Fellowship Committees.
2. The President-Elect shall call a meeting of the incoming officers and proposed Committee chairs to develop new fiscal year goals and objectives, club calendar and other administrative items, near the beginning of the new fiscal year. Such meeting(s) shall include the current President and any interested current officers.
3. Each committee should retain its meeting minutes of the immediate past three years and its annual committee reports for the past ten years. These records should be passed on annually to the incoming chair of the committee as soon as practicable after the commencement of the new committee's year.
4. The incoming president should inform the Toledo Chamber of Commerce of the change in Club presidency and the new president's address and telephone number, in order that the list of club presidents maintained by the Chamber will be current.

ARCHIVES

1. The Master file of minutes of the Board and business meeting(s), the Annual Reports, Newsletters and scrapbooks, along with awards, citations, and other historical data of the Club is maintained in the Club's Archives, which are located in the Local History Section, Main Branch, of the Toledo Lucas County Public Library. The Archives Committee is responsible for the upkeep of these records.
2. The Archives Chair keeps a set of Board and business meeting minutes. The Archives Chair shall be responsible for the transfer of the current year's Official Minutes to the master file along with the related newsletters and Annual Report.
3. An inventory of Zonta property kept in the Archives is maintained by the Archives Chair, with one copy of the inventory in the Secretary's book, one copy in the President's files, and one copy in one of the cartons in the Archives.
4. The Archives Chair prepares a scrapbook of the current year. Each year, the book for the previous year shall be given to the Toledo Lucas County Public Library for inclusion in the Club's Archives.

ATTENDANCE AND HOSTESS COMMITTEE

1. The Attendance and Hostess Committee is responsible for room arrangements at each Business and Program Meeting. The Committee greets members and guests, asks each member and guest to sign in, and collects luncheon fees from or on behalf of guests.

2. The Committee is responsible for designing appropriate nametags for members for use at Business and Program Meetings, and for collecting and storing nametags after such meetings.
3. The Committee reports on the number of members and guests in attendance to the Chair of the Meeting, when called upon.
4. The Committee receives and records attendance reports from other Club committees.
5. The Committee, working with the Assistant Secretary-Treasurer, maintains records that indicate whether members have satisfied the attendance requirements set forth in the Club Bylaws. The Committee makes periodic reports to the Board pertaining to these records.
6. The Committee should telephone each member who fails to meet the Club attendance requirements. If the member fails to correct the problem the succeeding month, then the Committee shall submit to the Board the names of such member for further action.
7. Holiday remembrances may be presented to the serving staff members who assist us at our regular luncheon meetings. The Committee may purchase cards and/or arrange for the Treasurer to issue checks payable to each serving staff member; the President will present the cards and checks, if any, at the last program meeting in December.

BULLETIN COMMITTEE

1. The Bulletin Committee publishes the Club newsletters from September through June of each Club year, promoting and communicating the positive image and ongoing and long range activities of the Club.
2. The Committee solicits and collects news and items of interest for publication in the Club's newsletter/bulletin. The Committee edits these materials and makes arrangements for the set-up, proof reading and printing of the newsletter. The newsletter is customarily published 10 times per year, and the time frame for the distribution of these issues shall best support the on-going needs of the Club.
3. The Committee maintains an up-to-date mailing list for the newsletter, that includes: 1) members, 2) Area Presidents, 3) District V Board Members, 4) the Zonta International office, 5) International President, 6) Friendship Club(s) as assigned by International every 2 years, 7) Former members who have paid for Bulletins, and/or others who have special arrangements with the Club to receive the Bulletin.

4. The Committee maintains and transmits expense records and invoices to the Treasurer, and operates the newsletter publication in accordance with budgetary constraints.

FELLOWSHIP

1. The Fellowship Committee uses its best efforts to keep current on personal and fellowship news of members. The Committee may contact Club members by telephone regarding significant events. The Committee makes a report on fellowship news at Club meetings as appropriate.
2. In the discretion of the Committee Chair, the Committee sends a yellow rose to a member in time of sickness, birth, death, or other significant event.

FINANCE

1. The Finance Committee prepares and submits a draft budget for the succeeding Club year, which is presented to the Board and Club at the April meetings.
2. The Committee recommends one or more Club members to serve as auditors of the Club's financial records. (This recommendation is presented at the April Board meeting.)
3. The Committee prepares and submits a final budget no later than the September Board and Business meetings, and subsequently reports to the Board periodically on achievement of budgetary goals throughout the year.
4. The Committee advises and consults with the Treasurer on matters of recordkeeping.
5. The Committee recommends any changes in the Club's procedures that may be necessary or desirable as a result of any change in District or International Bylaws or policies.
6. As part of the annual budget process, the Finance Committee recommends to the Club Membership, for approval, the amount and sources (including, without limitation, the Club's General Fund and/or the Service Fund) of monies to be contributed by the Club in the next fiscal year to The Zonta Club of Toledo I Service Foundation (the "Foundation"), including the portion of monies to be allocated from each source.

FUND RAISING COMMITTEE

1. The Fund Raising Committee develops and coordinates events that are consistent with the Club's Long-Range Plan and the fund-raising goals set forth in the current year's budget.

2. The Committee uses its best efforts to develop and coordinate at least one major fund-raising event in conjunction with the Golden Grant, or major service project of the Club.
3. By the October meeting, The Committee reports to the Board and to the Club on its planned activities.

INTERNATIONAL RELATIONS/U.N.

1. The International Relations/U.N. Committee keeps abreast of International Service Projects and, from time to time, informs Club members as to the status of such projects.
2. The Committee makes recommendations to the Allocations Service Committee as to the appropriate distribution of service funds earmarked for International projects.
3. The Committee is responsible for one program each year, concerning international issues. This program is normally scheduled in October to coincide with United Nations Day.
4. The Committee may select and transmit books for the Newberry/Caldecott program with Japan (usually shipped in January).
5. The Committee should use its best efforts to investigate the possibility of sponsoring Zonta Clubs in other countries in accordance with International guidelines.
6. The Committee should consider and, if practical, sponsor the "Great Decisions" study group for club members.
7. The Committee corresponds with "Friendship Club(s)" as designated by International (these clubs are designated every two years).
8. The Committee interfaces with the District Service Committee to help develop a focus for internationally related service.

MEMBERSHIP AND ROSTER COMMITTEE

1. The Membership Committee searches for prospective new members who satisfy the Club's membership criteria, and encourages each Club member to recommend prospective members to the Committee.
2. The Committee maintains records as to each member's classification under the Marion DeForest classification system of Zonta International, and uses its best

efforts to ensure that the Club maintains the diversity of membership required by Zonta International.

3. The Committee reviews each recommendation of a prospective member and determines whether such prospective member satisfies the Club's membership criteria. The name of each prospective member who is approved by the Committee shall be submitted to the Club's Board for approval. The Committee then posts the name(s) of each prospective member who is approved by the Board on the bulletin board at a Club meeting. If no objection is raised by a Club member within seven (7) days, the Committee mails an invitation to each such prospective member to attend a meeting with the Committee (or select member(s) and the prospective member's spouse).

The meeting with the prospective new member may be held with several prospects or individually. At the meeting, the prospect should be informed about the Club and Zonta International. The prospect should leave the meeting with a membership card and a stamped envelope addressed to the Membership Chair or other designated Committee member. The prospect may be asked to pay the \$45 initiation fee upon returning the card.

4. New members may be initiated at any Business Meeting. The Committee Chair or other designated committee member conducts the ceremony in accordance with Zonta International's Manual of Procedures.
5. An enameled gold-plated Zonta pin and yellow rose is presented to each new member as part of the ceremony for "Receiving the New Members." The Committee obtains the supply of these items.
6. The Committee, in consultation with the Assistant Secretary-Treasurer, maintains current records of the names, addresses, telephone numbers, and offices or committee chairs held within the Club, the District, or International.
7. The Committee publishes a roster and distributes that roster in September of each year. Retired members are listed in the Roster as "Former" with their prior title and classification. The address and telephone number of the former place of employment shall be omitted. As possible, "FAX" numbers will be added.
8. The Committee recommends and implements procedures to encourage membership "retention" within the Club.

NOMINATING COMMITTEE

The Club's Bylaws require as follows at **Article IX, Section 2:**

"Section 2. Elections. The Nominating Committee shall submit its report of the state of Officers and Directors and one Trustee-nominee for the Foundation at the March business meeting. Additional nominations may be made from the floor

with the nominee's consent. Elections for Officers and Directors and for the Trustee shall be at the April business meeting. Officers and Directors shall be installed at a meeting in May. The Trustee shall take office on June 1, following his or her election."

The Club's Bylaws require as follows at **Article X, Sections 1-5:**

"Section 1. How Constituted. [At the February business meeting, the Club shall elect its Nominating Committee of at least five (5) members for the next year. Nominations shall be made from the floor by Club members who shall have obtained the nominee's consent prior to nomination.]

"Section 2. Election. If nominees are unopposed, a voice vote may be taken and committee members may select their own Chair. If elected by ballot vote, the designated number of committee nominees receiving the highest number of votes shall constitute the Nominating Committee. The member receiving the highest number of votes shall be Chair of the Nominating Committee.

"Section 3. Vacancies. Vacancies in the Nominating Committee shall be filled by the Club Board.

"Section 4. Duties. It shall be the duty of the Nominating Committee to nominate a slate of Officers and Directors for the Club annually in accordance with Article VII of the Bylaws, Trustees for the Zonta Club of Toledo I Foundation (the "Foundation") (one to be elected annually for a three-year term and others to be elected to fill any vacancies which may arise), and such delegates to International Conventions and District Conferences as are provided for in these Bylaws. The Nominating committee shall obtain the prior consent of each nominee. In nominating any Trustee for the Foundation, the Committee shall assure that of the three elected Trustees, one shall always be a Past President of the Club.

"Section 5. Report of the Committee. The Committee shall report the slate of Officers and Directors and the Trustee-nominee for the Foundation at the March business meeting."

In addition, operating procedures include:

1. The Nominating Committee nominates delegates for International Convention as provided by the Bylaws of Zonta.
2. The Nominating Committee recommends allocation of designated conference and convention funds.
3. The Nominating Committee shall, at the September Board and Business Meetings, recommend three delegates and three alternates to represent the Club at

the District Conference. The recommendations shall be printed in the September Bulletin.

PERSONAL SERVICE COMMITTEE

1. The Personal Service Committee shall investigate ideas and serve as a “steering committee” for personal service projects involving Club and Z-Club members, and solicit recommendations from Club members for such projects. It is recommended that the Committee especially focus on needs related to the Golden Grant or major service project(s) of the Club.
2. The Committee provides advice to the Allocations Service Committee as to the selection of a service theme for the Club’s Golden Grant, and actively interfaces with that committee to facilitate comprehensive implementation of club service commitments.

PROGRAM, PUBLIC RELATIONS, AMELIA EARHART

1. The Program, Public Relations, and Amelia Earhart Committee are responsible for the programs at each Club, Program meeting that are not otherwise the responsibility of a Club Committee.
2. The Committee uses its best efforts to develop programs that are consistent with the Club’s Long-Range Plan.
3. The January Program is devoted to the Amelia Earhart theme. The Committee may plan a special lunch menu, speaker(s), or plan other special activities for such meeting. Throughout the year, the Committee promotes interest in the Amelia Earhart Fellowship Fund.
4. The Committee develops, maintains and utilizes a system for informing local news media of important Club events, helping to promote the image of the Club in the local community.
5. The Committee makes recommendations and takes subsequent action to promote the activities of the Club to International and others.

SERVICE COMMITTEE – ALLOCATIONS

The Club’s **Rules of Procedure** require as follows at **Article IV:**

“**Section 4.** The normal term on the Service Committee shall be two (2) years, with one half of the committee members rotating in any one year.”

The Club’s **Rules of Procedure** require as follows at **Article VI:**

“Section 1. Excess luncheon fund monies shall be transferred to the service fund on an annual basis, at such time as shall be determined by the Club Board. All interest and/or dividends earned shall be put into the Service Fund and set aside for charitable purposes only.

“Section 2. Each year, the Service Committee shall recommend to the Club Membership, for approval, service projects to be supported by rants from the Club and/or the Foundation, which projects shall be encouraged to be consistent with the service goals of Zonta International as outlined in the current biennium Program Issue of the ZONTIAN.

“Section 3. The Service Committee shall monitor the use of all Grants and donations regularly and require Grant recipients and donees to account fully for use of funds and whatever the program goals were achieved. Grant recipients and donees failing, after appropriate notice, to account for use of funds will not be eligible for further Grants or donations, even if monies were previously allocated.

“Section 4. The Service Committee shall report regularly on the status of projects currently being funded by the Club.

“Section 5. At the end of each fiscal year, the Service Committee shall recommend to Board and membership a rank ordering of service priorities following the guidelines of International and District to guide the following year’s dollar grants.

“Section 6. When Service money is disbursed, a letter outlining the specific purpose of the gift shall accompany the check. The letter shall be signed by the President, and a copy shall be placed on file with the Secretary’s minutes for the meeting at which the contribution is approved.

“Section 7. Club Committees, including the Service and Status of Women Committees are encouraged to seek opportunities for Zonta members to serve on the boards of local charitable groups to which Zonta gives substantial contributions or which promote the charitable goals of established by Zonta International.

In addition, operating procedures include:

1. In keeping with guidelines established by Zonta International, up to 1/3 of the Club’s service dollars may be directed to International service projects sponsored by Zonta International. Included in this total can be contributions to the Eva Mowbray fund, the Amelia Earhart fund, the International building fund, the International Foundation, and any other dollars directed towards International service projects.

2. In keeping with the Club's Long-Range Plan, the Service committee solicits and analyzes suggestions from the Club membership as to the service theme for the Grant(s) at a designated meeting. The Committee consults with the Personal Service Committee, and may seek further advice from Club members or other knowledgeable members of the Metropolitan Toledo Community. The Committee shall keep in mind the service goals of Zonta International.
3. The Committee makes recommendations as to the proposed service theme to the Board and memberships as early as practical in the year (i.e., September).
4. The Committee may solicit proposals for the Grant(s), which are consistent with the service theme approved by the Club membership. If such a solicitation is made, it should be done as early as possible in the year, allowing approximately six weeks for responses.
5. The Committee uses its best efforts to recommend Grant nominees to the Board and Club membership by the November meetings, and to request that such nominees present their proposed project to the Club membership at the November Program Meeting.
6. The Committee uses its best efforts to submit the Grant award(s) to the vote of the club membership at the December Business Meeting.
7. The Committee shall consider the goals of the Long Range Plan in the selection of service themes, the Grant(s), etc., and may make recommendations in accordance with these goals.
8. The Committee, from time to time, considers other funding requests, submits report(s), including recommendations for funding to the Board, and presents recommendations approved by the Board to the vote of the Club membership at the next Business Meeting.
9. The Committee keeps accurate records of all service allocations.
10. The Committee requests that each funding recipient keeps such records and provide such reports as are consistent with the Long-Range Plan, and that each recipient provide promotional material that may be used in Club District, and International service displays.

SOCIAL AND INTER-CITY

1. The Social Committee uses its best efforts to implement the provisions of the Long-Range Plan applicable to social events.
2. The Committee prepares a working calendar of events and reports to the Board and Club at the September meetings.

3. In the event that the Committee plans a Holiday Party, the Committee should promptly make date and room arrangements as early in the Club's year as practical.
4. The Committee should ascertain from the President-Elect her preference as to the installation format, and make the necessary arrangements (including contacting other area Clubs if necessary) as early in the year as possible.
5. The Committee may promote and sponsor special interest groups, such as an investment club or bridge group.
6. The Committee uses its best efforts to include members from other area Zonta clubs in social events, when appropriate.
7. When requested by the District Governor, the committee coordinates activity(s) at the District Conference.

STATUS OF WOMEN COMMITTEE

1. The Status of Women Committee develops and implements activities to promote the status of women in the metropolitan Toledo community.
2. The Committee maintains awareness of activities planned and promoted by other groups in the metropolitan Toledo community which promote the status of women, and advise Club members, and promote their participation. Such activities may include openings on board of trustees or other community organizations.
3. The Committee investigates nominees for the Club's Woman of Achievement Award, and seeks recommendations from Club members. This Award may be given by the Club or in conjunction with other area Clubs. The Committee recommends (by the September Board and Club Business Meeting) the process by which the award is to be given for that year, and when the award will be presented. (Historically the process is completed and the award presented at the Installation Banquet, or at a program meeting in the Spring).

Z-CLUB COMMITTEE

1. The Z-Club Committee coordinates activities between Z-Clubs and the Club.
2. The Committee may investigate new opportunities to establish Z-Clubs or Golden Z-Clubs.
3. The Committee investigates opportunities for "mentoring" by Club members with Z-Club members.

4. Z-Club members shall be included in service projects whenever possible.
5. At the invitation of the Z-Club Committee, the officers and advisors of the Z-Clubs shall be guests of the club at one noon program meeting annually.
6. The committee establishes criteria for awarding one or more scholarships to Z-Club members annually, and solicits applications for scholarship(s). Scholarship(s) are normally awarded at the Club installation in May of each year.
7. The Committee is responsible for the Young Woman of Public Achievement Award in accordance with International's Guidelines, (the Club normally expects to receive those Guidelines in October). The Award recipient(s) must be reported to International in March, and arrangements made for the recipient(s) to attend a special governmental function.

[End]