



Z and Golden Z Club Manual

February 2020

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INTRODUCTION

Purpose

Z and Golden Z clubs are part of Zonta International's service projects. The purpose of this manual is to provide guidance to establish and manage new and existing Z or Golden Z clubs.

Audience

This manual should be read and followed by members of Z and Golden Z clubs, sponsoring Zonta clubs and the international and district Z and Golden Z club committee members.

Contents and Use

The manual describes the purpose of the Z and Golden Z clubs and the processes by which they operate. Using the manual promotes uniformity and continuity in decision-making so the club members have a sense of consistent management.

Update

This manual should be reviewed and, if required, updated once per biennium, unless relevant legal or policy requirements necessitate additional editions.

Style

The Associated Press Stylebook 2017 and the *Publication Manual of the American Psychological Association* are style guides utilized in this manual.

Parliamentary Authority

Robert's Rules of Order Newly Revised, 11th Edition

SECTION ONE — Background

Zonta International believes young people are important to achieving gender equality and ending violence against women and girls around the world. To improve the lives of women and girls globally now and for generations to come, we must invest in youth development and mentor young leaders for gender equality.

Through the Z and Golden Z Club Program, Zontians work to bring Zonta International's mission to empower women through service and advocacy to students around the world and to stimulate new and meaningful student-led service and advocacy projects.

Z clubs are formed on secondary school campuses or in communities, and Golden Z clubs are formed on college and university campuses or in communities. Student clubs are designed to provide opportunities for young people to develop communication and leadership skills, explore career alternatives, and increase their international awareness and understanding through service. Clubs are open to all genders.

Zonta clubs sponsor Z and Golden Z clubs, and provide students with the resources, information and guidance they need to improve the world around them. Z and Golden Z club students plan, organize and participate in unique activities that give them hands-on experiences in improving the lives of others at both a local and international level. The sponsoring Zonta club will provide young people in its community with the tools, information and guidance they need to impact the world around them and provide focus on improving the lives of women and girls.

- ▶ *Organizing a New Z or Golden Z club* - Section two of this manual
- ▶ *Starting a Z or Golden Z club* – Zonta Home/Local Action/Student clubs, on the ZI website

The Emma L. Conlon Service Awards

This award was established in 1961 in honor of Past International President Emma L. Conlon, who provided financial support for the original awards. The award recognizes those Z and Golden Z clubs, whose projects and programs best express the ideals of Zonta International through local and International service and advocacy to empower women worldwide. These awards are given annually to four Z clubs and four Golden Z clubs based on applications submitted for review and judging by the International Z and Golden Z Club Committee. The Emma L. Conlon Service Award money must be used for the clubs' service projects. In February, each award recipient reports to Zonta International as to how the award money was spent.

- ▶ Appendix B of this manual

Service Projects

Z and Golden Z clubs provide the opportunity for students in secondary and post-secondary schools to develop leadership skills, explore career alternatives and contribute to the local and international communities through club-determined service projects. Z and Golden Z club members are responsible for designing service projects that benefit their schools and

fellow students and their local and global communities. Through Z and Golden Z clubs, students have the opportunity to become aware of their role as global citizens, to exchange ideas with others, to attend Zonta club meetings and conferences, while making new friends around the world.

Z and Golden Z club members are encouraged to plan projects at the school, community, and international levels that provide service and utilize the club's strengths and capabilities. School service projects are organized to benefit the school where the Z or Golden Z club is located. For example, many Z club members volunteer their time after school tutoring other students, arranging a school calendar or bulletin board, preparing and making announcements on the school public address system, or sponsoring a career night for fellow students.

The programs and projects chosen by Z and Golden Z club members together with the advisor and the sponsoring Zonta club, should be designed to meet the needs of members, the school and the community and have international emphasis. It is the school, the community and the international aspects that make Z and Golden Z clubs unique.

SECTION TWO — Organizing a New Z or Golden Z Club

Z and Golden Z clubs are sponsored and organized by Zonta clubs and usually local schools or universities, but some operate as off-campus clubs and may combine students from different institutions.

Everyone involved with a Z or Golden Z club benefits by working together in planning, organizing and participating in activities.

- ▶ *Local Action* on the Zonta International website provides more information.
- ▶ *Authorization Form for Z and Golden Z clubs*, under Forms — on the Zonta International website

The Sponsoring Zonta Club

Commitment to success is the first step in organizing a Z or Golden Z club. The greater the interest, participation and communication between the sponsoring Zonta club and its Z or Golden Z club, the greater the chance the Z or Golden Z club has of attaining its goals.

As sponsor of a Z or Golden Z club, the Zonta club is responsible for:

- Paying the initial charter registration fee and the yearly renewal fee to Zonta International.
- Registering the new Z or Golden Z club by submitting the *Authorization Form for Z and Golden Z Clubs to Zonta International Headquarters*. The form should include the number of members, which should also be reported to Zonta International Headquarters annually. Copies of the request form must be sent to;
 - the governor,
 - the district Z and Golden Z Club Committee chairman, and the
 - Zonta International Z and Golden Z Club Committee chairman.
- Communicating regularly with the district and the Zonta International Z and Golden Z Club Committee to implement the Z club goals.
- Being the link between the Z or Golden Z club and Zonta International. Information from Zonta International is distributed to the sponsoring Zonta club via the club president who shares relevant information with the district Z or Golden Z Club Committee chairman and the Z or Golden Z club's advisors.
- Encouraging the club to participate in the Emma L. Conlon Service Award.

The District Z and Golden Z Club Committee

Under the guidance of the district board, each district Z and Golden Z Club Committee should be fully informed of local, district and international activities and programs for Z and Golden Z clubs. The district Z and Golden Z Club Committee chairman is the point of contact and support for the sponsoring Zonta club and it is therefore important that the committee is informed of the progress and growth of Z and Golden Z clubs in its district. The district Z and Golden Z Club Committee chairman is also responsible for reporting to the Zonta International Z and Golden Z Club Committee chairman as well as maintaining records of Z and Golden Z Clubs in its district.

A sponsoring Zonta club should inform the district Z and Golden Z Club Committee chairman early in the planning process.

Zonta International Z and Golden Z Club Committee members have been designated as liaisons to specific districts, and these members are an excellent resource and their experience and expertise should be used. It is however important that communication flows in both directions and Zonta International Z and Golden Z Club Committee members should be informed about current and developing clubs.

Advisor to a Z or Golden Z Club

Each Z or Golden Z club must have an advisor. For a club directly connected to a school the advisor should be a member of the staff or faculty. Qualifications for an advisor include an interest in youth and ability to guide and to encourage Z and Golden Z club members to participate actively in club projects. For off-campus clubs that may combine students from different institutions, a member of the sponsoring Zonta club would be the advisor.

► *New Z/Golden Z Club Authorization Request* under Governance/Forms

Procedure for Organizing a Z or Golden Z Club

There are several initial ways to start a Z or Golden Z club.

1. A Z and Golden Z Club Committee chairman is appointed in a Zonta club. The chairman heads a committee of Zonta club members who are responsible for seeking to establish a new Z or Golden Z club at a local school or off-campus. When the committee is ready to start the new Z or Golden Z club, they require the approval of the sponsoring Zonta club and also a commitment of the support of the members.
2. Some students contact a local Zonta club asking for assistance in starting a Z or Golden Z club at a school, college or university campus. If the club agrees to sponsor a Z or Golden Z Club, a committee should be formed in the club.
3. A single member of a Zonta club takes steps to find students interested in starting a Z or Golden Z club. When the initial approach to students has been positive, the project should be brought to the club and if the club members agree to take on and support the project, a club committee should be formed.

The club's committee chairman and the district committee chairman are key people who provide lines of communication between all parties.

For clubs to be established at a school, college or university campus, the next step would be to contact a representative of the school, college or university, who should be informed about the intent to start a club. The support of the educational institution where a Z or Golden Z club is being organized can be important for the success of the new club. One way to approach the school or the university, could be to send a letter with information and request a meeting. A sample letter is provided in this manual. The prospective Z or Golden Z club members should assist by providing contact information to suitable recipients of such a letter. A personal approach may also be required.

► Appendix A of this manual

If a meeting is being arranged, it is essential that the information provided to the school is in the form of an attractive presentation, such as a video or PowerPoint, which is short and informative.

Off-campus clubs. For off-campus clubs it is essential that the sponsoring Zonta club appoints an advisor who is a member of the club with an interest in youth development.

Z and Golden Z clubs are open to all students interested in promoting the objects of Z and Golden Z clubs.

- a. To follow the goals of Zonta International, to empower women through service and advocacy.
- b. To provide career guidance and to encourage leadership development.
- c. To promote fellowship.

The Z and Golden Z Club Committee from the sponsoring Zonta club meets with candidates to explain the purpose, goals and expectations of the Z and Golden Z club program. Members younger than the legal age of majority will need parental consent to participate. The new members of the Z or Golden Z club will be formally inducted at a charter presentation.

If a group of students is interested in forming a Z or Golden Z club, but the school system is unable for some reason to accept the club, an off-campus club may be a viable alternative. For off-campus Z or Golden Z clubs, the sponsoring Zonta club provides an advisor from its membership. In an off-campus Z or Golden Z club, the members can include students from several nearby schools.

Communications

The Zonta International Z and Golden Z Club Committee recognizes the need for effective communication among local Z and Golden Z clubs, sponsoring Zonta clubs, district committees and the Zonta International Z and Golden Z Club Committee.

By involving area directors and providing them with Z and Golden Z club updates, lines of communication remain open whereby Z and Golden Z club activities can become a shared experience within the district. By sharing ideas and events, other clubs who may need assistance generating or planning events and projects can be helped.

Sponsorship of a Z or Golden Z club establishes goodwill and a wide recognition of Zonta clubs. It also offers publicity opportunities. For these reasons, attention should be given to Z and Golden Z clubs publicity efforts to ensure that reference to the sponsoring Zonta club is included in press releases. It is important that Z and Golden Z clubs prepare press releases to share their projects and experiences with others.

► *Press Release Examples*, Appendices E and F of this manual.

Social Networking. Facebook, Snapchat, LinkedIn, Twitter, YouTube and Instagram are some useful social networking tools. Most Z and Golden Z clubs are active on various social media platforms.

The Z or Golden Z club should:

- Nominate an administrator or a social media committee, who is responsible for social media in the club. Each club member may have a personal account and make comments on social media as an individual, but club information or comments must only be posted by the member(s) designated as administrator(s).
- Write its own club or district social media policy, to ensure a consistent approach if you change administrator.
- Use social media to advertise events, club meetings, fundraising events and other activities.
- Remember that posts and pictures on the web stay forever!

Privacy Information. International data protection regulations must be followed. Every member of a Z club or Golden Z club must give their consent to the storing of their data and how it is being used. Members under the legal age of majority will be required to provide parental consent for storing of their data.

Zonta International does not store any data about Z and Golden Z club members. Name and contact information of members is kept by the sponsoring club, and in some cases by district and international Z and Golden Z club committees.

Any district, club, or student club websites must have a published privacy policy.

SECTION THREE — Charter Presentation, New Z or Golden Z Club

The purpose of the charter presentation is to:

- present the charter certificate, materials and gavel, if applicable, to the new club,
- induct the charter members,
- install the new club officers,
- introduce the new club to the community by inviting local government officials, civic, and service organization leaders,
- welcome the Z or Golden Z club into Zonta International through the participation of the sponsoring Zonta club, the district and the Zonta International Z and Golden Z Club Committee, Zontians from neighboring clubs and, if possible, current and past officers of Zonta International, and
- attain maximum publicity by having members of the press and other media representatives in attendance.

Presentation

The charter presentation need not be a formal event as such an expense may not be within the new club's budget. The charter presentation may be in the form of a luncheon or tea. The important factor is, that the event serves the purposes outlined in this section and that it be scheduled for a time convenient to a majority of the members and in a place accessible to all members and guests.

Setting the date

The officers and committee chairman of the sponsoring Zonta club and the district Z and Golden Z club chairman can assist the new Z or Golden Z club in setting a date.

Zonta International Headquarters should be informed as soon as a date for the charter presentation has been set, since it takes approximately six to eight weeks from receipt at headquarters of the *New Z or Golden Z Club Authorization Request Form* and the registration fee to receive the club charter materials.

Preparations

After the date and type of function has been determined, the new Z or Golden Z club president should appoint a committee to arrange the charter presentation event. The chairman of this committee is in charge of this event, and the Z or Golden Z club's treasurer or finance chairman should be part of the committee. The Z or Golden Z club president should be kept informed about the planning progress. It is a good idea to plan the function with the assistance of the sponsoring Zonta club and in coordination with the district Z and Golden Z Club Committee chairman.

When making a budget for the event, the organizers should seek sponsorship to the extent feasible. Items in the budget should include, if applicable:

- printing of invitations and program,
- postage,

SECTION THREE — Charter Presentation, New Z or Golden Z Club

- communications,
- venue rental,
- table decorations,
- meals or refreshments and gratuities, and
- costs for invited guests.

If it is impossible to arrange a free event, the ticket price should be set high enough to cover all expenses including the invited guests.

Guests

The following is a list of people to consider when creating a guest list for the charter presentation:

- representatives of local service and civic groups,
- local media,
- local government officials,
- sponsoring Zonta club members,
- Zonta district officials,
- parents, and
- advisors, teachers and principal.

Invitation

The invitation should contain the name of the new Z or Golden Z club, the name of the school, if affiliated with a school, the sponsoring Zonta club, venue, date and time and cost to attend, if any. Other information could be guest(s) of honor, keynote speaker(s) and contact details and last date for RSVP.

Invitations can be made electronically or by mail.

Suggested Program Agenda

- **Welcome to:**
 - members of the new Z or Golden Z club,
 - invited guests,
 - school representative(s),
 - district representative, and
 - sponsoring Zonta club representative and members.
- **Presentation of the charter.**
- Induction of members.
- Installation of officers including presenting the gavel to the president, if customary.
- Keynote speaker.
- Closing remarks.
- Refreshments

It is suggested that the induction and installation be done by an invited guest, preferably the district Z and Golden Z Club Committee chairman, another district officer or the president or

the Z and Golden Z Club Committee chairman of the sponsoring Zonta club.

Presenting the Event

The actual order of the agenda items and the participants should be determined by the sponsoring Zonta club's Z or Golden Z Club Committee and the new Z or Golden Z club in consultation with the district Z and Golden Z Club Committee chairman, and the school, if applicable.

- ▶ *Suggested Press Release*, Appendix E of this manual.

SECTION FOUR — Meetings

Club Meetings

In cooperation with the advisor, the new officers establish a regular time and place for club meetings. The club should schedule at least one regular meeting each month. It is suggested that the advisor or another Zonta club member be present at club meetings or functions to provide support.

Duties of the President

- chairs meetings,
- creates meeting agendas in conjunction with club officers,
- liaises with the secretary regarding notice of meeting, agenda and minutes,
- speaks for the club at events and in local media,
- communicates regularly with members and advisor in person or by electronic means,
- helps committee members to understand their roles, if applicable,
- keeps the board informed, and
- resolves issues of conflict in the club.

Meeting agenda

The club president presides over the meeting. Notice of meeting, agenda and minutes of the previous meeting, should be emailed to members one week prior to the scheduled or proposed meeting. Members unable to attend must reply to record their absence.

Typical Agenda

- names of those present,
- names of those unable to attend,
- review and approval of minutes of the last meeting,
- president's report,
- treasurer's report,
- committee reports, if applicable,
- matters arising from the minutes of the last meeting,
- new business, and
- next meeting.

Minutes

Minutes are created by expanding the agenda. Officer and committee reports can either be pasted into the minutes or attached. Approved minutes are signed by the president, scanned and kept digitally. Hard copies can be kept in a file by the secretary and brought to meetings for reference.

Committee Meetings

If the club chooses to have committees, committee work provides club members with a job to perform and scope for initiative. Committee participation helps provide purpose and

meaning to membership in a Z or Golden Z club.

Club committees meet to accomplish business and tasks. Each committee reports on its activities at the club business meetings or as necessary. Ideas for service activities and projects are in Section 5.

Responsibilities of Committee Chairmen

- establish the goals for the committee in cooperation with the president, board and committee members,
- report to the board and the club regularly,
- schedule committee meetings and preside at them, and
- engage all committee members and encourage an open and creative working environment.

SECTION FIVE — Suggested Programs and Projects

Depending on local custom in various parts of the world, service projects will vary from country to country. The below selection is intended to provide some ideas.

School Service Projects

- Raise awareness for the United Nations by hosting a United Nations Day celebration on October 24.
- Assist at school breakfast or lunch programs.
- Assist in registration and orientation of new students.
- Assist at school functions e.g. parent-teacher meetings or graduation.
- Provide tutoring for other students.
- Undertake a campaign to spruce up the school property by picking up debris and planting trees and perennials.
- Hold a teacher appreciation day.

Community Service Projects

- Assist with local Zonta club community service and fundraising programs.
- Provide food and clothing for the underprivileged or the victims of local natural disasters.
- Visit the aged in nursing or retirement homes and provide them with entertainment and refreshment.
- Assemble toiletry bags and toys for women and their children at shelters. Check with the shelter for what is needed and accepted.
- Put together backpacks with school supplies for underprivileged students.
- Arrange for each of the classes in your school to adopt an underprivileged family and provide the family members with appropriate items at Christmas or another holiday.
- Volunteer at a local aid agency or food pantry.
- Take part in or organize a local community *Reclaim the Night* walk in support of ending violence against women, often held on the 25th of November.
- Collect donations at your school to buy necessary items for a local hospital's pediatric department.
- Enter a team in a local run or walk that raises money for charity.

International Service Projects

- Sell ribbons in support of various themes, such as *World AIDS Day*.
- Hold an international film series to address gender issues. Sell refreshments and donate the proceeds to the Zonta International Foundation or another charitable organization.
- Collect supplies and/or gently used clothing to send to a developing nation or victims of a natural disaster.
- Work with the sponsoring Zonta club to assemble birthing kits for developing areas of the world.
- Sponsor the education of a child in another country.

SECTION FIVE — Suggested Programs and Projects

- Hold an around-the-world banquet with food, entertainment and decorations from a variety of countries. Charge admission and donate the funds to Zonta International's service projects or another charity.
- Correspond with Z and Golden Z clubs in other countries.
- Offer Z and Golden Z club membership to exchange students in your school.
- Sponsor a person from another country who is traveling in your country to speak at a school assembly.
- Donate books on other countries and cultures to a school library.
- Volunteer to serve at a Zonta International convention or district conference, if appropriate.
- Raise money to purchase mosquito nets for orphanages in developing nations.

Fundraising Suggestions

- sell candy or treats to commemorate a holiday,
- hold a fashion show or a themed dance e.g. *the 50s* and sell tickets and refreshments,
- publish a cookbook,
- hold a seasonal plant sale,
- provide car wash,
- hold a raffle or bake sale,
- hold an *Arts and Craft Show* and charge vendors for a table and sell refreshments,
- sell and deliver holiday *grams* such as attaching a candy cane to a Christmas message or a rose or chocolate to a Valentine message,
- collect aluminum cans and/or other items for recycling,
- sponsor a community workday by selling the services of club members for babysitting, lawn mowing or other chores, with proceeds going to the club or donated to the Zonta International Foundation, and/or another charity.
- sell holiday-themed items.

Zonta Club Participation

- Invite the sponsoring Zonta club to a Z or Golden Z club function other than a regular meeting, such as film screenings, lectures, speakers, etc., or
- invite the Zonta club members to a multicultural dinner and ask them to talk about Zonta International's service projects,
- to an afternoon tea to speak about their careers or their Zonta club's service and fundraising projects.

APPENDIX A — Sample Letter to School/University or Off-campus Prospective Advisor

<Club logo or header>

Dear <name>,

The Zonta Club of <name> is planning to sponsor a service club for students at <name of school/college/university> and would like to extend an invitation to you to become the advisor of this proposed new service club.

Our Zonta club is a member of Zonta International, which is a leading global organization of professionals empowering women worldwide through service and advocacy. There are more than 1,200 Zonta clubs worldwide, with <number> members in <number> countries. Further information can be found at www.zonta.org.

Zonta International believes young people are important to achieving gender equality and ending violence against women and girls. To truly change the lives of women and girls globally, we must invest in youth development and mentor young leaders.

Therefore, Zonta International clubs sponsor Z clubs for secondary school campuses and Golden Z clubs at college and university campuses or in communities. The clubs are designed to provide opportunities for young people to develop communication and leadership skills, explore career alternatives and increase their international awareness and understanding through service.

The objectives of the members will be:

- Service to the school and community.
- Improved international understanding.
- Development of leadership qualities.

We would like the opportunity to meet in person to further discuss these plans and will contact you shortly to arrange a mutually convenient time for such a meeting.

Sincerely,

<name><title>

Zonta Club of <name>

Telephone

Email

APPENDIX B — Annual Award for Z and Golden Z Clubs

As an incentive and a reward for Z and Golden Z clubs annual cash awards are offered for service projects.

Emma L. Conlon Service Award

This award was established in 1961 by Past International President Emma L. Conlon (1956-1958) to encourage and to recognize exemplary service by young people. She strongly urged combining career goals and service opportunities to give young people a unique experience that would be beneficial as they prepared for their futures. At the 1962 convention in New Orleans, Louisiana, USA, the first Emma L. Conlon Service Award in the amount of US\$50 was presented to the Antelope Valley High School Z Club, sponsored by the Zonta Club of Lancaster, California, USA.

The continuing goal of this award is to recognize those Z and Golden Z clubs whose projects and programs best express the ideals of Zonta International and contribute to the empowerment of women and girls worldwide.

General Information

The application, guidelines and instructions are available on the Zonta International website. The Zonta International Z and Golden Z Club Committee establishes the criteria and selects the recipients.

The International Z and Golden Z Club Committee encourages all Z and Golden Z clubs to participate in this annual award program.

US\$1000 and a certificate are awarded for first place, US\$500 and a certificate are awarded for second place, and US\$250 and a certificate are awarded for third place. All three levels of prizes are given for both Z clubs and Golden Z clubs.

Application Requirements

1. Applications must be completed in full and submitted by the established due date. Only sponsoring Zonta clubs in good standing may participate in the award program.
2. Applications and supporting information become the property of Zonta International. Zonta International has final authority over any aspect of the awards.

► *Emma L. Conlon Award* under Local Action on the Zonta International website has all information including the application.

APPENDIX C — Suggested Induction and Installation

Installation of Club Officers and Directors

If an installation ceremony is performed, it should be performed by the club president of the sponsoring Zonta club or the chairman of the district Z and Golden Z Club Committee.

Inducting Officer

Today, the Zonta Club of <name> enters into a fellowship with and welcomes the newly organized <name> Z club/ Golden Z Club.¹

Will the charter members please stand?

You form another link in the chain of Z and Golden Z clubs around the world. Through Z Club/Golden Z Club activities, you will experience the joy of service, and in accordance with the Z and Golden Z club motto, you are Future Leaders Building a Better World Today Through Service and Advocacy.

Zonta International encourages young people to prepare themselves to assume roles of responsibility and leadership in the world. Through the opportunities Zonta International provides for you, we hope that you will strive to promote fellowship and understanding among all people of the world.

Z and Golden Z clubs are sponsored by clubs of Zonta International, a global organization of professionals empowering women worldwide through service and advocacy. Z and Golden Z clubs offer their members the opportunity to work toward world fellowship through service and international understanding.

The Objects of this Z Club/Golden Z Club are the following:

- *to serve the school with which it is affiliated,²*
- *to serve the community,*
- *to provide career guidance and to encourage leadership qualities in secondary and vocational schools³, and*
- *to promote fellowship and better understanding among all people of the world.*

Will the Zontians of <Club> present please stand and repeat after me?

In offering you this association with us, we pledge to you our deep and continuing interest in you as individuals and as a group.

Please be seated

Will the Z Club/Golden Z Club members please remain standing?

¹ Use *Z Club* or *Golden Z club* throughout as appropriate.

² Delete this bullet if the Z club is not affiliated with a school.

³ For Golden Z clubs affiliated with a school, substitute *technical schools, colleges, and universities*.

Will the Z Club/Golden Z Club advisor <name> please introduce the new members?

The advisor introduces each new member and gives them a symbol or token of membership, such as a card, pin, patch or other appropriate item. Each member also receives a copy of the bylaws from the advisor, a member of the sponsoring Zonta club or school administrator.

As Z Club/Golden Z Club members you will cooperate with each other to fulfill the Z Club's Objects: service, fellowship, and international understanding.

Will you please repeat the Z Club/Golden Z Club pledge with me? I promise to fulfill, to the best of my ability, the obligations of membership in the <name> Z Club/Golden Z Club.

<response>

I now formally welcome you and declare you members of the <name> Z Club/Golden Z Club. May you find in this new association the rich rewards of service, fellowship, and international understanding. Congratulations!

Directors (if applicable): *Would the directors, <names>, please come forward? Your duties are varied and important. You will counsel with the president and the other officers at all board meetings. It is important that you and all officers of the club be punctual and regular in attendance. You will weigh carefully all matters pertaining to this club that are presented at the board meetings, and you will not recommend or reject any items because of your personal preferences but will let the merits of the ideas be your guide so that the work of the club may be carried out successfully. Do you accept these duties?*

<response>

Treasurer: *Will the treasurer, <name>, please come forward? It is your duty as treasurer to receive all funds of the club and deposit them according to the procedure recommended by the advisor(s). You will issue receipts for all money collected for dues or from any other source and pay all bills when appropriate to do so. Do you accept these duties?*

<response>

Secretary: *Will the secretary, <name>, please come forward. You will keep a record of all meetings of the club and of the board of directors. Subject to the approval of the advisor(s), you will prepare notices of meetings and other communications as necessary. You will keep a record of club membership and correspondence. You are responsible for all club records that should be preserved, and you will transfer them to your successor. Do you accept these duties?*

<response>

Vice President: *Will the vice president, <name> please come forward. Your duties are many and varied. You shall assist the president in carrying out the duties of office. You shall be the chairman of the Membership Committee and in case of illness or resignation of your president, the vice president acts as president. Do you accept these duties?*

<response>

President: *Will the president, <name> please come forward. It is your duty to preside at all regular and special meetings of the club and the board of directors. You will appoint all standing and special committees, the historian, and the parliamentarian. You will call special meetings of the board and of the club; you will be an ex-officio member of all committees, standing or special, except the Nominating Committee. And, you will confer regularly with the school advisor and the sponsoring Zonta club. Do you accept these duties?*

<response>

[In presenting you this gavel], I give to you the duties and privileges of the office of president.

Members of the <name> Z Club/Golden Z Club, do you pledge yourselves to cooperate with these installed officers and directors?

<response>

District Governor

I, <name>, Governor of district <district number> on behalf of the Zonta Club of <name> and Zontians in district < district number> and Zonta International, on this (<date> hereby present you with your official charter from Zonta International. Congratulations!

Inducting Officer

Dignitaries, Zontians and friends, may I now present to you, your newly chartered Z club/Golden Z club. Congratulations and best wishes to you, the officers, directors and members of the <name> Z Club/Golden Z Club.

The president should give an acceptance speech, which includes confidence to serve, to grow in the ways that have been prescribed, and to pass to others the honor and tradition of Z and Golden Z clubs.

A social time, cake cutting, and photo taking session usually follows this event. Candles are often used, as their flames symbolize service to a higher level and can be passed on from chartered club members to new club members.

Suggestion: Contact the mayor of your city or local government official and have them present a plaque or other honorary proclaiming Z Club or Golden Z Club Day. This needs to be done several weeks ahead of time.

APPENDIX D — Model Bylaws for Z and Golden Z Clubs

ARTICLE I Name

The name of this club shall be the *<Name>* Z Club/Golden Z Club.

ARTICLE II Organization

Section 1.

The club shall exist only as long as it is actively sponsored by the Zonta club of *<Name>*, a member of Zonta International.

Section 2.

The club is considered a service project of the Zonta Club of *<Name>*.

Section 3.

The club must have an advisor who is a member of the faculty of the school⁴ or a member of the sponsoring Zonta club.

Section 4.

The club is to be guided by the advisor and a committee of *<number, preferably 3>* Zontians appointed by the Zonta Club of *<Name>*.

ARTICLE III Objects

The Objects of this club are:

- To serve *<name of school>*.
- To serve the community of *<town, city or region>*.
- To provide service opportunities and career guidance and to encourage leadership qualities in the students.
- To promote fellowship and better understanding among people of the world.

ARTICLE IV Motto

The motto of this club shall be *Future Leaders Building a Better World Today through Service and Advocacy*.

ARTICLE V

⁴ References to the school should be deleted if the Z club or Golden Z club is not affiliated with a school.

Membership

Section 1. Qualifications

Members must be students who demonstrate good character and a desire to serve their school and/or community.

Section 2. Dues

- Dues shall be payable <annually or semi-annually> on <date(s)>.
- Dues are to be used for the club's operating expenses.
- The dues may be changed by a two-thirds vote of the club members present and voting, provided the assent of the advisor(s) is obtained.

Section 3. Termination of Membership

Membership shall automatically terminate upon;

- departure from school enrollment,
- failure to pay dues, or
- by a two-thirds vote of the club membership and subject to approval by the advisor, for conduct unbecoming of a member.

ARTICLE VI Officers and Duties

Section 1. The officers shall be a president, vice president, secretary, and treasurer

Section 2. Qualifications

Each officer must be a member of the club. The president must have been a member of the club for at least three-fourths of the school year in which the election is held.

Section 3. Term of Office

Officers shall serve for one year, beginning on the first day of the school year.

Section 4. Duties

a) The president

- presides at all regular and special meetings of the club and the board,
- creates meeting agendas in conjunction with club officers
- appoints committees, if any
- appoints the historian and the parliamentarian, if any
- calls special meetings of the board or of the club, and
- confers regularly with the advisor and the sponsoring Zonta club advisory committee.

(b) The vice president

- performs the duties of the president in the event the president is absent or unable to serve, and

- assists the president at other times in carrying out the duties of that office.

(c) The secretary

- keeps a record of all meetings of the club and of the club's board of directors,
- prepares notices of meetings,
- keeps records of attendance,
- keeps a record of membership,
- conducts correspondence, and
- is responsible for all club records and for transferring them to the next secretary.

(d) The treasurer

- receives all funds of the club and deposits them according to the procedure recommended by the advisor(s)
- issues receipts for all money collected for dues or from any other source,
- pays all bills when requested to do so by the board of directors, and
- provides accounts of club funds, when required by any member of the club.

ARTICLE VII Board of Directors

Section 1. There shall be a board of directors, consisting of;

- the officers, and
- <maximum of three> directors elected by the club.

The officers of the club are officers of the board.⁵ All directors must be club members.

Section 2. The board of directors meets the *<day of the week and week in the month, e.g. third Wednesday>* of each month of the school year. Special meetings may be called by the president, the advisor, or the Zonta advisory committee.

Section 3. Each officer and each director serve for one year.

Section 4. The board exercises general supervision over the affairs of the club between club meetings, provided that none of its actions may conflict with action taken by the club membership. All actions by the club and board are subject to the approval of the advisor(s).

ARTICLE VIII Special Appointments of the President

Section 1. The historian maintains a record of club activities, such as a scrapbook or digital photo album.

⁵ If feasible, there should be at least one director from each class level.

Section 2. The parliamentarian advises the president and members on matters of parliamentary procedure.

ARTICLE IX Nominating Committee and Elections

Section 1. The Club Nominating Committee consists of *<number, three maximum>* club members appointed by the president in consultation with the advisor. The committee must be appointed at least two months before the election and should include at least one member from each of the school's class levels.

Section 2. The Nominating Committee nominates at least one candidate for each officer and each director position and reports the slate of candidates to the members at club meeting prior to the election meeting. At the meeting at which the Nominating Committee reports the slate, nominations may be made from the floor, provided that the prospective candidate is qualified for the position and has agreed to serve if elected.

Section 3. Elections for officers and directors are held at the club's annual meeting.

Section 4. The election is conducted by ballot. Officers are elected by majority vote. The *<number>* candidates for director receiving the most votes are elected.

Section 4. Officers and director are installed in *<month>*.

ARTICLE X Other Committees

Section 1. The club may choose to have one or more of the following standing committees:⁶

- Fellowship
- Finance
- Membership
- Program
- Public Relations
- Service and Advocacy
- Social and Alumni

Section 2. Special committees may be appointed as needed.

Section 3. The Fellowship Committee promotes friendship among the members, maintains contact with members who are ill and congratulates members as appropriate.

⁶ These are suggested committees. The club may wish to include others, such as Leadership Development or United Nations Committee or the club may prefer to have no committees.

Section 4. The Finance Committee devises and carries out plans for fundraising necessary to promote the purposes of the club; with the approval of the advisor prepares for an annual review of the club's financial records; and reports at the club's annual meeting.

Section 5. The Membership Committee receives names of prospective members suggested by members of the club or the faculty. All proposed members must be approved by the advisor(s).

Section 6. The Program Committee arranges and presents programs at meetings as the president directs.

Section 7. The Public Relations Committee is responsible for all publicity concerning the club's affairs and all social media participation.

Section 8. The Service and Advocacy Committee plans service or advocacy projects and, upon approval of the advisor(s), recommends them to the club. The Service Committee coordinates implementation of the service and advocacy projects adopted by the club. Every club member should be encouraged to actively participate in club service and/or advocacy projects.

Section 9. The Social and Alumni Committee plans social activities for club members and alumni and for *<name of school's>* students, faculty, and community. The Social and Alumni Committee also maintains contact information of alumni

ARTICLE X Meetings

Section 1.

The club meets the *<day of the week and week of the month,>* of each month of the school year unless otherwise decided by the club, the club board, or the advisor.

The meeting in *<name of month>* is the club's annual meeting.

Section 2. The time and place of the meetings are determined by the president with the approval of the advisor(s).

Section 3. The presence of one-third of the members of the club constitutes a quorum. A quorum is the minimum number of members that must be present at any meeting to make the proceedings of that meeting valid.

Section 4. The school advisor attends each club meeting.

Section 5. The rules contained in *<name or description, e.g., the current edition of Robert's Rules of Order Newly Revised>* should be followed as long as they are not inconsistent with applicable law, school policy, or these bylaws.

ARTICLE XI

Disbandment

A club that intends to disband must first discuss with the district Z Club and Golden Z Club Committee with an effort to avoid disbandment. After taking all necessary steps and the decision remains firm, the district Z Club and Golden Z Club Committee chairman shall inform Zonta International of the decision.

The disbanding club shall pay all its legal debts and service obligations and its remaining assets, including archives, shall be disbursed as decided by the district Z and Golden Z Club Committee.

ARTICLE XII Amendments

Subject to approval of the advisor(s), amendments to these bylaws may be adopted by a two-thirds vote of the members present at any regular meeting. The amendment(s) to be voted on should be read or a written notice given at least one week prior to the vote.

If required by the educational institution, an article outlining the club's relationship to the school may be added. The wording must be approved by the advisor.

APPENDIX E — Charter News Release



Suggested Press Release on the New Charter of a Z or Golden Z Club

Contact Information

<Name> Z Club/ Golden Z Club

<Name and contact details for the president>

<Name and contact person of sponsoring Zonta club>

FOR IMMEDIATE RELEASE

New Z Club/Golden Z Club to be Chartered*

A new service club for youth to promote leadership, international fellowship and volunteerism, will be chartered on <date>.

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

<Name of governor or official representative>, <Zonta title> will present the charter to the < name> Z Club/Golden Z Club. There are <number> charter members under the direction of the club's President, <name of president>. < Name> Z Club/Golden Z Club is one of the youth organizations of Zonta International, a worldwide service organization of professionals working together to empower women through service and advocacy. Today there are more than <number> Zontians belonging to more than <number> clubs in <number> countries.

Z club/Golden Z club members undertake service projects benefiting their school, community, country and the world. They promote the development of leadership, strive for scholastic achievement and the improvement of international understanding through service.

Here, it would be appropriate to include local service project information if it has been determined by the new club. Also, include pertinent biographical information about the new club president and charter members along with quotes from these people.

The Zonta Club of <name> sponsors and will act in an advisory capacity for the < name> [Z Club/Golden Z Club]. Members of Zonta International support international service projects intended to empower women, particularly in developing nations, and they fund several scholarships and awards, *the Amelia Earhart Fellowship* given annually to women pursuing graduate studies in aerospace related sciences and engineering, the *JM Klausman Women in Business Scholarship* for women in postgraduate studies in business, *Women in Technology Scholarship*, encouraging women to pursue education and leadership roles in technology and finally *Young Women in Public Affairs Awards Program* open to women of age 16-19 who demonstrate evidence of volunteer leadership achievements and dedication to empowering women worldwide.

Zonta International holds non-governmental organization status with the United Nations and consultative status with several of its agencies.

*Press releases should be typewritten and double-spaced on one side of a page. Along with each press release, it would be appropriate to send a Zonta International press kit, which can be purchased from the Zonta store.

► Press Kit under Member Resources/Zonta store.

APPENDIX F — Emma L. Conlon News Release



NEWS RELEASE

Address:

<telephone number> ,

<email address>

Contact: <name>

<Name> Z Club/Golden Z Club ,

<telephone number> ,

<email Address>

For Immediate Release

<Name> Z Club/ Golden Z Club

Awarded Zonta International Emma L. Conlon Service Award

Location, Today's Date... *The <Name> Z Club/ Golden Z Club* sponsored by the Zonta Club of <name>, has been awarded the <year> Zonta International Emma L. Conlon Service Award.

The Zonta International Emma L. Conlon Service Awards, established in 1962, are presented in recognition of volunteer service that best expresses the ideals of Zonta International and empowers women worldwide. The awards are open to all Z and Golden Z clubs. The <Name> Z Club/Golden Z Club will receive a cash award of US\$ <amount> to benefit the club's service projects, along with a certificate of recognition.

The <Name> Z Club/Golden Z Club was created in <year> and is sponsored by the Zonta Club of <name>. *(Include brief description of Z Club/ Golden Z Club, # of members, where meetings are held, etc.)* The project for which the Emma L. Conlon Service Award is presented is <describe the project>.

The Z and Golden Z club program was started in 1948 by Zonta International. Z clubs are formed on secondary school campuses or in communities and Golden Z clubs are formed on college and university campuses. The clubs are designed to provide opportunities for youth to develop communication and leadership skills, explore career opportunities, and increase their international awareness and understanding through service.

Zonta International, with world headquarters in Oak Brook, IL, USA, is a leading global organization of professionals empowering women worldwide through service and advocacy. The Z and Golden Z clubs are just one of many activities and programs benefiting women and girls sponsored by Zonta International. Emma Conlon was a member 1944-1995 and served as International President 1956-1958. Following her term of office, she devoted much of her Zonta work to youth development and conceived of the Emma L. Conlon Service Award to encourage and recognize service by youth.