



# Zonta International Foundation Manual

June 2019

# Introduction

## Purpose

The purpose of this manual is to guide and facilitate the international leadership of Zonta International and the Zonta International Foundation in discharging its responsibilities.

## Audience

This manual should be read and followed by international Board<sup>1</sup> members, international committee chairs and members, parliamentarian, risk manager, executive director and headquarters staff as well as anybody with an interest in and ambition for international office.

## Contents and Use

The manual describes the processes by which the Zonta International Foundation Board operates, directs and evaluates its role and effectiveness; it promotes uniformity and continuity in decision-making so that the leadership and staff of Zonta International Foundation and Zonta International, members of Zonta clubs and other stakeholders have a sense of consistent management. It also describes the headquarters Development Department, which handles the administration of the Zonta International Foundation, as well as the committees directly involved with the operation of the Foundation. This manual should be read together with the Zonta International Manual for detailed information in certain chapters.

The manual is not a substitute for the Bylaws of Zonta International Foundation, the Bylaws and Rules of Procedure of Zonta International, which are the primary rules that govern the operations of Zonta International, or for policies adopted by the International Board. The bylaws, rules of procedure and policies should be read in conjunction with this manual.

## 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*, 11<sup>th</sup> Edition

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<sup>1</sup> Throughout this manual, *Board* signifies Zonta International Foundation Board and *manual* signifies this manual, except where expressly stated otherwise. References to *governor* include the regional representative.

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## **SECTION ONE—Zonta International Foundation**

### **The Fundraising Arm of Zonta International**

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

Zonta International is a member organization and its administration and operation including headquarters, staff and other administrative expenses are entirely financed through member dues.

The Zonta International Foundation is the fundraising arm of Zonta International and its activities are primarily focused on raising funds for the International Service Projects and Education Program that have been decided by vote at the biennial convention. These projects and programs are financed entirely through donations from members and the public. To meet the desire of the membership, and at the same time align with the requirements of the charity rating services, the Foundation allocates its administrative and fundraising costs within its budget and receives a grant from Zonta International to cover part of those costs. This provides transparency for the charity rating services, the Zonta club members and other donors.

The financial assets of the Zonta International Foundation are invested to maximize long-term performance and although the Board is responsible for all investments and investment-related decisions, the daily management and investment of the assets is delegated to a registered investment advisor and the Zonta International Foundation Investment Committee.

In accordance with the Bylaws of Zonta International Foundation, the Foundation has one member, known as the corporate member. The corporate member of the Foundation is Zonta International, an Illinois nonprofit corporation, as governed by the Zonta International Board.

- ▶ *Zonta International Foundation Investment Policy Statement*, under Governance on the website.
- ▶ *Finance and Audit Manual*, Section Two, ZIF Investment Committee
- ▶ *Bylaws of Zonta International Foundation*, Article III, Members

## Non-profit Status

### **United States Internal Revenue Code Sections 501(c)(3) and 501(c)(4)**

The Zonta International Foundation is a corporation that is qualified under the United States Internal Revenue Code as a 501(c)(3)—a non-profit organization that is exempt from paying federal income tax and donations to which are deductible for donors paying United States federal income tax. As a 501(c)(3) organization, the Zonta International Foundation is restricted to charitable, educational, and scientific purposes and receives its funding from donations. These are funds that provide for Zonta's international service projects and educational programs. 501(c)(3) organizations are prohibited from significant lobbying activities.

Zonta International is a corporation that is qualified under the United States Internal Revenue Code as a 501(c)(4)—a non-profit organization that is exempt from paying federal income tax. As a 501(c)(4) organization, Zonta International is an organization operating exclusively for the promotion of social welfare. Zonta International receives its funding from member dues. 501(c)(4) organizations are not prohibited from lobbying activities.

Zonta International is permitted by law to transfer funds to the Foundation. Zonta International Foundation is prohibited by law from transferring funds to Zonta International except in payment for services provided.

### **Compliance with United States Internal Revenue Service Regulations**

In November 2004 the Zonta International Board adopted the following:

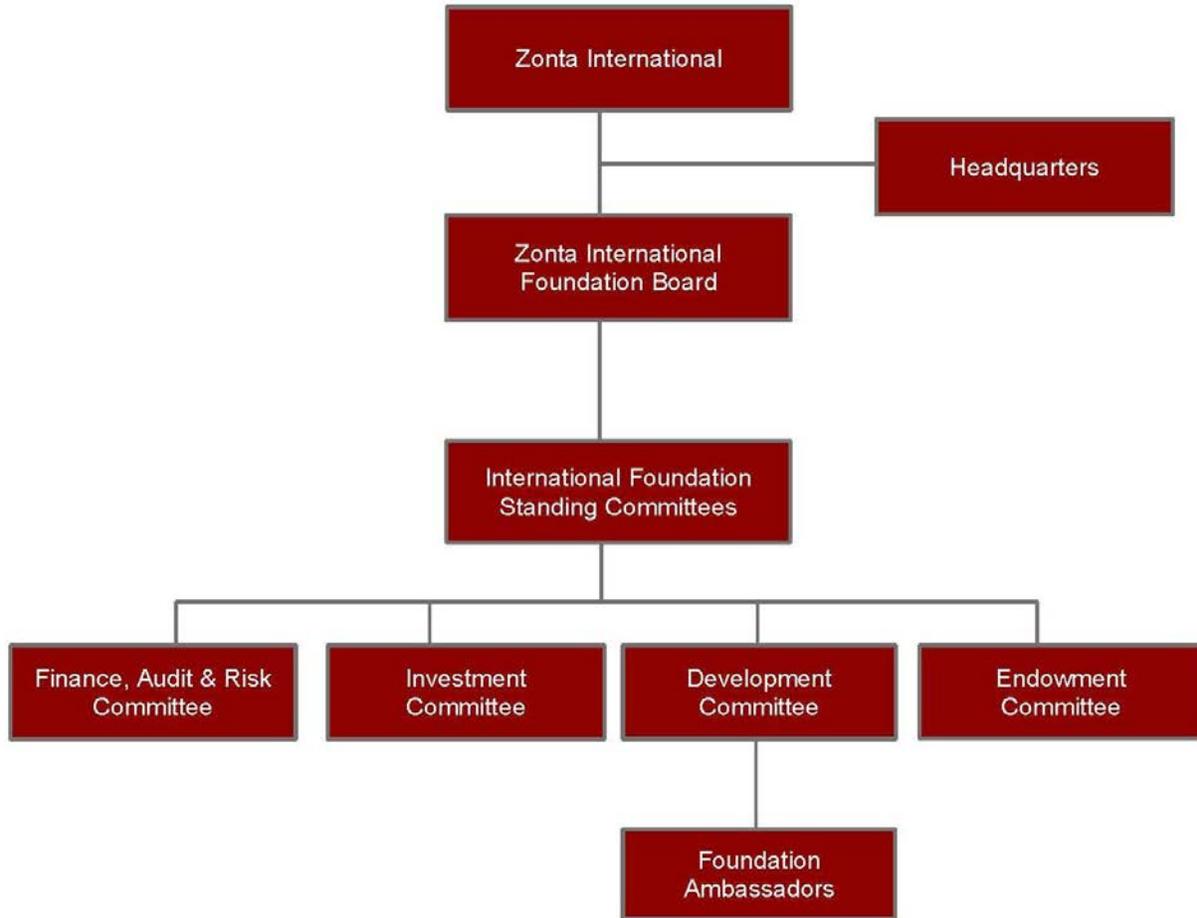
No substantial part of the activities of the Foundation shall be making propaganda, or otherwise attempting to influence legislation, and the Foundation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, including the publishing or distribution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

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

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

In accordance with Internal Revenue Regulations, the Foundation's *Form 990, Return of Organization Exempt from Income Tax*, is available for public inspection at the headquarters office at Oak Brook, Illinois, USA.

## Zonta International Foundation Organization Chart



## Zonta International Foundation Board Members

### **International Board**

President  
President-Elect  
Vice President  
Treasurer/Secretary  
Directors (7)

### **Officers/Executive Committee**

President  
President-Elect  
Vice President  
Treasurer/Secretary

### **Terms of Office**

2 Years  
Officers and directors are elected at convention and take office at the close of convention.

### **Meetings**

No fewer than 5 and no more than 7 regular meetings.

### **Quorum**

Majority of the members of the Board or Executive Committee, respectively.

### **Vote required for Adoption**

Majority of entire Board or Executive Committee, respectively. Actions by the Board by mail requires a unanimous vote of the entire Board.

### **Vacancies in Office**

President  
President-Elect  
Vice President  
Treasurer/Secretary  
Directors

### **Filled By**

Vice President  
Remains vacant  
Filled by vote of International Board  
Filled by vote of International Board  
Filled from nominees not elected at preceding convention in descending order of votes received

## Fiduciary Duty and Legal Responsibilities

Zonta International Foundation is a United States corporation subject to the laws of the United States, including the United States Internal Revenue Code and Internal Revenue Service regulations. Zonta International Foundation is incorporated in the state of Illinois and is therefore subject to Illinois law governing non-profit corporations. The Board has fiduciary responsibilities to the corporate member and to the public. All Board members should be conversant with the applicable United States and Illinois requirements regarding service as a Board member of a non-profit organization.

The directors, officers and the executive director are legally responsible for the day-to-day decision-making of Zonta International Foundation. They can be held personally liable<sup>2</sup> for any breach of duty. The officers and directors owe three specific duties;

**Duty of Care**—the obligation to always act prudently and reasonably in regard to the management of Zonta International and the Zonta International Foundation.

**Duty of Loyalty**—it is prohibited for a director or officer to use their position in Zonta International, the Zonta International Foundation, or a Zonta district, area or club to further their own interests.

**Duty of Obedience**—requires directors and officers to ensure that Zonta International and the Zonta International Foundation are operated in accordance with their governing documents and that the organizations comply with applicable laws.

When required, the Board should seek advice from the Zonta International Foundation's legal counsel regarding the legal and fiduciary responsibilities of the Foundation and from its tax counsel regarding relevant tax consequences of its status as a tax-exempt organization under Section 501(c)(3) of the *United States Internal Revenue Code* and as a non-profit corporation under Illinois law.

It is imperative to have the corporation's legal counsel review proposed substantive bylaws amendments before adoption to ensure conformity with the current Illinois Not-for-Profit Corporation Act. Counsel's recommendations must be considered by the Board.

### Confidentiality

In order to encourage and preserve the free exchange of ideas, unity of leadership, and generally accepted procedures, policies and customs, all discussions and voting in Board meetings are to be kept confidential by all Board members and other persons attending, including the parliamentarian, the risk manager and headquarters staff, unless otherwise decided by the Board. Details of discussions or voting may not be made known to persons

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<sup>2</sup> Board members are covered for breach of duty by liability insurance in accordance with the *Bylaws of Zonta International Foundation* Article IV, Section 7.

not in the meeting or not privy to Board discussions. This confidentiality extends to materials distributed before or during Board meetings or through other mail or telecommunication, including ballot results and conference evaluations.

### **Ethics for Board Members**

The Bylaws of Zonta International establish the Board as a group of elected representatives to act as a body in carrying out specific duties in accordance with its collective decisions.

It is not within the authority of any individual Board member to present herself as representing the Board to any district, club or individual Zontian, unless specifically authorized to do so by the international president.

### **Conflict of Interest Policy**

The Board members and the members of the Investment Committee must operate in accordance with the *Zonta International Foundation Conflict of Interest Policy* and the committee members must also sign a *Conflict of Interest Form* each biennium.

- ▶ *Conflict of Interest Policy* under Governance/Policies on the website
- ▶ *Indemnification Policy* under Governance/Policies on the website

## Governance and Governing Documents

### Governing Documents

*The Articles of Incorporation and Bylaws of the Zonta International Foundation* are the constitution of the organization. This manual provides operational guidelines and refers to mandatory policies directly affecting the operation of the Foundation.

Governing documents booklets are made available to the membership following the convention. A copy is sent to Zonta leaders and posted on the website. Additional copies are available for purchase.

### Policies

Various policies adopted by the Zonta International and/or Zonta International Foundation Board apply to either or both organizations. The following policies apply specifically to the Zonta International Foundation. All policies are available on the international website under Member Resources/Policies.

**Board policy on effectiveness.** This policy specifies how the Foundation assesses its performance and effectiveness and determines future actions to achieving its mission. This assessment is made once per biennium.

**CAEC donor recognition policy.** Zonta International and the Foundation honor and recognize donors who make generous gifts to the Centennial Anniversary Endowment Campaign. This policy lists the recognition awarded to donors at various levels of giving.

**Conflict of interest policy.** This policy advises how to protect the interests of the Foundation when it is contemplating entering into a transaction or arrangement that may benefit the private interests of an officer or director.

**Corporate sponsorship standards, policies and guidelines.** This policy outlines the principles that must be followed whenever the Foundation is seeking sponsorship or corporate support for events or for other purposes.

**Data protection policy.** The European Union applied new data protection regulation beginning in 2018. This policy outlines the requirements of the new regulation and provides information about data held by the Foundation and how it is handled.

**Donor information policy.** Zonta International Foundation respects the confidentiality and privacy of donors. This policy specifies how donor information must be treated.

**Gift acceptance policy.** This policy governs the acceptance of gifts and provides guidelines to donors and their professional advisors in completing gifts.

**Indemnification policy.** This policy protects officers and directors against financial loss arising from legal action against them pertaining to their conduct of Zonta International Foundation business.

**Investment policy statement.** This policy sets out the procedures and working methods for the Board, the treasurer, the Investment Committee and the external investment advisor(s).

**Risk management policy.** The policy explains the Foundation's approach to risk and provides a clear outline of the requirements for risk management as an integral part of the Foundation's overall approach to governance.

**Use of member information by Zonta leaders policy.** The policy clarifies how member information provided by headquarters can and cannot be used by boards, committee members and anybody else in a leadership position. A form confirming this understanding must be signed by leaders of the Foundation.

**Whistleblower policy.** This policy deals with the prevention of reprisals against employees of the Zonta International Foundation who report activity undertaken by other employees which may be in violation of law, accounting practices or internal controls.

#### **Zonta International Foundation Member**

The Foundation has one member, Zonta International, known as the corporate member. The corporate member must approve the following.

- Amendment or restatement of the *Articles of Incorporation* or the *Bylaws of the Zonta International Foundation*.
- Merger, consolidation, dissolution or sale, lease, exchange, mortgage or pledge of the assets of the Zonta International Foundation.
- Any other action for which membership action is required under the Illinois Not-for-Profit Corporation Act.

► *Bylaws of Zonta International Foundation*, Article III, Members

## SECTION TWO—Zonta International Foundation Board

In 2008 the Zonta International Board, acting as the corporate member of the Zonta International Foundation, agreed that Zonta International and Zonta International Foundation should have the same officers and directors.

### **Responsibilities and Principal Duties of the Board**

The members of the Zonta International Foundation Board exercise general supervision over the interests and welfare of the Zonta International Foundation. They appoint an executive director to manage headquarters, assist the president and the Board in conducting their business and perform other duties in accordance with the *Bylaws of the Zonta International Foundation*.

**Foundation participation.** As an international organization whose mission is to empower women through service and advocacy, Zonta International supports service projects at the international level that unite the clubs and individual members globally. This basic element of the organization carries the expectation that every Zontian contributes to building the Zonta International Foundation into an effective tool for assisting the empowerment of women.

Members of the Board are encouraged to make a substantial gift to the Zonta International Foundation during their term of office. They are encouraged to continue their gifts throughout their membership and to consider the possibility of a planned gift. Members of the Board are expected to encourage all Zontians to actively participate in the Zonta International Foundation through their involvement in programs and through their financial support.

**Scope.** The scope of the Board's authority includes all aspects of Zonta International Foundation and its business, both internal and external, subject to the authority of the corporate member.

**Board actions.** The Board has the power to act on proposals, plans and projects. Every decision requires an affirmative vote of at least a majority of the Board members present and voting. For some actions, applicable law, the Zonta International Foundation bylaws, or the Articles of Incorporation require more than a majority vote for adoption. Proxy votes are not allowed.

The Board may not commit the organization to financial obligations exceeding funds on hand, except those authorized by the convention.

Between scheduled meetings, the Board may transact business by mail or conference call or other electronic means.

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

### **Specific Duties and Responsibilities**

- Members of the Board are required to keep themselves informed about Zonta International Foundation and all significant matters affecting or affected by it.
- Is responsible for all strategic and long-range planning for the Foundation, in consultation with the Corporate Member.
- Approves the biennial budget, taking into consideration the biennial goals and any action taken by the Zonta International convention.
- Reviews the financial position and performance against the operating and capital budgets and takes appropriate action.
- Ensures actions by the Board are in accordance with the *Bylaws of Zonta International Foundation*.
- Coordinates with the corporate member with respect to designating independent auditors and receiving and reviewing the auditors' reports.
- Ensures that the corporate member is informed about major developments affecting Zonta International Foundation, including programmatic, financial, legal and other appropriate areas.
- Approves the president's establishment and appointment of special committees or task forces of the Board and regularly reviews their progress.
- Approves establishment of non-standing committees upon the recommendation of the president.
- Reviews significant actions and discussions of meetings of the Executive Committee, the Investment Committee, the Finance, Audit and Risk Committee, the Development Committee and other major committees.
- Ensures that operational manuals are regularly updated to reflect policies and procedures of the Foundation.
- Ensures that the Foundation maintains or improves its ranking by main independent charity evaluators.

▶ *Bylaws of Zonta International*, Article III, Section 2

▶ *Bylaws of Zonta International Foundation*, Article III and IV.

▶ *Zonta International Manual*, Section Two, Responsibilities and Principal Duties of the Board

### **Zonta International Foundation President**

The president serves as chief executive officer of the Foundation and as a member of all the Foundation committees.

#### **Leadership responsibilities**

- Provides vision and leadership to the Foundation and ensures it operates in accordance with its *Bylaws* and *Articles of Incorporation*.
- Determines, in conjunction with the Board, issues significant to the goals of the Foundation.
- Presides at all Board meetings, approves the agendas for the meetings and signs the official copy of the minutes.
- Calls special meetings if the need arises.

- Implements strategic planning for the attainment of adopted goals and appraises the results of planning.
- Assigns duties to officers and directors.
- Signs contracts and agreements in accordance with the *Finance and Audit Manual*, Appendix A – Signature Authority.
- Ensures orientation is provided to incoming Foundation officers and directors.
- Appoints chairmen and members of the committees.
- Approves and/or appoints site visitors to the Zonta-funded projects.
- Delivers to the successor all property belonging to the official position within 30 days after successor begins the term of office.

### **Communication**

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

### **Corporate member**

- Ensures appropriate coordination and communication with the corporate member.
- Regularly reports to the corporate member.
- Promotes the Foundation.
- Actively encourages financial support to the Foundation.
- Motivates the leadership and the district foundation ambassadors to financially support the Foundation.

### **Zonta International Foundation President-Elect**

Serves as a member of the Board, the Executive Committee and all other Foundation committees.

- Performs other assignments as directed by the president or the Board.
- Signs contracts and agreements in accordance with the *Finance and Audit Manual*, Appendix A – Signature Authority.

### **Zonta International Foundation Vice President**

Serves as member of the Executive Committee, the Finance, Audit & Risk Committee and the Investment committee.

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

### **Zonta International Foundation Treasurer/Secretary**

In addition to the general responsibilities, the international treasurer/secretary has the following specific responsibilities

- Serves as chief financial officer and as secretary, certifies resolutions and other documents of the Foundation.

- Serves as a member of the Executive Committee, Finance Audit & Risk Committee and the Investment Committee.
  - Supports and assists the international president.
  - Records minutes and serves as the custodian of the minutes of formal Executive Committee meetings.
  - Is responsible for the maintenance of adequate books of account for Zonta International Foundation.
  - Ensures the books of the Foundation are audited annually for the fiscal year ending 31 May.
  - Oversees the handling and custody of all funds, working with the Investment Committee and the Finance, Audit & Risk Committee to discharge this responsibility.
  - Works with the Finance, Audit & Risk and Investment Committees to ensure that funds are invested in accordance with the Investment Policy Statement and the Finance and Audit Manual.
  - Ensures the Foundation meets its reporting responsibilities to the corporate member.
  - Ensures the financial statement, audit report and management letter from the auditors are sent to the Board and corporate member.
  - Approves payments and signs contracts and agreements in accordance with the *Finance and Audit Manual*, Appendix A – Signature Authority.
  - Ensures that any expenditure exceeding the established standard limitation, US\$10,000, is authorized in accordance with the Finance and Audit Manual before payment.
  - Reviews the investment reports monthly.
  - Reviews the financial reports, statements, and audit reports, and presents a report at each meeting of the Board.
  - Is responsible for all funds and securities of the Foundation and for receipt and disbursement thereof.
  - Ensures annually that the Zonta International Foundation maintains its charitable status.
  - Assists the president, as requested, with any convention report or other special report on the financial position of the Foundation.
  - Performs such other duties as required by law and the Zonta International and Zonta International Foundation bylaws and/or as assigned by the president or the Board.
- ▶ Zonta International Manual, Section 2.
- ▶ *Zonta International and Zonta International Foundation Finance & Audit Manual*, Section 2
- ▶ *Bylaws of Zonta International* Article XII Section 5
- ▶ *Bylaws of the Zonta International Foundation*, Article V, section 5.

### **Executive Committee**

The officers of the Zonta International Foundation constitute the Executive Committee.

**Duties and responsibilities.** The Executive Committee acts for the Board between meetings of the Board. The acts of the Executive Committee must not conflict with or modify action taken by the Board, including adoption or amendment of the budget. The Executive Committee must report its actions at the next meeting of the Board.

**Meetings.** Special meetings may be called by the president or upon request of two members of the Executive Committee.

**Minutes.** The treasurer/secretary takes minutes of each Executive Committee meeting. The treasurer/secretary distributes the minutes electronically to the members of the committee as soon as possible, but no later than the next international Board meeting.

The treasurer/secretary is the custodian of the minutes of the Executive Committee meetings and transfers the records to her/his successor no later than thirty days after leaving office. The president retains a copy for the president's confidential file, which the president will transfer to the successor. A copy will also be retained at headquarters.

► *Bylaws of Zonta International Foundation, Article VI*

### **Board Meetings**

The Board meetings of the Foundation are held in conjunction with the meetings of the Zonta International Board.

The minimum time commitment for a Board member as outlined in the Zonta International Manual includes the time required to manage the affairs of Zonta International Foundation.

### **Guidelines for Board Members' Extracurricular Activities**

The definition of extracurricular activities is the same as for Zonta International Board members and is any of the following.

- The extension of a visit before or after a district conference at which the member serves as international representative.
- The extension of a visit before or after an international Board meeting.
- The extension of a visit before or after any of various Zonta functions such as charter presentation functions.

► *Zonta International Manual, Section Two*

► *Zonta International and Zonta International Foundation Finance & Audit Manual, Appendix C*

### **Zonta International Manual and the International Board Responsibilities**

The *Zonta International Manual* is posted on the international website and contains extended information about Board responsibilities, routines and obligations that apply to both the Zonta International and the Foundation Boards. It is therefore essential that members of the Zonta

International Foundation Board are familiar with Section Two of the *Zonta International Manual*, especially about the following:

- International Board Liaison and International Representative,
- board meetings,
- board meeting schedules,
- board travel,
- board travel reimbursements,
- board minutes,
- board members' time requirements, and
- protocol.

► *Zonta International Manual*, Section Two,

### **Parliamentarian and Risk Manager**

The parliamentarian and the risk manager of Zonta International serve in the same capacities for the Zonta International Foundation as for Zonta International.

► *Zonta International Manual*, Section two, Parliamentarian, Risk Manager

## SECTION THREE—Zonta International Headquarters

The Zonta International headquarters' staff implements policy as determined by Zonta International and manages and administers the charitable services of Zonta International Foundation.

The headquarters is located in the state of Illinois, USA, and is headed by an executive director appointed by the Zonta International Board.

► *Zonta International Manual*, Section Three, Headquarters' Executive Director

### **Executive Director**

The executive director is the operations manager of Zonta International and the Zonta International Foundation and as such ultimately responsible for financial and administrative management of the corporations in pursuit of the strategic plan and in accordance with the biennial goals adopted by the convention and the budget adopted by the Board. The executive director is responsible for providing necessary and adequate information about headquarters operation at Board meetings.

The position is directly responsible to the Zonta International Foundation Board.

**Establishment of organizational goals for Zonta International Headquarters.** The executive director meets with the international president to formulate biennial operational goals and plan how headquarters operations will support the Zonta International Foundation biennial goals and strategic plans. The general goals must include, but are not limited to:

- support of biennial goals and the Zonta International Foundation strategic plans,
- effective management of staff,
- adherence to the financial budget and policies,
- support and implementation of risk management processes and procedures,
- effective representation of the organization,
- identification of public relations opportunities,
- communications effectiveness and timeliness, and
- efficient office administration.

**Staff authority.** The executive director has the primary responsibility for staff administration. The executive director must make available an employee manual that conforms to the requirements of United States and Illinois labor laws.

► *Zonta International Manual*, Section Three, on the website

► *Zonta International and Zonta International Finance and Audit Manual*, Section 3-10 and Appendix A-D

## Headquarters Development Department

The Development Department executes Zonta International Foundation's strategic plan and biennial goals. Responsibilities include:

- promoting Zonta International's global service and advocacy programs,
- reviewing and updating the donor recognition program,
- supporting the efforts of foundation ambassadors,
- tracking, managing and evaluating campaign appeals,
- managing donation processing,
- cultivating relationships with Foundation supporters,
- protecting 501(c)(3) charitable integrity and status,
- working with the Communications Department to develop videos, graphics, presentations, and support material for Foundation purposes,
- working with the Accounting Department in managing the Foundation budget, expense reports, audit, and state registrations, and
- working with the Programs Department to promote the international service projects and educational Programs.

### Fundraising Campaigns

Throughout the biennium, the Zonta International Foundation solicits funding via campaigns or appeals. Campaigns may be focused on encouraging donations to a specific fund or may be broader in scope. The campaigns and appeals will vary from biennium to biennium, based on the fundraising goals and priorities of the international president.

Standard fundraising campaigns include:

- Zonta's birthday 8 November,
- *Zonta Says NO to Violence Against Women* campaign 25 November – 10 December, and
- Zonta Rose Day/International Women's Day 8 March.

Additional campaigns may also be mounted during the district conference season and near the end of the fiscal or calendar year.

The Foundation also participates in crowdfunding campaigns throughout the biennium. The Foundation may opt to participate in a crowdfunded challenge campaign, a competition for charities to compete to win additional prize money. Foundation supporters may also create their own fundraisers, raising donations for the Foundation through Facebook.

The Development Department works closely with the Communications and Program Departments to effectively promote these fundraising efforts. Promotional and solicitation material, including handouts, brochures, videos and electronic appeals are created using project updates provided by the international service projects' program agencies.

### **Donation Processing**

Voluntary contributions are received from individuals, Zonta clubs, or other entities through contribution forms or other solicitation devices. The contributions are entered into *Raisers Edge*, a donor database for fundraising and development. The process of entering and storing a contribution depends on how the contribution is received.

**Lockbox for checks, cash and money orders—daily.** Checks and cash are deposited into the Bank of America lockbox account.

- Checks can be directly mailed to the lockbox address.
- If checks or cash arrive at headquarters, checks are stamped with the date that they were received and then mailed to the lockbox via *Paysphere*.
- Cash is directly deposited at the bank.
- The previous day's deposit report and relevant documentation is downloaded from the Bank of America CashPro Online website and printed daily.
- Contributions are recorded into a batch in *Raiser's Edge*.
- Most contributions are received with the appropriate donation form which helps staff determine where to allocate the contribution.
- If there is a question relating to a specific contribution, the *Raiser's Edge* batch is to be left unposted until appropriate follow-up is completed to correctly allocate the contribution.
- The gift batch is posted and contributions are booked in appropriate donor records.
- The printed documentation is then filed with the batch posting paperwork and the appropriate donor stewardship is conducted.

**Luminate online for online credit card transactions—daily.** This process was implemented in June 2017.

- Donor goes online and makes a contribution using a credit card through the *Donate* button on the Zonta International Foundation or Zonta International websites.
- Contributions sit in a queue within the Luminate Online module in *Raiser's Edge*.
- After manually reviewing the contributions and linking to/creating correct donor records and tributes, the previous day's contributions are downloaded into a gift batch in *Raiser's Edge*.
- The donor has already selected what fund the contribution should be allocated to.
- Credit card information is not transferred to the *Raiser's Edge* system.
- Staff double checks/adds any relevant donor/contribution information
- Add type of donor e.g. club, district, or area contribution, into *Raiser's Edge* as per the online donation report. Organizational records do not automatically sync between *Luminate Online* and *Raiser's Edge*.
- Update tribute/tribute notification information.
- If there is a question related to a specific contribution, the *Raiser's Edge* batch is to be left unposted until appropriate follow-up is completed to correctly allocate the contribution.
- The gift batch is posted and contributions are booked in appropriate donor records.

- The gift batch posting paperwork is then filed and the appropriate donor stewardship is conducted.

**Credit card donations received by postal mail, email, phone or fax—sporadic.** A gift batch is created in *Raiser's Edge*.

- Contributions are recorded within the batch.
- Most contributions are received with the appropriate donation form, which helps staff determine where to allocate the contribution.
- If there is a question related to a specific contribution, the contribution is not to be entered into the gift batch until appropriate follow-up is completed to correctly allocate the contribution.
- Within the *Raiser's Edge* batch, EFT, Electronic Funds Transmission files are created to process the credit cards through the merchant processor, *Blackbaud Merchant Services*.
- The payment is released to Zonta according to the *Blackbaud Merchant Services* disbursement cycle as an ACH, Automated Clearing House deposit.
- If the credit card is declined, the contribution information is deleted from the *Raiser's Edge* gift batch and follow up is required with donor.
- Batch is committed and gifts are booked in appropriate donor records.

**Wire transfer deposits—daily.** Wire Transfers are deposited into the Bank of America account.

- The previous day's wire transfers are downloaded from the Bank of America CashPro Online website and printed daily.
- Staff matches up wire with donation form.
- Donation forms are either emailed to the general Foundation email address or the donor completes the *Online Wire Transfer Form* with the relevant information.
- If donation form is not found, staff contacts club treasurer, foundation ambassador or governor to obtain donation form so that the gift is correctly allocated.
- If there is no response by the end of the month of the contact, gift is booked under Rose Fund.
- Donations are recorded into a batch in *Raiser's Edge*.
- If there is a question on a gift, the *Raiser's Edge* batch is to be left uncommitted until appropriate follow-up is completed to correctly allocate the donation.
- Batch is committed and gifts are booked in appropriate donor records.

**SEPA transfer deposits—daily.** SEPA transfers are deposited into the Bank of America London account.

- The previous day's wire transfers are downloaded from the Bank of America CashPro Online website and printed daily.
- Staff matches up SEPA with donation form.

- Donation forms are either emailed to the general Foundation email address or the donor completes the *Online SEPA Transfer Form* with the relevant information.
- If donation form is not found, staff contacts club treasurer, foundation ambassador or governor to obtain donation form so that the gift is correctly allocated.
- If there is no response by the end of the month, gift is booked under Rose Fund.
- Donations are recorded into a batch in *Raiser's Edge*.
- Staff uses the official Zonta exchange rate that is updated monthly by the international treasurer/secretary.
- If there is a question on a gift, the *Raiser's Edge* batch is to be left uncommitted until appropriate follow-up is completed to correctly allocate the donation.
- Batch is committed and gifts are booked in appropriate donor records.

**Recurring credit cards—daily.** A batch is created in *Raiser's Edge*.

- Within the *Raiser's Edge* batch, use the module tool to automatically generate appropriate transactions/payments.
- The tool is set to run data based on date parameters. Will only retrieve correct gifts based on recurring gift date.
- EFT transmission files are created within *Raiser's Edge* batch to process the credit cards through *Blackbaud Merchant Services*.
- If credit card is declined, delete the gift from the *Raiser's Edge* batch and follow up with donor.
- Batch is committed and gifts are booked in appropriate donor records.

**Recurring ACH deposits for direct debits—monthly.** Log onto the Bank of America CashPro Online website and go to the ACH Payments tab.

- Create and release batch based on the gift date.
- After transactions have been released, export and print the list of donors and gift amounts.
- Donations are recorded into the recurring batch in *Raiser's Edge*.
- Ensure donor name and gift amount match the list exported from CashPro.
- Batch is committed and gifts are booked in appropriate donor records.

**Leadership expense report donations through reimbursements—sporadic.** The paperwork is received from Finance Department with the name of donor, gift amount, and fund based on the donor's expense report.

- Donations are recorded in *Raiser's Edge* using the information received.
- Batch is committed and gifts are booked in appropriate donor records.

**Equity donations through shares of stock—sporadic.** Staff is notified of stock donation either by the donor or DiMeo Schneider staff.

- Stock donations are deposited into the Charles Schwab brokerage account.
- Staff receives information pertaining to stock donation including:
  - stock name and number of shares given,
  - date received,

SECTION THREE—ZONTA INTERNATIONAL HEADQUARTERS  
Headquarters Development Department

- average high and low on date received, and
- donor information.
- Staff matches up stock with donation form.
- Donation forms are either emailed to the general Foundation email address or the donor completes the *Online Stock Transfer Form* with the relevant information.
- If donation form is not found, staff contacts the donor to obtain donation form so that the gift is correctly allocated.
- If there is no response by the end of the month, gift is booked under Rose Fund.
- Donations are recorded into a batch in *Raiser's Edge*.
- The donation value recorded is equal to the average high and low market price on the date the gift was received.
- If there is a question on a gift, the *Raiser's Edge* batch is to be left uncommitted until appropriate follow-up is completed to correctly allocate the donation.
- Batch is committed and gifts are booked in appropriate donor records.
- The donor receives a modified receipt that describes the stock received and does not state a dollar value.

## SECTION FOUR—Zonta International Foundation Committees

There are standing committees as provided by the bylaws and special committees can be appointed by the president with the approval of the Board. The committees are authorized to transact business by means of electronic communication.

### Standing Committees

- Development Committee.
- Investment Committee.
- Finance, Audit & Risk Committee.
- Endowment Committee.

### Special Committees

- Manuals & Policies Committee.

### Committee Chairmen and Members

Chairmen and members of standing committees are appointed for the next biennium by the president-elect with the approval of the Board.

Vacancies are filled by the president.

**Responsibilities of the committee chairmen.** Prior to the convention, the committee chairmen-designate must familiarize themselves and their committee members with the programs and goals for the biennium in which they will serve and, in cooperation with the president-elect, prepare an action plan to meet their responsibilities. The biennial plans should be developed within the framework of the current strategic plan and proposed biennial goals..

Committee chairmen must transfer committee records to their successors within thirty days of the conclusion of the term of office.

**Reporting.** Chairmen are to provide written reports on the committee's progress towards achieving the biennial goals and the committee's own goals for each Board meeting or as requested by the president. The report is to be on the *International Chairman Report to Zonta International Foundation Board* form and be sent to the executive assistant at headquarters with a copy to the liaison. The executive assistant will post the report on the board meeting platform BoardEffect before the Board meeting. The last report of the biennium, prepared for the pre-convention Board meeting, should include a summary of the entire biennium, as well as a report of the last period.

A committee chairman will present a committee report at convention if requested by the president.

**Communication and publicity.** The chairmen will:

- prepare material for *The Zontian*, the website or other material in cooperation with headquarters staff who are responsible for editing and formatting website content,

- communicate with committee members on a regular basis to support their work and generate ideas,
- recommend changes to relevant policies to the Manuals and Policies Committee for review and presentation to the Board approval,
- communicate with district chairmen periodically,
- recommend processes, including cost and resources for these, in order to promote the work of the committee, and
- collaborate with other committee chairmen as appropriate to ensure consistency and alignment with the biennium goals.

### **Committee budget**

An operating budget for each committee will be prepared by the Finance Committee and the treasurer/secretary based on input from the current biennium's committee chairmen and the president-elect. The president-elect will communicate the amount, after budget approval, to the incoming committee chairmen. The incoming committee chairmen should submit a tentative general expenditure plan to the president-elect by 1 June of the convention year.

The committee chairmen should develop guidelines for the members, outlining allowable expenses within the total committee budget. The chairmen should refer to *Appendix C—Reimbursement Guidelines* in the *Finance and Audit Manual* in formulating the guidelines of the committee. A copy of the committee guidelines should be forwarded to headquarters and all committee members within 90 days of the beginning of the new biennium.

The chairmen ensure that committee members adhere to budget guidelines and report expenses on the standard expense reimbursement form within 45 days of incurring the expense or completion of a trip, unless they are under US\$250. Reimbursements under US\$250 may be accumulated until the end of the fiscal year. Expense forms with appropriate receipts attached are submitted directly to the chairmen for approval. All expenses for the biennium must be submitted to headquarters by 5 June of the convention year. Requests for reimbursement after 5 June will not be honored.

The *Expense Reimbursement Form*, once approved by the chairman, should be forwarded to headquarters for reimbursement. Reimbursement will be made within thirty days of receipt of the *approved* form. The chairman's expenses will be approved by the treasurer/secretary.

The headquarters Accounting Department will monitor the committee expenses against the budget.

Expense statements will be issued regularly by headquarters to all committee chairmen.

► *Finance and Audit Manual*, Appendix A and Appendix C

### **Responsibilities of Headquarters' Staff Liaison to International Committees**

A headquarter staff liaison will be assigned by the executive director to work with each committee. The staff liaison also represents a constant across biennia with access to Zonta International Foundation historical files.

Further, the headquarters staff liaison:

- supports the president/Board liaison with the flow of information between the Board and the committee chairman,
- supports the committee chairman ,
- maintains committee records and historical information,
- keeps projects and initiatives moving forward when volunteer leaders require support to fulfill duties,
- coordinates needs with other staff liaisons across committees and function areas, such as working on behalf of the committee on budgets, communication strategies, website updates, content for The Zontian, convention planning and more,
- serves as a partner to the committee chairman on effective committee operations such as email updates, arranging conference calls, minutes, document sharing and more,
- offers support to the committee chairman in drafting and editing reports,
- reports to the executive director on progress in areas such as business plans, risk, budgets and other key metrics,
- ensures that the integrity of the Zonta brand is upheld through all committee, and communications including icons, presentations and promotional material.

The development manager serves as liaison to the Development and Endowment Committees and the accounting manager as liaison to the Finance and Investment Committees. The executive assistant serves as liaison to the Manuals & Policies Committee.

## **Zonta International Foundation Development Committee**

The president-elect appoints a Zonta International Foundation Development Committee for the upcoming biennium. The committee should have at least four members, including the committee chairman, in addition to the president and president-elect. The members of the committee should represent different Zonta geographical areas.

The committee promotes the Zonta International Foundation mission, goals, programs and giving opportunities with Zontians, Zonta clubs, friends of Zonta, foundations, corporations and other sources to secure funds necessary to support Zonta charitable programs.

### **Committee Responsibilities**

- Recommends strategies to promote giving to the Foundation and, where appropriate, assists in implementing these strategies.
- Monitors and reports to the Board on the effectiveness of these strategies and recommends changes to ensure the continuing growth in both the number and value of donations to the Foundation.
- Supports Zonta's leadership at club, district and international levels in promoting the work of and donations to the Foundation.
- Participates in identifying, cultivating, and soliciting prospective donors.
- Participates in development activities at the international convention such as the Foundation booth, convention and individual recognition events.
- Makes personal gifts to Zonta International Foundation and provides an example for others.
- Recommends fundraising policies and goals to the Foundation Board in consultation with headquarters.

### **Criteria for Committee Membership**

The committee members should have:

- a commitment to promoting fundraising for Zonta International's service projects and programs,
- a commitment to empowering women locally and internationally,
- the ability to communicate knowledgeably the projects and programs of Zonta International internally and externally,
- the ability to work as a member of a team, and
- an understanding of the relationship between the committee and the foundation ambassadors.

► *Bylaws of Zonta International Foundation, Article VIII, Section 2.*

## **Zonta International Foundation Endowment Committee**

The president-elect appoints a Zonta International Foundation Endowment Committee for the upcoming biennium. The committee should have at least four members, including the committee chairman, in addition to the president and president-elect. The members of the committee should represent different Zonta geographical areas.

The Endowment Committee increases awareness of and encourages contributions and grants to the Zonta International Foundation's endowment funds. The committee also increases awareness of and encourages bequests under the Mary E. Jenkins 1919 Society and other legacy programs as approved by the Board.

### **Committee Responsibilities**

- Recommends strategies that promote giving to the Foundation's endowment funds, and, where appropriate, assists in the implementation of these strategies.
- Monitors and reports to the Board on the effectiveness of these strategies and recommends changes to ensure the continuing growth in both the number and value of endowment donations to the Foundation.
- Participates in identifying, cultivating and soliciting prospective donors.
- Promotes planned gifts as part of the Mary E. Jenkins 1919 Society.
- Recommends fundraising policies and goals to the Foundation Board.

### **Criteria for Committee Membership**

The committee members should have:

- a commitment to promoting fundraising for Zonta International's endowment funds,
- a commitment to empowering women locally and internationally,
- the ability to communicate knowledgeably the projects and programs of Zonta International internally and externally, and
- the ability to work as a member of a team.

► *Bylaws of Zonta International Foundation*, Article VIII, Section 4.

### **CAEC Endowment Campaign**

In honor of the 100<sup>th</sup> anniversary of Zonta International, the Zonta International Foundation established the Centennial Anniversary Endowment Campaign (CAEC). This campaign represents a unique opportunity to strengthen the Zonta International Foundation Endowment Fund and the Zonta International Amelia Earhart Endowment Fund.

The Board approved a separate budget for this campaign. The expenses of the campaign are funded from the income and interest of the non-restricted investment funds.

► *CAEC Donor Recognition Policy* under Governance/Policies on the website

## **Zonta International Foundation Finance, Audit and Risk Committee**

The president-elect appoints a Zonta International Foundation Finance, Audit and Risk Committee for the upcoming biennium. The committee should have at least three members, including the committee chairman. At least one of the members must have significant financial knowledge and should preferably be a United States certified public accountant. It is advisable that one member have knowledge and experience in banking and foreign exchange.

The committee also includes the president, the president-elect, the treasurer/secretary and the risk manager.

### **Committee Responsibilities**

The committee's responsibilities include, but are not limited to:

- preparing the administrative and funding Foundation budgets for submission to the Board,
- reviewing the monthly financial reports of Zonta International Foundation,
- participating in quarterly electronic committee meetings,
- providing input to the treasurer/secretary as part of the fiscal year-end audit,
- reviewing the biennial funding request for the next biennium, received from the president-elect, and recommends action to the Board,
- in cooperation with the Zonta International Finance Committee, preparing a consolidated budget proposal and presents it to the Board for approval, and
- if requested by the president, reporting at the convention on the financial position of the Zonta International Foundation.

### **Criteria for Committee Membership**

The committee members should have:

- professional experience in accounting and/or finance,
- banking knowledge or experience,
- ability to understand and communicate financial information to others,
- an understanding of the fiduciary responsibilities of protecting the assets and financial health of Zonta International,
- experience in preparing and analyzing budgets for an organization, and
- the ability to work together with outside financial professionals such as auditors, bankers and accountants.

- ▶ *Zonta International and Zonta International Foundation Finance and Audit Manual*
- ▶ *Bylaws of the Zonta International Foundation*, Article VIII, Section 1

## Zonta International Foundation Investment Committee

The president-elect appoints an Investment Committee for the Zonta International Foundation for the upcoming biennium. The committee should have at least three members, including the committee chairman in addition to the president, president-elect, treasurer-secretary and the risk manager. The chairman and appointed members should have significant investment knowledge and experience, both from the United States and other markets.

The Zonta International Foundation Investment Committee is responsible for the oversight of the long-term investment of the Foundation's assets. The Foundation has engaged a registered investment advisor to provide investment advice and to manage the day-to-day investment activities. The investments are approved and managed in accordance with the *Zonta International Foundation Investment Policy Statement*.

The members of the Investment Committee should follow the development of global financial markets in general and the development of Zonta International Foundation's assets specifically.

### Committee Responsibilities

- General oversight of the Foundation investments.
- Regular communication with the investment advisors.
- Instructing advisors on investment decisions approved by the Board.
- Monthly and annual reviews of the investment reports.
- Quarterly committee electronic meetings to discuss suggestions from the investment advisors and the development of the funds.
- Biennial review of the contract with the investment advisors, if any.
- Biennial review and update of the Investment Policy Statement.
- Review Asset Target Allocation and Risk Tolerance of the investments before the second and the fourth Board meeting each biennium.

### Criteria for Membership

The committee should have:

- professional experience in accounting and/or investments,
- banking qualifications or experience,
- the ability to understand investment reporting,
- an understanding of the fiduciary responsibilities of protecting the assets and financial health of Zonta International Foundation, and
- the ability to work together with outside financial professionals such as investment advisors and investment banks.

More detail on the responsibilities of the Zonta International Foundation Investment Committee is in the *Zonta International and Zonta International Foundation Finance and Audit Manual*.

- ▶ *Bylaws of Zonta International Foundation*, Article VIII, Section 3.
- ▶ *Zonta International and Zonta International Foundation Finance and Audit Manual*.
- ▶ *Zonta International Investment Policy Statement* under Governance/Policies

## **Zonta International Foundation Manuals and Policies Committee**

This committee is a non-standing committee and must be approved by the new Board at the first Board meeting of a new biennium.

The committee is appointed by the president-elect for the upcoming biennium and should have at least four members, including the committee chairman and the Board liaison.

The purpose of the committee is to improve the efficiency in the updating of existing manuals, policies and guidelines describing the procedures of Zonta International and Zonta International Foundation and to introduce new manuals or policies where required or suggested.

### **Committee Responsibility**

- To ensure that existing manuals are continuously updated to reflect the operation of Zonta International and Zonta International Foundation correctly and consistently.
- To ensure that existing policies are meeting the requirement of the organization and that new policies are written where required. Outdated or no longer relevant policies must be retired.
- Ensure that all documents are consistent with the Bylaws and Rules of Procedure of Zonta International and Zonta International Foundation.
- Ensure that all manuals follow the same layout and style requirement
- Ensure that all policies and guidelines follow the same layout and style requirements.
- Ensure that information is not repeated but mentioned once where it is best placed and referred to by reference to that place in other documents.
- Aim to review and update, where required, all policies and manuals each biennium.
- Present all suggested amendments to the Board for approval.
- Verify that all manuals and policies are updated based on decisions adopted at convention.
- The chairman of the committee, appointed by the president elect for the next biennium, will be responsible for moving the editing work forward and setting deadlines to meet the board meeting dates for reporting and presentation.
- New updates must be presented to the headquarters liaison two weeks before the board meeting deadline.

### **Criteria for Membership**

The committee members should have:

- good understanding of the written English language,
- professional experience in areas of law, risk or compliance,
- understanding of finance and banking,
- experience as governor, international director or similar Zonta leadership, and
- good knowledge and understanding of Zonta operations, the governing documents and parliamentary procedures.

## **SECTION FIVE—Zonta International Foundation Ambassadors**

At least one foundation ambassador for each district is appointed by the governor. The foundation ambassador(s) reports to the district board in the same manner as the district committee chairmen.

The foundation ambassador educates Zontians about the International Service Projects, the Zonta Internationals Strategies to End Violence Against Women (ZISVAW) projects and the education programs of Zonta International. The foundation ambassadors encourage clubs and individuals to make donations to the Foundation.

### **Foundation Ambassador Responsibilities**

- Encourages each Zontian to make a meaningful gift to the Foundation.
- Encourages each Zonta club to give at least one-third of the net proceeds raised for service to the Zonta International Foundation in support of its projects and programs.
- In consultation with the governor and area directors, develops a corps of volunteers who promote interest in the Foundation and encourage annual gifts to any of the international service and education programs supported by Foundation funds.
- Recruits and trains volunteers who make presentations at the area and club levels.
- Assists the Development Committee and the Zonta International staff in identifying, cultivating and soliciting prospective individual donor for major and planned gifts.
- Coordinates presentations on giving opportunities at the district, area, and club levels
- Reports on the status of projects and programs, progress toward fundraising goals, and giving opportunities at district conference, through district newsletters, and at area and club meetings.
- Promotes the purposes of Zonta International and the Zonta International Foundation.
- Personally acknowledges achievements of district volunteers.
- Assists at the Foundation booth at the convention as requested.
- Reports regularly to the governor and the district board.
- Reviews fundraising reports from headquarters.
- Promotes donations at district conferences.
- Provides complete records and support as requested to the incoming district foundation ambassador.
- Educates members on how to make contributions to the Zonta International Foundation via the available payment methods.
- Provides members with general information about bequests and planned gifts to the Zonta International Foundation and information about the Mary E. Jenkins 1919 Society.

### **Criteria for Foundation Ambassadors**

Every foundation ambassador should have:

- a commitment to promoting fundraising for Zonta International's service projects and programs,
- a commitment to empowering women locally and internationally,

## SECTION FIVE—ZONTA INTERNATIONAL FOUNDATION AMBASSADORS

- made a personal gift to the Zonta International Foundation,
- the ability to communicate knowledgeably about the projects and programs of Zonta International internally and externally,
- an understanding of the foundation ambassador's relationships with the Development Committee and the governors, and
- the ability to travel within the district and willingness to appear at club, area, and district meetings to promote the Foundation and solicit contributions.

► *Bylaws of Zonta International Foundation, Article X*

## SECTION SIX—Zonta International Foundation Programs, Projects and Special Funds

The Zonta International Foundation provides funding for the following scholarship programs, International Service Projects and special funds.

### Fellowships, Scholarships and Awards <sup>3</sup>

**Amelia Earhart Fellowship (AE).** Established in 1938, the Amelia Earhart Fellowship provides monetary awards to women for PhD/doctoral degree study in aerospace-related sciences and aerospace-related engineering. The fellowship is an award at the international level and applications are made by applicants directly on the international website.

<https://foundation.zonta.org/Our-Programs/Educational-Programs/Amelia-Earhart-Fellowship>

**Jane M. Klausman Women in Business Scholarship (JMK).** This scholarship was established in 1998 by a bequest from Zontian and international parliamentarian, Jane M. Klausman. The fund provides scholarships to women undergraduate and master's degree students preparing for careers in business management. The scholarship is awarded at the district and international levels but applications are made to local Zonta clubs.

<https://foundation.zonta.org/Our-Programs/Educational-Programs/Jane-M-Klausman-Women-in-Business-Scholarship>

**Young Women in Public Affairs Award (YWPA).** The YWPA award was established in 1990 to honor young women in secondary level or pre-university schools who demonstrate a commitment to leadership in public policy, government and volunteer organizations. The award is given at the district and international level and clubs are encouraged to promote this scholarship locally. With several applicants, the club may offer a club award and submit the recipient's application to the district. <https://foundation.zonta.org/Our-Programs/Educational-Programs/Young-Women-in-Public-Affairs-Award>

Conducting local events to present awards to recipients of these programs promotes awareness of Zonta International's mission and may assist in recruiting potential club members.

### International Service Projects

As early as 1923, Zonta endorsed the work of Near East Relief in its efforts to care for 115,000 women and orphan children in Turkey. In 1946, the first formalized International Service Project was adopted. Beginning in 1962, Zonta worked primarily with United Nations agencies to fund projects that assist women to become economically self-sufficient and that address the health and educational needs of women.

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<sup>3</sup> The Women in Technology Scholarship is a pilot project established for the 2018-2020 biennium. The initial scholarship of US\$112,000 is funded through existing funds in the Rose Fund.

The International Service Projects vary from biennium to biennium and the suggested projects for the upcoming biennium are voted on by the convention after being chosen by the president-elect and approved by the Board.

The ZISVAW and International Service Programs have served millions of women in more than 60 countries worldwide.

**Zonta International Strategies to End Violence Against Women Program (ZISVAW).**

Zonta's commitment to eradicating violence against women began with the Zonta International Summit on Violence Against Women in 1995. Adopted as an International Service Project for the 1996-98 Biennium, ZISVAW became a service program in 1998. The ZISVAW Fund awards grants to United Nations agencies and recognized NGOs for projects that seek to change personal and/or political knowledge, attitudes and behavior that contribute to gender-based violence.

**Special Funds**

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

**Endowment Funds.** Endowment funds are restricted, program-specific or general funds where the principal of the gift remains undistributed, allowing the fund to grow over time. Currently the Zonta International Foundation has two endowments funds: the general Endowment Fund and the Amelia Earhart Endowment Fund.

<https://foundation.zonta.org/Our-Programs/International-Service-Program>

<https://foundation.zonta.org/Our-Programs/ZISVAW-Program>

► Zonta International Manual, Section Five – International Service Projects

## SECTION SEVEN—Program Department and UN Agencies

Since 2008, Zonta International and the Zonta International Foundation have partnered exclusively with various UN agencies on the International Service and the ZISVAW projects. Some of the more recent projects are:

### UN Women

*Safe Cities in Honduras, Voices Against Violence, The Future we Want – Addressing Human Trafficking and Unsafe Migration for Women and Girls in Nepal, Eid bi Eid to Support the Resilience and Empowerment of Syrian Refugee and Vulnerable Jordanian Women.*

### UNICEF

*The elimination of transmission of HIV/AIDS from Mother to Child in Rwanda, Let us Learn Madagascar.*

### UNFPA

*The Liberia Fistula Project, Ending Child Marriage in Niger*

For its centennial biennium 2018-2020 and for years to come, if the convention agrees, Zonta International has selected a major signature project together with UNICEF called *Ending Child Marriage: A Program to Accelerate Global Action*.

### Headquarters' Programs Department

Promotes international service projects and educational programs including:

- International Service projects,
- ZISVAW projects,
- Amelia Earhart Fellowships,
- Jane M. Klausman Women in Business Scholarships,
- Young Women in Public Affairs Awards,
- Women in Technology Scholarships, and
- Centennial Grants.

Other responsibilities include:

- communication with applicants and recipients,
- assisting the president-elect in obtaining abstracts and proposals during international service and ZISVAW project selection,
- distributing descriptions of proposed projects before convention and developing promotional materials for convention,
- working with partner agencies/organizations to draft agreements, memoranda of understanding, payment disbursement schedule and project update schedule, and
- follow-up with agencies on the progress of the projects and ensuring that reports are received in a timely fashion.

## SECTION EIGHT—Project Selection, Donations and Funding

In the first year of the biennium, the president-elect receives and reviews suggestions from potential partners for International Service and ZISVAW Projects for the next biennium.

The president-elect selects a number of projects and presents them together with the required funding to the Zonta International Foundation Finance, Audit & Risk Committee for consideration. In reviewing the funding request, the committee considers the financial status of the Foundation, projected donations for the current biennium and the proposal from the president-elect. Based on this review, the committee makes a recommendation of funding and fundraising goals for the upcoming biennium to the Zonta International Foundation Board for acceptance. The convention votes on adoption of the projects.

Once the projects are adopted Zonta International signs a memorandum of understanding for each project with the relevant partner outlining the terms of the project including the amount contracted by the Zonta International Foundation for the project. If the fundraising goals for the biennium are not fully met by donations, the Foundation uses its reserves to meet the obligations.

The president-elect should consider the status of the donations made to date as well as the trends of previous years and the most recent financial climate when discussing the funding with the agencies, in order to avoid undertaking more financial obligation than the expected level of donations for the biennium.

### Financing the Projects and Programs

The International Service Projects and the Education Programs are all funded through donations from members and other donors. This is done through several international campaigns such as *The Centennial Anniversary Endowment Campaign*, *Zonta Rose Day* and *Every Member every November* but also all through the year by individual, club and district donations made online or during conventions and district conferences. Each Zonta club is encouraged to give at least one-third of the net proceeds raised for service to the Zonta International Foundation in support of its projects and programs.

- ▶ Section Three, page 16 of this manual – Development Department
- ▶ *Zonta International Foundation Gift Acceptance Policy* under Governance/Policies on the international website
- ▶ *CAEC Donor Recognition Policy*, under Governance/Policies on the international website

<https://foundation.zonta.org/Your-Support/Ways-to-Give>

<https://foundation.zonta.org/Annual-Report>

### Fund Management

The Zonta International Foundation invests its funds in medium and long-term investment instruments. The investments separate the unrestricted funds and the restricted endowment

funds into different accounts. The income and interest from the unrestricted funds are also placed in a separate account, to be used to partly pay for administration costs for the Foundation.

The day-to-day operation of the investment portfolio is the responsibility of the independent investment advisor(s) under supervision of the Zonta International Foundation Investment Committee.

- ▶ *Zonta International Foundation Investment Policy Statement*
- ▶ *Zonta International and Zonta International Finance & Audit Manual*

### **Mary E. Jenkins 1919 Society**

The Mary E. Jenkins 1919 Society is the Zonta International Foundation's planned giving arm and was established in the 1998-2000 biennium. Its purpose is to honor and recognize individuals who include the Zonta International Foundation in their will or other estate plans. Through planned giving, donors are able to make a significant philanthropic commitment.

There are many types of planned and life-income gifts that can offer benefits to donors and their families, in addition to funding Zonta International's work. Donors are advised to consult their own legal, financial and tax advisers.

**Bequests.** Donors may name the Zonta International Foundation in their will or living trust by designating a specific dollar amount or a percentage of their estate.

**Life insurance.** All or a portion of the proceeds of a life insurance policy that is no longer needed can be donated. If donors are planning to name Zonta International Foundation as the beneficiary of an entire policy, the policy ownership should be transferred to the Foundation.

**Retirement plan assets.** The Foundation can be named as beneficiary of all or a portion of a qualified retirement plan or individual retirement account.

**Charitable remainder trust.** Donors can establish a trust that pays fixed or variable income for their lifetime or a term of years. Upon the termination of the trust, the remainder of the trust principal becomes available to the Foundation.

**Charitable lead trust.** Donors can create a charitable trust that pays fixed or variable income to the Foundation for a specific term of years. The principal is retained for the donor(s)' heirs.

## SECTION NINE—Communication

### Internal Communications

The Zonta International Foundation president is the chief spokesperson for the Foundation. Written communication on policy subjects or sensitive issues received by members of the Board are to be referred to the President. The President prepares a response and copies the Board.

The Board responds directly to normal operational inquiries on matters previously approved by the Board that are as public knowledge and reflect established policy and goals.

### Zonta International Foundation Website

The website is the main platform for donations and contains information about how to donate and which forms to use for which purposes. The website also provides information for donors and prospective donors about the Zonta International Foundation programs. Donors can log into the website to obtain information about their past donations and may also request details from headquarters. Other information about international and club activities, events, governance, tools, directory and leadership access can be found under Zonta International website and *My Zonta*.

### Newsletter

The Foundation distributes to all Zonta club members by email a quarterly newsletter with updates on programs and funding.

The Zonta International Foundation adheres to the *Donor Bill of Rights* developed by the Association of Fundraising Professionals, the Giving Institute, the Association for Healthcare Philanthropy and Council for Advancement and Support of Education.

### Donor Rights and Communication

To ensure that donors and prospective donors to the Foundation have full confidence in the Foundation and the programs they are asked to support, we believe that all donors have the following rights:

- To be informed of the Foundation's mission, of the way in which the Foundation intends to use donated resources, and of the Foundation's capacity to use donations effectively for their intended purposes.
- To be informed who serves on the Foundation Board, and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Foundation's most recent financial statements on the website.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality according to law.
- To expect that all relationships with individuals representing the Foundation will be professional in nature.
- To feel free to ask questions when making a donation and to receive prompt, truthful and accurate answers.

- ▶ *Gift Acceptance Policy*, under Governance/Policies on the Zonta International website
- ▶ *CAEC Donor Recognition Policy*, under Governance/Policies on the Zonta International website
- ▶ *Donor Information Policy*, under Governance/Policies on the Zonta International website
- ▶ *Use of Member Information by Zonta Leaders Policy* under Governance/Policies on the Zonta International website

## SECTION TEN—International Convention

The Zonta International Foundation presents its programs, projects, and funds to Zontians from around the world at the international convention.

### Foundation Booth

A Foundation booth is set up at the convention to facilitate and encourage donations. The hours that the booth is open must be clearly indicated in the convention program and by appropriate signage. The development department manager and staff have primary responsibility for operating the booth, with assistance from members of either the Development Committee or the Endowment Committee. Those operating the Foundation booth must be conversant with credit card handling and PCI procedures. The development manager is responsible for ensuring that any written credit card information is destroyed when no longer needed and that information that should be kept confidential and any cash, are stored in a secure place.

Visual aids and printed materials promoting the programs and projects funded by the Foundation and the achievements of the biennium should be displayed around the Foundation booth.

### Donor Recognition

The international convention presents an opportunity for the Foundation to recognize significant contributions from individual donors, Zonta clubs and districts. At each convention, the Foundation Board hosts a reception in honor of the Foundation's major and lifetime donors.

### Recognition of the Foundation in Business Session

The Foundation is committed to informing donors of the Foundation's mission, of the how Foundation has used and intends to use donated resources, and of the financial position of the Foundation. To this end, at each convention, the Foundation Board, the Development Committee chairman, the Finance Audit and Risk Committee chairman and/or the Treasurer/Secretary may provide information to attendees. This information highlights the achievements of the biennium ended, presents the financial position of the Foundation, and recognizes major and lifetime contributions from donors.

### Foundation Expenses at Convention

Expenses related to information materials, the Donors' Reception and any other Foundation special meeting taking place at the convention site are to be approved by the Zonta International Foundation Board. Sponsorship should be explored to fund these expenses.

► *Zonta International Convention Manual*

## **SECTION ELEVEN—Charity Rating and Board Effectiveness Assessment**

There are a variety of resources available to help donors determine a non-profit organization's legitimacy. These charity rating agencies provide information about a charity's financial efficiency, accountability, governance, and fundraising. Each agency evaluates different criteria. The Zonta International Foundation closely monitors its profile and rating on the prominent charity rating sites and works to ensure the highest marks.

### **Guidestar**

Guidestar is a 501(c)(3) organization that aggregates information from public sources about non-profit organizations registered with the US Internal Revenue Service. Guidestar displays Financial data including IRS Forms 990 and independent audit reports, but no information about the Zonta International Foundation programs.

Every non-profit is invited to update and maintain its profile, thus earning a *GuideStar Seal of Transparency*.

### **BBB Wise Giving Alliance (BBB WGA)**

The BBB Wise Giving Alliance rates 501(c)(3) charities based on a review of 20 standards that include transparency in governance, privacy policies and program spending. Those who meet standards are known as *accredited charities* by the group and are eligible to use BBB WGA's Charity Seal for a fee.

### **Board Effectiveness Assessment**

Zonta International Foundation seeks to define measurable goals to evaluate the success and impact of its programs and projects. Therefore, at least every two years, the Foundation assesses its performance and effectiveness and determine future actions required towards achieving its mission.

Copies of reports made during a biennium should be provided to the incoming Foundation Board.

► *Zonta International Foundation Board Effectiveness Policy* on the international website