



ZONTA
FOUNDATION
FOR WOMEN

Zonta Foundation for Women Manual

June 2024

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INTRODUCTION

Purpose

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

Audience

This manual should be read and followed by International Board 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 Foundation for Women Board¹ operates, directs and evaluates its role and effectiveness; it promotes uniformity and continuity in decision-making so that the leadership and staff of Zonta Foundation for Women 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 Foundation for Women, 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 the Zonta Foundation for Women*, 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.²

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 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, 12th Edition

¹ Throughout this manual, unless otherwise specified, *board* signifies Zonta Foundation for Women Board and *manual* signifies this manual, except where expressly stated otherwise. *Foundation* refers to the Zonta Foundation for Women.

² All ► references to other manuals and policies, refers to the Zonta International website, unless stated otherwise.

SECTION ONE – The Fundraising Arm of Zonta International

The purpose of the Zonta Foundation for Women 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 foundation is the fundraising arm of Zonta International and its activities are primarily focused on raising funds for the international service projects and education programs that have been decided upon by the voting members of Zonta International. These projects and programs are financed entirely through donations from members, and the public,

The foundation maintains a general endowment for long-term sustainability of international service projects and educational programs. A special endowment has been established to sustain the Amelia Earhart Fellowship.

Beginning with the 2022-2024 the foundation will be self-sufficient. It will no longer rely on funding from Zonta International but will use investment income generated from the foundation long-term investment account.

The financial assets of the foundation that exceed current needs and endowments 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 long-term investments are delegated to a registered investment advisor.

In accordance with the *Bylaws of the Zonta Foundation for Women*, 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.

- ▶ *Investment Policy Statement (Foundation)*
- ▶ *Finance and Audit Manual*, Section Three, Foundation Investment Committee
- ▶ *Bylaws of the Zonta Foundation for Women*, Article III, Members

Nonprofit Status

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

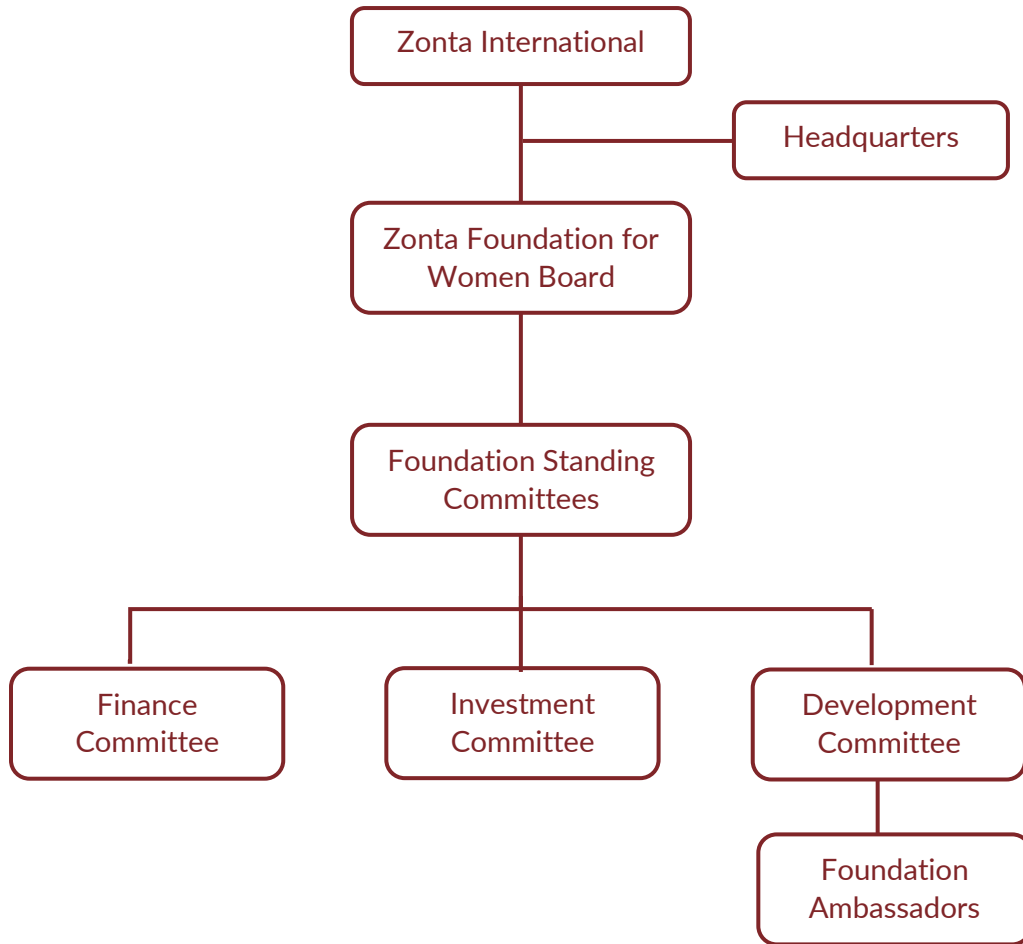
The Zonta Foundation for Women is a corporation that is qualified under the United States Internal Revenue Code as a 501(c)(3) – a nonprofit organization that is exempt from paying federal income tax, and donations to which are deductible for donors paying United States federal income tax. As a 501(c)(3) organization, the foundation is restricted to charitable, educational, and scientific purposes and receives its funding from donations. These funds 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 nonprofit 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. The foundation is prohibited by law from transferring funds to Zonta International except in payment for services provided.

In accordance with Internal Revenue Service Regulations, the foundation’s *Form 990, Return of Organization Exempt from Income Tax*, is available for public inspection on the Zonta International website and at the headquarters office in Oak Brook, Illinois, USA.

Zonta Foundation for Women Organization Chart



Zonta Foundation for Women 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

Two years, or until a successor takes office.

Officers and directors shall take office at the close of convention, or if no convention is held 15 days after the announcement of the election results.

Meetings

No fewer than five and no more than seven regular meetings.

Quorum

Majority of the members of the Board or executive committee, respectively.

Vote required for Adoption

Majority of the entire board or executive committee, respectively. Actions by the board by mail require 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 Foundation for Women 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. The foundation is incorporated in the State of Illinois and is therefore subject to Illinois law governing nonprofit corporations. The Zonta Foundation for Women 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 nonprofit organization.

The officers, directors and the executive director are legally responsible for the day-to-day decision-making of the foundation. They can be held personally liable³ 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 Foundation for Women.

Duty of Loyalty – It is prohibited for a director or officer to use their position in Zonta International, the Zonta Foundation for Women, 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 Foundation for Women 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 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 nonprofit 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.

The indemnification insurance policy protects officers and directors against financial loss arising from legal action against them pertaining to their conduct of Zonta Foundation for Women business.

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

³ Board members are covered for breach of duty by liability insurance in accordance with the *Bylaws of the Zonta Foundation for Women* Article IV, Section 7.

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 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 Foundation for Women Conflict of Interest Policy* and the committee members must also sign a *Conflict of Interest Form* each biennium.

► *Conflict of Interest Policy*

Governance and Governing Documents

Governing Documents

The Articles of Incorporation and Bylaws of the Zonta Foundation for Women 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 are available on the website. ► [My Zonta, Governance](#)

Policies

Various policies and guidelines adopted by the board of Zonta International and/or the Zonta Foundation for Women apply to either or both corporations. The following policies apply specifically to the foundation. All policies are available on the international website under [My Zonta/Governance/Policies and Guidelines](#).

Effectiveness Assessment Policy. This policy specifies how the foundation assesses its program performance and effectiveness and determines future actions to achieve its mission. This assessment is made once per biennium.

Confidentiality Policy. This 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.

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.

Data Protection Policy. This policy outlines the requirements of data protection and provides information about data held by the Foundation and how it is handled. The policy requires compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR) which is a regulation in EU law on data protection and privacy in the European Union (EU) and the European Economic Area (EEA).

Gift Acceptance Policy. This policy governs the acceptance of gifts and provides guidelines for donors and their professional advisors.

Investment Policy Statement. This policy sets the objectives and guidelines governing the long-term and endowment investments.

Privacy Policy. The foundation respects the confidentiality and privacy of donors. This policy specifies how donor information must be treated.

Program Reserve Policy. This policy provides guidelines for the use and replenishment of adequate financial reserves to meet biennial funding commitments for international service projects and education programs.

Risk Management Policy. This 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.

Spending Policy. This policy establishes the method to use to determine funds available for spending for foundation operations and endowments distributions.

Whistleblower Policy. This policy deals with the prevention of reprisals against employees of the foundation who report activity undertaken by other employees that may be in violation of the law, accounting practices or internal controls.

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

► *Bylaws of the Zonta Foundation for Women*, Article III, Members

SECTION TWO – Zonta Foundation for Women Board

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

Responsibilities and Principal Duties of the Board

The members of the Zonta Foundation for Women Board manage the affairs of the Foundation.

The board must consider the purposes of the foundation and donor requests, comply with laws and regulations, act in good faith, incur only appropriate and reasonable costs, and make a reasonable effort to verify facts.

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 foundation into an effective tool for assisting the empowerment of women.

Members of the board are encouraged to make a substantial gift to the 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 foundation through their involvement in programs and their financial support.

Scope. The scope of the board's authority includes all aspects of the foundation and its business, both internal and external, subject to the authority of the corporate member.

Specific Duties and Responsibilities

Members of the board are required to keep themselves informed about the foundation and all significant matters affecting or affected by it. The board:

- 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 programs, operations, endowments and capital budgets, if applicable and takes appropriate action.
- Ensures actions by the board are in accordance with the *Bylaws of the Zonta Foundation for Women*.
- Maintains the Investment Policy Statement, approving the appointment of the professional investment adviser(s), and approving asset allocation.

Responsibilities may be delegated to the Investment Committee or the professional investment adviser(s)

- 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 the 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 foundation's Executive Committee, Investment Committee, Finance Committee, 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 the Zonta Foundation for Women*, Article IV and V.
- ▶ *Zonta International Manual*, SECTION TWO, Responsibilities and Principal Duties of the Board

Zonta Foundation for Women 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 chair and members of the committees.
- Approves and/or appoints site visitors to 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 Foundation for Women 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 Foundation for Women Vice President

Serves as a member of the board, Executive Committee, Finance Committee and 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 Foundation for Women 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 board, Executive Committee, Finance Committee and 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 the 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 committee to discharge this responsibility.
- Works with the finance and investment committees to ensure that funds are invested in accordance with the *Investment Policy Statement* and the *Finance and Audit Manual*.
- Prepares on an annual basis the financial section of the Annual Report.

SECTION TWO – ZONTA FOUNDATION FOR WOMEN
Zonta Foundation for Women Board

- 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\$15,000, 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 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 Foundation for Women bylaws and/or as assigned by the president or the board.
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- ▶ *Zonta International Manual*, SECTION TWO.
 - ▶ *Finance & Audit Manual*, SECTION THREE
 - ▶ *Bylaws of Zonta International* Article VIII
 - ▶ *Bylaws of the Zonta Foundation for Women*, Article IV and V.

Executive Committee

The officers of the Zonta Foundation for Women constitute the foundation 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 foundation 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 the Zonta Foundation for Women, 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 the 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 an 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*

► *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 foundation board are familiar with Section TWO of the *Zonta International Manual*, especially:

- International board liaison and international representative
- Board meetings
- Board meeting schedules
- Board travel
- Board travel reimbursements
- Board minutes
- Board members' time requirements.
- 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 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 and strategy as determined by Zonta International and manages and administers the charitable services of Zonta Foundation for Women.

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

► *Zonta International Manual*, SECTION THREE, Headquarters' Executive Director

Executive Director

The executive director manages the headquarters office of Zonta International and the Zonta Foundation for Women and, as such, is 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 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 foundation's biennial goals and strategic plans. The general goals must include, but are not limited to:

- Support of biennial goals and the foundation's 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.
- Effective and timely communications,
- 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

► *Finance and Audit Manual*, SECTION TWO, TEN and TWELVE and Appendix A-D

Headquarters Development Department

The development department executes the 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.
- Processing donations.
- Cultivating relationships with foundation supporters.
- Protecting 501(c)(3) charitable integrity and status.
- Supporting Zonta 1919 Legacy Circle and planned giving.
- Working with the communications department to develop videos, graphics, presentations, and support material for foundation purposes.
- Working with the finance department in managing the foundation budget, expense reports, audit, and state registrations.
- Working with the programs department to promote the international service projects and educational programs.

Fundraising Campaigns

Throughout the biennium, the 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 fund development goals and priorities of the strategic plan.

Standard fundraising campaigns include:

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

Additional campaigns may also be organized 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 programs 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 Raiser's 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 deposited via mobile bank deposit.
- Cash is directly deposited at the bank.
- The previous day's deposit report and relevant documentation are downloaded daily from the Bank of America CashPro Online website.
- 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 left unposted until appropriate follow-up is completed to correctly allocate the contribution.
- The gift batch is posted, and contributions are booked in the appropriate donor records.
- The documentation is then filed electronically with the batch posting paperwork and the appropriate donor stewardship is conducted.

Luminate Online for online credit card transactions - daily. The donor makes a contribution online using a credit card, or PayPal, through the Donate button on the Zonta International website.

- 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 the 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 the appropriate donor records.
- The gift batch posting paperwork is then filed electronically 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 the donor.
- Batch is committed and gifts are booked in the 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 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 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 the 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 the 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 the appropriate donor records.

Leadership expense report donations through reimbursements - sporadic. The paperwork is received from accounting 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 the appropriate donor records.

Equity donations through shares of stock - sporadic. Staff is notified of stock donation either by the donor or CAP STRAT staff.

- Stock donations are deposited into the Charles Schwab long-term investment brokerage account.
- Staff receives information pertaining to stock donation including:
 - Stock name and number of shares given.
 - Date received.
 - Average high and low on date received.
 - Donor information.
- Staff matches up stock with donation form.

SECTION THREE – ZONTA INTERNATIONAL HEADQUARTERS
Headquarters Development Department

- Donation forms are either emailed to the general foundation email address or the donor completes the *Stock Donation 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.
- At the end of each month, a reconciliation report is prepared comparing bank activity with Raiser's Edge activity. The report is used by the outsourced accounting firm to record contribution activity.

SECTION FOUR – Zonta Foundation for Women 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 Committee

Special Committees

- Manuals & Policies Working Group

Committee Chair and Members

Chair 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 chair. Prior to the convention, the committee chair-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 actionplan to meet their responsibilities. The biennial plans should be developed within the framework of the current strategic plan and proposed biennial goals.

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

Reporting. Chairs are to provide written reports on their 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 executive department will post the report on the board meeting platform 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 chair will present a committee report at convention if requested by the president.

Communication and publicity. The chair 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 foundation board or Manuals and Policies Working Group for review and presentation to the board for approval.

- Communicate with district chairs periodically.
- Recommend processes, including cost and resources for these, in order to promote the work of the committee.
- Collaborate with other committee chairs 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 the strategic plan and input from the president-elect. The president-elect will communicate the amount, if applicable after budget approval, to the incoming committee chair.

If applicable, chairs ensure that committee members adhere to budget guidelines and report expenses on the *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 chair 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 chair, should be forwarded to headquarters for reimbursement. Reimbursement will be made within 30 days of receipt of the approved form. The chair's expenses will be approved by the treasurer/secretary.

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

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

Responsibilities of Headquarters' Staff Liaison to International Committees

A headquarters 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 the foundation's historical files.

Further, the headquarters staff liaison:

- Supports the president/board liaison with the flow of information between the board and the committee chair.
- Supports the committee chair.
- 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 chair on effective committee operations such as email updates, arranging conference calls, minutes, document sharing and more.
- Offers support to the committee chair 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 Committee and the director of finance as liaison to the Finance and Investment Committees.

Zonta Foundation for Women Development Committee

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

The committee promotes the foundation's mission, goals, programs and giving opportunities to Zontians, Zonta clubs, friends of Zonta, foundations, corporations and other sources to secure funds necessary to support Zonta charitable programs. The committee also increases awareness of and encourages planned giving under the Zonta 1919 Legacy Circle and other legacy programs as approved by the board.

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 the foundation and provides an example for others.
- Promotes planned gifts as part of the Zonta 1919 Legacy Circle.
- 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, education programs and 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.
- The ability to work as a member of a team.
- An understanding of the relationship between the committee and the foundation ambassadors.

► *Bylaws of the Zonta Foundation for Women, Article VIII, Section 2.*

Zonta Foundation for Women Finance Committee

The president-elect appoints a Zonta Foundation for Women Finance Committee for the upcoming biennium. The committee should have at least three members, including the committee chair. At least one of the members must have significant financial knowledge and should preferably be a United States accounting professional. 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 programs, operations and endowments budgets for submission to the Board.
- Reviewing the monthly financial reports of the 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 collaboration with headquarters management and the Zonta International Finance Committee chair, preparing a budget proposal and presents it to the board for approval.
- If requested by the president, reporting at the convention on the financial position of the 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 the Foundation.
- Experience in preparing and analyzing budgets for an organization.
- The ability to work together with outside financial professionals.

► *Finance and Audit Manual*, SECTION THREE

► *Bylaws of the Zonta International Foundation*, Article VIII, Section 1

Zonta Foundation for Women Investment Committee

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

The Investment Committee is responsible for the oversight of the long-term and endowments investments. 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 Foundation for Women Investment Policy Statement*.

The members of the investment committee should follow the development of global financial markets in general and the foundation's long-term investments specifically.

Committee Responsibilities

- General oversight of foundation investments.
- Evaluate and recommend revisions to the Investment Policy Statement to the board, including the investment strategy.
- Evaluate and recommend investment professionals for appointment as advisor(s) at least every six years, unless postponed by board decision.
- Review the investments strategic asset allocation and risk tolerance at least annually and report the results to the board, including any recommended changes.
- Inform advisor(s) of risk posture for investment accounts.
- Monitor compliance with the *Investment Policy Statement* and relevant policies and guidelines.
- Review investment statements monthly and performance reviews quarterly to evaluate performance and report to the board.
- Review investment expenses.
- Meet quarterly with the investment advisors to review performance and market conditions.
- Biennial review and update of the *Investment Policy Statement*.

Criteria for Membership

The committee should have:

- Professional experience in investments.
- The ability to understand investment reporting
- An understanding of the fiduciary responsibilities of protecting the investments and financial health of the foundation.
- The ability to work together with outside financial professionals.

► *Bylaws of the Zonta Foundation for Women*, Article VIII, Section 3.

SECTION FOUR – ZONTA FOUNDATION FOR WOMEN COMMITTEES
Zonta Foundation for Women Investment Committee

- ▶ *Finance and Audit Manual.*
- ▶ *Zonta Foundation for Women Investment Policy Statement*

Zonta International Manuals and Policies Working Group

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

The committee, if desired, is appointed by the president-elect for the upcoming biennium and should have at least four members, including the committee chair 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 the 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 the 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 the 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 chair 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.
- Good knowledge and understanding of Zonta operations, the governing documents and parliamentary procedures.

SECTION FIVE – Zonta Foundation for Women Ambassadors

Each district is encouraged to have

- A team of foundation ambassadors, appointed by the governor, with one lead foundation ambassador who communicates with the Development Committee.
- Part of this team shall include experienced Zontians in the district who can conduct confidential conversations about details of giving to the Endowment.

The foundation ambassadors shall cover the different areas, countries, and/or languages of the district.

The foundation ambassadors educate Zontians about the International Service Projects and the education programs of Zonta International. The foundation ambassadors encourage clubs and individuals to make donations to the Foundation. The lead foundation ambassador reports to the district board in the same manner as the district committee chairs.

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 foundation in support of its projects and programs.
- Assists the Development Committee and the Zonta International staff in identifying, cultivating and soliciting prospective individual donor for major and planned gifts.
- Attends three-four training sessions during the biennium.
- Organizes 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 foundation.
- Acknowledges achievements of district volunteers and donors.
- Assists at the foundation booth at the convention as requested.
- Reports regularly to the governor and the district board.
- Reviews fundraising reports from headquarters, keeping the information confidential.
- Organizes fundraising opportunities and coordinates donations at district conferences, area and club meetings and other Zonta and non-Zonta events.
- Provides complete records and support as requested to the incoming district foundation ambassador(s).
- Educates members on how to make contributions to the foundation via the available payment methods.
- Provides members with general information about the endowment funds, planned gifts to the Zonta Foundation for Women and information about the Zonta 1919 Legacy Circle.
- Using their expertise and knowledge of the foundation's endowment funds supports and cultivates potential donors in giving to the endowment through personalized one-on-one communication, donor visits and follow-up.

Criteria for Foundation Ambassadors

Every foundation ambassador should have:

- A commitment to promoting fundraising for Zonta International's service projects and programs, endowment funds, and the Zonta 1919 Legacy Circle.
- A commitment to empowering women locally and internationally.
- Made a personal gift to the foundation.
- The ability to communicate knowledgeably about the projects and programs of Zonta International internally and externally.
- Strong public speaking skills and feel comfortable speaking before a group.
- An understanding of the foundation ambassador's relationships with the development committee and the governors.
- The ability to travel within the district and willingness to appear at district, area, club meetings and other events to promote the foundation and solicit contributions.
- Deeper knowledge about the procedures of donating to the endowment funds and the Zonta 1919 Legacy Circle and the willingness to meet with potential donors on a one-to-one basis, as specialists for the endowment.

► *Bylaws of the Zonta Foundation for Women, Article X*

SECTION SIX – Foundation Funds

The Zonta Foundation for Women maintains funds to track resources and spending for programs, operations and endowments.

Programs - Fellowships and Awards

Amelia Earhart Fellowship. 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.

Young Women in Leadership Award. The 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.

Additional information is available on the international website.

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.

Programs - International Service Fund

The international service fund supports programs that fulfil Zonta International's mission and have provided training, education, health, sanitation, agricultural and micro-credit assistance to women primarily through projects implemented by agencies of the United Nations and other recognized non-governmental organizations.

The international service projects vary from biennium to biennium and the suggested projects are chosen by the president-elect, approved by the board and then voted on by the convention.

Programs - 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.

Operations Fund.

The operations fund is unrestricted. Sources include investment earnings and sale of a building previously owned by the foundation. Expenses are necessary to administer the foundation and donor recognition.

Endowment Funds.

Endowment funds are restricted, program-specific or general funds where the principal of the gift remains undistributed, allowing the fund to generate income for distributions. Currently, the foundation has two endowments funds: the general Endowment Fund and the Amelia Earhart Endowment Fund.

SECTION SIX – FOUNDATION PROGRAMS, PROJECTS AND SPECIAL FUNDS

- ▶ *Zonta International Manual*, SECTION SIX – International Service Projects
- ▶ Finance and Audit Manual, SECTION TWO

SECTION SEVEN – Program Department and UN Agencies

Since 2008, Zonta International and the Zonta Foundation for Women have partnered exclusively with various United Nations agencies on the International Service projects, including UN Women, UNICEF - United Nations International Children's Emergency Fund and UNFPA - United Nations Population Fund.

Headquarters' Programs Department

The headquarters programs department promotes Zonta International biennium programs and projects with the following responsibilities:

- Communication with fellowship, scholarship and award applicants and recipients.
- Assist the president-elect in obtaining abstracts and proposals during international service project selection.
- Distribute descriptions of proposed projects before convention and developing promotional materials for convention.
- Work with partner agencies/organizations to draft agreements, memoranda of understanding, payment disbursement schedule and project update schedule.
- 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

Biennial Service Projects and Education Programs

In the first year of the biennium, the president-elect receives and reviews suggestions from potential partners for international service projects for the next biennium.

Funds available. During the second year of the biennium, the Finance Committee notifies the president-elect in August of the preliminary amount of funds available for International Service Projects and education programs for the following biennium. The final amount available will be provided to the board and president-elect shortly after the annual audit is complete.

Project selection. The president-elect selects a number of projects and programs and presents them together with the required funding to the foundation's board for consideration. The board votes on acceptance of the projects and funding levels for presentation to the convention for adoption.

Fund development. A like amount is established for the fund development goal to be accepted by the board for presentation to the convention for adoption.

Programs budget. A programs budget is presented to the board for approval. Revenues consist of the fund development goal and endowment distributions. The expenses commit to fund the International Service Projects and education programs that will be voted on by the convention.

Memorandums of Understanding. 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 foundation for the project.

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 *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 foundation in support of its projects and programs.

Available endowment distributions are identified during the second year of the biennium, based on consideration of the calculation and other factors identified in the *Spending Policy*. The Finance Committee notifies the president-elect and board in August of the amount available for International Service Projects and education programs for the next biennium.

- ▶ SECTION THREE, page 16 of this manual – Development Department
- ▶ *Gift Acceptance Policy*

- ▶ *Program Reserves Policy (Foundation)*
- ▶ *Spending Policy (Foundation)*

- ▶ *Investment Policy Statement (Foundation)*
- ▶ *Finance & Audit Manual*

Zonta 1919 Legacy Circle

The Zonta 1919 Legacy Circle promotes planned giving and was established in the 1998-2000 biennium. Its purpose is to honor and recognize individuals who include the 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 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 can be donated by naming the Zonta Foundation for Women as beneficiary. The policy may be held in the donor's name or Zonta Foundation for Women.

Retirement plan assets. The foundation can be named as the 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 Foundation for Women 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 and Zonta Foundation for Women 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 foundation's programs. Donors can login to 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 provides updates on projects and programs to all Zonta club members by the monthly email newsletter.

The 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 acknowledgment 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*
- ▶ *Data Protection Policy*
- ▶ *Confidentiality Policy and Form*

SECTION TEN – International Convention

The Zonta Foundation for Women 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 the development committee. Those operating the Foundation booth must be conversant with credit card handling and Payment Card Industry (PCI) Security Standards. 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 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, before or at each convention, the foundation board, the development committee chair, the finance committee chair 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 foundation board. Sponsorship should be explored to fund these expenses.

► *Zonta International Convention Manual*

SECTION ELEVEN – Charity Rating and Effectiveness Assessment

There are a variety of resources available to help donors determine a nonprofit 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 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 nonprofit organizations registered with the U.S. Internal Revenue Service. GuideStar displays financial data including IRS Forms 990 and independent audit reports, but no information about the foundation's programs.

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

BBB Wise Giving Alliance (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

The 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 program 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.

► *Effectiveness Assessment Policy*