



ZONTA
INTERNATIONAL

Zonta International Convention Manual

January 2025

CONTENTS

| | |
|---|-----------|
| INTRODUCTION | 1 |
| SECTION ONE – Overview | 2 |
| SECTION TWO – Convention Format | 4 |
| Purpose | 4 |
| Convention Period and Format..... | 4 |
| General Convention Progra..... | 4 |
| Business Meeting Format..... | 4 |
| Program Activities..... | 5 |
| Outline Agenda for Business Sessions..... | 6 |
| SECTION THREE – Board Responsibilities..... | 8 |
| Zonta International Board | 8 |
| Zonta Foundation for Women Board | 8 |
| International President..... | 8 |
| President-elect | 9 |
| SECTION FOUR – Convention Committee Responsibilities | 10 |
| Convention Committee Chair | 10 |
| Convention Treasurer..... | 10 |
| Convention Committee Members | 10 |
| District(s) of the Convention Site | 11 |
| SECTION FIVE – Convention Management Company (CMC)..... | 13 |
| Main Responsibilities of the CMC..... | 13 |
| SECTION SIX – Zonta International Headquarters..... | 16 |
| Executive Director | 16 |

| | |
|---|-----------|
| Director of Finance | 17 |
| Membership Manager..... | 18 |
| Communications Manager..... | 18 |
| Programs & Event Manager Role | 18 |
| Zonta Foundation for Women Development Manager | 19 |
| SECTION SEVEN – Convention Finances | 20 |
| Budget Management | 20 |
| Accounting..... | 20 |
| Payments | 21 |
| Vendor Invoices..... | 21 |
| Expense Reimbursement Requests. | 21 |
| Credit cards. | 21 |
| Competitive Bids/Quotes. | 22 |
| Contracts and Agreements..... | 22 |
| Bank Account | 22 |
| Registration Fee | 23 |
| Refunds | 23 |
| Excess Funds or Shortfall..... | 23 |
| SECTION EIGHT – Convention Governing Rules and Procedures..... | 24 |
| Convention Standing Rules | 24 |
| Credentialing | 24 |
| Delegates and Alternates | 24 |
| Voting Members | 24 |
| Motions..... | 25 |
| Elections..... | 25 |

| | |
|---|-----------|
| Miscellaneous..... | 26 |
| SECTION NINE – Convention Elements | 27 |
| Registration | 27 |
| Ribbons | 27 |
| Credentials | 28 |
| Election Method..... | 29 |
| Candidates | 29 |
| Scripts | 29 |
| Audio/Visual Presentations..... | 30 |
| Rehearsals | 30 |
| Minutes..... | 30 |
| Public Relations..... | 30 |
| Sponsoring of Events | 30 |
| Marketplace..... | 31 |
| Zonta Store..... | 31 |
| Hospitality..... | 31 |
| Master of Ceremonies | 31 |
| Flags/Posting the Colors | 31 |
| Letters to District or Local Authorities | 32 |
| VIPs/Protocol..... | 32 |
| Past International President (PIP) Protocol | 32 |
| Photographer..... | 33 |
| Entertainment and Optional Programs | 33 |
| Evaluation..... | 33 |
| SECTION TEN – Travel and Accommodation | 34 |

| | |
|--|-----------|
| Hotels | 34 |
| Official Travel Agent | 34 |
| Official Airline(s) | 34 |
| Visas | 34 |
| Transportation | 34 |
| General Information..... | 34 |
| APPENDIX A – Chronological Order of Zonta Countries | 35 |
| APPENDIX B – Convention Sites since 1921 with Themes since 1976 | 36 |
| APPENDIX C – Keynote Speakers | 39 |
| APPENDIX D – Sample Convention Budget..... | 43 |
| APPENDIX E – Sample Standing Rules of Convention | 46 |

INTRODUCTION

Purpose

The purpose of this manual is to guide and assist Zonta International and Zonta Foundation for Women in discharging their responsibilities in connection with the planning and execution of the biennial convention.¹

Audience

The manual should be read and followed by the Convention Committee chair, the Convention Committee members, the international board, parliamentarian, risk manager, executive director, headquarters' staff and Zontians or external service providers involved in the planning and execution of the convention, and as mandated by the committee chair.

Content and Use

The manual describes the processes pertaining to the international convention.

The manual is not a substitute for the Bylaws of Zonta International or 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.²

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, *board* signifies the international board and *manual* signifies this manual, except where expressly stated otherwise..

² All ► references are to the Zonta International website, unless stated otherwise

SECTION ONE – Overview

Zonta International is ultimately responsible for the convention. The board is responsible for the program content of the convention, as suggested by the president. The Zonta International Board determines time, place and program of the convention and whether it is held in-person, or electronically or a combination of both. In addition, a motivational and educational program and social gatherings may be planned.

The Convention Committee is responsible for all arrangements and implementation – including delegation of certain issues to the Convention Management Company (CMC), if one is used, in consultation with the president. Major contracts for facilities, hotels and meal functions may be negotiated by the CMC as per agreement signed with Zonta International and agreed by the Convention Committee. Advice may be asked for and given by headquarters to ensure contract protocol is followed. Contracts must be checked by risk manager and legal counsel before signing so that risks in connection with the convention are taken into account and to ensure that the contracts are not in conflict with United States laws under which Zonta International operates or applicable laws of the host country.

► Bylaws of Zonta International, Article XI

Convention Site Selection

The Zonta International Board has recommended the following rotation of global regions for the convention site/location:

- Zone 1 North, Central and South America
- Zone 2 Europe and Africa
- Zone 3 Australia, New Zealand and Asia.

► *Site Selection Policy* under Governance/Policies

Attendance Statistics from Previous Conventions

| Venue | Year | Participants In person | Participants virtually | Closing Ceremony/ Gala/Farewell Party | Foundation Reception |
|------------|------|---------------------------|---------------------------|--|-------------------------|
| | | | | | |
| Detroit | 1994 | 2602 | | | |
| St Louis | 1996 | 1993 | | | |
| Paris | 1998 | 1800 | | | |
| Hawaii | 2000 | 2477 | | | |
| Gothenburg | 2002 | 2199 | | | |
| New York | 2004 | 2808 | | 1560 | |
| Melbourne | 2006 | 1915 | | 1519 | |
| Rotterdam | 2008 | 2039 | | 1097 | |

| | | | | | |
|-----------------|------|------|-----|------|-----|
| San Antonio | 2010 | 1606 | | | |
| Torino | 2012 | 2353 | | 1082 | 250 |
| Orlando | 2014 | 1650 | | 1214 | 375 |
| Nice | 2016 | 2470 | | 1322 | |
| Yokohama | 2018 | 2308 | | 996 | 350 |
| Chicago | 2020 | N/A | | N/A | N/A |
| Hamburg | 2022 | 2195 | 526 | | |
| Brisbane | 2024 | 1460 | 162 | 892 | 183 |

SECTION TWO – Convention Format

Purpose

The Zonta International Convention is the assembly of voting members to take decisions necessary to conduct the business of the organization and to present an informative, motivational, and educational program, and receive reports. The Zonta International Board shall determine business of the convention, which may include elections, voting on proposed amendments to the bylaws, on dues and fees, on resolutions and goals that establish the international service projects and programs, and for any other business that may properly come before the convention assembly.

Convention Period and Format

The board determines the time, place and program of the convention and whether it is held in person or electronically or a combination of both. The convention shall be held at least once in a biennium, in even numbered years and include a weekend.

The president and the Convention Committee chair outline a preliminary program as a working agenda for the committee. This preliminary program needs to be established early in the process. The program eventually develops to become the final program of the convention. The board should review and approve the draft program no later than June of the odd numbered year to allow publication of the *Call to Convention* in time.

In addition to the main convention program, the Convention Committee will need to plan for and support logistics of a board meeting both before and after the convention.

General Convention Progra

The sample below represents a proposed four-day program including three business convention days and some optional activities. However, the program must be flexible enough to accomplish the convention's purposes in a shorter time if necessary. Some elements of the program such as *Meet the Candidates* may be held virtually prior to the start of convention.

Pre-start day. Registration, credentials, Zonta Store, marketplace and the foundation booth to be open. Rehearsal flag ceremony, rehearsal of memorial service, first-timer and delegate orientation, optional open forum, optional workshops.

Day one, two and three of convention. Opening ceremony, keynote speaker, business sessions, Meet the Candidates, elections, memorial service, Zonta Foundation for Women donor receptions and governors' reunion dinner(s), past international presidents' get-together, installation rehearsal and installation of incoming board, team luncheon for incoming board and committee chairs, leadership installation and closing ceremony.

Business Meeting Format

Zonta International business including voting may be conducted and action may be taken (i) at a meeting in-person, (ii) through the use of mail or electronic ballot, or (iii) at a meeting through conference telephone or interactive technology, including but not limited to electronic

transmission, internet usage, or remote communication, by means of which all persons participating in the meeting can simultaneously hear and communicate with each other. Participation in such meeting shall constitute attendance and in-person presence at the meeting of each person so participating.

Notice of Business Meetings

The written notice of the place, day and hour of official business meetings and the purpose or purposes shall be issued to voting members not less than five nor more than 60 days before the convention. This will detail when voting takes place.

► *Bylaws of Zonta International, Article VI*

Program Activities

Open forum. Optional session for the president and board to provide an informational update or Q&A session with voting members and attendees prior to the official start of convention.

Delegates/voting members orientation. Designed to make delegates and alternates familiar with facilities, voting systems and procedures. Should include practical information as well as a guide through the program. As many delegates are not familiar with *Robert's Rules of Order*, Zonta International's parliamentary authority, this is also an opportunity to provide basic information about parliamentary procedure.

First-timers orientation. Designed to recognize first-time attendees and provide key information about their experience during a convention.

Opening ceremony. Developed by the president together with the Convention Committee chair, this ceremony serves as both an official welcome and a celebration.

Business sessions. Sessions cover a range of topics including elections, reports, bylaws proposals, keynote presentations, biennial goals, recognitions and information on international service projects among other things.

► *Outline Agenda for Business Sessions, page six.*

Memorial service. The Convention Committee chair together with the president appoints a subcommittee chair to organize the memorial service. The subcommittee chair will make the arrangements for the room, music, and program and coordinates the remembrance service.

Workshops. Workshops are held at the discretion of the president. Workshops may be supported by the Zonta International headquarters and international committees.

Closing banquet/installation. This event honors the Zonta International leaders and closes the convention. It may include the installation ceremonies for governors, board officers and

directors and International Nominating Committee, unless this has been done already in a business session.

Donor reception. The Zonta Foundation for Women Board, Development Committee and the Zonta Foundation for Women development manager are in charge of planning events that recognize individuals, clubs and districts that have made very substantial donations to the foundation, pursuant to guidelines established by the foundation board. Timing and location are coordinated with the Convention Committee chair and approved by the president. These events are by invitation only and are funded from the Zonta Foundation for Women budget.

Governor class reunions. The Convention Committee plans this opportunity for past governors to come together. The timing, location and fee are approved by the president.

Past international presidents' get-together. An invitation-only breakfast, lunch, or dinner for the past international presidents attending the convention is hosted by the Convention Committee. The timing for the event must not conflict with other essential activities. It is preferred to have a dinner, but it should be a minimum of a two-hour event at a private location.

Illustrative Outline Agenda for Business Sessions

Introductions

- Presidential appointments.
- Zonta International and Zonta Foundation for Women boards.
- Governors as a group.
- Past international presidents.
- Honorary members.
- Speakers.
- Special guests.

Presentation for approval

- Credentials – each session or as required.
- Standing rules.
- Convention program.

Reports – covering the biennium that ends with the convention

- Zonta International and Zonta Foundation for Women president.
- Zonta International treasurer and Finance Committee chair.
- Zonta Foundation for Women treasurer and Finance Committee chair.
- Executive director

Reports – committees.

- Nominating Committee – including presentation of candidates.
- Credentials Committee – each session or as required.

- Elections Committee – after count of election votes.
- Finance Committee.
- Bylaws and Resolutions Committee.
- Others as determined by program.

Elections

- Zonta International officers, directors and International Nominating Committee.

Recognitions and awards. These may vary by convention.

- **Recognitions**
 - Major gifts to the Zonta Foundation for Women.
 - Membership achievements.
 - Local service projects.
- **Awards**
 - International honorary member/s.
 - Meritorious Service Awards.
 - Amelia Earhart Fellowship.
 - Zonta Women in Business Leadership Award.
 - Zonta Women in STEM Award
 - Zonta Young Women in Leadership Award.

Presentation and approval of program for coming biennium. The president-elect is responsible for presentation of Biennial Goals and International Service Projects and Programs suggested for the coming biennium and to be voted on by the convention.

Invitation to next convention. Invitation and information should be given only for the convention approved for the next biennium.

SECTION THREE – Board Responsibilities

Zonta International Board

Planning for each Convention will start early and may cross over biennia. Therefore, different international boards may be responsible for different stages of convention planning. The board:

- Maintains general oversight, final responsibility, and authority.
- Approves the Convention site.
- Approves the convention budget and sets the registration fee.
- Approves the program schedule.

The site selection process can include the involvement of a company to assist with selection of the conference center and, if required, hotels. In such case, a *Request for Proposal* will be prepared by the executive director under direction of the international president. The conference center and the hotel could be one and the same. This process should begin five years prior to the convention.

- ▶ *Bylaws of Zonta International, Article XI*
- ▶ *Convention Site Selection Policy*

Zonta Foundation for Women Board

The Zonta Foundation for Women Board is responsible for foundation activities at convention. It delegates to the Development Committee and/or development manager the responsibility for the following:

- Assumes management for foundation booth, donor receptions and all fundraising activities.
- Assumes responsibility of planning a donor reception that recognizes individuals, clubs and districts that have made very substantial donations to the foundation. Timing and location are coordinated with the Convention Committee chair and approved by the president.
- Communicates event and activity requests for space, equipment, stand/booth, video and other requirements to the Convention Committee.
- Develops budgets for their activities.
- Develops presentations as requested by the president.

International President

In consultation with the board, the president plans the convention program and assigns responsibilities to the Convention Committee, CMC, headquarters and other Zonta leaders. The president is also directly supported by the executive director.

The president serves as chair of a Convention Executive Committee comprising the Convention Committee chair, convention treasurer, Zonta International treasurer, executive director and other individuals as designated by the president. Other responsibilities of the president include:

- Appoints Elections Committee chair.

- Appoints Registration Committee chair.
- Appoints Credentials Committee chair.
- Appoints chair of timekeepers.
- Appoints chair of monitors.
- Appoints protocol chair.
- Appoints parliamentarian.
- Selects master of ceremonies.
- Develops the theme.
- Selects speakers.
- Selects flag bearers.
- Directs the contents of scripts.

President-elect

The president-elect has the following main responsibilities:

- Presents the Biennial Goals and the International Service Projects for the following biennium, to be voted on by the voting members.
- Appoints Convention Committee chair and treasurer for the convention ending the following biennium.
- Any other task as directed by the president.

SECTION FOUR – Convention Committee Responsibilities

Convention Committee Chair

The Convention Committee chair is the team leader and primarily responsible for the management of the convention. This is a major undertaking that spans roughly a 40-month period including 36 months pre-event and four months post-event. The Convention Committee chair is appointed by the president-elect in the beginning of the biennium preceding the convention, subject to board approval.

The Convention Committee chair is responsible for establishing and maintaining close contact with the president, the executive director, the CMC and all vendors.

Convention Treasurer

The convention treasurer works closely with the Convention Committee chair. This job spans roughly a 30-month period including 24 months pre-event and four months post-event. The appointment may be made at the same time as the Convention Committee chair.

The convention treasurer leads the committee work in preparing the budget, in cooperation with the president, international treasurer/secretary, International Finance Committee chair, headquarters team and the CMC. The budget is submitted to the board for approval no later than at the board meeting in June of the odd-numbered year.

The convention treasurer, who should be a certified public accountant or equivalent, acts as controller of the convention finances. The convention treasurer must keep tight control of the convention budget and keep any debt to a minimum. Accounting reports must be sent to headquarters on a specified schedule.

► SECTION SEVEN – Convention Finances

Convention Committee Members

The president-elect and the Convention Committee chair suggest other members of the Convention Committee, for approval by the board. The Convention Committee chair may appoint subcommittees at the chair's own discretion as appropriate given the convention program. The convention subcommittee chairs and members should, if feasible, be selected from the district in which the convention is located. Individual professional skills and knowledge of Zonta matters should be the primary considerations when selecting the subcommittee chairs. The subcommittees may include:

Technical Subcommittees

- AV/production.
- Credentials.
- Elections.
- Monitors.
- Opening & closing ceremonies.

- Installation.
- Protocol.
- Registration.
- Timekeeper.
- Website/newsletter.

General subcommittees

- Airport reception.
- Post-opening ceremony reception.
- Catering,.
- Decorations.
- Entertainment.
- Facilities.
- Hospitality.
- Luncheons.
- Marketplace.
- Memorial service.
- Newsletter.
- Photographer.
- PIP protocol.
- Public relations.
- Risk management.
- Security.
- Signage,.
- Sponsorship.
- Tours,.
- Transportation.
- Volunteers.
- Workshops.
- Closing banquet.

A local legal advisor may be appointed as well by the Convention Committee chair.

The governor(s) of the host district(s) should be kept informed on all convention matters. The governor and other members of the district board(s) may serve on the Convention Committee.

► SECTION FIVE – Responsibilities of CMC

District(s) of the Convention Site

The host district(s) assists the Convention Committee in coordinating local arrangements and volunteers. These responsibilities may include:

SECTION FOUR – Convention Committee Responsibilities

- Arrange staff and provide amenities for hospitality room, in cooperation with the Convention Committee.
- Provide greeter services at airports, train stations and registration area and load buses when needed.
- Coordinate marketplace.

Zontians from the host district generally provide for the sale of souvenirs, crafts, and items indigenous to their geographic location and culture. Based on the size and geographic location of the district, the Convention Committee chair has discretion to expand participation in the marketplace to clubs in adjacent districts.

SECTION FIVE – Convention Management Company (CMC)

For a convention to be financially, technically and professionally successful, it is recommended that a professional CMC is engaged.

The Convention Committee needs to be a knowledgeable counterpart to the CMC. In the written agreement between Zonta International and the CMC, roles and responsibilities including reporting lines must be described.

If a professional CMC is engaged, the Convention Committee chair must cooperate closely with the CMC through the complete convention work cycle.

Based on local tax/VAT regulations and the skills of local Zonta clubs and the Convention Committee, the committee will suggest to the president the extent to which to use the services of the CMC. The duties of the CMC could range from managing specific requirements to taking responsibility for all convention activities except the conduct of Zonta International business.

If a CMC is retained, the executive director will work with the Convention Committee chair to prepare a *Request for Proposal* and send it to potential CMCs.

The executive director will review bids and check references and one company will be selected and presented to the international board for approval. When selecting the CMC, consideration should be given to who will best represent Zonta professionally and who will give Zonta value for money. This may not be the lowest bidder. Priority should also be given to seeking partnerships that offer ongoing cooperation. Using a partner with existing knowledge of arranging Zonta International conventions would be efficient.

Main Responsibilities of the CMC

Responsibilities to be managed by the CMC may include, but are not limited to:

- Arranging local insurance, although headquarters is responsible for insurance relating to event cancellation and indemnities in accordance with United States requirements.
- Sourcing hotel accommodation and negotiating contract.
- Sourcing and suggesting side events and social program together with the Convention Committee.
- Developing a security and emergency plan to be checked by the Zonta risk manager.
- Ensuring that safety and security arrangements are covered by the contracted meeting venue and hotels.
- Assisting the Convention Committee in its planning, including but not limited to:
 - creating meeting agendas for the committee,
 - maintaining ongoing action item list, and
 - coordinating planning meetings and conference calls.
- Financial management, if agreed with the Convention Committee and headquarters. This may vary from one convention to the next, but if included in the responsibilities of the CMC, it would include, among other things:

- Ensure that financials are run in accordance with host country's laws and regulations.
- Receive a budget outline from the convention treasurer and prepare final budget together with the Convention Committee for presentation to the Zonta International Finance Committee for approval by the board.
- Report all registrations for convention and side events to the convention treasurer, with profit and loss statements reported for each month on the tenth of the following month.
- Close the books with a financial statement consisting of a profit and loss statement and a balance sheet to be forwarded via the convention treasurer to headquarters not later than 60 days after the close of convention.
- Registration services, including:
 - Set up and manage online registration services.
 - Generate reports, provide customer service support for attendees – both by telephone and internet.
 - Coordinate on-site registration, credentials and foundation desks including staffing, equipment and badging. Report convention registrations to the Convention Committee chair and convention treasurer, as requested.
 - Provide final registration and hotel reports to headquarters no later than 30 September following convention.
- Event planning and meeting logistics, including:
 - Produce floor plans/room layout.
 - Order and manages furniture and equipment.
 - Order and manages food and beverage.
 - Design, produces and manages signage.
 - Coordinate shipping and receiving.
 - Provide additional services as requested.
- Audio/visual production management, including:
 - Support design of staging.
 - Order and manages AV personnel and equipment.
 - Supervise on-site production.
- Destination management services, including:
 - Support ground transportation and tours.
- Information preparation, including:
 - Provide information to Convention Committee and headquarters communications team for website, promotions and print materials.
- General support as directed by Convention Committee.

The CMC should also provide a File Transfer Point site (FTP) so that member data can be sent from headquarters with a minimum of effort on a regular basis during the registration period. This is the easiest way for headquarters to provide the CMC with an up-to-date copy of the active paid member database, which the CMC should use to verify eligibility of a Zontian to register for the convention.

The written agreement with the CMC should contain, but not be limited to, a detailed description of the responsibilities of the CMC, the expectations of Zonta International, the deadlines to be met for specific tasks and the reporting lines on specified decisions.

SECTION SIX – Zonta International Headquarters

The executive director and the headquarters staff provide support to the president and the Convention Committee. They will support general duties such as accuracy of website and contents of program booklet and provide on-site support when required.

In many instances, headquarters' managers support designated subcommittees and specific activities pertaining to the convention. The executive director and the international president will determine which of the headquarters team members will travel to the convention based on needs. Some of the responsibilities of the headquarters staff are listed below.

Executive Director

Has a general responsibility for the board, past international presidents, legal requirements, nominations/candidates, elections, bylaws, VIPs and flag bearers and will work with other headquarters departments on these topics. Additional responsibilities include:

- Arrange for a *Request for Proposal* to be signed with any company engaged in assisting with selection of conference center and, if required, hotels.
- Arrange necessary training for Convention Committee chair and treasurer in convention accounting and payment procedures, as required.
- Assess and monitor risks and safety associated with overall program together with Convention Committee chair and risk manager.
- Ensure that Zonta International policies are followed.
- Arrange legal counsel review of contracts.
- Support the Convention Committee chair and president with communications on convention program.
- Follow up receipt of monthly statements and distribute as required.
- Ensure that the board receives reports on the convention from the Convention Committee chair.
- Support the president and president-elect with respect to events and special activities.
- Coordinate meeting needs for pre- and post-convention board meetings.
- Support creation of scripts and presentations.
- Deliver material from the Zonta International and Zonta Foundation for Women Boards to the Convention Committee.
- Provide the main scripts for the business meetings and deliver files to the Convention Committee.
- Support the Nominating Committee and Elections Committee chairs with the presentation of candidates and elections process.
- Send instructions and files to Convention Committee on slate of candidates for presentation at *Meet the Candidates*.
- Support the Bylaws and Resolutions Committee chair with respect to the bylaws report.
- Maintain minutes.
- Keep historical records and provide Convention Committee with information.

- Supports the Convention Committee chair and convention treasurer with various aspects of registration.
- Creates or checks the details of the registration form and testing of electronic platform and ensures that the headquarters staff has team web access to current registration reports once registration begins or latest by April preceding the convention.
- Ensures that final registration and hotel report is provided to headquarters by 30 September following convention.
- Reviews attendee list prior to CMC creating badges to check spelling, ribbons, etc.
- Reviews attendee list to ensure that those with special needs are accommodated.
- Confirms on-site registration package with convention materials for attendees
- Sends reference copies of ribbons including text and colors or color-coding requirements for printed badges.
- Sends Convention Committee list of national flags to be rented.
- Coordinates pre-event planning and on-site sales for marketplace

The executive director further acts as secretary to the board during the business sessions.

Director of Finance

- Secures insurance cover in accordance with United States legal requirements relating to indemnities.
- Secures event cancellation insurance.
- Supports the convention treasurer as required.
- Reviews and establishes overall convention financial procedures with convention treasurer and CMC.
- Delivers headquarters' part of the convention budget to the Convention Committee chair and convention treasurer in time for preparation of the preliminary budget.
- If needed, sends advance money to the CMC upon written request from the convention treasurer and approval by the ZI treasurer/secretary.
- Receives and reviews convention budget and forecasts.
- Works with convention treasurer to assign fund and account numbers used in the budget.
- Documents and monitors credit card and cash handling procedures both pre-convention and on-site for registration and other services, together with convention treasurer and CMC.
- Coordinates with Zonta Foundation for Women Development Committee chair and development manager the control process for handling of foundation contributions including cash handling, credit card processing, and any local deposits – ensuring that all is Purchase Card Industry (PCI) compliant.
- Reconciles all revenue, expense and bank accounts after the convention, together with convention treasurer and CMC in preparation for audit review and transition to next convention treasurer.
- Handles local tax data and oversees monthly reconciliation of foreign bank accounts held for convention to the general ledger.

- Coordinates with the convention treasurer on convention journal entries for the Zonta International and foundation chargebacks and leadership expenses related to registration discounts.

The monthly financial transactions will be recorded in Zonta International's general ledger monthly and reported by fund in the monthly financial statements.

Membership Manager

- Sends file of credentials to Credentials Committee chair and CMC.
- Solves any problems arising on site relating to registrations/credentials together with registration and credentials chairs.

Communications Manager

General responsibility for all communications, website, social media, public relations, photography, music, UN/agency partners, speakers, keynote presentations, awardees, workshops, poster presentations, special guests/International honorary members.

Responsibilities further include:

- Collaborates with Convention Committee on overall communications and convention promotions ensuring elements are correctly branded.
 - Serves as coordinator for International Public Relations and Communications committee and Convention Committee.
 - Creates needed convention icons and image library for use on the web and in promotions.
 - Is responsible for all necessary signage during convention.
 - Manages website content and social media.
 - Creates the *Call to Convention* for publication in *The Zontian* and on www.zonta.org.
 - Coordinates required media and press events, releases and information.
 - Creates master photo list and meets/directs on-site photographer for required photographs.
 - Collaborates with Convention Committee on music for program and ensures appropriate music license fees are current.
 - Supports the on-site production for main stage elements, opening session, business sessions, closing session, and any other special event.
 - Works with the Convention Committee chair to draft and publish a rehearsal schedule for participants.
 - Serves as on-site production supervisor for the main stage.
 - Archives all communication files after the convention.
 - Maintains communications with the Convention Committee chair on all guests, speakers and special program needs and activities.
- Collaborates with board liaisons for assigned areas.

Programs & Event Manager Role

- Coordinates invitations and program participation for UN/agency partners.

- Supports president's invitations for all speakers, including contracts and travel provisions – communicating housing needs to the Convention Committee chair.
- Secures advance copies of all presentations and submits to headquarters' Communications Department and convention sub-committees, as appropriate.
- Coordinates logistics and communicates information for workshops and/or poster presentations.
- Coordinates arrangements for guests and speakers, including any awardees.
- Archives all presentations online so members can access them after convention.

Zonta Foundation for Women Development Manager

General responsibility for the foundation booth, donor recognition, donor receptions and foundation presentations.

- Supports the Zonta Foundation for Women Board with preparation of presentations, printed material, and audio-visual aids.
- Coordinates with the Convention Committee chair the fundraising activities and donor receptions including meeting space, food and beverage, audio/visual and other needs.
- Coordinates with the Convention Committee chair the training for foundation ambassadors including meeting space, food and beverage, audio/visual and other needs.
- Coordinates the schedules of foundation volunteers.
- Coordinates and supervises on-site donations to service and program funds and ensures that the handling of such donations is at all times PCI compliant.
- Works with the foundation committees to coordinate various events.
- Provides post-convention follow up with all donors.

SECTION SEVEN – Convention Finances

Budget Management

The Convention Committee, guided by the convention treasurer, prepares the budget in co-operation with the president, treasurer/secretary, finance committee chair and headquarters. The preliminary budget work should start in the biennium prior to that in which the convention is held. The board should review and approve the budget and the program at a board meeting no later than June of the odd-numbered year to allow publication of the *Call to Convention*.

Core budget items such as the amount of the registration fee, cost for main arrangements, side arrangements, Zonta Foundation for Women arrangements, marketplace and decisions on which arrangements are to be cost-neutral and which arrangements are to be covered by the registration fee must be discussed and decided from the outset.

The internal cost distributions between headquarters activities, board activities and Zonta Foundation for Women activities must be made clear in the budget.

The allocation of costs for invitees to the convention, not mentioned in *Convention Reimbursement Guidelines*, including members invited to perform specific roles, must also be defined, and approved by the president, before the budget is approved by the board.

► *Finance and Audit Manual*, Appendix D – Convention Reimbursement Guidelines

The budget must be transparent and clear to avoid uncertainties. Under no circumstances should the budget include costs related to other arrangements than the convention.

Unless such responsibilities are delegated to the CMC in accordance with the detailed contract, the Convention Committee chair and treasurer shall manage and monitor the administration of the convention, verify revenues and costs and seek approval for any changes to the original plan. The Convention Committee chair and treasurer are responsible for ensuring that receipts are submitted for all expenses paid and that no unauthorized payments are made.

The chair must provide the CMC and headquarters with clear working assignments, based on the work split agreed, including all budget items, their coding and any templates required. This includes providing the CMC with a clear split of responsibilities among the board, the Zonta Foundation for Women, headquarters, the CMC and the Convention Committee.

Accounting

Convention revenues, expenses, assets, liabilities and net assets are to be tracked by fund in Zonta International's general ledger. This tracking will include convention bank accounts that are required by outside sources.

Convention account numbers are to be assigned before payments are made. Monthly, prepaid expenses will be tracked by expense account number. This tracking will be used by the convention treasurer to track convention expenses and to provide support for a journal entry at the end of the convention to recognize the expenses.

Zonta International financial statements are recorded in accordance with GAAP for the respective fiscal year. Convention activity may span three or four years. The convention treasurer will use monthly convention activity to prepare periodic convention reports. The convention treasurer will prepare a final convention financial statement of profit and loss compared to budget to forward to headquarters no later than 60 days following the convention. If the convention is not closed within 60 days, the report will be identified as preliminary and updated reports will be provided to headquarters.

The president may designate the convention committee chair to approve budgeted purchases up to US\$14,999. Convention budgeted purchases greater than \$15,000 must be approved by the international treasurer. Unbudgeted purchases outside of the convention contingency allowance must be approved by the board.

Payments

Authorization of payments includes comparison to signed contracts or quotes, when applicable. Unbudgeted purchases must be preapproved by the board.

Vendor Invoices

The convention treasurer and/or the Convention Committee chair authorize convention payments up to US\$15,000 in line with the approved convention budget. The Zonta international treasurer/secretary authorizes payments over US\$15,000. Once payments are approved, the approval, invoice, account number and name are forwarded to the accounting department for payment.

Expense Reimbursement Requests.

Documents must be supplied to support the expense reports and to comply with any United States Internal Revenue Service requirements. The Convention Committee chair will approve and sign off for payment of Convention committee member expense reimbursement reports. The Zonta International treasurer/secretary will approve the Convention Committee chair expense reimbursement report. Once expense reimbursement requests are approved, the approval, expense reimbursement request form, applicable receipts, account numbers and names are forwarded to the accounting department for payment.

► Finance & Audit Manual Appendix C - Travel Reimbursement Guidelines for guidelines.

Credit cards.

The Convention Committee chair will be provided with a Zonta International credit card during their tenure for payment of costs related to the convention such as travel and budgeted expenses. Using the *Credit Card Receipt Form* available from the finance

department, provide a receipt for each transaction to the finance department within 5 days of the charge. The receipt should identify the vendor, purpose, account code, account name and dollar amount. Credit card purchases in excess of US\$5,000 must be preapproved by the finance director to manage the credit card limits. A mid-month payment of the credit card balance will be made if necessary.

Competitive Bids/Quotes.

The Convention Committee chair shall obtain competitive bids for any item, whether newly required or already approved, with an actual or estimated cost of more than US\$25,000. All documentation of approvals and bids should be forwarded to headquarters as audit documentation.

Purchases of US\$15,000 to US\$24,999 must obtain a written price or rate quotations from at least two qualified vendors, and approved by the treasurer/secretary. Example documentation includes catalog price, online price, email or written quote.

Contracts and Agreements.

The convention contracts should be reviewed by the executive director, the risk manager, the current president and the president who will preside at the convention, if elected at the time of contract being negotiated. The contract should be signed in accordance with the Finance and Audit Manual, Appendix A – Signature Authority. This states that contracts and agreements up to \$15,000 may be approved and signed by the executive director and the convention chair and convention treasurer if and additional signature is needed. Contracts and agreements over \$15,000 must be approved and signed by the international treasurer/secretary, president and president-elect.

For specific convention services, the president may designate a member of the Convention Committee to negotiate contracts providing the review directed above is completed before contracts are signed.

A final copy of contracts must be provided to headquarters' accounting department who, for audit purposes, maintains all vendor contract files.

Bank Account

All convention income should be deposited in Zonta International bank accounts. The exception would be a separate bank account required by an outside source, i.e. CMC, grant or authorized taxing authority. Any separate accounts and signature authority must be approved by the Zonta International Executive Committee or board. Interest income earned in a separate convention account will be recognized as convention income until the account is closed.

The account shall be closed within 120 days after the close of the convention and the balance shall be transferred to the Zonta International Headquarters' account. The

convention treasurer and/or Convention Committee chair authorize all payments to be made by the CMC.

Registration Fee

The registration fee is to be based on a break-even budget and is recommended by the Convention Committee and approved by the board with the approval of the convention budget.

In addition to the full registration fee, the board may decide to offer a daily registration, allowing guests and Zonta members who are not delegates to attend conventions for single days. The board may also determine fees for single events.

Preferably, the CMC utilizes Zonta's merchant services accounts, i.e., the credit card accounts so Zonta has direct control over revenues. All financial transactions with the convention attendees must be secure and PCI compliant or meet the home country's credit card security regulations.

Refunds

Requests for refunds of convention registration fee or any optional fees must be submitted by deadlines as stipulated in contracts and published in the *Call to Convention*. In general, requests for refunds made after the deadline will not be granted. Exceptionally, refunds requested after the relevant deadline can be authorized by the Convention Committee chair and/or treasurer. Any cancellation fee or non-return of ticket fees for side events or tours shall be covered by the attendees.

Excess Funds or Shortfall

Convention reserves have been designated by the board to be used in the event registration revenues are not met. They may be used to cover budgeted expenses and room block commitments. The board may, at its discretion, approve outside of the convention budget-specific expenses to be covered by surplus revenue or convention reserves. Once the convention is closed, any convention profit should be transferred to the convention reserves and any shortfall will be covered by the convention reserve account.

SECTION EIGHT – Convention Governing Rules and Procedures

Convention Standing Rules

Standing rules are formulated by the parliamentarian and the president or by a Standing Rules Committee before the convention and are presented to the convention voting members at the first business meeting immediately after adoption of the report of the credentials committee. The proposed standing rules should be included in the program booklet.

Credentialing

The Credentials Committee and designated headquarters' staff will manage the credential process both pre-convention and during convention. The Credentials Committee will maintain a separate registration area throughout the convention. At the first business session, the Credentials Committee reports the number of voting members registered and the number of proxies registered. The Credentials Committee makes a supplementary report at the beginning of each day that business continues and at other times as requested by the presiding officer.

► SECTION NINE – Convention Elements

Delegates and Alternates

Delegates and alternates are elected after March 1 in the year of the convention, and their names must be sent to headquarters no later than two months prior to the convention. Before acting in the place of a delegate, an alternate must be registered as a delegate. Delegates are voting members of the convention.

Voting Members

Members of the board, past international presidents, governors, and delegates certified by the Credentials Committee are the voting members of the convention and may make motions, speak and vote. To exercise these privileges, members must wear their convention identification in all meetings and be seated in their designated area.

Voting members must be seated in designated sections at least 10 minutes before the scheduled meeting time.

Members who register with the Credentials Committee after the submission of the first credentials report assume the status of the voting member as soon as they have so registered. Credentialing of delegates must be completed 30 minutes prior to the scheduled start of the next business session.

A delegate permanently leaving the convention must report to the Credentials Committee and surrender the delegate identification and voting machine, if used. The designated alternate assumes the status of delegate for the remainder of the convention upon clearance by the Credentials Committee.

In the event the delegate leaves the convention temporarily, the alternate assumes the status of delegate for the absent period as confirmed by the Credentials Committee.

Motions

This section is based primarily on standing rules generally adopted at Zonta International conventions.

All procedural questions must be presented by voting members using the designated procedural microphone.

All main motions and amendments must be submitted in writing, signed by the maker and seconder, each of whom must be voting members of the convention, and immediately upon presentation are to be sent to the presiding officer.

In order to obtain the floor to present motions or to debate a voting member approaches the microphone, waits to be recognized and addresses the presiding officer, giving name and club or basis for status as a voting member and official capacity.

Debate comments are limited to two minutes for each speaker and a total of 10 minutes for each subject. Time may be extended at the discretion of the presiding officer. No member may speak a second time until everyone who wishes to speak has spoken once. No member may speak more than twice on the same question on the same day without permission of the assembly.

A voting member wishing to speak in favor of the pending motion must use the pro microphone. A voting member wishing to speak against the pending motion or to amend a pending motion or to make a secondary motion must use the con microphone. In the case of a procedural question, the procedural microphone must be used.

Voting members seated at the head table may use a microphone at that table, whether they wish to speak for or against the pending motion or to make a secondary motion.

After voting members have spoken, any registered member may participate in discussion, asking recognition by the same procedure as required for a voting member.

Convention motion cards and electronic election results are to be retained at headquarters for at least six months after convention.

Elections

Elections shall take place no later than the day before the last day of convention or by 15 July of even numbered years.

Once the votes have been authenticated, the results are to be made known to the president and the president-elect. It is customary for the president and the president-elect to contact

each candidate in advance to inform them of the results of the election to avoid embarrassment to any candidate in front of the convention body.

The president, the president-elect, those involved in tabulating the results and all candidates are requested to keep the election results confidential until the formal announcement at the next business session.

► *Bylaws of Zonta International*, Article XII, Section 3. Election

At the business session, following voting and when available, the president will call for the Election Committee's report, which is presented by the chair.

Miscellaneous

Alternates, members, and guests may be seated only in their designated area during business meetings.

During the time a vote is being taken, only floor monitors are permitted to move about in the room, and the doors are closed.

Timekeepers are appointed to serve at each business session. The timekeeper is to indicate to each speaker a warning before the expiration of the time allowed and to indicate the expiration of the allowed time. Prior to the first business session the timekeepers are to be trained in the technical arrangements to manage timekeeping.

Appointed floor monitors will be available to support voting members during the business sessions and will deliver any communication from the floor to the podium.

Each voting member shall receive in their convention packet information not previously distributed to them and/or club presidents as required for the conduct of business.

No tape or other recordings may be made of the proceedings of the meetings other than those made by individuals approved by the president.

Announcements of concern to the entire assembly shall be made from the platform by the Convention Committee chair, co-chair or any person designated by the president or Convention Committee chair.

There shall be no smoking, other use of tobacco products, or use of electronic cigarettes or similar devices in the convention venue.

All cell phones must be set to silent mode.

Social media is encouraged during the convention; however, it is prohibited during sessions which include confidential business and when voting is taking place.

SECTION NINE – Convention Elements

Registration

One of the members of the Convention Committee is responsible for registration. In cooperation with headquarters and the CMC, a comprehensive registration plan is determined and executed including pre-event items such as registration forms, online systems, customer service support, required ribbons. The plan also covers on-site logistics such as processes, signage, computer equipment, badge printing, and staffing.

The CMC will manage the receipt and confirmation of registrations and connected payments, changes and more. The CMC will also produce a list of registrations as required by the Convention Committee chair, convention treasurer, the Zonta International Finance Committee and headquarters.

The Convention Committee is responsible for supplying a master file of material for the registration packet/bag. At the option of the Convention Committee, the registration packet/bag may be packed by volunteers from the host district(s). Material for the registration packet is to be delivered electronically by the headquarters' team, or from any other source that may be adequate.

The registration packet may contain

- Program booklet including welcome messages, schedules, bylaws and resolutions report, candidate biographies and information on proposed biennial goals.
- Tickets for convention events.
- Identification badges.
- Reports from Zonta International committees.
- Biennium report from the president.
- Biennium report from Zonta Foundation for Women, if a separate annual report is not provided.
- Zonta International financial reports, actual and budget, Zonta Foundation for Women financial reports, actual and budget, program issue of *The Zontian*.
- Presentation of international service projects proposed for the next biennium.
- Evaluation form, if not being completed electronically.
- Any other documents as decided by the board, the president, or the president-elect.

The registration chair, headquarters team and CMC work together on-site to solve any problems that arise relating to registration.

Ribbons

Ribbons may be utilized for special identification. The following is a listing of color identifications historically used with either gold or maroon lettering:

- President – goldenrod.
- President-elect – goldenrod.

- Vice president – goldenrod.
- Treasurer/secretary – goldenrod.
- International Board, including parliamentarian – maroon
- Past international president – purple.
- Current international committee chair – brown.
- Incoming international committee chair – turquoise.
- First-timer – emerald green.
- Monitor – lavender.
- Delegate – gray.
- Governor – white.
- Governor-elect – sky blue.
- Candidate – canary.
- Foundation ambassador – mango.
- Headquarters team – pink³
- Executive director – fuchsia⁴

Credentials

One of the members of the Convention Committee is responsible for credentials. The Credentials Committee chair works on-site with the headquarters team and the Elections Committee chair.

The main responsibilities of the Credentials Committee chair include:

- Obtaining official list of voting members: Board, past international presidents, governors, delegates and proxies carried by delegates.
- Preparing materials to register the voting members.
- Opening the credentials desk as directed by the convention program.
- Assigning electronic voting machines, if used.
- Checking in voting members prior to the start of convention business and ensuring that each voting member is wearing official identification.
- Presenting the credentials report when the presiding officer calls for it at the first business session, before any business is transacted, and at subsequent business sessions as requested. The report should specify the numbers of voting members in each category specified above. A Credentials Committee report form should be included in the convention program.

The Credentials Committee chair and headquarters staff work together on site to solve any emerging problems relating to credentials.

³ Headquarters provides

⁴ Headquarters provides

Election Method

Conventions are presently using electronic voting technology. The Convention Committee chair or designee will contract with a well-qualified company to provide reliable electronic voting machines. The Convention Committee should have a back-up plan for paper ballots in the event the technology fails.

The Convention Committee chair will coordinate room monitors to be stationed in the room during voting. It is suggested that incoming governors who are not delegates be invited to serve as room monitors.

Candidates

Candidates for officer and director positions and for membership on the Nominating Committee are entitled to make brief speeches in support of their candidacy at a convention business session. Usually, candidates make their speeches immediately after the report of the Nominating Committee and any nominations from the floor. The practice has been for candidates for officer and director positions to give speeches of up to three minutes and candidates for positions on the Nominating Committee to give speeches of up to two minutes.

The Convention Committee works with the president to determine the best approach allowing Zontians to meet the candidates before the election. Headquarters will coordinate with the Nominating Committee regarding signboards and photographs and provide copies of candidates' biographies for the *Meet the Candidates* event. Meet the Candidates may be arranged online pre-convention.

► Zonta International Manual, SECTION EIGHT - Nominating Committee

Scripts

Previous convention scripts will be maintained at headquarters and be made available as a reference and planning tool for the president, the Convention Committee chair, and others as appropriate.

Scripts are developed by the president, the president-elect, the Convention Committee chair and the executive director who work together to refine and ensure accuracy prior to the convention. The script for the bylaws sessions is developed by the president and the Bylaws and Resolutions Committee chair. The convention parliamentarian should review the scripts for accuracy.

The final scripts are sent electronically to the Convention Committee and the CMC in advance of the convention. The scripts will be copied into teleprompters/autocues when required. It is recommended that the scripts be revised as little as possible immediately prior to the opening of the convention.

Audio/Visual Presentations

Visual presentations should be prepared to support all key messages. Four to six months before the convention, headquarters will establish and maintain a production grid showing who is responsible for providing each presentation. All PowerPoint slides, videos and other media are to be electronically provided to headquarters prior to the convention. Following the convention, all presentations must be provided to headquarters to keep on file.

Rehearsals

To ensure a professional program, the Convention Committee should plan for adequate rehearsal time. The Convention Committee chair and headquarters' communications manager coordinate all details and logistics for rehearsals.

Minutes

The president presiding at the convention and the convention parliamentarian shall approve the record of the convention proceedings. This record will be maintained at headquarters.

Public Relations

The convention serves as an excellent opportunity for publicity for Zonta International and, therefore, a well-executed public relations plan is key to a successful convention. Activities may include:

- developing a key media contact list,
- press releases pre- and post-convention,
- photographs and press releases of the president's visits to the convention city,
- inclusion of convention dates in local news calendars,
- featured articles in local publications or convention venue newsletters, and
- photo opportunities with area dignitaries.

The Public Relations and Communications Committee will also work with the headquarters communications team on the following:

- the *Call to Convention*,
- articles in *The Zontian* about the convention,
- website information about the convention,
- program booklet, and
- on-site information such as daily newsletters.

Sponsoring of Events

Companies in the city where the convention is held and Zonta members, areas and districts may send proposals to sponsor aspects of the convention.

Before seeking corporate sponsorship or advertising in connection with convention, the Convention Committee needs to investigate and apply appropriate and applicable national and local laws governing fundraising activities and the applicable potential tax treatments of various forms of corporate support.

► *International Manual*, SECTION FIVE, Sponsorship and Advertising

Examples of sponsored events are the opening ceremony, coffee breaks, entertainment, and paid events. Sponsoring may also be used for fundraising for the Zonta International Service Projects.

Marketplace

Sales activities should be reserved for the host district(s) and its clubs. Clubs and/or districts may choose to sell products to support local, district or Zonta International service projects. Proceeds from such sales may not be used to cover personal costs such as reducing member fees or paying a member's expenses associated with attending the convention.

Zonta Store

The Zonta International store is managed and operated by Doc Morgan Inc. Doc Morgan develops merchandise for the store in collaboration with the board and the executive director. Zonta International receives royalties on merchandise sold through the store. Sales activities at the Zonta Store at convention are limited to Zonta International official products as provided by Doc Morgan Inc.

Hospitality

The host district(s) is responsible for all arrangements pertaining to the hospitality room at no cost to Zonta International. The hospitality room should be staffed by members of the host district(s) and be open throughout the convention except during business meetings.

Master of Ceremonies

The Convention Committee chair and/or co-chair usually acts as a master of ceremonies and facilitates the convention program in conjunction with the president, but the responsibility may be assigned to another person proficient in public speaking.

Flags/Posting the Colors

Historically, a flag procession has been a highlight of conventions. However, conditions in the host country may render the flag presentation inappropriate or unfeasible. Therefore, the decision of whether or not to hold a procession is at the discretion of the president. If there is to be a flag procession, the president extends personal invitations to the flag-bearers. The president and convention chair select the audio/visual system to be used for the presentation.

Flags of the host country, the United States and Zonta International are presented in a formal way by a ceremonial group, often referred to as a *color guard*, usually in uniform. This ceremony is referred to as *Posting the Colors*. The color guard is followed by the flags representing all Zonta countries. After the flags are presented, the national anthems of the host country and that of the president are played or sung, preferably live. The audience should stand for this ceremony and remain standing through the presentation of the anthems.

The order of presentation and placement of the flags varies with the appropriate protocol in the host country.

Because the flag of the host country and the flag of the president's country will be presented twice, two flags of each of those countries will be needed. Generally, the Zonta flag is presented only once.

Except the Zonta flag, all flags, poles and holders for the posting of colors and the Zonta International parade of flags are normally rented at the convention facility through the contracted audio-visual/stage management company at the convention site. All flags should be checked for accurate country identification and to make sure they are not upside down. The Zonta flag can be requested from headquarters.

Letters to District or Local Authorities

The president and/or Convention Committee chair sends invitation letters to local authorities or dignitaries. The committee chair also sends letters, as appropriate, to authorities or dignitaries in the host district(s). The committee chair signs all letters that are sent from the Convention Committee, even if a subcommittee chair has drafted the letter, unless the subcommittee chair has established contact with the other party.

VIPs/Protocol

The protocol subcommittee, at the discretion of the president, may make arrangements for the flag presentation and the placement of the flags for all business sessions. The protocol subcommittee also obtains a list of each convention function and coordinates seating arrangements. Arrangements should be made with the printing committee for tent cards for each convention function to be placed at the appropriate table. The protocol subcommittee is also responsible for any VIP arrangements, special treatment, etc.

Past International President (PIP) Protocol

To show respect and to honor our past international presidents' contributions to Zonta, there is a special protocol for them at conventions. A PIP coordinator will be assigned to communicate with the PIPs on all convention matters. This is most often the immediate past president.

The special protocol includes:

- To receive the *Call to Convention* before it is published to the general membership, together with a letter from the president and Convention Committee chair listing the complimentary items to which they are entitled, such as registration fee, PIP's event and closing banquet.
- To be met and returned to the airport. The registration, credentials and delegates' packets are handed over, if possible, when the PIP is collected from the airport. If the budget allows, the PIPs shall receive a special gift in their room.
- To have special seating at every event including the business sessions.
- To be formally introduced at the opening ceremony and the first business session.

- To be invited to the PIP event, which is organized by the Convention Committee in conjunction with the immediate past international president.
- To be invited to the Foundation Reception.
- To have a special table for the closing banquet, if possible.

Headquarters will arrange for the immediate past international president to have a past international president's pin to present to the outgoing president.

Any past international president who died during the biennium will be recognized at the convention memorial service.

Photographer

The Convention Committee is responsible for selecting and engaging a photographer who will provide services including but not limited to:

- Official photographs of the opening and installation ceremonies.
- Official photographs at the Zonta Foundation for Women reception.
- Official photographs of member recognition sessions.
- Official photographs of the board elected at the convention.
- Group photos of districts, areas, clubs and other groups as appropriate.
- Photographs of business sessions and breaks.

The quality of the photographs must be high resolution, minimum 300 dpi. If possible, the quote from the photographer should be based on making all photographs available to all Zontians at no extra cost.

Entertainment and Optional Programs

The Convention Committee suggests to the president possible entertainment and optional programs and may work with the CMC to settle the final arrangements. When possible the culture of the host country should be incorporated in the formalities of the convention.

Evaluation

The Convention Committee and headquarters will prepare an evaluation form and make the final evaluation report. The evaluation form may be included in the registration bag, unless being conducted electronically. The committee may also choose to do an electronic survey post-convention. In order to issue this evaluation in a timely manner, it should be drafted and ready to be distributed pre-convention and issued to attendees no later than seven days after the close of the convention.

SECTION TEN – Travel and Accommodation

Hotels

The CMC in cooperation with the Convention Committee and the president, may negotiate hotel accommodations and contract with the hotels. All fees, concessions and commissions must be fully documented and disclosed in the contracts. It is understood that the CMC may receive a commission, but Zonta International must receive benefits based on the CMC's buying power and negotiations. All hotel contracts must be in English and reviewed by the risk manager and a local legal counsel, unless the Convention is in the United States, in which case Zonta International's legal counsel should review the contract. Risk involved with attrition, being an undertaking to book and pay for a minimum number of rooms, must be clearly understood and avoided if possible. It is preferable that the hotels have both an online and telephone reservation system.

Official Travel Agent

The use of an official travel agent for conventions should be avoided, but agencies may be engaged to handle hotel accommodation and pre- and post-convention tours provided that Zonta International will not incur any costs or obligations.

Official Airline(s)

Official airlines may be designated if they offer advantages for the travelers provided that Zonta International will not incur any costs or obligations. Caution should be exercised in negotiating an airline agreement, as often the offered discount from a standard rate is not significant. Advice should be sought from the CMC before an agreement is signed.

Visas

Individuals assume the responsibility to apply for and obtain visas. A Zontian or guest who needs a visa invitation letter must send a request to the Convention Committee chair or the chair's designee. This responsibility may be managed by the CMC. Visa invitation letters should only be issued for fully paid convention attendees or invited speakers.

Transportation

If transportation is needed, the Convention Committee may work with the CMC. The convention website should provide information on transportation to and from the convention locale and venue, including the cost of transportation from relevant airports and train stations. The president and the Convention Committee chair should review and budget for special transportation of VIPs and special guests. Due to expense, the convention should not offer shuttle bus service unless it is built into the convention registration fee.

General Information

The convention website should provide as many helpful details about travel to the destination as possible including at least: safety, language, weather, currency, tipping and distance/time from airport/train to hotels.

- ▶ *Finance and Audit Manual*, appendix D – Convention Reimbursement Guidelines

APPENDIX A – Chronological Order of Zonta Countries⁵

- | | |
|--|-----------------------------------|
| 1. United States (1919) | 33. Uruguay (1970) |
| 2. Canada (1927) | 34. Singapore (1971) |
| 3. Austria (1930) | 35. Bangladesh (1971) |
| 4. Germany (1931) | 36. The Bahamas (1982) |
| 5. Denmark (1935) | 37. Liechtenstein (1985) |
| 6. Sweden (1935) | 38. Togo (1988) |
| 7. Iceland (1941) | 39. Argentina (1989) |
| 8. Finland (1947) | 40. Burkina Faso (1990) |
| 9. Norway (1947) | 41. Hungary (1991) |
| 10. Switzerland (1948) | 42. Estonia (1991) |
| 11. Chile (1948) | 43. Turkey (1991) |
| 12. England (1949) | 44. Luxembourg (1993) |
| 13. France (1950) | 45. Latvia (1993) |
| 14. Philippines (1952) | 46. Croatia (1994) |
| 15. India (1960) | 47. Monaco (1994) |
| 16. Japan (1961) | 48. Lithuania (1994) |
| 17. Italy (1964) | 49. Cyprus (1995) |
| 18. Republic of China (Taiwan) (1964) | 50. Bulgaria (1995) |
| 19. The Netherlands (1964) | 51. Malaysia (1996) |
| 20. New Zealand (1965) | 52. Ukraine (1997) |
| 21. Sri Lanka (1966) | 53. Benin (2000) |
| 22. Hong Kong (1966) | 54. Mongolia (2004) |
| 23. Australia (1966) | 55. Spain (2005) |
| 24. South Korea (1966) | 56. Romania (2006) |
| 25. Puerto Rico (1966) | 57. British Virgin Islands (2010) |
| 26. Belgium (1967) | 58. Nepal (2012) |
| 27. Thailand (1969) | 59. Lebanon (2013) |
| 28. Ghana (1970) | 60. Uganda (2014) |
| 29. Nigeria (1970) | 61. Macau (2014) |
| 30. Sierra Leone (1970) | 62. Rwanda (2023) |
| 31. Senegal (1970) | 63. Republic of Congo (2023) |
| 32. Ivory Coast (Cote d'Ivoire) (1970) | 64. Madagascar (2023) |

⁵ Guadelupe is listed as a country in the membership database for address purposes but is not an official Zonta country. Guadelupe is an administrative unit of France and the club is counted under the country of France

APPENDIX B – Convention Sites since 1921 with Themes since 1976

| Year | Zone | Location | Theme |
|------|------|---|-------|
| 1921 | 1 | Syracuse, New York, USA | |
| 1922 | 1 | Detroit, Michigan, USA | |
| 1923 | 1 | Elmira, New York, USA | |
| 1924 | 1 | Buffalo, New York, USA | |
| 1925 | 1 | Toledo, Ohio, USA | |
| 1926 | 1 | Rochester, New York, USA | |
| 1927 | 1 | Washington, D.C., USA | |
| 1928 | 1 | Minneapolis/St. Paul, Minnesota, USA | |
| 1929 | 1 | Erie, Pennsylvania, USA | |
| 1930 | 1 | Seattle, Washington, USA | |
| 1931 | 1 | Cleveland, Ohio, USA | |
| 1932 | 1 | St. Louis, Missouri, USA | |
| 1933 | 1 | Chicago, Illinois, USA | |
| 1934 | 1 | Montreal, Quebec, Canada | |
| 1935 | 1 | Riverside, California, USA | |
| 1936 | 1 | Swampscott, Massachusetts, USA | |
| 1937 | 1 | Niagara Falls, New York, USA | |
| 1938 | 1 | Banff, Alberta, Canada | |
| 1939 | 1 | White Sulphur Springs, West Virginia, USA | |
| 1940 | 1 | Estes Park, Colorado, USA | |
| 1941 | 1 | Memphis, Tennessee, USA | |
| 1942 | 1 | Toronto, Ontario, Canada | |
| 1943 | 1 | Lake Placid, New York, USA | |
| 1944 | 1 | Chicago, Illinois, USA | |
| 1945 | 1 | Chicago, Illinois, USA (board only) | |
| 1946 | 1 | Swampscott, Massachusetts, USA | |
| 1947 | 1 | Mackinac Island, Michigan, USA | |
| 1948 | 1 | Pasadena, California, USA | |
| 1949 | 1 | Quebec City, Quebec, Canada | |
| 1950 | 1 | Miami Beach, Florida, USA | |
| 1951 | 1 | Chicago, Illinois, USA | |

APPENDIX B – Convention Sites and Themes since 1976

| | | | |
|------|---|--------------------------------|--|
| 1952 | 1 | Houston, Texas, USA | |
| 1954 | 1 | Cincinnati, Ohio, USA | |
| 1956 | 1 | Sun Valley, Idaho, USA | |
| 1958 | 1 | New York, New York, USA | |
| 1960 | 1 | Toronto, Ontario, Canada | |
| 1962 | 1 | New Orleans, Louisiana, USA | |
| 1964 | 1 | San Francisco, California, USA | |
| 1966 | 1 | Miami Beach, Florida, USA | |
| 1968 | 1 | Minneapolis, Minnesota, USA | |
| 1970 | 1 | Chicago, Illinois, USA | |
| 1972 | 1 | Portland, Oregon, USA | |
| 1974 | 1 | Boston, Massachusetts, USA | |
| 1976 | 2 | Wiesbaden, Germany | Service Throughout the World: The Zonta Way of Life |
| 1978 | 1 | Denver, Colorado, USA | Achieving for Zonta is Achieving for Yourself |
| 1980 | 1 | Washington, D.C., USA | The Voice of Zonta Shall Be Heard Throughout the World |
| 1982 | 1 | San Diego, California, USA | Share with Others and Serve with Love |
| 1984 | 3 | Sydney, Australia | Action for Service Friendship for Peace |
| 1986 | 1 | Toronto, Ontario, Canada | Growth and Progress Through Personal Involvement |
| 1988 | 2 | Helsinki, Finland | Building Peace Through Service and Sharing |
| 1990 | 1 | Dallas, Texas, USA | Education, Understanding, and Peace through Giving Time, Self and Money |
| 1992 | 3 | Hong Kong | Successful Executives Serving the World |
| 1994 | 1 | Detroit, Michigan, USA | |
| 1996 | 1 | St Louis, Missouri, USA | Women's Health, Human Rights and World Harmony |
| 1998 | 2 | Paris, France | Implement the Vision – Equality For All Women |
| 2000 | 1 | Honolulu, Hawaii, USA | The New Millennium – A Voyage of Discovery! Sharing our Stories, Listening, Talking, Learning |
| 2002 | 2 | Gothenburg, Sweden | Building Zonta in the 21 st Century – Inspired by the Challenge of Change |
| 2004 | 1 | New York, New York USA | Advancing the Status of Women |
| 2006 | 3 | Melbourne, Australia | Advancing the Status of Women |
| 2008 | 2 | Rotterdam, Netherlands | Advancing the Status of Women |
| 2010 | 1 | San Antonio, Texas USA | Advancing the Status of Women |
| 2012 | 2 | Torino, Italy | Advancing the Status of Women |
| 2014 | 1 | Orlando, Florida USA | Advancing the Status of Women |

APPENDIX B – Convention Sites and Themes since 1976

| | | | |
|------|---|---------------------|---|
| 2016 | 2 | Nice, France | Empowering women – Together |
| 2018 | 3 | Yokohama, Japan | Empowering Women through Service and Advocacy |
| 2020 | 1 | Chicago, Ill., USA | Honor and Empower – Convention cancelled |
| 2022 | 2 | Hamburg, Germany | |
| 2024 | 3 | Brisbane, Australia | |
| 2026 | 1 | Vancouver, Canada | |
| 2028 | | | |
| 2030 | | | |

APPENDIX C – Keynote Speakers

| Year | Place | District | Keynote Speaker | Qualifications |
|-------------|--------------|-----------------|-------------------------|--|
| 1982 | San Diego | 9 | Teresa Albanez Kaye | Regional Director, Latin America, Goodwill Ambassador for UNICEF |
| 1984 | Sydney | 16 | Vaindra Tarzie Vittachi | Deputy Executive Director for External Relations, UNICEF. Zonta Humanitarian Award given to Celeste Holm, supporter of UNICEF |
| 1986 | Toronto | 4 | Rhoda M. Dorsey | President, Goucher College, and advocate for empowering women through education |
| 1988 | Helsinki | 20 | Rosario Manalo | 1984–86 Chairman of the UN Commission on the Status of Women and Philippine Ambassador to the European Economic Community, Brussels |
| 1990 | Dallas | 10 | Jehan Sadat | Widow of Anwar Sadat, active in women's movement and representative of Arab-African nations at International Women's Conference in Mexico City |
| 1992 | Hong Kong | 17 | Corazon Aquino | Former President of the Philippines |
| 1994 | Detroit | 15 | Claudia Fritsche | Ambassador to UN from Liechtenstein and member of Zonta Club of Vaduz |
| 1996 | St Louis | 7 | Maya Angelou | Poet, educator, historian, best-selling author, actress, producer and director |
| 1998 | Paris | 29 | Simone Veil | French and European public official, leader of human rights and status of women issues internationally |
| 2000 | Honolulu | 9 | Kay Cottee | Zonta International Honorary Member and the first woman to sail solo around the world |

| Year | Place | District | Keynote Speaker | Qualifications |
|-------------|--------------|-----------------|--|---|
| 2002 | Gothenburg | 21 | Penelope Wensley Prof. Fiona Stanley Miriam Hederman O'Brien Dame Margaret Anstee | Australian Ambassador to France and permanent representative of Australia to the United Nations Zonta International Honorary Member and specialist in children's health Chancellor of the University of Limerick and Director of the University of Limerick Foundation Diplomat, UN Under-Secretary General and first Woman to head a UN peace keeping mission |
| 2004 | New York | 3 | Dr Noeleen Heyzer | First Executive Director from the South to head the United Nations Development Fund for Women (UNIFEM) |
| 2006 | Melbourne | 23 | Dame Silvia Cartwright | Zonta International Honorary Member and first woman appointed Judge of the High Court of New Zealand; Governor-General of New Zealand |
| 2008 | Rotterdam | 29 | Mrs Neelie Kroes | European Commissioner for Competition |
| 2010 | San Antonio | 10 | Carolyn Hannan | Associate Professor, Department of Economic and Social Geography, University of Lund, Sweden |
| 2012 | Torino | 30 | Michelle Bachelet | Under-Secretary-General and Executive Director of UN Women and President of Chile from 2006 to 2010 |

| Year | Place | District | Keynote Speaker | Qualifications |
|-------------|--------------|-----------------|--|---|
| 2014 | Orlando | 11 | Phumzile Mlambo Ngcuka | United Nations Under-Secretary-General and Executive Director of UN Women. A longtime champion of women's rights, she is affiliated with several organizations devoted to education, women's empowerment and gender equality |
| | | | Dr Marilyn Waring | Activist for female human rights, principal founder of feminist economics, author and academic. Entered New Zealand parliament at age 23, serving from 1978 to 1984 |
| 2016 | Nice | 30 | Maria Luisa de Contes Lykke Friis Carolyn Hannan Claire Paponneau | Secretary-General of Renault Spain Group, Vice President of the Association of Friendship Franco-Spanish Dialogue Pro-Rector, University of Copenhagen Director of the UN's Division for the Advancement of Women from 2001 to 2009 Snr Vice President, International Operations, and Chairperson and board member of Operations, Orange |
| 2018 | Yokohama | 26 | Helen Clark | Prime Minister of New Zealand 1999-2008 and Administrator at UNDP 2009-2017 |
| 2020 | Chicago | 6 | Convention cancelled due to pandemic | |
| 2022 | Hamburg | 27 | Marissa Conway Nankali Maksud | Feminist activist, foreign policy analyst Senior advisor to UNICEF, |

| | | | | |
|------|------------------------|----|-----------------|--|
| | | | | focusing on prevention of harmful practices (female genital mutilation and child marriage) |
| 2024 | Brisbane, Australia | 22 | Jeannette Young | Governor of Queensland since 2021. Chief Health Officer of Queensland 2005-2021. Opening key note speech |
| | | | Lisa Blair | Sailor. Fastest person to sail solo, nonstop and unassisted around Antarctica on her yacht, <i>Climat Action Now</i> . |
| | | | Rabia Siddique | Retired British Army officer, criminal and human rights lawyer, former terrorism and war crimes prosecutor. |

APPENDIX D – Sample Convention Budget

| | <i>Fees</i> | <i>Participants</i> | <i>USD budget</i> | <i>Local currency Budget</i> |
|--|-------------|---------------------|-----------------------|--------------------------------------|
| <u>Income</u> | | | | |
| Registration fees | | | | |
| Registration fees | 0.00 | 0 | | |
| Registration fees – one day | 0.00 | 0 | | |
| Registration fees – non-Zontian | 0.00 | 0 | | |
| Total registration fees | | | | |
| Event registration | | | | |
| Closing banquet | 0.00 | 0 | | |
| Governor reunion dinner | 0.00 | 0 | | |
| PIP dinner | | | | |
| Foundation reception | | | | |
| Outgoing president's dinner | | | | |
| Team luncheon – incoming board | | | | |
| Meal breaks and lunches | | | | |
| Total registration and events fees | | | | |
| Other revenue | | | | |
| Wire fee income | | | | |
| Total other revenue | | | | |
| Total income | | | | |
| <u>Expenses</u> | | | | |
| Headquarters staff expenses | | | | |
| Staff travel | | | | |
| Lodging | | | | |
| Meals | | | | |
| Other expenses | | | | |
| Total headquarters staff expenses | | | | |
| Headquarters support expenses | | | | |
| Office supplies | | | | |
| Printing | | | | |
| Postage/shipping | | | | |
| Office equipment HQ office | | | | |
| Communication | | | | |
| Total headquarters support expenses | | | | |

Convention registration expenses

Promotional video/logo

Programs and printing

Registration ribbons

Registration cases

Registration company

Total convention registration expenses**Convention on-site expenses**

Foundation booth

Gifts

Team luncheons

Open WiFi

Business sessions

Bylaw sessions

Opening ceremonies

Next convention booth

Centennial booth

Convention venue rental

VIP airport transfers

Audio-visual services

Convention signs

Coffee breaks

Decorations and flowers

Electronic voting

Flags and stands – rental and setup

Furniture rental and decoration

Hospitality room expenses

Identifying wear for committees/monitors/hosts

Photographer

Security

Speakers

Scholarship winners

Volunteer food

Public storage for materials pre-convention

Miscellaneous

Total convention on-site expenses**Site visits/planning meetings**

Committee planning meetings

| | |
|--|--|
| Site visits | |
| Total site visits/planning meetings | |
| Convention Committee | |
| Lodging | |
| Meals | |
| Other expenses | |
| Total Convention Committee | |
| International Board expenses | |
| Travel | |
| Registration board | |
| Meals breaks and lunches | |
| Elected candidates | |
| President reception for governors, ICC, board, PIPs | |
| Total international board expenses | |
| International committee expenses | |
| All | |
| PIP – complimentary registration. | |
| PIP – closing banquet | |
| Total international committee expenses | |
| Special event expenses | |
| Closing banquet | |
| Governor reunion dinner | |
| PIP dinner | |
| Outgoing president's dinner | |
| Foundation reception | |
| Memorial service | |
| Total special event expenses | |
| Other convention expenses | |
| Merchant fees | |
| Bank fees | |
| Miscellaneous | |
| Total other convention expenses | |
| Total expenses | |
| Breakeven | |

APPENDIX E – Sample Standing Rules of Convention

1. The Presiding Officer of the Convention is the International President.

CREDENTIALS COMMITTEE

2. At the first business session, the Credentials Committee shall report the number of voting members and proxies registered. The Credentials Committee shall make a supplementary report at the beginning of each day that business continues and at other times as requested by the presiding officer.

VOTING MEMBERS

3. The voting members are members of the Zonta International Board, Past International Presidents, Governors, and delegates certified by the Credentials Committee. Voting members may make motions, speak and vote. To exercise these privileges, they must wear their convention identification to all meetings and be seated in their designated area.
4. The Credentials Committee will issue official voting member identification and voting machines to all registered voting members as they register in at the credentials desk. The voting machine will remain with the voting member throughout the convention. Voting machines must be returned to the credentials desk when the voting member permanently leaves the convention. Lost machines must be reported immediately to the credentials desk.
5. All voting members who register with the Credentials Committee after the submission of the first credentials report assume the status of voting member upon completion of registration. Credentialing of voting members must be completed during the published credentials hours prior to the scheduled start of the next business session in order to be included in subsequent credentials reports.
6. A voting member permanently leaving the convention shall report to the Credentials Committee and surrender the voting member identification, and voting machines issued. If the voting member was a delegate, the designated alternate can obtain these items from the credentials desk. All transfers between delegates and alternates are to be certified by the Credentials Committee during published desk hours.

MINUTES

7. The Zonta International president and the convention parliamentarian(s) shall approve the record of the convention proceedings.

MOTIONS

8. All procedural questions shall be presented by the voting members using the designated procedural microphone.
9. The official language of the convention shall be English. Motions proposed in another language must be translated into English before being presented to the convention body.
10. All main motions and amendments shall be submitted in writing in **three copies**, signed by the maker and seconder (each of whom shall be a voting member of the convention). The

maker of the motion keeps one copy. Immediately after the motion is presented, a monitor will carry the second and third copies to the presiding officer.

11. In order to obtain the floor to present motions or to debate, with the exception of those motions that are in order when another has the floor, a voting member shall approach the microphone, wait to be recognized, address the presiding officer, and then shall state his or her name, name of the club represented and the district.
12. Speeches shall be limited to two minutes for each speaker and ten minutes for each subject. Time may be extended at the discretion of the presiding officer. No member shall speak a second time until everyone who wishes to speak has spoken once. No member may speak more than twice on the same question on the same day without permission of the assembly.
13. A voting member wishing to speak in favor of the pending motion shall use the *PRO* (For) microphone. A voting member wishing to speak against the pending motion shall use the *CON* (Against) microphone.
14. A voting member wishing to amend the pending motion or to make a secondary motion shall use the *CON* microphone. After the amendment or the secondary motion has been presented, the maker of the amendment may remain at the *CON* microphone to speak for the amendment.
15. After voting members have spoken, any registered non-voting member may participate in discussion asking recognition by the same procedure as required for a voting member if time remains on the subject.

NOMINATIONS

16. A voting member nominating a candidate from the floor for an elected position shall be limited to presenting the candidate's name only.

MISCELLANEOUS

17. Voting members, alternates, non-voting members and guests shall be seated only in their designated area during the business sessions.
18. During the time a vote is being taken, only floor monitors shall be permitted to move about, and the doors shall be closed.
19. Timekeepers shall be appointed to serve at the beginning of the convention. It shall be the timekeeper's duty to indicate to each speaker a warning before the expiration of time allowed or mute the microphone.
20. Appointed floor monitors will be available to support voting members during the business sessions and will deliver all communications.
21. Each voting member shall receive, in the credentialing packet, information not previously distributed to them and/or club presidents as required for the conduct of business.
22. The members of the Elections Committee will prepare the report of the Committee as soon as possible after the polls have been closed and all the votes have been tabulated.
23. No tape or other recordings may be made of the proceedings of the meetings, other than those made by individuals approved by the Zonta International president.

24. Announcements of concern to the entire assembly shall be made from the platform by the presiding officer, her designee, or a member of the Convention Committee.
25. There shall be no smoking in the convention building.
26. The use of any electronic device capable of sending and receiving e-mails, text messages or other electronic communication is permitted provided the device is not used when a motion is under consideration, or when voting takes place at a *polling place* during elections; and the device must be muted during all business sessions.
27. *Robert's Rules of Order Newly Revised*, 12th Edition, shall govern these proceedings in all cases to which they are applicable, and are consistent with the Bylaws of Zonta International.