

ZONTA CLUB OF GREATER SANDUSKY
CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Contents

CLUB PROCEDURES: 2

 Purpose 2

 Conferences and Conventions 2

 Discretionary Fund 3

 Dues 3

 Elections schedule and Installation of Officers 3

 Meals 4

 Meetings 5

 Other Donations, Gifts and Projects 5

CLUB COMMITTEE DESCRIPTIONS and PROCEDURES: Adopted: 4.26.2016 5

 Purpose of Club Committee Descriptions and Procedures 5

 Advocacy and Service Committee 6

FINANCE Committee 11

 Membership Committee 13

 Nominating Committee 14

 Archives & History Committee 16

 Bylaws and Resolutions Committee 19

 Fellowship Committee 20

 Public Relations & Communications Committee 21

 United Nations Committee 22

 Ways and Means Committee 23

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

CLUB PROCEDURES:

Purpose

The purpose of these procedures is designed to clarify Club proceedings, shall be reviewed at least once biennially and may be amended by Club Membership by a majority vote during a regularly scheduled business meeting.

Rev: 2.28.17

Conferences and Conventions

Section 1. Conferences and Conventions.

Conference and Convention expenses shall be paid for each elected Delegate and one (1) elected Alternate. Delegate expenses incurred are to be considered an administrative expense of the Club. Expenses incurred by elected Alternate(s) will be paid on a pro-rated basis only if the Delegate(s) is unable to represent the Club at a full Conference or Convention. Reimbursement is based on early registration fees.

An itemized statement of expenses shall be submitted to the Treasurer. If the Treasurer is the Delegate, the itemized statement shall be submitted to the President.

A report of the Conference or Convention shall be compiled by the Delegate(s) and/or Alternate(s) and presented to the Club at the first regular Club business meeting scheduled after the Conference or Convention.

1. District Conference – The following items will be covered up to a maximum amount of Five Hundred Dollars (\$500.00) for each elected Delegate:
 - a. Early-Bird Registration for official meetings, including the cost of official meals.
 - b. Hotel expenses, including the cost of a double-occupancy room when two (2) attend, or single occupancy room when only one (1) attends, plus hotel parking during the Conference.
 - c. Transportation costs.
2. To encourage more members to attend District Conferences, a stipend covering only registration fees will be offered to a maximum of three (3) non-Delegate members.
 - a. Members may not earn the stipend more than twice in a five (5) year period.
 - b. Availability of the stipend shall be announced at May and June business/program meetings and requests be made to the Secretary by the September business meeting prior to the Fall District Conference.
 - c. The Secretary and one (1) other Officer shall select the candidate(s) by lottery by September 15, drawing two (2) Alternates in case someone cannot attend.
 - d. Following the Conference, members shall submit a copy of their registration fee check to the Treasurer for reimbursement.
 - e. Monies for such stipends shall be drawn from Club operating funds.
3. International Convention – The following items will be covered from the Club operating funds for one (1) elected Delegate.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- a. 100% – Early-Bird Registration for official meetings, including cost of official meals; hotel parking.
- b. 100% – Hotel expense if double occupancy; 50% if single occupancy.
- c. 50% – Transportation/Travel fare costs. *Rev 3.11; 4.09.15; 2.28.17; 10.04.21*

Discretionary Fund

A Discretionary Fund of a maximum of Two Hundred Fifty Dollars (\$250.00) from the Foundation Service Funds shall be available annually for the Club President to use in emergency situations for service related programs and/or projects. Any request received must benefit a 501(c) 3 organization. At the following Club Business Meeting, the Club President shall report the circumstances and amount of money expended. *Rev: 2.28.17;3.10.2020*

Dues

Section 1. Dues for New Members.

New members, joining before December 1, will pay a full year's dues plus fees. After December 1, they will pay one-half (½) of Zonta International, District and Club dues plus fees. Membership does not begin until dues are paid in full. In addition, new members will receive an invoice from the Club Treasurer for meal assessment pro-rated and due within thirty (30) days of joining the Club. Follow up will be the responsibility of the Membership Chair.

Section 2. Annual Membership Dues.

Annual membership dues are collected for Zonta International, Zonta International Liability Insurance, Zonta District 5 and Zonta Club of Greater Sandusky fees. Annual membership dues will be billed by March 1 and payable by April 1. Reminder account statements will be sent on March 20. The Treasurer will be responsible for annual membership dues billing and collection.

Members who have not paid annual dues by April 1 will be sent another statement of account reminding them that any member in arrears for dues for sixty (60) days shall forfeit membership. For any extenuating circumstances, members are urged to discuss those with the Club President immediately to prevent membership forfeiture. Members who have not paid their account by May 15 will be dropped from the Club roster. Reinstatement fees will be added when~~if~~ the member dues are paid in full. *Rev: 2.28.17*

Elections schedule and Installation of Officers

Section 1. Elections Schedule.

Refer to Club Committee Descriptions and Procedures Manual for Elections Schedule.

Section 2. Installation of Officers.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

The Officers and Directors shall be installed at the May Installation Banquet by a Club Past President, by a District Officer or at Conference by a District Officer. The person shall be selected by the Fellowship Committee upon the advice of the incoming Club President. *Rev: 2.28.17*

Meals

NOTE: Due to COVID Protocols, Section 1 and Section 2 are suspended at this time. *10.04.21*

Section 1. Meal Assessments.

1. Meal assessments, which are payable in advance for a predetermined period, are to be regarded as a member's obligation and shall terminate upon withdrawal from the Club.
2. Members will be billed for all scheduled meetings with meals. However, members not able to attend all meetings scheduled with meals may have cost of meal waived for specific meetings with meals. Members must contact the Club Treasurer to make arrangements at the time of billing for these special circumstances.
3. Members granted a leave of absence will not be billed for meals.
4. Meal assessments for the year will be invoiced at the beginning of the fiscal year. When billed, members may pay meal assessment in its entirety or two (2) payment periods have been set:
 - a. Payment for the fall period – First meeting of fiscal year through December – is due in September.
 - b. Payment for the spring period – January through June – is due in January.
5. Money derived from uneaten meals will be deposited in the Club's General Fund
6. New members will receive an invoice from the Treasurer for their meal assessment pro-rated and due within thirty (30) days of joining the Club. The first assessment of each new member shall be paid in full.

Section 2. Non-Payment of Meal Assessment.

1. Upon receipt of the bill for meals, the member has thirty (30) days to pay. If the member has unusual circumstances which may delay payment, she should contact the Club Treasurer before the due date.
2. If the payment is not received by the original due date, the Treasurer shall send out a reminder. If payment has not been received within two (2) weeks of the reminder or if there is no response, the Treasurer shall notify the President and Membership Chair accordingly.
3. In the case of a new member, the Membership Chair shall contact that member to discuss or clarify the requirement and inform the Treasurer and President of the results. In the case of a standing member, the Treasurer shall make the contact to be sure that the member has received the written notices.
4. If the meal assessment bill is still not paid by the date on the reminder, the bill is considered to be in default, and the member cannot attend meetings until the account is paid. Notification shall be sent by the Club Treasurer. *Rev: 2.28.17*

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Meetings

The Club President, in conjunction with the Board, will establish the annual meeting schedule and present it to the Club Membership by July 15. *Rev: 2.28.17:3.10.2020*

Other Donations, Gifts and Projects

Other monies collected for Zonta Club of Greater Sandusky projects and/or programs may be held in the Sandusky Area Zonta Club Fund. Any money donated for a specific project shall be accounted for separately and reported to the Club at least annually. *Rev: 2.28.17*

CLUB COMMITTEE DESCRIPTIONS and PROCEDURES:

Adopted: 4.26.2016

Purpose of Club Committee Descriptions and Procedures

These descriptions and procedures are designed to clarify the name, purpose and procedures of each club committee. The club committee descriptions and procedures shall be reviewed at least biennially and may be amended by Club membership by a majority vote during a regularly scheduled business meeting.

General Procedures of Club Committees:

1. The Club President shall designate the Committee Chairman/Co-Chairmen annually with the approval of the Club Board.
2. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
3. Each committee chairman shall maintain an accurate report listing all committee activities, actions and procedures conducted during the current fiscal year. This report shall be submitted by May 1 of each year to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
4. At the conclusion of the fiscal year, each committee chairman will be responsible to turn over to the designated Club Archivist, the retained items to be cataloged and archived at the designated repository.
5. Each committee chairman shall save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
6. To participate in all events related to committee chairpersons and the training of new committee members as arranged. *Rev: 2.28.17*

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Advocacy and Service Committee

Purpose of Committee:

Shall recommend action in accordance with the Mission, Objects and Vision of Zonta International and Zonta Club of Greater Sandusky to improve the status of women and women's human rights and equal rights; to promote legislative awareness through advocacy; to advocate influencing the laws and attitudes that affect women's lives at the club, district and international levels. *Rev: 2.28.17*

To develop local service projects that are aligned with Zonta International's Mission, Objects and Vision; shall coordinate the activities related to the high school scholarships, non-traditional scholarship for adult women returning to school, Buddy Benches, Buckeye Girls State, Young Women In Public Affairs, Jane M. Klausman Women in Business and Women in Technology programs. *Rev: 9.13.16; 2.28.17; 10.04.21*

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. At the conclusion of the fiscal year, to turn over to the designated Club Archivist, the retained items to be cataloged and archived at the designated repository.
5. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments: Advocacy

- A. Engage actively in advocacy activities to improve the status of women locally.
- B. Develop resources for members to be effective advocates in their communities.
- C. Report on successful advocacy outcomes through the Zonta International website under What We Do/Local Service and Advocacy.
- D. Promote service projects through linking of outcome to inform about the status of women and children, thus emphasizing advocacy through service.
- E. Work closely with the District Advocacy Committee and Club Service Committee.
- F. Work in cooperation with other organizations to educate people about legal, political, economic, educational, health and professional issues which affect the lives of women and children in their community.

Special Assignments: Service

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- A. Develop and coordinate local service projects and programs that align with Zonta International's Mission, Objects and Vision that improve women's legal rights, health, education, economic status, end violence against women and enhances women's self-esteem.
- B. Coordinate programs of Zonta International and the Club at events and functions which:
 - a. Raise the awareness of status of women's issues.
 - b. Provide education and development to women.
- C. Consider taking action by:
 - a. Offering support, financial or advocacy, in the effort to achieve justice, human rights and fundamental freedoms.
 - b. Keeping Club Members informed of the accomplishments of women and of the activities of local women's organizations.
 - c. Providing self-development and training programs for Club Members that enhance their legal, political, economic, educational, health or professional status.
- D. Develop process to collect monthly Service Hours performed by members quarterly. Collate hours for annual club report and to be used in tax reporting.

Special Assignments: High School Scholarships

- A. The Service Committee shall coordinate the activities related to the high school scholarships.
- B. The Selection Committee shall consist of three (3) members.
- C. No more than four (4) High School Scholarships will be awarded to a graduating female senior who will be attending a college or university majoring in a science, technology, engineering or mathematics (STEM) field who meets high academic standards. Examples of STEM fields include: pharmacy, chemistry, secondary math education, engineering, forensic science and various fields of medicine. *Rev: 10.04.21*
- D. The selection criteria, distribution, monetary award amount and club timeline shall be the following:
 - a. A club application form containing selection criteria, return information and submission deadline shall be prepared and distributed by the Service Committee to high school guidance counselors. These forms may be distributed through e-mail, by U.S. Postal Service and/or by printed form. Also available on the ZCGS website.
 - b. High school scholarships are awarded to the best four female senior applicants residing in Erie, Huron and Ottawa Counties who will be majoring in STEM fields beginning with the 2020-2021 ZCGS fiscal year. *Rev: 3.10.2020*
 - c. Applicants must complete the application, return to club via U.S. Postal Service and submit by the deadline set by the Selection Committee as stated on the application form.
 - d. Scholarship recipients shall be notified by letter via U.S. Postal Service advising of the award. The letter shall also include information about the award presentation.
 - e. The scholarships shall be presented to the scholarship recipients during the Installation Banquet in May. Each student meal and one (1) additional guest meal is paid by the club. Additional guests pay for their meal.
 - f. A monetary award of \$1,000.00 per high school scholarship will be provided by the club on an annual basis. *Rev: 2.28.17*

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- I. Records shall be kept on file and electronically for a five (5) year period before discarding them.
- J. To participate in all events related to committee chairpersons and the training of new committee members as arranged. *Rev: 2.28.17; 3.10.2020*
- K. The Service Committee shall collaborate with the Public Relations & Communications Committee to distribute appropriate news releases to the media. *Rev: 10.04.21*

Special Assignments: Buddy Benches

- A. The Service Committee shall conduct the Buddy Benches program which
 - a. promotes pro-social behavior in elementary students by offering them a way to re-engage with other classmates when they are being excluded or bullied;
 - b. promotes pro-social behavior such as empathy and compassion in students who reach out to their classmates and help them re-engage socially with their peers;
 - c. are useful tools in helping educators and staff identify students who may be experiencing social difficulty or bullying so they can provide them with support or referrals to the school counselor;
 - d. provides a means for enhancing the internal school climate by promoting social problem-solving, empathy, inclusion and kindness.
- B. The selection criteria, distribution and club submission timeline shall be the following:
 - a. A club application form containing selection criteria and submission deadline(s) shall be prepared and distributed appropriately by the Service Committee. This form may be distributed through e-mail, by U.S. Postal Service, by printed form and/or posted on the club website.
 - b. Public elementary schools – grades K through 6 within Erie County’s school districts;
 - c. The Service Committee shall contact the elementary school(s) regarding the Buddy Bench program.
 - d. The club submission deadline for application(s) shall take into consideration school calendar year and installation of the bench(s) during the appropriate time of year.
- C. The Service Committee shall receive and review applications and make a recommendation for the Buddy Bench recipient(s) to the Club Board.
- D. The Service Committee shall ensure the Club Board has at least sixty (60) days to receive and process the Service Committee’s recommendation(s) via its own scheduled meeting, the Club’s meeting schedule and the school districts school calendar year. Upon approval by the Club Board, the recommendation(s) shall be presented to the Club Membership.
 - a. At the next regularly scheduled club business meeting after the Club Board’s approval, the Club Membership shall then vote on the approval of the Buddy Bench(s) recipient(s).
- E. The Service Committee Chairman will be responsible for communicating information to the Buddy Bench(s) recipient(s).
- F. The Service Committee shall be responsible to follow up with the recipient(s) regarding the impact of the Buddy Bench program at the conclusion of the school year after installation. A report shall be provided to the Club Membership and included in the Service Committee annual report. *Rev: 2.28.17*

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- G. The Service Committee shall collaborate with the Public Relations & Communications Committee to distribute appropriate news releases to the media. *Rev: 10.04.21*

Special Assignments: Young Women in Public Affairs

- A. The Service Committee shall conduct the selection process of the Young Women in Public Affairs (YWPA) sponsored by Zonta International.
- B. The selection criteria, distribution, monetary award amount and club timeline shall be the following:
- a. A club application form containing selection criteria shall be prepared and distributed appropriately by the Service Committee. This form can be distributed through e-mail, by U.S. Postal Service, by printed form and/or posted on the club website.
 - b. Age requirement: Women of age 16-19 on 1st April each year *Rev: 3.10.2020*
 - c. Additional eligibility and application requirements shall follow Zonta International's established guidelines.
 - d. Recipient must reside in Erie, Huron or Ottawa County studying at a secondary school, college or university. *Rev: 3.10.2020*
 - e. A monetary award of \$250.00 will be provided by the club on an annual basis.
 - f. The check shall be issued in the name of the recipient. This check is written from the club side (General Fund). *Rev: 10.04.21*
 - g. Club submission deadline for applications shall take into consideration the submission deadlines of District 5 and Zonta International.
- C. All submissions shall remain confidential throughout the selection process.
- D. The Service Committee shall receive, review and make a recommendation for the club YWPA recipient to the Club Board.
- E. The club YWPA nominee shall be the applicant who receives the most votes by the Service Committee members.
- F. The Service Committee shall ensure the Club Board has at least sixty (60) days to receive and process the nomination via its own scheduled meeting, the Club's meeting schedule and District 5's and Zonta International's program timelines. The nominated candidate's name shall be given to the Club Board. Upon approval by the Club Board, the nominated candidate's name shall be presented to the Club membership.
- G. At the next regularly scheduled club business meeting after the Club Board's approval, the Club Membership shall then vote on the approval of the Club's YWPA recipient.
- H. The Service Committee Chairman will be responsible for communicating information on the club's recipient to the District 5 Governor/YWPA Committee Chairman for district evaluation. *Rev: 9.13.16; 2.28.17; 3.10.2020*
- I. The Service Committee shall collaborate with the Public Relations & Communications Committee to distribute appropriate news releases to the media. *Rev: 10.04.21*

Special Assignments: Jane M. Klausman Women in Business

- A. The Service Committee shall conduct the selection process of the Jane M. Klausman Women in Business Scholarship sponsored by Zonta International.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- B. The selection criteria, distribution, monetary award amount and club timeline shall be the following:
 - a. A club application form containing selection criteria shall be prepared and distributed appropriately by the Service Committee. This form can be distributed through e-mail, by U.S. Postal Service, by printed form and/or posted on the club website.
 - b. Age requirement: Women of any age.
 - c. Additional eligibility and application requirements shall follow Zonta International's established guidelines.
 - d. Recipient must reside in Erie, Huron or Ottawa County enrolled in at least the second year of an undergraduate program through the final year of a Master's program at the time the application is submitted to the local club.
 - e. A monetary award of \$500.00 will be provided by the club on an annual basis.
 - f. The check will be made payable to the club nominee.
 - g. Club submission deadline for applications shall take into consideration the submission deadlines of District 5 and Zonta International.
- C. All submissions shall remain confidential throughout the selection process.
- D. The Service Committee shall receive, review and make a recommendation for the club JM Klausman nominee to the Club Board.
- E. The club JM Klausman nominee shall be the applicant who receives the most votes by the Service Committee members.
- F. The Service Committee shall ensure the Club Board has at least sixty (60) days to receive and process the nomination via its own scheduled meeting, the Club's meeting schedule and District 5's and Zonta International's program timelines. The nominated candidate's name shall be given to the Club Board. Upon approval by the Club Board, the nominated candidate's name shall be presented to the Club membership.
- G. At the next regularly scheduled club business meeting after the Club Board's approval, the Club Membership shall then vote on the approval of the Club's JM Klausman nominee.
- H. The Service Committee Chairman will be responsible for communicating information on the club's nominee to the District 5 Governor/JM Klausman Committee Chairman for district evaluation.
- I. The Service Committee shall collaborate with the Public Relations & Communications Committee to distribute appropriate news releases to the media. *10.04.21*

Special Assignments: Women in Technology

- A. The Service Committee shall distribute the Zonta International application for the Women in Technology Scholarship sponsored by Zonta International.
- B. The selection criteria, monetary award and timeline shall comply with Zonta International.
 - a. The Zonta International application form containing eligibility and application requirements including the selection criteria shall be distributed appropriately by the Service Committee. This form can be distributed through e-mail, by U.S. Postal Service, by printed form and/or posted on the club website.
 - b. All eligibility and application requirements shall follow Zonta International's established guidelines. *10.04.21*

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Special Assignment: BGSU Firelands Student Parent Support Program

- A. This is a new program started in 2020 by BGSU. The program's goal is to provide undergraduate and graduate students – both traditional and post-traditional – a demonstrably superior and innovative learning experience that intentionally prepares them to lead meaningful and productive lives. The program will deliver or coordinate delivery of services to student who are predominately parents who are low income facing financial and time poverty challenges which set them apart from the general traditional student population.
- B. The Service Committee will be tasked with ensuring this program complies with Zonta International's Mission, Objects and Vision. *10.04.21*

FINANCE Committee

Purpose of Committee:

In accordance with Zonta International specifications for worldwide, district and club levels, the purpose of the Finance Committee shall be to establish, review, maintain and protect the financial assets and operations of the Zonta Club of Greater Sandusky and the Sandusky Area Zonta Club Fund, abiding by all current IRS and other state and local rules for legal operations. This includes following guidelines for investment of Zonta Club of Sandusky Area Foundation funds as outlined in the club's Investment Policy and reviewed in the contracts with other financial institutions. *Rev: 3.10.2020*

Procedures of Committee:

1. Shall include, but not be limited to, the Zonta Club of Greater Sandusky President, Treasurer, Finance Committee Chairman plus two (2) additional active Club Members. At least one (1) member of the committee must have significant financial knowledge and preferably be a United States certified public accountant.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Club Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.
5. To perform other duties as assigned by the Club President.

Special Assignments:

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- A. To meet at least two (2) times each year as a committee; once in August and once in May to review club performance and budget recommendations for the next club year.
- B. To prepare a budget for the coming year, with the Club Treasurer, by August 10 and submit it to the board to be approved at the board's next meeting (usually in late August).
- C. To meet, as necessary, to consider revisions in the Zonta Club of Greater Sandusky's finance policies and procedures, as instituted by Zonta International, the Club's local bookkeeper and/or membership. Any recommended changes will be made by the Finance Committee to the Club Board for approval which will then be submitted to the Club Bylaws and Resolutions Committee for review. Once the Club Bylaws and Resolutions Committee review is approved by the Club Board, the Club Board shall make a recommendation to the Club Membership for approval.
- D. To follow the guidelines for investments as outlined in the current investment policy, and meet at least annually with the investment advisor to review current investments – this can be accomplished at a club meeting.
- E. To ensure there are no club member, financial conflicts of interest between the Zonta Club of Greater Sandusky's investments and/or bookkeeping services received. *Rev: 3.10.2020*

Membership Committee

Purpose of the Committee:

RECRUIT and RETAIN both new and current members with events (meetings) and/or contact with new members to ensure their smooth transition into the Club's committees and fabric of operations; prepare and update the Club membership booklet for entire membership annually; to promote continuing membership growth and encourage and supervise the organization of new clubs when possible.

Procedures of Committee:

- 1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
- 2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
- 3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
- 4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.
- 5. Other duties as assigned by the president.

Special Assignments: New Membership Recruitment

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- A. Plan and coordinate all aspects of the Club's new member recruitment program, generally beginning in September of each year and culminating with the annual invitation to join; prepare and solicit nominations from Club membership on forms generated by the committee; determine eligibility for membership according to Zonta International guidelines; mail invitations, etc.
- B. Present the slate of proposed new members at appropriate Board meeting for approval; gather all bio information for new members who desire to join the Club after the membership event, if held.
- C. Handle coordination of the installation of new members at the annual May banquet; forward the members' names to both the Club President and Club Treasurer for the official Zonta International directory; contribute names and bio information to the Fellowship Committee by May 1 for the annual Installation Banquet.
- D. Within thirty (30) days of the new members joining the Club, conduct an orientation meeting and make whatever follow-up contacts are appropriate during the first year of membership to guarantee retention — the assignment of a Club mentor.
- E. The committee may also elect to handle any Club satisfaction questionnaires, etc. as well as to handle submission of reports related to membership opinions.
- F. To present each new member with a Zonta membership pin and Manual upon installation as a Club member.

Special Assignments: Club Membership Booklet

- A. Will be prepared and distributed to all members — using a 3-ring binder that will contain the following: cover sheet; Zonta Blessing and Zonta Code; Club Officers, Zonta International Officers and District V Officers; listing of committees and committee members; meetings and events schedule; greeters; each member shall be represented by a photo and pertinent membership information; Club Bylaws and Policies, Club Procedures, Club Committee Descriptions and Procedures, Fund Bylaws and Policies, Fund Procedures and Memorial Service.
- B. Will be made available by October 1 of the coming year to all members; any updates will be submitted in June at the Business Meeting.
 - a. c. Coordinate the digital/regular photo sessions with the Public Relations Committee for each program/event. Biennially, the committee shall review classifications and submit recommendations to the District Board.

Nominating Committee

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Purpose of Committee:

To provide thoughtful nominations that will suit each position of leadership for officers/directors for the club’s annual election; to nominate at least three (3) members who are knowledgeable about Zonta Club and its members for the next term’s Nominating Committee.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments: Recruit slate of officers/board members annually

- A. Maintain confidentiality of discussion with prospective nominees.
- B. Encourage club members to nominate candidates for vacant positions.
- C. Contact prospective nominees, inform them of the duties of the office and obtain their consent for nomination.
- D. Nominate one (1) or more consenting, qualified member(s) for each elective position to be filled at the annual election.
- E. Nominate at least three (3) members for the next term’s Nominating Committee.
- F. At the club level, members of the Nominating Committee may be nominated for office. They should leave the room during consideration of their nomination, then return to vote.
- G. Present to the Board and membership the candidates for Club Officers, Club Directors and Nominating Committee in March with elections to be held in April and installation to be held in May.

Elections Schedule

Club Year starts	Officers Elected	Directors Elected	Permanent Seats (2)	Total Number of Seats filled at the table
------------------	------------------	-------------------	---------------------	---

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

June 1 of first year mentioned in group				as of June 1
2019-2021	Vice President Treasurer	Director 1	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2019:</u> 4 - Officers 2 - Directors Parliamentarian Immediate Past President
2020-2022	President Secretary	Director 2	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2020:</u> 4 Officers 2 Directors Parliamentarian Immediate Past President
2021-2023	Treasurer	Director 1	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2021:</u> 4 Officers 2 Directors Parliamentarian
2022-2024	President Vice President (President-Elect Secretary	Director 2	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2022:</u> 4 Officers 2 Directors Parliamentarian Immediate Past President
2023-2025	Treasurer	Director 1	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2023:</u> 4 Officers 2 Director Parliamentarian
2024-2026	President Vice President (President-Elect Secretary	Director 2	Parliamentarian (non-voting) Immediate Past President (non-voting)	<u>2024:</u> 4 Officers 2 Directors Parliamentarian Immediate Past President

NOTE: The Immediate Past President serves on the Board for one (1) year after term as president.

Rev 3.15.2011; 2.28.2017;3.10.2020; 10.04.2021

Archives & History Committee

Purpose of Committee:

To put procedures in place to initiate and support an archival program; to gather documents and

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

information regarding the club’s organization and activities; to assess what is of value for retention; arrange and list items for easy reference; to deposit items in a safe and accessible repository.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments:

- A. The archivist will have overall responsibility for all record keeping and ensure that each office bearer and committee chairman maintains records in a satisfactory manner.
- B. Locate an accessible repository and enter into an agreement to archive club records.
- C. Draw up a records management scheme, including retention, archival and disposal schedules and open new files which may need to be created.
- D. At the end of each fiscal year, or term of office, the archivist should ensure that all records are accounted for and assessed. Records are then retained, transferred to archives or disposed of appropriately.

ARCHIVES & HISTORY RECORDS RETENTION AND DISPOSAL SCHEDULE

Title	Responsibility	Retain on Paper	Retain Digital copy at club level	To Archives or Destroy

**ZONTA CLUB OF GREATER SANDUSKY
CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES**

Files relating to commencement of club, charter, incorporation, special projects and significant activities	Archivist			Archives
Board Policies/Resolutions			4 years	Archives
IRS application for Tax exempt Status and Determination letter	Archivist			Archives
Minutes of club board meetings and Treasurer Reports	Secretary	Current year	4 years	Archives
Minutes of general meetings	Secretary	Current year	4 years	Archives
Minutes of Foundation board meetings and Treasurer Reports	Secretary	Current year	4 years	Archives
Annual reports	Vice President	Current year		Archives
ZI Membership lists	Treasurer	Current year	4 years	Archives
Scrapbooks, photographs from activities and oral history tapes	Public Relations	Current year	4 years	Archives
Club Newsletters, brochures, newspaper articles and other publications	Public Relations	Current year		Archives
Correspondence: In/Out, ZI Headquarters, etc.	President or Secretary	2 years		Destroy

Financial Records: Archives & History Retention and Disposal Schedule

Title	Responsibility	Retain In Club	Archives or Destroy
-------	----------------	----------------	---------------------

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

All Tax records	Treasurer	4 years	Archives
Audits/ reviews	Treasurer	4 years	Archives
Annual report from accounting system	Treasurer	4 years	Archives
Invoices, Bank Statements, etc.	Treasurer	7 years	Destroy
Insurance Policies	Treasurer	4 years	Archives

Bylaws and Resolutions Committee

Purpose of Committee:

To consider all amendments proposed in accordance with Club Bylaws and Policies; review the Club Bylaws and Policies, Club Procedures, Club Committee Descriptions and Procedures, Fund Bylaws and Policies and Fund Procedures; to codify previous actions and recommend appropriate changes and/or new language for Club Board and Club Members consideration; to review, to combine as required and to make recommendations on all resolutions submitted in accordance with Club Bylaws and Policies; to develop and send to the District resolutions designed to further the Mission, Objects and Vision of Zonta International and Zonta Club of Greater Sandusky; to investigate disciplinary matters according to Club Bylaws and Policies. *Rev: 2.28.17*

Procedures of Committee:

1. Shall be appointed for a one (1) year term to consist of no more than two (2) Past Presidents, one (1) Past Secretary and/or one (1) Past Treasurer. *Rev: 10.04.21*
2. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To prepare and submit a report, as appropriate, by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
5. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Fellowship Committee

Purpose of Committee:

To support members; to create opportunities for members to enjoy fellowship at meetings throughout the club year; to encourage networking; to coordinate the communication of all meeting reminders and appropriate information for upcoming Zonta Club events to the membership.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Club Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments: Monthly Meetings

- A. Plan the meeting schedule dates, places and catered meals for the club year. This includes sending E-vites for meetings and making reservations for meals.
- B. Develop an attendance sheet to record attendance, absences, reservations for all Club meals, business meetings, etc.; keep the records in a 3-ring binder. Report any member absences to Club President as needed for action.
- C. Plan and organize the annual Installation banquet. These duties include engaging entertainment, inviting an appropriate Zontian to conduct the Installation Ceremony, preparing and printing the program, acquiring table decorations and ordering yellow roses for the new officers, new members and scholarship recipients.

Special Assignment: Member Acknowledgement

- A. In the event of the death of a member, a small yellow rose floral arrangement shall be sent. A One Hundred Dollar (\$100.00) Memorial shall be given to a project/charity chosen by the family. No other expenditures shall be made. This assures that all members will be honored equally. At the Club's first dinner meeting following the funeral, there shall be a Memorial Service. A spouse or child/children, parent or relative of the deceased shall be invited as a guest(s) of the Club. A yellow rose shall be presented to each family member present. The Memorial Service shall be conducted by the President or whomever the President delegates.
Note: A suggested outline for the Memorial Service is in the file of the President and Secretary.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

- B. In the event of the death of a member's spouse, parent or child, Twenty Dollars (\$20.00) shall be given to the Memorial Book Fund at the Sandusky Public Library. A single yellow rose shall be sent to the home of the member.
- C. In the event of the death of a member's brother, sister, grandparent or other relative with whom the member has been closely associated, a single yellow rose shall be sent to the home of the member.
- D. In the event a member is hospitalized, a single yellow rose shall be sent to the member in the hospital.

Public Relations & Communications Committee

Purpose of Committee:

To publicize and inform both the membership and the public about Zonta events, fundraisers and programs; to review all media articles; to publish club newsletter and maintain club website; to promote the Objects of Zonta International; to develop a comprehensive plan to create external and internal awareness of Zonta International and Zonta Club of Greater Sandusky.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Rev: 2.28.17

Special Assignments:

- A. To prepare and deliver 3-4 minute presentations monthly at Business Meetings reporting what public relations appeared about the Club in the local media and/or within the District's and Zonta International's publications.
- B. To prepare and review 3-4 minute presentations at monthly Business Meetings media articles relating to women's equal rights, health and improvement in the status of women.
- C. Promote all Service projects/fundraising projects in the Club, contributing direct coordination and supervision during those projects with the Service Committee and the Ways & Means Committee's direction — including submission of public relations information to the local media.
- D. Appoint a co-chair for the committee to handle primary responsibilities related to covering the local Service projects of the Club members engaged in during the year — this person will

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

write an article about the event/project, coordinate with a photographer any picture taking needs prior to submitting articles to the local media. All projects will be promoted with news releases being distributed at least two (2) weeks before the event(s) and within one (1) week after the event(s).

- E. Appoint a newsletter editor for the Club for the newsletter that is transmitted electronically to each member or USPS mailed to those members without e-mail access.
- F. Appoint a photographer for the Club to attend service and fundraising events, take photos of new members and any banquet/special events/activities. Submit photos for the Club Membership Booklet and for local media use. The photographer should have a camera that is conducive to taking clear, printable photos.
- G. Club Public Relations Chairman will collect Club newsletters, press releases, advertisements, articles and representative pictures of events and present them to the Archivist at the end of the fiscal year.

United Nations Committee

Purpose of Committee:

Receives and disseminates pertinent information to the membership regarding relations between the United Nations, its agencies and Zonta International.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments:

- A. Report regularly to the club on United Nations activities including NGO reports.
- B. Coordinate with the Advocacy Committee to achieve Zonta International's advocacy goals and provide regular reports to the club on progress toward those goals.
- C. Alert members to opportunities for advocacy at national, district and local levels.
- D. Actively promote and support the programs and advocacy of the United Nations, its agencies and Zonta International for the advancement of women.

ZONTA CLUB OF GREATER SANDUSKY

CLUB PROCEDURES AND COMMITTEE DESCRIPTIONS & PROCEDURES

Ways and Means Committee

Purpose of Committee:

To plan fundraising events to support the needs and projects of the Advocacy and Service Committee and the operation of the Club.

Procedures of Committee:

1. Shall plan and prepare an annual budget for anticipated committee expenses and provide to the Club Treasurer at specified time.
2. To prepare and submit a report by May 1 of each year of the committee actions to the Club's Vice President for inclusion in the annual report that is distributed at the Installation Banquet.
3. Save committee documentation that is easily accessible digitally/electronically in Word/Works format. At the conclusion of the fiscal year, this digital/electronic record shall be turned over to the incoming Vice President for reassignment as set forth in the Club Bylaws and Policies.
4. To participate in all events related to committee chairpersons and the training of new committee members as arranged.

Special Assignments: Fund Raising

- A. Funds raised will be the spending budget provided to Advocacy & Service for the following year. All funds raised at each event/fundraiser will be submitted to/ handled by Club Treasurer.
- B. The entire committee shall meet at least twice a year. The Nut Sales and the Auction Sub-Committees shall meet as necessary. The first meeting(s) should be in July.
- C. Ways & Means Chairman shall be in constant communication with the chairmen of the nut sales campaign and the auction. This will assure that questions are answered and all is going as expected.
- D. The Nut Sales Sub-Committee shall decide how many cans to order and which places/persons will be sales sites. Nut order should be placed early enough as to take advantage of the discount and coordinate payment with the Treasurer. Members should be recruited to handle the sales sites. This means delivering the nuts and picking up the cash. Determine a secure location for the money drop off. The Club Treasurer will pick up the money as necessary.
- E. The Auction Sub-Committee shall meet to determine the date and site for the Auction. They should also determine the needs of the committee and recruit members to join them. The committee will then meet at intervals as determined by them to assure a successful outcome of the auction.
- F. Information regarding the nut sales campaign and the auction should be reported to the Public Relations & Communications Committee as early as possible to draw media attention.

Rev:3.10.2020