

Zonta International Z Club and Golden Z Club Manual

January 2015



ZONTA
INTERNATIONAL

**EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY**

CONTENTS

	ACKNOWLEDGEMENTS	2
Section 1	INTRODUCTION	3
	Z Clubs and Golden Z Clubs.....	4
	History	4-5
	Service Projects	5-6
Section 2	ORGANIZING A NEW Z CLUB OR GOLDEN Z CLUB	7
	Benefits	8
	The Sponsoring Zonta Club	8-9
	Organizing a Z or Golden Z Club	9-10
	Communications	10
Section 3	STEP BY STEP GUIDE - HOW TO START A NEW Z CLUB OR GOLDEN Z CLUB...11	
	Steps	11
	Package Information	12-13
	Sample Letter to Prospective School Advisor.....	14
Section 4	NEW Z CLUB OR GOLDEN Z CLUB CHARTER PRESENTATION.....	15
	Purpose.....	16
	Type of Presentation	16
	Setting the Date	16
	Preparations.....	16-17
	Invited Guests	17
	Suggested Invitation for Charter Presentation.....	17
	The Presentation Event	18
	Suggested Program Agenda.....	18
	Suggested Program Contents.....	19
	Suggested Press Release	19-20
	Suggested Induction and Installation Ceremony	20-23
Section 5	MEETING GUIDELINES	24
	Club Meetings	25
	Committee Meetings	25
	Suggested Agenda for Z Club or Golden Z Club President.....	25-26
Section 6	REPORT FORMS	27
	New Z Club or Golden Z Club Authorization.....	28
	Z Club or Golden Z Club Directory Form	28
	Z Club or Golden Z Club Disbandment Form	28
Section 7	EMMA L. CONLON SERVICE AWARD.....	29
	Who was Emma L. Conlon?	30
	Annual Emma L. Conlon Service Award for Z Clubs and Golden Z Clubs.....	31
	Suggested Projects and Programs for Z Clubs and Golden Z Clubs	32-33
Section 8	MODEL OF STANDARD BYLAWS FOR Z CLUBS AND GOLDEN Z CLUBS	34-39

ACKNOWLEDGMENTS

This manual has been fully revised by the 2012-2014 Zonta International Board and is updated as of January 2015.

Section 1

Introduction

Includes

- Z Clubs and Golden Z Clubs
- History
- Service Projects

INTRODUCTION

Z CLUBS AND GOLDEN Z CLUBS

What are Z Clubs and Golden Z Clubs?

The Z Clubs and Golden Z Clubs are part of Zonta International's service projects. Z Clubs and Golden Z Clubs are organizations which provide opportunities for our youth to develop leadership skills, explore career alternatives, and improve international understanding through service projects and advocacy. Z Clubs are formed on secondary school campuses or in the community, while Golden Z Clubs are established on college and university campuses. A Z Club or Golden Z Club is sponsored by a Zonta club and this club is responsible for paying the fees for the clubs and for communicating with the club they are sponsoring. The club is also a liaison between ZI and the Z Club/Golden Z Club.

Why Z and Golden Z Clubs?

Young people are given an opportunity to interact and work together with experienced Zonta sponsors to better their society and the world by gaining an understanding of their school and community and by developing an international awareness.

Supporting community and international service projects is one way for Z and Golden Z Club members to become well-educated individuals. Zonta members provide resources and information which encourage service to the school and community and an international awareness among Z Club members.

Everyone involved in a Z and Golden Z Club benefits by working together in planning, organizing, and participating in activities. The programs and projects created by Z and Golden Z Club members, with guidance from the advisor and the sponsoring Zonta club, should be designed to meet the needs of members, the school, and the community, and have international emphasis. It is the school, community, and international aspects that make Z Clubs unique.

Future Leaders Building a Better Future through Service and Advocacy

The youth of today will be the leaders of tomorrow, and the Zonta International Z Club program is a way for these future leaders to build a better world today. Actively participating in school, community, and international affairs, Z Club and Golden Z Club members can have a positive influence on the world around them. Through Z Club and Golden Z Club activities, students will learn valuable communication skills as well as gain civic leadership experience and career development assistance through their commitment to service and advocacy.

HISTORY

In 1948, the principal of Burbank High School in Burbank, California, USA was on his way to a meeting of the Key Club (a boys' club sponsored by Kiwanis) when he asked Dr. Elta Pfister, supervising staff member for the Burbank school district and charter president of the Zonta Club of Burbank, "Why don't you start a club for girls like Key Club?"

Elta jokingly responded, "You want Zonta to start a Z Club?" And he answered, "Sure, why not?"

The new Z Club gave secondary school girls the opportunity to meet 35 women of the Zonta Club of Burbank and to explore careers and professions other than teaching, nursing and secretarial work. The girls were also encouraged to follow Zonta's examples by engaging in community activities.

At the time, Zonta International had been encouraging Zonta clubs to advise young women to enter the diplomatic corps and to attend colleges and universities. So to support the organization of Z Clubs and Golden Z Clubs was to demonstrate further effort to promote young women for the good of Zonta and for the good of the world. Growth through service became the motto for the Z Clubs and Golden Z Clubs, although it originally began as a Zonta Club motto. Today, the motto for Z Clubs and Golden Z Clubs has evolved to: Future Leaders Building a Better World Today through Service and Advocacy."

The first four Z Clubs were organized in southern California, and then the movement began to spread: Tampa, Florida; Boise, Idaho; Paterson, New Jersey; Yuma, Arizona; and Billings, Montana. There were 12 Z Clubs and 3 Golden Z Clubs in the first 10 years of the program's existence. The three Golden Z Clubs were organized at junior colleges in Boise, Idaho, and Santa Barbara and Riverside, California.

Z Clubs became international when the first Z Clubs were established in 1964 at Lakeport Secondary School in St. Catharines, Ontario, Canada and in Lyon and Paris, France. In 1968, the first Z Club in San Juan, Puerto Rico became active, and, in 1974, Quezon City in the Philippines organized its first Z Club, followed in 1975 by the first Hong Kong Z Club.

Service by Z Clubs and Golden Z Clubs at the school, community, and international levels is recognized annually by Zonta International through the Emma L. Conlon Service Award.

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

At the 1978 Zonta International Convention in Denver, Colorado, the international bylaws were amended to make it optional to also include male students in Z Club membership. The purpose was to inspire the youth to work together in a world fellowship of service and understanding.

SERVICE PROJECTS

Z Clubs and Golden Z Clubs provide the opportunity for students in secondary and post-secondary schools to develop leadership skills, explore career alternatives and contribute to the local and international communities through club-determined service projects. Z Club and Golden Z Club members are responsible for designing service projects that benefit their schools and fellow students and their local and global communities. Through Z Clubs and Golden Z Clubs, students have the opportunity to become aware of their role as global citizens to exchange their ideas, resources and experiences with others while making new friends around the world.

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

- Campus tours
- Hosting commencement
- Assisting in alumnae/alumni activities, rallies and school grounds beautification
- Hosting a "Teacher Appreciation Day"

In the community, Z and Golden Z Club members can design and participate in community environmental awareness projects, or can volunteer their time to care for people at nursing homes and women's shelters. These are just a few of the types of service projects that encourage the potential in young people to affect positive change in their communities. Many Z Clubs and Golden Z Clubs participate internationally by corresponding with pen pals from around the world, sharing ideas, promoting cross-cultural communication and developing skills that will last a lifetime. Z Club and Golden Z Club members have the opportunity to meet and interact with students from other communities around the world by sponsoring exchange programs or conferences to bring them together to discuss international issues. Z Clubs and Golden Z Clubs can participate in international service with their sponsoring Zonta club by helping the club support service projects and/or educational programs established by Zonta International; e.g. projects developed in association with United Nations agencies, or the Amelia Earhart Fellowships.

Some Zonta clubs have "Z pals," where a member of the sponsoring Zonta club is paired with a member of the Z Club.

Section 2

Organizing a New Z Club or Golden Z Club

Includes

Benefits

The Sponsoring Zonta Club

Organizing a Z or Golden Z Club

Communications

ORGANIZING A NEW Z CLUB OR GOLDEN Z CLUB

Though Z Clubs and Golden Z Clubs are typically sponsored and organized by Zonta clubs, occasionally, Z Clubs and Golden Z Clubs operate without affiliation with an educational institution. In these cases, Z Clubs and Golden Z Clubs may combine students from different institutions into “off-campus” clubs.

By organizing a Z Club or Golden Z Club, the Zonta club is offering a service not only to youth but to the community as well. Young people are given a chance to interact with experienced sponsors, and to work together to better their societies and the world by gaining an understanding of their schools and communities and by developing an international awareness.

BENEFITS

Z Clubs and Golden Z Clubs provide opportunities for young people to develop leadership skills, to explore career alternatives and to improve global understanding of issues through service and advocacy. Supporting community and international service projects is one way for Z Club and Golden Z Club members to become well-educated individuals. Zonta members provide valuable resources and information, which encourage service to the community and an international awareness among Z Club and Golden Z Club members.

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

THE SPONSORING ZONTA CLUB

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

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

- Paying the initial charter registration fee and the yearly renewal fee to Zonta International.
- Registering the new Z Club or Golden Z Club by using the “New Z Club or Golden Z Authorization Form,” found on the Zonta International website under Member Resources/Forms. The form should contain the names and contact information of all members. It is important that copies of the report are also sent to the following:
 - The governor
 - The district Z Club Committee Chairman
 - The Zonta International Z Club and Golden Z Club Committee Chairman
- Communicating regularly with the district and the Zonta International Z Club and Golden Z Club Committee to implement the Z Club goals.
 - The sponsoring Zonta club is the link between the Z Club or Golden Z Club and Zonta International. All information from Zonta International is distributed to the sponsoring Zonta club who, in turn, shares it with the Z Club or Golden Z Club and its advisors.
- Encouraging them to participate in the Emma Conlon Service Award.

Under the guidance of the district board, each district Z Club Committee should become fully informed of local, district, and international activities and programs for Z Clubs and Golden Z Clubs. Because Zonta clubs contact the district Z Club Committee for assistance, it is important that the committee is informed of the progress and growth of Z Clubs and Golden Z Clubs in its area. Each district Z Club Committee is also responsible for reporting to the Zonta International Z Club Committee as well as maintaining records of Z Clubs and Golden Z Clubs in its district. A club should inform the District Z Club/Golden Z Club Committee early in the planning process.

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

ORGANIZING A Z CLUB OR GOLDEN Z CLUB

A Z Club or Golden Z Club chairman should be appointed in every Zonta club and a district chairman in every district. These key people will provide lines of communication to the Zonta clubs. The Z Club or Golden Z Club chairman heads a committee of Zonta club members who are responsible for establishing and maintaining the Z Club or Golden Z Club.

When the committee wants to start a new Z or Golden Z Club they require the approval of the sponsoring Zonta club and also a commitment to the support of the members.

The next step should then be to send a letter or packet (see "Package to New Schools") to the designated official explaining briefly what Zonta and Z and Golden Z Clubs stand for and what they do. Next, arrange a meeting with a representative of the secondary school, college, or university, such as the principal, headmaster, or dean of students. The support of an official from the educational institution where a Z Club or Golden Z Club is being organized is important for the success of the new club.

The principal, head of school or dean of students will:

- Assign a teacher/advisor to work with this club
- Provide an approach for membership selection
- Provide a place to meet
- Work with the Z Club or Golden Z Club in planning service projects within the school or college
- Be of service to the advisors

Selection of an advisor within the school is very important. Qualifications for a good advisor include an interest in youth and ability to guide and to encourage Z Club and Golden Z Club members to participate actively in club projects. The ideal advisor is a Zontian within the school or college where a club is being organized because of her or his knowledge of Zonta, but this is not compulsory.

Z Clubs and Golden Z Clubs are comprised of members who are generally honor students, leaders, student council members or athletes. Z Club and Golden Z Club candidates are

selected with the help of guidance counselors, coaches, teachers and/or other students at the school.

The Z Club Committee generally meets with candidates and, if possible, with candidates' parents to explain the purpose, goals and expectations of the Z Club program. Members of the Z Club or Golden Z Club will be formally inducted at the charter presentation.

At the university, college or post-secondary level, it is suggested to select candidates from a wide variety of majors so the diversity of the campus will be represented.

The programs and projects created by Z Club and Golden Z Club members with guidance from the advisor and the Z Club Committee should be designed to meet the needs of members and the community and have international emphases. It is the local, community, and international aspects that make Z Clubs and Golden Z Clubs unique.

If a group of students is interested in forming a Z Club or Golden Z Club but the school system is unable for some reasons to accept the club, an off-campus club can be organized. For off-campus Z Clubs or Golden Z Clubs, the sponsoring Zonta club provides the advisor from its membership and determines the meeting place, membership, and club size and functions. In an off-campus Z Club, the members can include students from several nearby secondary schools as long as they are full-time students. In an off-campus Golden Z Club, the members can be students from several nearby colleges or universities.

COMMUNICATIONS

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

By involving area directors and providing them with Z Club and Golden Z Club mailings, avenues of communication remain open whereby Z Club and Golden Z Club activities can become a shared experience within the district. By sharing ideas and events, others who may need assistance can be helped.

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

Section 3

Step by Step Guide for How to Start a New Z Club or Golden Z Club

Includes

Steps

Package Information

Sample Letter to Prospective School Advisor

STEP BY STEP GUIDE TO STARTING A NEW Z OR GOLDEN Z CLUB

STEPS

1. Have permission of the sponsoring Zonta club.
2. Choose a Z Club or Golden Z Club chairman from the club. The chairman should be well-informed about starting a club and should be involved as soon as possible.
3. Choose a school(s) to begin a club.
4. Send a "package" to the school administrator.
5. After sending a package, visit the school to explain the benefit of having a Z Club or Golden Z Club.
6. Once the school has expressed interest in forming a Z or Golden Z Club, the Zonta club should notify the District Z Club/Golden Z Club Committee chairman.
7. Train the new teacher/counselor (Z Club or Golden Z Club chairman).
8. School sets up club with executive members.
9. Collect names, addresses, emails and telephone numbers of executive members.
10. Z Club or Golden Z Club chairman (or the local Zonta club) will send in the application and fees to obtain a charter.
11. Create a static email address for the club to facilitate communication.
12. At the second meeting in the school, a Zonta liaison will visit to give an explanation of Zonta, share some goals for the biennium and report any Zonta planned activities, especially those to share with the Z Club or Golden Z Club members, as well as announce any upcoming functions, conferences or conventions, etc.
13. Z Club or Golden Z Club members will plan service activities, making sure they choose from all three levels of service: a) school; b) community; and c) international.
14. There must be contact or communication between the Z Club or Golden Z Club and the Zonta liaison every month to encourage, support and assist as these young members and the teacher/counselor are mentored.

PACKAGE TO NEW SCHOOLS

This package includes a letter stating your interest in forming a Z Club/Golden Z Club in a school and includes pamphlets explaining Zonta and Z Clubs/Golden Z Clubs on all three levels. A follow-up visit in two-three weeks is imperative. At this time the Z Club chairman must sell Z Club or Golden Z Club ideas to the administrator, respond to questions, and be ready to request a teacher/counselor immediately. The teacher/counselor is then given training and will begin to select students to form the first Z Club or Golden Z Club (15-20 students would be a good starting number).

New Z Club Leaders (Teacher/Counselor) Training Outline

1. Zonta club thanks teacher/counselor for offering to be a leader; offer support and encouragement.

2. Teacher chooses 10-12 full-time students who would benefit from leadership opportunities. Executive members are chosen at the first meeting, i.e. president, vice president, treasurer, secretary, and any others needed. An optional organizational pattern may be used if desired, but it must be known and it must be effective. Members may be male or female, as the club chooses.
3. Teacher invites the Zonta liaison to the second meeting.
4. Club decides where to meet and how often to meet.
5. Teacher should be prepared to:
 - a. Present the motto, "Future Leaders Building a Better World Today Through Service and Advocacy."
 - b. Assist club members to bring in new students and to decide on service projects.
 - c. Make sure the duties of treasurer and secretary are clear. The secretary will record each member's hours for each project authorized by the club.
 - d. Inform students early about the Emma L. Conlon Service Award, district awards, or local community awards.
 - e. Encourage students to think internationally, as well as locally, and to reach out to new adventures.
 - f. Encourage students to take courses to develop leadership and personal skills.
 - g. Keep in touch with Zonta liaison regularly. Do not be afraid to ask for help.

SAMPLE LETTER TO PROSPECTIVE SCHOOL ADVISOR

ZONTA CLUB OF _____

Attention:

Dear:

The Zonta Club of city/town is planning to sponsor a service club for full-time students at name of school/college/university and is happy to extend to you an invitation to become a member of this new group.

Our Zonta club is one of more than 1,200 Zonta clubs with more than <number> members in <number> countries that make up **Zonta International**, whose members—in professional and executive positions—are dedicated to community service, improving opportunities for women and encouraging young people in leadership roles around the world.

In countries throughout the world, Zonta clubs are sponsoring such service clubs as we plan here, and all have proven mutually rewarding. Its members' objectives will be:

- Service to your School
- Service to your community
- Improved international understanding
- Development of leadership qualities

I will be calling you in the next week to arrange a mutually convenient time to meet and further discuss our Zonta club plans.

Zonta Club of city/town

Chairman, Z Club or Golden Z Club Organizational Committee

Address

Telephone Number

Email

Section 4

New Z Club or Golden Z Club Charter Presentation

Includes

- Purpose
- Type of Presentation
- Setting the Date
- Preparations
- Invited Guests
- Suggested Invitation for Charter Presentation
- The Presentation Event
- Suggested Program Agenda
- Suggested Program Contents
- Suggested Press Release
- Suggested Induction and Installation Ceremony

NEW Z CLUB OR GOLDEN Z CLUB CHARTER PRESENTATION

PURPOSE

The charter presentation serves:

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

TYPE OF PRESENTATION

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

SETTING THE DATE

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

Zonta International Headquarters should be informed as soon as a date for the charter presentation has been set, since it takes approximately six to eight weeks from receipt at headquarters of the New Z Club or Golden Z Club Authorization Form (available on the Zonta International website under Member Resources/Forms) and the registration fee to receive the club charter.

PREPARATIONS

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

The first step is to set up a budget for the event. Items in the budget could include:

- Printing the invitations (if applicable)

- Postage (if applicable)
- Printing the programs
- Telephone (*for follow-up calls*)
- Rental of premises (*if any*)
- Table decorations
- Meals or refreshments and gratuities
- Costs for invited guests

When considering total costs, it would be a good idea to set the price of the event high enough to cover all expenses including the invited guests. Another possibility is to sell tickets for the event. This method has been used by some clubs enabling them to defray all expenses and to start their first service fund.

INVITED GUESTS

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

- Representatives of local service and civic groups
- Local media
- Local government officials
- Sponsoring Zonta club officials
- District officials
- Parents
- Teachers and principal

SUGGESTED INVITATION FOR CHARTER PRESENTATION

In general, invitations should contain the name and full address of the person to whom the response is to be made. The following is a suggested invitation:

<p>The members of the (New club name) Z Club (or Golden Z Club) request the pleasure of your attendance at their Charter Presentation Dinner Guest of Honor (<i>District Z Club Committee chairman's name and title</i>)</p>	
Place:	Day:
Address:	Date:
Type of function:	Attire:
Please respond by: (<i>date</i>)	To: (<i>name and address</i>)

THE PRESENTATION EVENT

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

SUGGESTED PROGRAM AGENDA

Welcome	Mistress of Ceremonies*
Luncheon <i>(if applicable)</i>	
Introduction of Invited Guests	Mistress of Ceremonies
Welcome to the District	Official Representative
Welcome from the School	Z Club advisor, principal, head of school, or dean of students
Introduction and Induction of Club Members	Inducting Officer
Installation of Officers	Inducting Officer
Presentation of Charter and Gavel	Inducting Officer – Governor
Response	New Club President
Reading of Congratulatory Messages <i>(if applicable)</i>	New Club President – Z Club leader(s)
Thank You to Visitors and Adjournment	New Club President

** The Mistress of Ceremonies can be a member of the sponsoring Zonta club or a member of the new Z Club (or Golden Z Club) but should be someone who is a good public speaker and comfortable in this type of situation.*

The new Z Club or Golden Z Club, its officers and board of directors, and all new members should be received with grace and ceremony to reinforce the sponsoring Zonta club's commitment to the Z Club and Golden Z Club and to create a sense of occasion which makes the induction special to the new members.

It is suggested that the induction be done by an invited guest preferably the district Z Club Committee chairman or other district officer. The president or the Z Club Committee chairman of the sponsoring Zonta club may also act as the inducting officer. The advisor that has been involved in organizing the new Z Club or Golden Z Club may be honored by participating in the acceptance of the charter along with the Z Club or Golden Z Club president.

At the end of the installation ceremony, gifts and congratulations can be offered to the charter president. Suggestions include an inscribed gavel, a scrapbook for the new Z Club or Golden Z Club historian, a special book for the recording of minutes, a receipt book for the treasurer or small cash gifts from other Z Clubs, Golden Z Clubs, or Zonta clubs in the district.

SUGGESTED PROGRAM CONTENTS

- A list of the members of the new club, their titles (if officers) and class level
- The agenda for the event, listing names and titles of all participants and featuring the district Z Club Committee chairman or other official representative
- The Objects of the Z Club or Golden Z Club
- Recognition of the sponsoring Zonta club

SUGGESTED PRESS RELEASE

The following is a suggested press release announcing the charter presentation for a newly formed Z club or Golden Z club: *

Contact information:

Name of Z Club or Golden Z Club

Name of president

Telephone number and email address to the president

For Immediate Release

New Z Club (or Golden Z Club) to be Chartered

A new service club for youth dedicated to provide career guidance and to promote leadership skills, international fellowship and the ideal of service will be chartered (date) at (place/time). (Name of governor or official representative), (Zonta title) will present the charter to the (new club name) Z club (or Golden Z club). There are (number) charter members under the direction of the club's President, (name of president). (New club name) Z club (or Golden Z club) is one of the youth groups of Zonta International, the worldwide service organization of executives in business and the professions working together to advance the status of women. As of spring <year>, there were more than <number> Zontians belonging to more than <number> clubs in approximately <number> countries and geographic areas.

Z club (or Golden Z club) members undertake service projects benefiting their school, community, and the world. They promote the development of leadership ability and good character, and they strive for scholastic achievement and the improvement of international understanding through service.

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

The Zonta Club of (name) will act in an advisory capacity for the (new club name) Z club (or Golden Z club). Members of Zonta International support international service projects intended to advance the status of women, particularly in developing nations, and they fund the Amelia Earhart Fellowship Awards given annually to women pursuing graduate study in aerospace-related sciences and engineering. Zonta International enjoys Non-Governmental Organization status with the United Nations and consultative status with several of its agencies.

Suggestion: Contact the mayor of your city and have her/him present a plaque proclaiming Z Club or Golden Z Club Day. This needs to be done several weeks ahead of time.

*Press releases should be typewritten and double-spaced on one side of a page. Along with each press release, it would be appropriate to send a Zonta International press kit, which can be purchased from the Zonta Store. This can be found on the ZI website under Member Resources/Zonta Store.

SUGGESTED INDUCTION AND INSTALLATION CEREMONY

President of the sponsoring Zonta club or Z/Golden Z Club District Chairman:

Today, the Zonta Club of (name) enters into a new fellowship and welcomes into its association of executives in business and the professions the following charter members of the newly organized (name) Z Club (or Golden Z Club). Will the charter members please stand.

Your fine group forms another link in a rapidly lengthening chain of Z Clubs and Golden Z Clubs around the world. Through Z Club (or Golden Z Club) activities, we know that you will learn the joy of service, and in accordance with the Z Club (or Golden Z Club) motto, you will act as "Future Leaders Building a Better World Today Through Service and Advocacy."

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

You have been chosen as the charter members of this club because you possess intelligence, integrity, initiative and a desire to serve.

(Ask Zontians to stand.)

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

(Ask Zontians to be seated.)

Inducting Officer:

New members of the (name) Z Club (or Golden Z Club), will you please stand.

Z Clubs and Golden Z Clubs are sponsored by clubs of Zonta International, the worldwide service organization of executives in business and the professions working together to advance the status of women. Z Clubs and Golden Z Clubs give their members the opportunity to work toward world fellowship through service and international understanding.

The Objects of the Z Club (or Golden Z Club) are:

1. To serve the school with which it is affiliated
2. To serve the community

3. To provide career guidance and to encourage leadership qualities in secondary, vocational and technical schools, colleges, and universities
4. To promote fellowship and better understanding among all people of the world

Will the new Z Club advisor (name) please present the new members?

(At this time the new members are presented. Each in turn receives a symbol or token of membership. This could be a card, pin, Z Club patch or other appropriate item. Each member also receives a copy of the bylaws from the school advisor, a member of the sponsoring Zonta club or the school administrator.)

Inducting Officer:

Your duties as Z Club (or Golden Z Club) members require your adherence to the Z Club's Objects: service, fellowship, and international understanding, in cooperation with all other club members. You have been selected for membership for these purposes.

Will you please repeat the Z Club (or Golden Z Club) pledge with me?

"I promise to fulfill, to the best of my ability, the obligations of membership in the (name) Z Club (or Golden Z Club)."

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

Inducting Officer:

(Please ask the charter executive members to stand.)

You have accepted the responsibility of membership in the name Z Club (or Golden Z Club) and have elected those who will serve as the charter officers and board of directors. You have elected, in accordance with your proposed bylaws, these charter members to the following positions.

President (name): _____

Vice president (name): _____

Secretary (name): _____

Treasurer (name): _____

Directors (names): _____

You form the foundation of this Z Club (or Golden Z Club) that will reward each of you as you experience growth through service.

Have you voted to accept the bylaws as your guide?

New Members: We have.

Inducting Officer:

Will the directors please come forward.

Your duties are varied and important. You will counsel with the president and the other officers at all board meetings. It is important that you and all officers of the club be punctual and regular in attendance. You will weigh carefully all matters pertaining to this club that are presented at the board meetings, and you will not recommend or reject any items because of your personal preferences but will let the merits of the ideas be your guide so that the work of the club may be carried out successfully.

Will you, the directors, do your utmost to see that your work reflects credit upon those who have elected you to this honorable and responsible position?

Directors (*in unison*): We will.

Inducting Officer:

Will the treasurer step forward.

It is your duty as treasurer to receive all funds of the club and deposit them according to the procedure recommended by the advisor(s). You will issue receipts for all money collected for dues or from any other source and pay all bills when requested to do so by the board of directors. You will be an ex-officio member of the Finance Committee. Do you so pledge?

Treasurer: I do.

Inducting Officer:

Will the secretary step forward.

You shall keep a record of all meetings of the club and of the board of directors. Subject to the approval of the advisor(s), you shall prepare notices of meetings for school bulletins. You shall keep a record of Z Club (or Golden Z Club) membership and correspondence. You shall be responsible for all club records that should be preserved and transfer them to the next duly elected secretary. Do you so pledge?

Secretary: I do.

Inducting Officer:

Will the vice president step forward.

Your duties are many and varied. You shall assist the president in carrying out the duties of office. You shall be an ex-officio member of the Membership Committee and the custodian of club equipment for the president. In case of illness or resignation of your president, the vice president acts as president. Do you so pledge?

Vice President: I do.

Inducting Officer:

Will the president please step forward.

It is your duty to preside at all regular and special meetings of the club and the board of directors. Subject to the approval of the board and the advisor(s), you will appoint all standing and special committees, the historian, and the parliamentarian. You will call special meetings of the board and of the club; you will be an ex-officio member of all committees, standing or special, except the Nominating Committee. Do you so pledge?

President: I do.

Inducting Officer:

In presenting you this gavel, I also give to you the responsibilities and privileges of the office of president.

Members of the (name) Z Club (or Golden Z Club), do you pledge yourselves to cooperate with these newly installed officers and directors?

Membership (in unison): We do.

Governor of District:

I, _____, Governor of district _____ on behalf of the Zonta Club of _____ and Zontians in district _____ and in Zonta International, on this _____ day of _____, _____ hereby present you with your official charter and entry into the world of Zonta. Congratulations!

Inducting Officer:

Dignitaries, Zontians and friends, may I now present to you, your newly chartered Z/Golden Z Club from _ School.

Congratulations and best wishes to you, both officers and directors and members of the (name) Z Club (or Golden Z Club).

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

(A social time, cake cutting, and photo taking session usually follows this event. Candles are often used, as their flames symbolize service to a higher level and can be passed on from chartered clubs to new clubs. Suggestion: Use large candles for the clubs and long thin ones for each new member. This can be very impressive.)

Section 5

Meeting Guidelines

Includes

Club Meetings

Committee Meetings

Suggested Agenda for Z Club or Golden Z Club President

MEETING GUIDELINES

CLUB MEETINGS

In cooperation with the advisor, the new officers should establish a regular time and place for club meetings. The club should schedule at least one regular meeting each month or more if possible. It is suggested that the advisor or another Zonta club member be present at each Z Club Golden Z Club meeting or function.

COMMITTEE MEETINGS

Being on a committee should provide every club member with a job to perform. When a member has a job, interest in the club tends to remain high. Committee participation also provides further purpose and meaning to membership in the Z Club or Golden Z Club. Therefore, in addition to performing essential duties for the club, the committees form the foundation of Z Club or Golden Z Club interaction.

Each club committee should establish a regular meeting schedule to accomplish its business and tasks. Each committee should report on its activities at the club business meetings or as necessary. It may be desirable to have an open discussion to generate ideas about club service projects and activities. Several established areas of service are: status of women, advancing human rights, or furthering international understanding.

SUGGESTED MEETING AGENDA FOR Z CLUB AND GOLDEN Z CLUB PRESIDENTS

The Z Club (or Golden Z Club) president should bring to each club meeting a calendar, a list of committees, a copy of the club bylaws, the gavel, and an agenda. The following is a suggested meeting agenda:

QUORUM CHECK

(See Article X, Section 3 of model bylaws in Chapter 8.)

CALL TO ORDER

(Tap gavel once.)

President: "The meeting will come to order."

President; The minutes have been distributed. Are there any questions?

President: "Are there any corrections?" (Pause) "The minutes are approved." (If corrected, then) "The minutes are approved as corrected."

CORRESPONDENCE BY SECRETARY

(Correspondence is read by the secretary, which does not require action but which is of an informational type. Correspondence which requires motion or action is handled under New Business and would be presented at that time.)

FINANCIAL REPORT

(Treasurer reads report aloud.)

REPORTS OF STANDING COMMITTEES

(Use bylaws sequence for order of reports: Article XI, Section 1.)

UNFINISHED BUSINESS

(The secretary advises the president on items postponed from previous minutes, on items postponed from the last meeting to the current meeting and on items on the agenda of the last meeting that were not discussed. The president refers to unfinished business only if there is an item to report. If not, the president ignores this topic of business and moves on to new business.)

NEW BUSINESS

PROGRAM

(if any)

ANNOUNCEMENTS

(Date, time, and place of next meeting are announced.)

ADJOURNMENT

(The president may adjourn the meeting if there is no further business without requesting a motion to adjourn.)

President: "There being no further business to come before this meeting, the meeting is now adjourned."

(The order of business may be set aside or changed by a two-thirds (2/3) vote or by general consent. After such vote the meeting can then be adjourned.)

President: "If there is no objection, we will adjourn this meeting." (Pause) "Hearing no objection, the meeting is adjourned."

(Agendas, treasurer's reports, minutes, and correspondence should be kept from year to year for future reference.)

Section 6

Report Forms

Includes

- New Z Club or Golden Z Club Authorization
- Z Club or Golden Z Club Directory Form
- Z Club or Golden Z Club Disbandment Form

REPORT FORMS

The following forms can be found at zonta.org under [Member Resources/Forms](#)

- New Z Club or Golden Z Club Authorization
- Z Club or Golden Z Club Directory Form
- Z Club or Golden Z Club Disbandment Form

Section 7

Emma L. Conlon Service Award

Includes

Who was Emma L. Conlon?

Annual Emma L. Conlon Service Award for Z Clubs and Golden Z Clubs

Suggested Projects and Programs for Z Clubs and Golden Z Clubs

EMMA L. CONLON SERVICE AWARD

WHO WAS EMMA L. CONLON?

1900-1995



Past International President, 1956-1958

Emma Conlon died August 3, 1995, in New Jersey, USA. She was a retired textile executive and civic leader and a Zontian since 1944. During her International Presidency, the organization added 50 new clubs, for a total of 380. She traveled more than 200,000 miles while in office, just before jet passenger service came into general availability. Previously, she had held several local and national offices, including president of her club (Paterson Area) and governor of District 3. Following her term of office, she focused much of her Zonta work on young people, especially through Z Clubs. She

conceived and funded the Emma L. Conlon Service Award (established 1961) to encourage and recognize promising youngsters.

Mrs. Conlon entered the textile industry at age 20 as a clerical worker and, before her retirement in 1964, rose to become chairman of Colonial Piece Dye Works. In addition, she was a leader in several textile and fabric professional organizations over the years. Her late husband, Frank, was also an executive in the industry. Mrs. Conlon's professional interests after the Second World War ventured into the experimental and futuristic temper of the times: she spoke with enthusiasm of new easy-care fibers that might someday be permeated with breathable medications; disposable travel garments; and a future demand for high-grade synthetic furs.

Emma Conlon could claim many "firsts" among her considerable achievements. She was appointed Paterson's Commissioner of Fire and Police services, the first woman to hold that office in any New

Jersey city; first woman board member of the Greater Paterson Chamber of Commerce; and first woman on the Paterson Board of Finance. In 1951, an all-male civic club voted her Paterson's Outstanding Citizen. In 1954, President Eisenhower appointed her to the National Board of Field Advisers for the U.S. Small Business Administration. From 1958 to 1960, she traveled and did research for the United Nations as chairman of the Refugee Camp Study Committee. In addition to her Zonta and civic commitments, she gave generously of her energies to charitable enterprises, with emphasis on hospitals and the nursing profession.

Friends, family, and sister Zontians of Mrs. Conlon will continue to think of her with fondness and admiration. We are reminded of the journalists who often sought her out for interviews and features. In 1958 one reporter wrote: "All of her achievements Mrs. Conlon credits to Zonta, where her active public life first started."

ANNUAL EMMA L. CONLON SERVICE AWARD FOR Z CLUBS AND GOLDEN Z CLUBS

History

As an incentive and a reward for Z and Golden Z Clubs rendering the best service according to Zonta's ideals, annual cash awards are offered to the clubs' service funds. This idea originated with Maymie Pierce, Boise, Idaho, who served as Chairman of the International Z Club Committee from July 1960 to her death in April 1961. She named it in honor of Emma Conlon, who continued to underwrite the award for Zonta International until her death in 1995. Since that time, Zonta International has underwritten this award. The award was established in July 1961 by the International Board as a continuing feature of the Z Club and Golden Z Club program. The first awards were presented at the 1962 convention in New Orleans.

The goal of this award is to recognize those Z Clubs and Golden Z Clubs whose projects and programs best express the ideals of Zonta International and contribute to the advancement of the status of women worldwide, according to the mission of the organization.

General Information

Early each spring, the application and instructions are sent to the president of each sponsoring Zonta club. Standards have been set up as a basis on which the entries will be judged. The Judging Committee consists of the members of the International Z Club and Golden Z Club Committee.

It is the hope of the International Z Club and Golden Z Club Committee to strongly encourage all Z Clubs and Golden Z Clubs to participate in this annual award program. Participating in the award program is a wonderful way for each club to share the projects that have been initiated in the past year. For, without the input of the clubs themselves, the Z Club and Golden Z Club Program cannot continue to grow.

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

Application Requirements

For the current application and guidelines, please visit the Zonta International website at www.zonta.org, under [Member Resources/Tools/Award, Scholarship and Fellowship Tools](#).

1. Official application must be completed in full, typed or printed in English and submitted to Zonta International Headquarters by the established due date of the award program. Only clubs in good standing may participate in the award program.
2. The name of the submitting Z Club or Golden Z Club may only be identified on the cover page. To preserve the anonymity of the application, any references that might identify the Z Club or Golden Z Club must be replaced with general references. For example, refer to service that benefits the sponsoring high school or university as "school service" or "university service"; refer to community service as "local" service; and refer to the sponsoring Zonta club as "local Zonta club."
3. All applications and supporting information become the property of Zonta International. Zonta International has final authority over any aspect of the awards.

SUGGESTED PROJECTS AND PROGRAMS FOR Z CLUBS AND GOLDEN Z CLUBS

School Service (where club is established)

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

Community Service

- Assist with local Zonta club community service and fundraising programs.
- Provide food and clothing for the needy and the victims of local natural disasters
- Visit the aged in nursing or retirement homes and provide them with entertainment and an afternoon tea
- Assemble toiletry bags for women and their children who arrive at shelters for abused women with nothing
- Put together backpacks with schools supplies for needy students
- Arrange for each of the classes in your school to adopt a needy family at Christmas or another special holiday and provide them with gifts and a food basket
- Volunteer at a local soup kitchen
- Take part in your local community's "Take Back the Night" walk in support of ending violence against women
- Hold a Pennies for Pediatrics coin collection at your school and buy toys for local hospital Pediatric departments
- Sponsor a self-defense workshop for girls at your school
- Enter a team in a local run or walk which sponsors women's issues e.g. breast cancer

International Service

- Sell red ribbons and give proceeds to support World Aids Day
- Hold an international film series to address world issues. Sell refreshments and donate money to Zonta International Foundation
- Collect gently used T-shirts to send to a developing nation
- Work with your local Zonta club to assemble birthing kits for developing areas of the world
- Sponsor a foster child in another country

- Have an around-the-world banquet with food, entertainment and decorations from a variety of countries. Charge admission and donate the funds to one of Zonta International's service projects
- Correspond with Z Clubs and Golden Z Clubs in other countries
- Offer Z Clubs or Golden Z Clubs membership to exchange students in your school
- Sponsor a speaker from another country who is traveling in your country to speak at a school assembly
- Donate books on other countries and cultures to your school library
- Serve as pages at a Zonta International Convention or conference
- Make donations to international organizations such as Doctors without Borders, UNICEF, etc.
- Raise money to purchase mosquito nets for orphanages in developing nations

Fundraising:

- Create and sell Valentine candy treats
- Have a fashion show
- Hold a theme dance e.g. "The Fifties" and sell tickets and refreshments
- Publish a cookbook
- Have a seasonal plant sale e.g. Poinsettias, Daffodils
- Hold a car wash
- Hold a raffle or bake sale
- Hold an Arts and Craft Show and charge vendors for a table, sell refreshments
- Sell and deliver holiday "Grams" at your school e.g. attach a candy cane to a Christmas message or a rose or chocolate to a Valentine message
- Collect aluminum cans and paper and sell to a recycling company
- Sponsor a work day by selling the services of club members for babysitting, lawn cutting, leaf raking with proceeds going to the club
- Sell Christmas trees, Christmas ornaments and Ginger Bread Houses

Zonta Participation

- Z and Golden Z Clubs could invite the sponsoring Zonta club to a Z or Golden Z Club function other than a regular meeting e.g. have a screening of the Amelia Earhart movie and serve refreshments or invite them to a multicultural dinner and ask them to talk to your club about Zonta International's service projects
- Invite Zonta members for afternoon tea and to speak to your club about their careers or their Zonta Club's service and fundraising projects.

Section 8

Model of Standard Bylaws for Z Clubs and Golden Z Clubs

MODEL OF STANDARD BYLAWS FOR Z CLUBS AND GOLDEN Z CLUBS

ARTICLE I Name

The name of this club shall be the (name) Z Club or Golden Z Club.

ARTICLE II Organization

- Section 1. It shall continue to function and use the name only as long as it is actively sponsored by the Zonta club of (name), a member of Zonta International.
- Section 2. It is considered a service project of the sponsoring Zonta club.
- Section 3. It shall be guided by an advisory committee of Zontians (preferably three) appointed by the sponsoring Zonta club.

ARTICLE III Objects

The Objects of this club shall be:

- a. To serve the school with which it is affiliated.
- b. To serve the community.
- c. To provide career guidance and to encourage leadership qualities in students in academic, vocational, and technical schools.
- d. To promote fellowship and better understanding among people of the world.

ARTICLE IV Motto

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

ARTICLE V Membership

- Section 1. Qualifications: Members should qualify on the basis of character, scholarship, service, and potential leadership.
- Section 2. Eligibility: Membership is open to students of the institution with which the Z Club or Golden Z Club is associated.

Section 3. Dues: Dues shall be (*amount*) payable annually or semi-annually on dates established by the Z Club or Golden Z Club. Dues and fees are intended primarily for club administration expenses. If collection of dues is not permitted by school administration, this section is not applicable.

Section 4. Termination of Membership: Membership shall automatically terminate upon departure from full-time school enrollment. Subject to approval by the advisor(s), the board of directors of the Z Club or Golden Z Club may terminate membership for:

- a. Conduct unbecoming to a Z Club or Golden Z Club member [requires a two thirds (2/3) vote].
- b. Failure to pay dues charged by the club.

ARTICLE VI Officers and Duties

Section 1. The officers shall be a president, vice president, secretary, and treasurer. The president must have held either Z Club or Golden Z Club membership for at least three-fourths (3/4) of the school year in which the election is held.

Section 2. Duties:

The president presides at all regular and special meetings of the club and the board subject to approval of the advisor(s); appoints all standing and special committees, the historian and the parliamentarian; calls special meetings of the board or of the club; and serves as an ex-officio member of all committees except the Nominating Committee.

The vice president—in the absence or inability of the president—performs the duties of the president and assists the president at other times in carrying out the duties of that office, serves as an ex-officio member of the Membership Committee and as custodian of the club equipment for the president.

The secretary keeps a record of all meetings of the club and of the board of directors subject to approval of the advisor(s), prepares notices for meetings for school bulletins, keeps records of attendance, keeps a record of membership, conducts correspondence, is responsible for all club records that should be preserved and the transfer of them to the next duly elected secretary.

The treasurer receives all funds of the club and deposits them according to the procedure recommended by the advisor(s), issues receipts for all money collected for dues or from any other source, pays all bills when requested to do so by the board of directors, and serves as an ex-officio member of the Finance Committee.

Section 3. Term of Office: Officers shall serve for one year or until their successors are elected and installed.

Section 4. Each officer shall be a member in good standing.

ARTICLE VII
Board of Directors

- Section 1. There shall be a board of directors, consisting of:
- a. the officers
 - b. (number) board members (maximum of six) elected by the club; if possible, there should be at least one member of the board from each class level. The officers of the club are officers of the board.
- Section 2. The board of directors should meet monthly, if possible. Special meetings may be called by the president.
- Section 3. An officer or board member serves for one year or until a successor is elected and installed.
- Section 4. All actions by the club and board shall be subject to the approval of the advisor(s).
- Section 5. One or more advisor(s) appointed by the president of the sponsoring Zonta club will guide and assist the club in all activities. The chief advisor appointed may be a member of the faculty or administration of the school.

ARTICLE VIII
Special Appointments of the President

- Section 1. The historian maintains a scrapbook and keeps a record of club activities. Where schools have websites the historian could also provide an electronic record of some of the club activities and history.
- Section 2. The parliamentarian should become familiar with *Robert's Rules of Order Newly Revised* parliamentary procedure or other recognized parliamentary authority, and with the assistance of the advisor(s), the parliamentarian serves at all meetings of the club and the board.

ARTICLE IX
Nominations and Elections

- Section 1. A Nominating Committee consisting of a maximum of six members should be appointed preferably two months before the end of the school year or semester. Each class level should be represented on this committee. Elections shall be held no later than one month before the end of the school year or semester. This committee should choose not more than two members for each office, including board members. No name may be presented without the consent of the nominee.

- Section 2. The Nominating Committee should present a slate on or before the day of election. Nominations may be made from the floor provided that the consent of the nominee has been obtained. The nominations on the slate of the Nominating Committee, together with the additional nominations from the floor, constitute the official ballot for the annual election.
- Section 3. Election of officers and directors shall be by ballot and a majority vote is required to elect. If there is but one candidate for an office or directorship, a voice vote shall elect.
- Section 4. Installation of officers and directors should be held in the last or next to the last month of the school year or semester.

ARTICLE X Meetings

- Section 1. The club should schedule at least one regular meeting each month during the school year. The club meets on the (date) of each month. Additional meetings are optional.
- Section 2. The time and place of the meetings are determined by the president or the board with the approval of the advisor(s).
- Section 3. The presence of one-fourth (1/4) of the members of the club constitutes a quorum.
- Section 4. An advisor or another Zonta club member shall be present at each Z Club meeting or function.
- Section 5. Meetings should be conducted by *Robert's Rules of Order Newly Revised* or other recognized authority on parliamentary procedure.

ARTICLE XI Committees

- Section 1. The following Standing Committees may be established:
- Fellowship
 - Finance
 - Membership
 - Program
 - Public Relations
 - Service and Advocacy
 - Social and Alumni
- Section 2. Special committees may be appointed as needed.

- Section 3. The Fellowship Committee promotes friendship among the members, keeps in touch with those who are ill, sends suitable messages during any period of sorrow in the families of Z Club or Golden Z Club members, and expresses the club's congratulations to any member who is recognized or commended by others for meritorious achievement.
- Section 4. Subject to the approval of the advisor(s), the Finance Committee devises and carries out plans for fundraising necessary to promote the purposes of the club, prepares an audit of the treasurer's books, and makes a report at the annual meeting.
- Section 5. The Membership Committee receives names of prospective members suggested by members of the club or the faculty. All proposed members must be approved by the advisor(s) as to qualifications and eligibility.
- Section 6. The Program Committee arranges and presents programs at such meetings as the president directs.
- Section 7. The Public Relations Committee is responsible for all publicity concerning the club's affairs.
- Section 8. The Service and Advocacy Committee plans service projects and, upon approval of the advisor(s), recommends them to the club. At least one major service project should involve all members. The projects accepted by the club should be initiated and completed under the direction of the Service Committee. Each club member is responsible for a minimum of 20 service hours per year, and the Service Committee keeps a record of all services.
- Section 9. The Social and Alumni Committee plans social activities of the club such as banquets, dances, or picnics. These activities should be planned at least once a year to build fellowship. This committee keeps a record of the names and addresses of the alumni members in order that they may be invited to participate in appropriate Z Club or Golden Z Club events.

ARTICLE XII Amendments

Subject to approval of the advisor(s), amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting, held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after seven days written notice thereof has been given to each member.

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

Revisions to the Z Club and Golden Z Club Manual

Date of Revision	Section Revised	Description of Revision
March 2014	All sections	Changed chapters to sections and aligned formatting with other Zonta manuals
March 2014	Section 1	<p>Inserted text regarding sponsorship and fees</p> <p>Deleted text regarding how a Z Club or Golden Z Club is organized – information is presented elsewhere in manual</p>
March 2014	Section 2	<p>Updated text on benefits</p> <p>Moved and reworded text on sponsoring club responsibilities</p> <p>Deleted text on the reasons for the importance of support of an official from the associated educational institution</p>
March 2014	Section 3	Added step to create a static email address for club communication
March 2014	Section 4	Changed order of subsections
March 2014	Section 5	Changed reading of minutes to distribution of minutes in suggested meeting agenda
March 2014	Section 7	<p>Combined and reworked subsections to eliminate duplicate information, improve flow and align with current award application text</p> <p>Changed "contest" to "program" as current application does not contain the word "contest"</p> <p>Deleted application form and replaced with website reference/link</p>