



 **Zonta Club of
Brisbane Breakfast**
Member of Zonta International

**Chartered June 1997
District 22 Area 1
Club Number 1572**

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For any corrections or addenda please contact Helen Hutchison (hhutchison@talisman-energy.com)

The Zonta Code

To pledge myself to uphold and practice the ideals of Zonta



To honour my work and consider it an opportunity for service



To increase the measure of that service by consistent self improvement



To contribute by study and action to the improvement of the legal, political, economic, educational, health and professional status of women



To work for the advancement of understanding, goodwill and peace throughout a world fellowship of executive women in business and the professions united in the Zonta ideal of service



Zonta International

Refer to the Zonta International Manual of Procedures for Clubs and the quarterly Zontian magazine.

Mission Statement

Zonta International is a global organization of executives and professionals working together to advance the status of women worldwide through service and advocacy.

Brief Historical Background

Zonta International began in 1919 in Buffalo, New York, USA, as a Service Club for women at a time when men's Service Clubs e.g., Lions, Rotary, had already commenced.

From this small beginning, Clubs were established in other USA cities. The Clubs formed a Confederation on 08 November 1919, and the Charter President of this Confederation was Marion de Forest. The name "Zhonta" (from the Sioux Indian language) was chosen and later adapted to "Zonta", and means "honest and trustworthy".

Zonta became International in 1927 when the Canadian Zonta Club of Niagara Falls joined the Confederation. Zonta International now has over 1200 clubs in 68 countries.

- Zonta's emblem is a composite of five Sioux symbols.
- Zonta's colours are mahogany and gold.
- Zonta's floral emblem is the yellow rose.

The Zonta Emblem



The Zonta Emblem is a composite of five Sioux symbols, which when superimposed take on a special significance for Zontians. (The explanation of these symbols is found in the Zonta Club Manual, Section 11.)

The Zonta Rose



The Zonta Rose was introduced at the 1984 Sydney Convention. In 1983, the Lieutenant Governor of District 16 (then Australia and New Zealand), Valerie Webster, proposed that a special rose be developed as a living symbol of Zonta International. Harkness Roses (UK) developed the rose, and an Australian Zontian, Marion Ross of Ross Roses in Adelaide, enabled the presentation of the rose in 1984.

Since 1999, the Zonta Rose has served as a symbol of Zonta Rose day on 08 March – the same day as the International Women’s Day. The Zonta Rose is used as a symbol of friendship. The Zonta Rose is registered internationally and also is known as *Princess Alice* in UK and Canada, *Bright Lites* in USA and *Hartanna*.

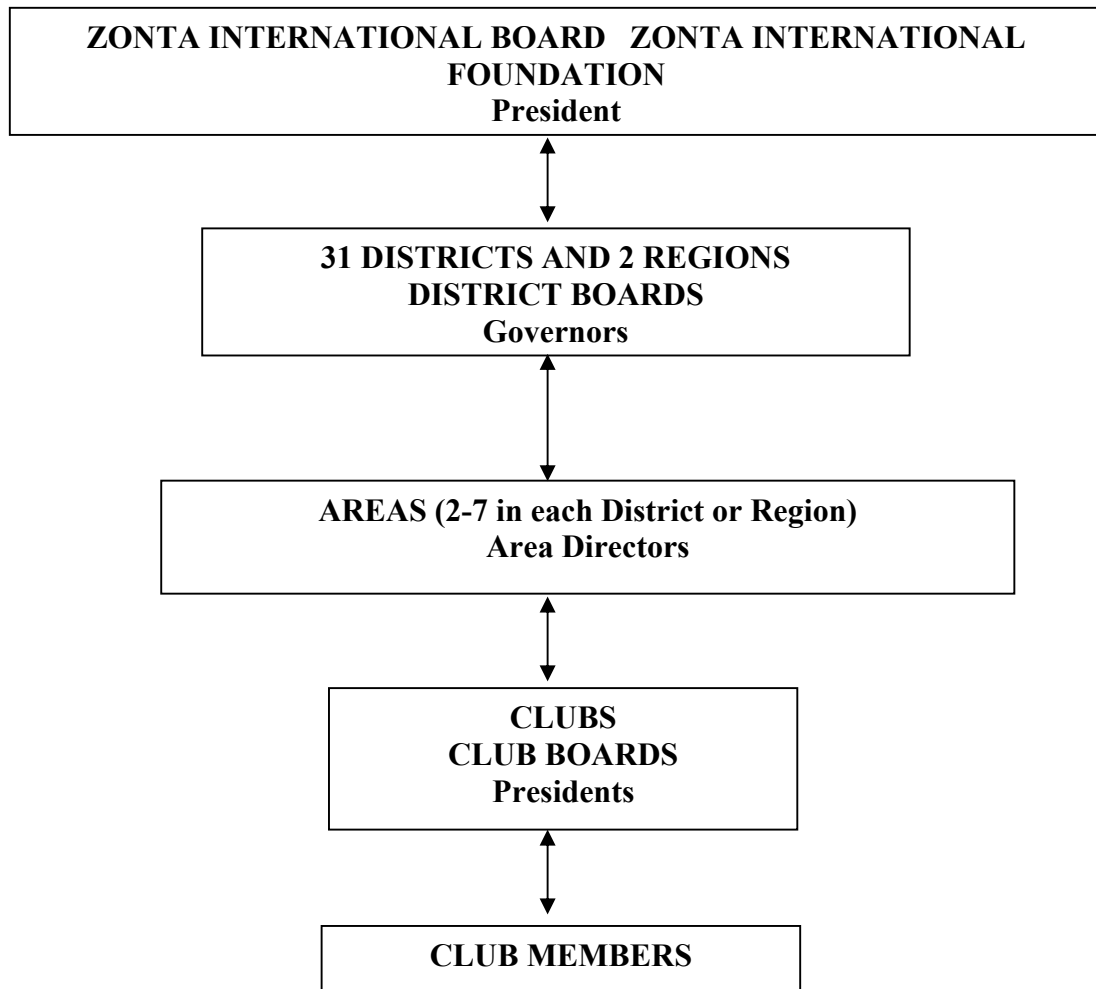
Organisation

The **Zonta International Board**, led by an elected President, oversees Zonta International activities. Headquarters are in Chicago, Illinois, USA. The **Zonta International Foundation** supports service programs of Zonta International by receiving, raising and investing funds for these International programs.

For administrative purposes, **Zonta International** divides the world into **Districts**, each led by an elected District Governor and elected District Board. Each District Board reports to Zonta International.

Districts are divided into **Areas**, with an elected Area Director who reports to the District Governor. Locally, **Clubs** are the basic units of Zonta International with each Club led by an elected Club President and Club Board.

Organisation Chart



Districts in Australia:

District 22 Queensland

District 23 Western Australia, Northern Territory, South Australia, Victoria and Tasmania

District 24 New South Wales

Vision for the Future

Zonta International envisions a world in which women's rights are recognised as human rights and every woman is able to achieve her full potential

In such a world, every woman is literate and has access to education, health care, legal and economic resources on an equal basis with men.

In such a world, no woman lives in fear of violence.

Objects

The objects of Zonta International shall be:

- (a) To improve the legal, political, economic, educational, health, and professional status of women through service and advocacy.
- (b) To work for the advancement of understanding, goodwill, and peace through a world fellowship of executives in business and the professions.
- (c) To promote justice and universal respect for human rights and fundamental freedoms.
- (d) To be united internationally to foster high ethical standards, to implement service programs, and to provide mutual support and fellowship for members who serve their communities, their nation and the world.

Values

Zonta International endorses the values expressed in the United Nations Universal Declaration of Human Rights. Zonta International is non-partisan and non-sectarian; it is independent and takes positions based on its own values.

As Zontians we are:

- Honest
- Trustworthy
- Respectful of others
- Committed to Zonta's mission
- Loyal to Zonta International

Guiding Principles

- Women's rights are human rights, essential for the development of all peoples.
- By advancing the status of women, society as a whole is improved.
- The key to change is a combination of service and advocacy.
- Worldwide and local action is our strength.
- International friendship encourages understanding and peace in the world.
- Zontians are united through purpose, values and democratic principles.

2012 – 2014

Biennium Program Goals

Approved by the 2012 Zonta Convention.

Biennial goals are aligned to Zonta International's objects and strategic goals and outline Zonta's focus for 2012-2014. They are intended to provide the framework within which Districts and Clubs shall develop their own biennial goals, taking into account the need for alignment and focus within the context of Zonta's mission while responding to local needs.

Goal One – Credibility and Visibility

- Zonta increases global awareness of its contributions to advancing women's legal, political, economic, educational, health and professional status.
- Zonta increases the visibility, globally and locally of issues that will advance the status of women through Zonta's members, the United Nations (UN) and council of Europe, other associations, national governments and networks, Zonta's International Service Program, Zonta International Strategies to End Violence against Women Program (ZISVAW) and education programs.
- Zonta meets its commitment to the UN agencies contracted to deliver the International Service and ZISVAW projects.
- Zonta continues to advocate to prevent violence against women, drawing on its membership, networks and ZISVAW projects to increase the visibility of this issue globally and locally.
- Zonta promotes itself as the organisation of choice for those individuals committed to advancing the status of women through service and advocacy, which embraces Articles 1-16 of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Goal Two – Zonta International Governance Structure

- Zonta's Strategic Plan is forward focused and will enable Zonta to achieve its mission.
- Zonta's bylaws, rules of procedure and policies are aligned to the Strategic Plan
- Zonta International, district and club leaders fulfil their fiduciary responsibilities and are encouraged to realise their leadership potential.
- A smooth leadership transition occurs between 2012-2014 and 2014-2016.

Goal Three – Zonta International Foundation Governance Structure

- The Zonta International Foundation's governance structure facilitates the achievement of its mission.

Goal Four – Zonta International Foundation Finances

As the corporate member of the Foundation, Zonta promotes and encourages:

- Contributions to the Foundation to enable the 2012-2014 Foundation's fundraising goals to be exceeded
- All Clubs make annual donations to the Foundation
- Contributions to the Foundation increase from individual members, friends of Zonta, corporations and other external sources.

Service Projects

- Provide mission-focused service, locally and globally, in order to improve women's legal rights, health, education, and economic status, and to prevent violence against women.
- Combine service with advocacy to enhance the effects of our work.

Advocacy

- Be effective advocates and opinion leaders on women's issues
- Produce position papers defining where we stand on at least two priority issues
- Co-operate and collaborate with like-minded organisations to achieve our mission.

Credibility, Identity & Visibility

- Improve our credibility through evidence-based reporting on the outcomes of our service and advocacy programs.
- Strengthen our identity and increase our visibility through effective marketing and brand management, and on-going external communications and public relations efforts.
- Commemorate Zonta Rose Day/International Women's Day (8 March) through local activities that provide visibility for Zonta and its mission.

Membership

- Grow our membership by 1,000 members net of resignation through effective recruitment, retention, revitalisation and new club formation strategies.
- Enhance the value we deliver to our members through participation, communication, continuing education, networking and other initiatives.

Financial

- Expand the levels of financial support to the Zonta International Foundation through increased personal and club contributions and planned gift giving and donor development.
 - Every Zonta club to contribute annually to the Zonta International Foundation one-third of all service funds collected.
 - Every Zontian to make an individual annual gift to the Foundation.
 - Every Zontian to investigate and consider a planned gift to the Foundation.
 - Formulate strategies and action plans for successful donor development.
- Study ways of diversifying the Zonta International income stream to support and sustain operations.

- Ensure appropriate fiduciary practices are in place and financial resources are spent prudently.

Governance

- Align and integrate strategies.
- Develop a performance-based culture that evaluates and celebrates achievements.
- Use information and technology for informed decision-making and increased efficiency of operations.
- Develop tools and allocate resources to support strategy.
- Build a pool of empowered, knowledgeable and inspirational leaders through leadership development and continuing education.
- Continue process improvement through a regular review of systems, structures, programs and policies.

2012 – 2014

Zonta International Projects

- Liberia Fistual Program – a project in co-operation with the United National Population Fund (UNFPA) that has been supported by Zonta International since 2008. During the 2012-2014 Biennium, the program will move from project based treatment to treatment integrated into the Government's national health system.
- Elimination of New Pediatric HIV Infection and Prevention and Response to Survivors of Domestic and Gender Based Violence in Rwanda.

2012 – 2014

Zonta International Strategies to Prevent Violence Against Women (ZISVAW)

- During the 2012-2014 Biennium, three projects are being supported by the ZISVAW Fund – Mass Communication with a Purpose; Global Partnership on Edutainment for Social Change
- Safe Cities for Women in Honduras.
- Empowering Women in Rural Samoa to Combat Violence.

District 22 Projects

District 22 currently supports the Birthing Kit Foundation and the Breast Cushion Project. Clubs provide a range of support from donations of funds to packing and forwarding birthing kits and making and distributing to local hospital breast cushions for women who have undergone a mastectomy.

Club Service Projects

- Women’s Legal Service – provide funding and advocacy for this important service which provides legal advice and assistance, undertakes administrative activities liaises with other community groups, law reform and community legal education.
- Open Minds – provide funding for Open Minds to conduct “Empowering Women” workshops with clients to build self-esteem and provide support and tools for women to empower themselves.
- Birthing Kit Project – in partnership with Brisbane South, monetary and labour contribution in packing and distributing birthing kits to nominated overseas countries in need.
- Dress for Success – rostered assistance in retail outlet used to dress women in need entering the workforce.
- Village Birthing Attendants – provide funding to Soroptomist International to enable 20 Village Birthing Attendants to undertake a training course.
- UN Women Fiji Flood Recover Project – provide funding to enable women in Fiji to replant crops that were destroyed during the recent floods.
- IWWS (Immigrant Women’s Support Service) – donate Christmas Hampers for the women and children who use this service.
- Colombian Girls Orphanage – monetary donation to an orphanage in Medellin, contributing to the education of two young indigenous girls with special needs.

Annual Club Calendar

(Refer to a specific Club Calendar for detailed activities & events)

January

- 11 - Amelia Earhart Day.
- Resume – Planning Meeting
- Resume – Board Meetings

February

- Resume – Breakfast Meetings

March

- 08 - International Women’s Day Luncheon/ Zonta International Rose Day
- UNIFEM Breakfast
- Distribute invoices for Club subscriptions
- Area Workshop

April

- 07 – World Health Day
- Club subscription due
- Slate of Candidates for Elections prepared

- Annual General Meeting/ Area Director to receive reports from President and Board/ Slate of Candidates for Elections presented/ Election of Officers and Nominating Committee (alternate years)
- Nominations due for District Board positions

May

- Send International Dues to Headquarters
- Send District Dues to District Treasurer
- Induction of new Officers and Board (at Changeover Dinner – when applicable)
- Office of Fair Trading Forms Due

June

- Club Birthday (Chartered 06/1997)
- International Dues must be at Headquarters
- New Officers and Board commence

July

- Zonta International Convention (held in alternate year/even year to District Conference)

August

- Appoint Delegates for District Conference
- Discuss remits for Conference and discuss Slate of Candidates

September

- District Conference (held in alternate year/odd year to Zonta International Convention)

October

- 24 - Observe United Nations Day
- Receive report of Conference from Delegates

November

- 08 - Celebrate Zonta International Day
- 25 - White Ribbon Day

December

- 01 – World AIDS Day
- 10 – Human Rights Day
- Christmas Function
- No Board Meeting

Club Meetings

The Zonta Club of Brisbane Breakfast meets on the first Friday of each month at the Brisbane Club, 241 Adelaide Street, Brisbane CBD in the private meeting room on Level 4.

Usual Meeting Format:

7.00 – 7.15 am Fellowship

7.15 – 8.30 am Business Meeting including Guest Speaker

8.30 – 9.00 am Fellowship

Cost of breakfast: \$35 (includes a hot meal, juice, coffee & tea) and contribution to raffle

Apologies for non-attendance must be made by the Tuesday prior to the meeting. Non-attendance following an acceptance will mean the cost of your meal will be forfeited, since numbers have been confirmed to the venue.

Board Meetings

The Board meetings are held each month at a time and place agreed by the Board at the previous meeting. Meetings are currently held at 7.00 pm on the second Monday of each month at The Mecca Bah, The Emporium, Fortitude Valley.

2012 – 2014 Club Officers and Board Members

President	Karyn Lees
Vice-President	Ayesha Murray
Correspondence Secretary	Luesa van Luyn
Treasurer	Kim Parascos
Directors	Marisa Vecchio Kathryn Nunn
Newsletter Editor	Megan Milne

For contact details refer to the Zonta Club of Brisbane Breakfast current Contact List.

2012 – 2014 District 22 Officers

Office	Name
District Governor	Judith Anderson
Lieut. Governor & Membership Chairman	Judith Trevan-Hawke
District Treasurer & Finance Chairman	Elaine Harrington
District Secretary	Julie Mannion
Area 1 Director	Narelle Fraser
Area 2 Director	Denise Wilschut

Office	Name
Area 3 Director	Amena Reza
Area 4 Director	Kath Everett
Area 5 Director	Hilary Grant
Zonta International Foundation Ambassador	Kelly Stokes
Advocacy Chairman	Ansmarie Van Erp
Service Chairman	Janet Mylne
District Historian & Archivist	Ailsa Gillies
Z Clubs Chairman	Marie Cameron
Nominating Committee Chairman	Trish Collins
Communications Chairman	Susan Davies
Bylaws & Resolutions Chairman & Webmaster	Ros Kinder
United Nations Chairman	Jan Landsberg
Amelia Earhart Fellowships Chairman	Sandra Venn Brown
Young Women in Public Affairs Awards	Pauline Walsh
Jane M Klausman Women in Business Scholarships	Vicki Williams

For contact details refer to the Zonta District 22 Directory.

District 22 Plan

- Aligning projects with ZI mission & objectives.
- Service fundraising.
- Membership recruitment & retention.
- Dynamic meetings.
- Awards
- Legislative awareness & advocacy.

Committee Structure

The President selects the Committee Chairmen. Board members are usually selected to convene these committees to allow for efficient committee Report communication at Board Meetings. Membership of committees (except for the Nominating Committee which is elected at the Annual General Meeting) is through self-selection. It is recommended that members move to another committee after a two/four year term. The Zonta Club of Brisbane Breakfast operates the following committees (Refer to the Zonta Club Manual, October 2006 for further details):

Service:

- Planned Club Service projects
- Promote service projects through linking of outcomes to inform about status of women, thus emphasising advocacy through service
- Work closely with Zonta International United Nations Committee

Advocacy:

- Identifying advocacy issues and arranging submissions on behalf of the Club
- Engage actively in LAA activities to improve the status of women globally.
- Develop resources to assist Clubs & members to be effective advocates in their communities
- Report on successful advocacy outcomes through the Zonta International Websites to members directly

Membership:

- Seeking new members
- Determining the Classification of members
- Identifying a mentor for each new member
- Arranging information sessions for new members
- Determining a plan for recruiting members and designing activities that will help identify new members and arranging for them to receive information about Zonta
- Organising of Dinner meetings including arranging venues; table seating; speakers and gifts for speakers
- The general wellbeing of Club members and speakers at meetings

Finance/Fundraising:

- Devise effective fun-raising plans in co-operation with other committees & club board.

Public Relations/Communications:

- Publishing the Club monthly Newsletter
- Keeping the Club informed of International developments within Zonta and the world
- Attendance to the International Women's Day function in March
- Arranging the International Day celebration for the October Dinner meeting
- Hosting visiting Zontians and keeping in contact with any other Clubs with whom the Zonta Club of Caboolture has a connection
- Drawing members' attention to and commenting on articles/features in the Zontian magazine and other appropriate communications that may be of special interest
- Informing members about ZI projects so that informed decisions can be made about preferences for contributions to the ZI Foundation
- Keeping media informed of any news
- Liaising with other committees for publicity of events as required

Nominating Committee:

- Encouraging Club members to nominate candidates for office within the Club
- Seeking nominees and inform them of the duties required for office

This committee consists of no more than three members who are elected at the **Annual General Meeting**

Board Duties

The Club Board is elected by the Club members to direct the affairs of the Club.

Responsibilities include:

- Develop coordinated goals and monitor progress towards their achievement
- Supervise the affairs of the Club between meetings
- Recommend, but not determine, policy, projects and donations for adoption by the Club
- Receive reports from committees
- Keep an overview of all committees
- Review financial reports
- Review and approve all individuals proposed for Club membership
- Evaluate unexcused absences and resignations
- Approve leave of absence requests
- Consider awarding honorary membership to people who have demonstrated distinguished service outside Zonta
- Ensure continuity of leadership and understanding of Club board duties by meeting with the new, incoming board prior to its assumption of office
- Fill any vacancies in office except that of President
- Maintain policy book
- Consider complaints and deal with them in the approved Zonta manner

Member Responsibilities

- Attend Club and relevant committee meetings
- Pay all dues, fees and assessments promptly to be a member in good standing
- Be familiar with Club bylaws and parliamentary procedure
- Participate actively in meetings and deliberations and accept majority decisions
- Accept leadership roles and give time, talents and enthusiasm to the organisation
- Identify and suggest new members
- Attend area workshops, district conferences and international conventions if possible
- Support the programs of Zonta International Foundation
- Keep informed about Zonta International and its activities through the *Zontian* and the District Zonta website (www.zontadistrict22.org) and Zonta International website (www.zonta.org)

Member Benefits

- Meet interesting, involved professionals who seek to help women reach their potential
- Work together towards a common goal i.e. the objectives of Zonta
- Socialise and network locally, nationally and internationally
- Experience the warmth of international fellowship. Members are welcomed at Zonta Clubs worldwide
- Accept leadership roles that promote personal growth and self confidence in a friendly supportive atmosphere
- Participate actively in committees, meetings and interesting discussions

New Members

(Process unofficially adopted by the Club for new members)

If you know of someone who you think would be a suitable person to join our Club the outlined procedure must be followed:

1. Invite your friend/colleague/acquaintance to come to a meeting as your guest. Don't forget to advise the President as protocol so that your guest can be welcomed on the Agenda and the Secretary for catering numbers to be advised to the venue.
2. After the meeting, if she seems interested in our work, you submit her name, and work details and responsibilities to the Membership committee (the chairman or a member of that committee). The prospective member will be contacted to attend an information meeting or informally to be advised of the benefits and obligations of membership and the costs involved. The prospective member can ask questions that will help her reach a decision about joining Zonta.
3. The committee will then submit her name to the Board and on their approval, members will be contacted and advised that the prospective member will be invited to become a member if there are no objections as per the relevant Article in the Club's Constitution. The prospective member will then be invited to become a member.
4. It is recommended that the prospective member come to at least two meetings.
5. Before induction the prospective member is required to pay all new members dues and subscription amounts.
6. On induction the member is allocated a Mentor - a member of the Club who has like interests to the new member can help and inform when necessary on Club matters and be a friend to the new member.

Zonta Dues

Club Dues: 2009 - 2010

- Per Capita Dues AUS\$225
- New Member Fee of AUS\$250

District 22 Dues: 2008 - 2010

- Per Capita Dues AUS\$30.00 (included annually in Club Dues above)

Zonta International Dues and Fees: 2008 - 2010

- Per Capita Dues US\$65.00 (included annually in Club Dues above)
- New Member Fee US\$15.00
- Charter Member Fee US\$15.00
- Reinstated Member Fee US\$15.00
- Z Club/Golden Z Club Charter Fee US\$25.00
- Z Club/Golden Z Club Annual Renewal Fee US\$ 5.00 per Sponsored Z/Golden Z Club

Per capita dues are to be paid by all members by 30 April of each year. The Treasurer issues an invoice for such payment and a receipt after payment has been received.

Zonta Websites

Brisbane Breakfast Club website – www.zontabrisbanebreakfast.org

District 22 website – www.zontadistrict22.org

Members can log in.

Once logged in a member can:

- Search for club details in another place within Australia if they are visiting another area.
- Find a member with similar interests or work
- Find a member to assist them
- Access latest activities from other clubs & the district
- Lodge reports on activities being undertaken by their club, as well as the results.

Zonta International website – www.zonta.org

To register on the website:

- Locate your member ID from your Zontian magazine mailing label. e.g. 16-01-0895-xxxxxx (your member ID)
- Visit www.zonta.org/register
- Enter your member ID number and your last name.
- Click submit, and enter a user name and password that is easy for you to remember.
- Click *complete registration* and agree to the policy.
- Print your confirmation for future reference.
- When you return to the site enter the user name and password you selected during registration.

Member Resources

All tools and material to help you conduct club business, to network with one another and to share best practices and achievements with the Zonta world. Access **Member Resources** by clicking on this from the left-hand side navigation.

International scholarships and awards material is available.

Update your member profile.

Manuals and other publications can be viewed and downloaded.

Public Relations Kit, forms and much more can be viewed and downloaded.

To be up to date on Zonta knowledge and any information you require for your Committees and the Club, it is suggested you should check out both websites frequently.

Service Funds Allocation Criteria

All applications for funds are check listed against criteria guidelines developed by the Club. It is important that the applicant/application meets the following criteria:

Meet the objective of advancing the Status of Women through service & advocacy.

Be specific in their request as to what the funds will be applied to.

As usually approved by the Club, one third of the profit from all service funds per Zonta year is allocated for Zonta International Service Projects each year. If required the Committee could make recommendations as to which projects the Club supports.

The criteria used in selecting projects are:

1. The extent to which the project is linked to the aims and objectives of Zonta International (e.g. improvement of the status of women) with reference to CEDAW
2. extent to which the need is met through other support, particularly professional fundraising
3. capacity of club to support the project
4. urgency of need
5. importance of need
6. specificity of the proposal
7. the origin of the proposal (e.g. has it been signed by or does it include any indication of the support of the chairman/chief executive of the organisation requesting the funding?)
8. evidence of likelihood that funds/equipment donated will be used effectively and efficiently
9. extent to which Zonta has already contributed to this or similar projects/ causes, and the value of continuing to do so when compared to other projects
10. number of people, particularly women, who will benefit

11. capacity of project to incorporate both financial and hands-on support
12. length of time required for implementation
13. duration of impact of the project
14. community awareness of the need
15. PR potential of the project

Decision Making Process:

- The relevant Club committee will consider applications for financial support as they come forward and make recommendations to the Board on these applications with reference to the above criteria.
- These recommendations would, after consideration by the Board, be published in the Newsletter and presented at the next Club meeting for endorsement.
- All applications, whether external or from Club members, will be evaluated by the committee and should be supported in writing, together with the Club criteria form.
- The committee will meet as necessary and will consider applications at their regular meetings.
- No more than half the members of the committee should change at the end of each year.

Applications should normally fulfil more than one of the above criteria. The committee will identify applications that do not meet any of the criteria and the Club will be informed before a rejection letter is sent.

Past Presidents

1998 - 2000	Belinda Begley
2000 - 2002	Leonie Adams
2002 - 2004	Linda Williams
2004 - 2006	Kate Horsey
2006 - 2008	Kim Parascos
2008 - 2010	Judi Hutchison
2010 – 2012	Marisa Vecchio

Past District Board Members

2004 – 2006	Area 1 Director
2006 - 2008	

International Convention Attendance

1992		Hong Kong
1994		Detroit, USA
1996		St. Louis, USA
1998		Paris, France
2000		Honolulu, USA
2002	Caroline Briggs	Gothenburg, Sweden
2004		New York, USA
2006	Kim Parascos	Melbourne, Australia
2008	Judi Hutchison	Rotterdam, The Netherlands
2010		San Antonio, Texas USA
2012	Marisa Vecchio	Turin, Italy

Constitution/Bylaws/Policy

Club Constitution

Refer to the separate document “Zonta Club of Brisbane Breakfast Incorporated Constitution” which should be ratified or amended at each Annual General Meeting and also the Club’s Policy Book that is maintained by the Secretary.

Membership

- That the Club membership be of women only.
- Club membership: That the women be invited to join on the approval of the Board & members. It is recommended that a prospective Member attend an information session before committing herself to becoming a member.

Officers & Directors

- Term of Officers: That Officers be elected to serve two year terms. The exception is the Treasurer who shall be eligible to serve two consecutive, two-year terms.
- That no Director is eligible to serve more than two consecutive two year terms in the same position.

- The Nominating Committee is to be elected at the same time as the Officers. The Nominating committee is to comprise three members.

Club Meetings

- That Club meetings be held on the first Friday each month whenever possible.
- A Quorum for a breakfast or special meeting will be no less than one-third of members.
- A majority of members of the Club board shall constitute a quorum for any Board meeting.
- In the event of a Board member being unable to attend a Board meeting she may appoint a Club member to attend on her behalf. This member will be from the committee to which the Board member is attached. The appointee will present the Committee's report and speak on behalf of the committee but will not be entitled to vote at the Board meeting. (Rationale: This is to enable all committee reports to be heard and discussed at Board meetings. It is not designed to be a replacement for the Board member and is to be used with discretion and only occasionally.)

Club Calendar

- The Fiscal year for the Club will be from 1 April of any year to the 31 March of the following year.
- The Club year will be from 1 January to 31 December.
- A planning session be held during January/February annually to plan the activities and budget for the coming year.
- The slate of nominations for Election of Officers & Directors will be presented at or in the newsletter before the Annual General Meeting.
- The Annual General Meeting and election of Officers and Directors will take place during the April meeting.
- The installation of Officers and Directors will be held at the May meeting. Officers and Directors shall assume office on 01 June.
- The June Board meetings, especially in a changeover year, should be attended by both the retiring Officers and Directors and the newly installed Officers and Directors in order to facilitate the handover.
- Constitution/Bylaws should be reviewed annually and any recommended changes presented to the Board at the Board meeting preceding the Annual General Meeting. The recommended amendments to bylaws shall be distributed to all Members at least ten (10) days before the Annual General Meeting for discussion and clarification by Members. If no changes are recommended, the existing bylaws shall be ratified at the Annual General Meeting.

Allocation of Funds

- The Club decides the major funding projects at the annual planning meetings and on the recommendation of the Board.
- A third of the net profits of all service projects should be sent to Zonta International Foundation for the International Projects identified by the Club. This is to be

calculated from funds raised during the current financial year and funds sent before May of each year. Specific projects may be excluded from this requirement on approval by Club members.

- For International Conventions and District Conferences, the Club has agreed to cover registration costs for the Club Delegate only. Travelling/accommodation expenses and other expenses are borne by the member. The member is encouraged to approach other Clubs and volunteer to be their proxy. District 22 rules apply to a member carrying a proxy vote for another Club.
- The approval of any expenditure is to be by the Club members on the recommendation of the Club Board of Directors.
- Presidents Fund: The President has a discretionary fund of \$100 per annum to use for costs associated with the presidency, including attendance at Zonta functions.

District Rules of Procedure

These rules assist in governing the District. A copy of these rules is available from the Club President or the Zonta District 22 website. Clubs can propose changes to District rules for consideration at District Conference.

International By-laws

A copy of the By-laws is available from the Zonta International website. These By-laws assist in the governance of Zonta at an International, District and Club level. By-laws are reviewed and adjusted at each International Convention.

Individual Donations to Zonta International Foundation

All members are encouraged to make personal donations to the Zonta International Foundation. Further information can be obtained from the President or the Zonta District 22 website.