

## **DISTRICT 11 NEW CLUB PROCEDURES**

### **FORMAL ORGANIZATION MEETING and NEW CLUB ORIENTATION**

(This information supplements the procedures in *the ZI Organization and Extension Manual*. It is based on experience gained working with new clubs in District 11.)

The Formal Organization and Orientation Meetings will be attended only by those who have fully paid Zonta International (ZI), district, and club dues and will be held only after 20 members have paid these dues. The club dues for the first year will be determined by the SOM Committee and will be paid at the same time as the ZI and district dues and fees.

#### **A. DUTIES AND QUALIFICATIONS OF BOARD MEMBERS**

Upon payment of all dues, each member will be immediately given a handout taken from The Club Manual that explains the following for each officer/director to be elected by the new club:

1. Duties of each officer/director of the club
2. Skills and abilities needed for each officer/director. Email access is needed by all board members (officers and directors). Other computer skills may be required, as appropriate to the position.

#### **B. SLATE OF OFFICERS**

The SOM Committee will contact all new members to determine which offices they are prepared to hold and will determine the election slate based on this.

#### **C. FORMAL ORGANIZATION MEETING**

1. Date: The date for the Formal Organization Meeting will be determined using information from the Prospective Charter Member Form.
2. Agenda: At the Formal Organization Meeting, the agenda will be distributed and will include the following:
  - a. Club Manual and ZI Bylaws for each new member; otherwise they are given out at the Formal Orientation Meeting
  - b. Vote to organize
  - c. Vote to agree to ZI Bylaws and Rules of Procedure
  - d. Election of Club Officers
    1. Presentation of slate of officers (President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Directors)
    2. Additional nominations from the floor
    3. Review of the duties and skills of each position on the slate
    4. Candidates speak about their qualifications and provide a handout of this information.

Note: Computer literacy is an important skill for club officers.

5. Election of club officers

**D. NEW CLUB ORIENTATION MEETING**

The following items will be included on the agenda:

1. The Club Manual and ZI Bylaws will be given to each member, if not already Provided
2. A review of the responsibilities of club members
3. The required club committees are explained using the Club Manual.
4. Members choose the committee(s) they would like to serve on, giving first and second choices again, as the preferences on the applications may change.
5. Additional positions may be identified by the President and volunteers requested for them or this may be done at the next meeting.
6. A brief review of the contents of the ZI Bylaws

**E. FIRST CLUB BOARD MEETING**

This meeting may be held prior to or after the New Club Orientation Meeting.

The agenda shall include:

1. Procedure for opening the club's checking account, if this has not already been done.
2. Payment of ZI and district dues, if this has not already been done.
3. Assignment of a committee to draft the club's bylaws based on the ZI model
4. Approval of the President's choices for committee chairs
5. Review of meeting procedures
6. Other items as desired by the Board or SOM Committee

**F. CONTINUING ORIENTATION TO ZI**

1. Orientation to ZI should continue through out the first year for all members.
2. Those who join after the New Club Orientation should attend a Club Orientation meeting which should be separate from a club meeting. The District has resources for this. See the District 11 website or the Area Director for information.
3. At each meeting during the first year, a member of the SOM Club or other Zontian will provide a short presentation on ZI topics, such as:
  - a. ZI Bylaws
  - b. Zonta International Foundation
  - c. The ZI Board
  - d. ZI Conventions
  - e. District Conference
  - f. Area Meetings
  - g. Roberts Rules of Order
  - h. Club Bylaws
  - i. ZI President's Goals for the biennium
  - j. Any topic in the Club Manual
  - k. ZI Networking policy
  - l. Other ZI topics of interest to the club
4. Orientation to ZI must be an ongoing process in all ZI clubs. Besides meeting presentations, members may receive timely emails and information about ZI in the club's newsletter. Attendance at area meetings, district conference, and the ZI convention should be encouraged.