

GUIDELINES FOR FORMATION OF A NEW CLUB IN DISTRICT 23

Document Control

Resource used	D24 Document by D Leggo	1996
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1. General

A decision is made by a club, or by a committee comprising representatives of several clubs, to Sponsor, Organise and Mentor (SOM) a new club. Ideally, the committee should have 2-6 members and must advise the Area Director of their intent as soon as the decision is made.

2. Resources

- Zonta International Membership Manual incorporating the Marion De Forrest Membership and Classification Manual and the Organisation and Extension Manual (current edition). Section 3 Starting a New Club.
- Guidelines for Club Incorporation (for your State)
If you do not have these documents, contact your Area Director.
- Authorization Request for organizing a New Zonta Club from www.zonta.org
As soon as the committee feels optimistic that a new club is a possibility this Authorization Request should be completed and sent to the District 23 Governor for signature. The District Governor will send the form to Zonta International Headquarters. An 'Organisation Kit' will be sent from HQ to the Chairman of the SOM Committee within 6 weeks.
- At the same time the committee should complete the 'Plan to Form a New Club' document (attached) and send this to District 23 Governor for presentation to the next District Board meeting.
- D23 Step by Step Guide to Forming a New Club

3. Planning the Formation of a New Club

As a guide, the time frame a committee should aim for in their plan is from 6 months to 12 months between the first meeting and the organisation meeting where there is a formal motion to organise the Zonta Club of, agree to abide by the rules of ZI and ideally set a membership fee. The D23 Plan to Form a New Club (see page 4) can be revised if circumstances change. The Charter is presented at a formal meeting after all dues are paid and ZI agrees to the Charter.

Think carefully BEFORE you start and when you have made the decision – DO NOT STOP! There is nothing more frustrating than starting with a great deal of enthusiasm and then having to stop, leaving potential members in a void and bitterly disappointed, and probably lost to Zonta for good. It is not good public relations for Zonta.

If you allow the new club to struggle along unchartered with insufficient numbers for months, you risk losing those members who were interested at the beginning. It is a crucial time and the committee must be persistent when setting a Charter date and ensuring that a minimum of 20 members signs.

D23 has accepted an alternative option if 20 members do not seem likely within the 6 – 12 months but there exists a core group of dedicated, interested prospective members.

This core group could be inducted into the sponsor club and when there are sufficient numbers, transfer to the new club when on chartering. Financial members of Zonta would be afforded insurance protection and a sense of identity provided the event is registered via the D23 insurance requirements. They could operate separately but under the umbrella of the sponsor club. They could hold their own meetings, fundraisers, be allocated a section of the sponsor club's newsletter and operate with the support of the SOM committee and the sponsor club. The finances of the prospective club could be run as a separate line in the books of the sponsor club. A separate identification logo could be used, for example The Zonta Club of Mt Barker (sponsored by Zonta Club of Adelaide Hills Inc).

4. Re-imbusement of Chartering Costs

- *At the District 23 Board meeting of 24-25 August 1996 it was agreed that: Clubs seeking to sponsor new clubs may present a written plan of action, including a budget for up to \$1,000, to the District Board for approval. If approved, the first payment would be made at the signing of the authorization form or when costs are known and quoted. The balance when final claims submitted. Receipts would need to be supplied for all expenditure. The Plan is not to be backdated.*

The plan and budget must be detailed enough to give the Board the basis for making a decision, or suggesting changes. The amount of \$1,000 towards the formation costs is a guideline only and in most circumstances the reimbursement sought would be less than that amount. Sponsors who incur expenses without prior approval risk not being reimbursed if their budget is not approved. For example, while reasonable costs to cater light refreshments at an information night would be favourably considered, the costs of a dinner would be outside the intended purpose.

5. Fees and Forms required when the New Club is ready for Charter.

When 20 or more members have committed to join the Zonta Club of XXXX the club logo can be requested from Zonta international. The following paperwork must also be submitted to Zonta International and District 23 Treasurer.

- a) To Zonta International Headquarters: (may be sent through D23 treasurer).
- Charter Member Report Forms listing all financial members
 - Club Officers' Report Form
 - US draft or cheque for current New Member (Charter) Fees and Zonta International Annual Dues. District 23 Clubs have the option of sending the money via the District Treasurer who will facilitate on their behalf with transfer of funds to Zonta International.

6 month dues are paid for members joining after 1 December each year.

New members of a charter club will pay a charter fee instead of a new member fee.

A charter fee is paid to Zonta International by financial members transferring from another Zonta club, this is required of all Charter members.

District 23 Treasurer can advise on current Annual Dues and New Member Fees.

When the above items arrive at Zonta International Headquarters, the new club will be given an official Charter date.

- b) To District 23 Treasurer:
- Member Report Forms listing all financial members
 - Cheque for current District 23 dues.

6 month dues are paid for members joining after 1 December each year.

No fees are paid for financial members transferring from another Zonta club.

District 23 Treasurer can advise on current District dues.

- c)** To District 23 Lieutenant Governor (as Chairman of D23 Membership Committee):
- Member Report Forms listing all financial members of the new club.

All the above information should be forwarded when at least 20 membership dues have been collected and the Member Report form has been completed and after a decision has been made to formally form a Zonta Club in xxxxx

The new Club has 30 days after the initial money and forms reach ZI Headquarters to add 'Charter' members to the Club. Money and forms for extra members need to be forwarded to Headquarters within 30 days if those members are to be regarded as 'Charter' members by Headquarters.

6. Incorporation of the Newly Chartered Club.

After the club has been issued a charter number it must apply to become an incorporated association under the relevant state legislation. Resources on how to incorporate may be found on the relevant state government website. Assistance may be sought from the SOM Chairperson, D23 Parliamentarian, Lt Governor or Area Director.

On Chartering D23 Treasurer must inform the district insurer the name of the new club. On incorporation the club should apply to Zonta International for a club logo that includes "Zonta Club of xxx Inc". This logo should be used for all public documents.

Bank accounts can also be opened in the name of the new club however on Incorporation the name will need to be changed to include "Incorporated". If the club has followed the "Club within a club model" the club Treasurer should request transfer of funds from the sponsor club Treasurer.

All official club documents must include the Club name (including Inc) and its Incorporation number.

7. Ongoing Support for Newly Chartered Clubs

The Sponsor club(s) and Area Director should continue to support the club for at least the following 12 months through visits and informal contact.

DISTRICT 23: PLAN TO FORM A NEW CLUB

Please complete this form and send it to the District 23 Governor for tabling at the next District 23 Board Meeting.

SOM Committee Chair:

Committee Members:

What is the target location for the new club?

Target population?

Suggested name?

(Please do not include the words 'Area' or 'District' in title)

Intended program of dates for information meetings:

Proposed timeline to charter the club:

PROJECTED BUDGET:

Please detail specific costs against each area you wish to claim.

Travel:

Information meetings:

(e.g. venue hire, catering costs, postage, copying of materials, etc.)

Ongoing Meetings:

(e.g. venue hire, catering costs, postage. coping of materials, etc.)

Proposed month for Charter Dinner:

(Final date to be confirmed with District Governor before it is advertised.)