



# **MEMBERS' HANDBOOK**

**Area 1**

**District 22**

**Club Number 1577**

**Chartered October 1997**

*Version 4 - September 2017*

## Contents

<b><i>Constitution / Bylaws / Policy</i></b> .....	<b>3</b>
Districts in Australia .....	3
District 22 .....	4
District 22 Officers 2016-2018 .....	4
<b><i>Zonta Club of Blackall Range Inc</i></b> .....	<b>5</b>
Board Meetings.....	5
Board Duties .....	5
Current Officers 2017-2018 .....	5
General Meetings.....	6
<b><i>Zonta Grace</i></b> .....	<b>6</b>
Club Projects .....	7
Committee Structure.....	7
<b><i>Prospective Members</i></b> .....	<b>9</b>
<b><i>Members' Responsibilities</i></b> .....	<b>10</b>
<b><i>Members' Benefits</i></b> .....	<b>11</b>
Past Presidents .....	11
<b><i>Zonta Websites</i></b> .....	<b>12</b>

## **Constitution / Bylaws / Policy**

The Zonta Club of Blackall Range Inc is governed by the Club Constitution, District 22 Rules of Procedure and International By-laws.

Refer to the separate document "Zonta Club of Blackall Range incorporated Constitution" and also the Club's Policy Book that is maintained by the Secretary.

## **Districts in Australia**

For administrative purposes, Zonta International (ZI) 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.

District 22	Queensland
District 23	Northern Territory, South Australia, Tasmania, Victoria, Western Australia
District 24	New South Wales

## District 22

District 22 has 47 clubs divided into 5 Areas, each with an elected Area Director who provides guidance and support to the Clubs in the Area and organises an annual Area Meeting for those Clubs.

### District 22 Officers 2016-2018

District Governor	Ansmarie Van Erp
Lieutenant Governor	Sandy Venn Brown
District Treasurer	Jill Lucht
District Secretary	Marie Cameron
Area 1 Director	Lyn Agnew
Area 2 Director	Rosalie Welburn
Area 3 Director	Elaine Harrington
Area 4 Director	Robyn Finlayson
Area 5 Director	Bridget Mather

Visit [www.zontadistrict22.org](http://www.zontadistrict22.org) for full details on Service Projects, Advocacy and Awards Programs.

There are 13 clubs in Area 1:

Blackall Range	Brisbane
Brisbane Breakfast	Brisbane North
Brisbane River	Caboolture
Caloundra City	Gympie
Maroochydore	Noosa
Pine Rivers	Redcliffe
Sandgate	

## Zonta Club of Blackall Range Inc

### Board Meetings

The Board meetings are held monthly. All members are welcome to the board meetings.

### 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 programs 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

Email: [board@zontablackallrange.org.au](mailto:board@zontablackallrange.org.au)

### Current Officers 2017-2018

<b>President</b>	Julie Bevan
<a href="mailto:president@zontablackallrange.org.au">president@zontablackallrange.org.au</a>	
<b>Vice President</b>	June Robson
<a href="mailto:vp@zontablackallrange.org.au">vp@zontablackallrange.org.au</a>	
<b>Secretary Minutes</b>	Barbara Inwood
<b>Secretary Correspondence</b>	Alison Huth
<a href="mailto:secretary@zontablackallrange.org.au">secretary@zontablackallrange.org.au</a>	
<b>Treasurer</b>	Jenny Tatton
<a href="mailto:treasurer@zontablackallrange.org.au">treasurer@zontablackallrange.org.au</a>	
<b>Membership Chair</b>	Ruthie de Courcier
<a href="mailto:membership@zontablackallrange.org.au">membership@zontablackallrange.org.au</a>	
<b>Service Chair</b>	Suzie Billett
<a href="mailto:service@zontablackallrange.org.au">service@zontablackallrange.org.au</a>	

## General Meetings

The Zonta Club of Blackall Range meets on the third Tuesday evening of each month at different venues for a dinner; usually alternating between Montville, Maleny and a private home.

The format of meetings generally follows:

6:00 – 6:30pm	Fellowship, Meal Payment to Treasurer
6:30 – 7:00pm	Business Meeting
7:00– 7:30 pm	Dinner
7.30 – 8:30pm	Business Meeting

The Dinner Meeting costs an average of \$35 (includes a main meal and dessert) depending on the venue.

Apologies for non-attendance must be made to the Chair of Membership Committee and the Treasurer via email [rsvp@zontablackallrange.org.au](mailto:rsvp@zontablackallrange.org.au) prior to the Friday before the meeting. Non-attendance without an apology will mean the cost of your meal will be billed to you.

### Zonta Grace

Whatever your country of birth

Whatever your faith or creed

Give thanks for the meal we share today in Zonta Fellowship

But remember too, those who have no food, not with guilt that we have so much

But with hope that they too may come to share the same

Through peace and harmony.

## Club Projects

- International Women's Day function 'Dusk on the Deck' on 8 March
- Scholarship to further the Education of local women
- Birthing Kits, Women's Refuge Packs, Breast Care Cushions
- Mapleton/Flaxton/Montville Business Directory

## Committee Structure

The President selects the Committee Chairs from the elected Board members. The Committee Chairs report at Board and General Meetings.

### *Service*

Responsible for:

- Organising and completing planned Club Service projects

Email: [service@zontablackallrange.org.au](mailto:service@zontablackallrange.org.au)

### *Membership / Organisation/Classification*

Responsible for:

- Determining the Classification of members
- Identifying a mentor for each new member
- Arranging information sessions for potential new members
- Organising of Dinner meetings including arranging venues; table seating, speakers, gifts and raffle prizes

Email: [membership@zontablackallrange.org.au](mailto:membership@zontablackallrange.org.au)

### ***Public Relations & Advocacy***

Responsible for:

- Keeping the Club informed of Zonta International projects around the world
- Drawing members' attention to and commenting on articles/features in the Zontian magazine, ZI and District 22 websites.
- Keeping media informed of any Zonta news and events
- Liaising with other committees for publicity of events as required
- Maintaining and updating the club website
- Posting notices, celebrations and newsworthy items to the club Facebook account

Email: [pr@zontablackallrange.org.au](mailto:pr@zontablackallrange.org.au)

### ***Nominating Committee***

Responsible for:

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

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



## Prospective Members

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

1. Invite your friend/colleague/acquaintance to come to a meeting as your guest. Do not suggest that she become a member at this stage. Advise the Chair of the Membership committee so that your guest can be welcomed.
2. If the person seems interested in joining, you submit her name and contact details to the Chair of the Membership committee
3. The Membership 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 attend at least two meetings prior to joining.
5. Before induction the prospective member is required to pay all new member dues and subscription amounts.
6. On induction the member is allocated a Mentor who can assist and advise on Club matters.

## Members' 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](http://www.zontadistrict22.org)) and Zonta International website ([www.zonta.org](http://www.zonta.org) )
- Help promote our activities, events and achievements by Liking and Sharing Facebook posts  
<https://www.facebook.com/ZontaClubOfTheBlackallRange>

## Members' Benefits

- Meet interesting, involved like-minded individuals 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.

Email: [members@zontablackallrange.org.au](mailto:members@zontablackallrange.org.au)

## Past Presidents

1997 - 1999	Maria Gardner - Charter President
1999 - 2001	Patricia Steer
2001 - 2003	Ann Koenig
2003 - 2005	Gillian Allen
2005 - 2007	Neridah Rooseboom
2007- 2009	Jenny Tatton
2009 - 2011	Barb Fowler
2011 - 2013	Lorraine Duffy
2013 - 2015	Audrey Lyttle
2015 - 2017	Alison Huth

## Zonta Websites

- **Zonta International website** – [www.zonta.org](http://www.zonta.org)
- **District 22 website** – [www.zontadistrict22.org](http://www.zontadistrict22.org)
- **Zonta Club of Blackall Range** -  
[www.zontablackallrange.org.au](http://www.zontablackallrange.org.au)  
Members Page password: zcbr1997

Members can log in to:

- Search for Zonta Clubs' details throughout Australia
- Find a member with similar interests or work
- Access latest activities from other Clubs & the District
- Lodge reports on activities being undertaken by their club, as well as the results.

To register on the Zonta District 22 website:

Locate your member ID from your Zontian magazine mailing label. e.g. 22-01-1577-xxxxxx (your member ID).

To register on the International website:

- Locate your member ID from your Zontian magazine mailing label. e.g. 22-01-1577-xxxxxx (your member ID)

Visit [www.zonta.org/register](http://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
- Store your confirmation for future reference
- When you return to the site enter the user name and password you selected during registration.

For any corrections or additions please contact the Chair  
of the Membership Committee.