

Club Treasurer – Frequently Asked Questions

What are the Membership Dues for Zonta International and District 12?

The breakdown of Zonta International and District 12 dues are as follows:

	Full Year <i>June 1 – May 31</i>	Half Year <i>December 1 – May 31</i>
Continuing Members		
Zonta International Dues	\$50	
Zonta International Insurance Fee	\$3	
Total Zonta International Dues	\$53	
District 12 Dues	\$12	
District 12 Conference Fee	\$3	
District 12 ZAP Fee	\$2	
Total District 12 Dues	\$17	
New Members		
Zonta International Dues	\$50	\$25
Zonta International Insurance Fee	\$3	\$3
Zonta International New Member Fee	\$15	\$15
Total Zonta International Dues	\$68	\$43
District 12 Dues	\$12	\$6
District 12 Conference Fee	\$3	\$3
District 12 ZAP Fee	\$2	\$2
Total District 12 Dues	\$17	\$11
Reinstated Members		
Zonta International Dues	\$50	\$25
Zonta International Insurance Fee	\$3	\$3
Zonta International Reinstated Member Fee	\$15	\$15
Total Zonta International Dues	\$68	\$43
District 12 Dues	\$12	\$6
District 12 Conference Fee	\$3	\$3
District 12 ZAP Fee	\$2	\$2
Total District 12 Dues	\$17	\$11

The dues above are as of June 1, 2006. For more information, please see the Zonta International web site under Member Resources, Tools for Clubs, Club Administration, Treasurer, Schedule of Dues. You will need to register on the Zonta International site to access the information in the Member Resources area.

Club Treasurer – Frequently Asked Questions (Continued)

What are the Zonta International New Members Fee and the Reinstated Member Fee? Does District 12 have a New Member or Reinstated Member Fee?

Zonta Intentional dues for new members include a \$15 New Member Fee. Zonta International also has a \$15 Reinstated Member Fee. The Reinstated Member Fee is applicable if a member has been dropped for non-payment of dues. The member may be reinstated with payment of dues and a Reinstated Member Fee

District 12 doesn't have a New Member or Reinstated Member Fee. Members dropped for non-payment of dues will be reinstated when they pay their current dues obligation.

What is the process and forms for the annual membership renewal in May? Where can I find these forms?

Sometime in March or April you will receive a membership renewal packet from Zonta International. You will also receive renewal information from District 12. The membership renewal packets will include instructions on how to complete the yearly renewal processes. Please follow the instructions included in the membership renewal packets.

The forms to complete for International are as follows:

Membership Dues Payment Transmittal

<http://www.zonta.org/site/DocServer/MemberDuesPayForm.pdf?docID=1006>

Member Report Form

http://www.zonta.org/site/DocServer/Member_Report_Form.doc?docID=8204

Check for amount of Dues payable to ***Zonta International***

The International Membership Dues Payment Transmittal and Member Report Form can be found on the Zonta International Web site in the Member Resources section. They are under Member Resources, Tools for Clubs, Club Administration, Treasurer and Membership. You will need to register on the Zonta International site to access the information in the Member Resources area. The direct links to the forms are included above. The Membership Dues Payment Transmittal is in PDF form. The Member Report Form is in Microsoft Word. The MS Word document can be printed or downloaded and completed using MS Word.

District 12 has two alternatives available for annual membership dues renewal. You can complete the appropriate forms using spreadsheets and e-mail or you can complete the process using paper and US mail. You will be given an option on which process you prefer.

If you do not receive a dues renewal packet from Zonta International and District 12 by May, contact Zonta International or the District 12 Treasurer.

Club Treasurer – Frequently Asked Questions (Continued)

When is the yearly Membership Dues and renewal information due to Zonta International and District 12?

The Zonta International membership year runs from June 1 to May 31. International Dues are to be sent to Zonta International by June 1 of each year. District 12 Dues are also due to the District 12 Treasurer by June 1.

Where do I send Membership Forms and Dues?

For International, send the appropriate forms and a check payable to *Zonta International* for the amount of dues to:

Zonta International
1919 Paysphere Circle
Chicago, IL 60674 USA

For District 12, send the appropriate forms and a check payable to *Zonta International – District 12* for the amount of dues to:

District 12 Treasurer
Zonta International – District 12

The name of the current District 12 Treasurer can be found on the District 12 web site. <http://www.zontadistrict12.org/> The District 12 Treasurer is also listed in the District 12 directory.

If a club pays a member's dues, and the member doesn't renew, can the club get a refund of the dues paid?

Please be very accurate when paying membership dues to Zonta International. Past experience has shown that Zonta International will not refund a club for dues paid in error. They will carry any over paid dues as a credit balance for the club to offset future dues.

What are Half Year Dues?

The Zonta International membership year runs from June 1 to May 31. Half Year Dues refer to the dues that are paid by new members that join during the time frame of December 1 to May 31.

Club Treasurer – Frequently Asked Questions (Continued)

What is the process and forms for paying dues during the membership year? Where can I find these forms?

The forms to complete for International are as follows:

Membership Dues Payment Transmittal

<http://www.zonta.org/site/DocServer/MemberDuesPayForm.pdf?docID=1006>

Member Report Form

http://www.zonta.org/site/DocServer/Member_Report_Form.doc?docID=8204

Check for amount of Dues payable to *Zonta International*

The forms to complete for District 12 are as follows:

Copy of International Member Report Form

Check for amount of Dues payable to *Zonta International – District 12*

The International Membership Dues Payment Transmittal and Member Report Form can be found on the Zonta International Web site in the Member Resources section. They are under Member Resources, Tools for Clubs, Club Administration, Treasurer and Membership. You will need to register on the Zonta International site to access the information in the Member Resources area. The direct links to the forms are included above. The Membership Dues Payment Transmittal is in PDF form. The Member Report Form is in Microsoft Word. The MS Word document can be printed or downloaded and completed using MS Word.

Why should I submit dues to International and District 12 during the membership year? Couldn't I wait until the annual process at the end of the membership year?

It is important to submit dues to International and District 12 as soon as possible after the member joins your local club. Until International and District 12 receive dues for the member, they are not official members and will not receive the benefits of membership. Some of the benefits of International membership include the Zontatian magazine, access to Member Resource on the International web site, and liability insurance. For District 12, registered members will receive the Outlook newsletter and all calls to Area Meetings and the District Conference.

What is the \$3 for Member Liability Insurance that is paid to Zonta International?

In the United States and Canada, Zonta International has a program of Comprehensive General Liability Insurance for Zontians. The policy is intended to provide Legal Liability Insurance for sums which insureds may be legally obligated to pay as damages to third parties for Bodily Injury or Property Damage arising out of a Zonta sponsored function or activity. For more information, please see the Zonta International web site under Member Resources, Tools for Clubs, Club Administration, Insurance or the following link.

http://www.zonta.org/site/DocServer/Club_Liability_Insurance_04-06.pdf?docID=2084

Club Treasurer – Frequently Asked Questions (Continued)

What is the process and forms for sending club contributions to the Zonta International Foundation? Where can I find these forms?

Gifts to the Zonta International Foundation can be made in many ways. To contribute via a check, make your check payable to **Zonta International Foundation** and complete the Contribution form. The Contribution form can be found on the Zonta International Web site under Zonta International Foundation, Ways to Give, Outright Gifts or the following link
http://www.zonta.org/site/DocServer/CONTRIBUTION_FORM_2004-2006.pdf?docID=3304

Send the check payable to **Zonta International Foundation** and contribution form to:

Zonta International Foundation
ATTN: Development
4837 Payshere Circle
Chicago, IL 60674 USA

For more Information on the Zonta International Foundation and others ways to contribute see
http://www.zonta.org/site/PageServer?pagename=zif_home

What is the IRS Group Subordination Filing that is requested by Zonta International?

In order to maintain the Zonta International group filing status with the IRS, Zonta International is required to fulfill revenue procedure 80-27. This annual procedure updates the IRS on all subordinate organizations maintained under the ZI group identification number. In other words, they want to know all of the USA clubs and districts currently in good standing and their related information. This ensures your club or district is exempt from federal income tax.

In order to comply with this requirement, Zonta International needs up to date information on your club. This form is due in February of each year. Zonta International will send you the appropriate form to complete with instructions on where to send the completed form or you can find the form and instructions on the Zonta International Web site in the Member Resources section. They are under Member Resources, Tools for Clubs, Club Administration, Treasurer.

What other information is available to Club Treasurers?

The International Web site has many resources available to club treasurers in the Members Resources area. One resource you may not be aware of is access to a Zonta International member roster for your club. You can use this to create mailing labels or print a roster. If you would like access to this information, the form to request access is available on the web site in Member Resources, Tools for Clubs, Club Administration, Treasurer, Policy on the Use of Member Information by Zonta Leaders. The direct link to the form is
[http://www.zonta.org/site/DocServer/LEADERSHIP_AGREEMENT_ON_USE_OF_MEMBER_I
NFO.pdf?docID=2884](http://www.zonta.org/site/DocServer/LEADERSHIP_AGREEMENT_ON_USE_OF_MEMBER_INFO.pdf?docID=2884)

Club Treasurer – Frequently Asked Questions (Continued)

How do I register on the Zonta International web site?

Information about registering on the International web site can be found under Frequently Asked Questions on the web site or at http://www.zonta.org/site/PageServer?pagename=faq_home. A Web site Registration Guide can be found in Member Resources, Tools for Clubs, Club Administration, Web site or the following link.
http://www.zonta.org/site/DocServer/Web_site_Registration_Guide.pdf?docID=2984. Club Presidents were also mailed a hard copy of the Web site Registration Guide.