

ASSOCIATION OF ZAMBIANS IN

NORTHERN CALIFORNIA



Article I. Name of Organization

The name of this organization shall be the Association of Zambians in Northern California herein referred to as ZANC.

Article II. Purpose of Organization

The Purpose of the organization shall be to actively promote the policies, objectives, and programs of ZANC.

Article III. Objectives and Goals of the Organization

The Association is a non-profit organization committed to promoting and uniting Zambian culture in the Northern California community and also raising public awareness of the myriad of needs facing Zambians in our motherland.

The objectives and goals of the Association shall be to:

- Unite and galvanize the expatriate Zambian community in Northern California area behind a common goal. These goals shall be implemented by:
 - Organizing social functions
 - Encouraging participation in ZANC
 - Organizing fundraising opportunities
 - Identifying common needs of Zambian expatriates in the Northern California area
 - Organizing and volunteering community service in Northern California area.
- Participate in grass root development of Zambians in Zambia. Identify and harness from Northern California area resources to benefit grass roots development in Zambia. These goals shall be implemented by:
 - Networking and identifying projects in Zambia that will benefit from ZANC support
 - Identifying affiliates in Zambia with which we can coordinate efforts
 - Developing criteria to evaluate projects
 - Developing strategies to influence implementation
- Participate in grass root development of Zambians in the US that will benefit indigenous Zambians. These goals shall be implemented by :
 - Networking and identifying projects in US that will benefit from ZANC support
 - Identifying affiliates in the US with which we can coordinate efforts
 - Developing criteria to evaluate projects
 - Developing strategies to influence our affiliates
- Provide a forum to encourage:

- Exchanging of technical information
- Developing professional and cultural bonds
- Inform the general public of ZANC through the Internet, distribution lists, Newsletters and other forms of disseminating information.

Article IV. Membership and Privileges

- Membership
 - Members shall be entitled to cast one vote in the election of officers and in all business matters that the Executive Board of Directors (EBOD) refers to the membership
 - Regular members may hold office and may also nominate themselves or qualified individuals for Association Office
 - Membership shall be determined based on the receipt of membership dues and defined as follows:
 - Paid members shall be eligible to hold office and shall have voting rights
 - Unpaid members shall not be eligible to hold office and shall not have voting rights
 - General members shall be recognized upon paying membership dues and shall have specific privileges.
- Termination of Membership
 - A member may terminate his/her membership at any time
 - The Association may, by two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the Association for any infraction of the bylaws, rules and/or regulations of the Association
 - The President shall cast the tie-breaking vote

Article V. Executive Board of Directors

- The EBOD Administration shall:
 - Consist of the elected officers who shall manage the Association
 - Operate and make decisions based upon group majority rule and is presided over by the President
 - Be responsible for all matters concerning the Association

- Set and establish policy for the association
- The Elected Officers
 - Shall consist of a President, a Vice President, a Treasurer, a Vice Treasurer, a Secretary, a Vice secretary who shall collectively be responsible for treasury and administrative activities.

- The **President** shall:

2.1.1.1. Represent ZANC

2.1.1.2. Be the point of contact for the managerial and financial matters of

the Association, as well as, other business concerning the

Association according to policies and guidelines set and approved by the
EBOD

2.1.1.3 Chair and preside at all meetings

2.1.1.4 Appoint or dismiss any committee chair with approval of 2/3 majority

Of EBOD

2.1.1.5 Create or dissolve ad hoc committees

2.1.1.6 Be one of the three officers (the others being the Vice President and

Treasurer) responsible for signing documents related to financial

Transactions and operation of the Association

- The **Vice President** shall:

2.1.2.1. Assist the president

2.1.2.2 Establish programs aimed at the professional and cultural

development of ZANC

2.1.2.3. Co-Chair and chair all meetings in the absence of the

President.

2.1.3 The **Treasurer** shall:

2.1.3.1 Assist the president and the board in business concerning the Association.

2.1.3.2 Collect dues

2.1.3.3 Disburse authorized funds

2.1.3.4 Bank and account for all funds

2.1.3.5 Prepare monthly financial reports

2.1.3.6 Keep records of assets and liabilities

2.1.3.7 File annual financial reports

2.1.3.8 Prepare and report all financial documents as required by State and/ or Federal Governments

2.1.3.9 Transfer all financial reports in hard and electronic copies to the succeeding Treasurer within 15 days of termination of the their term.

2.1.3.10 Maintain contacts with corporate sponsors and beneficiaries

2.1.4 The **secretary** shall:

2.1.4.1 Maintain all official records that will include:

2.1.4.1.1 Minutes

2.1.4.1.2 Policies and procedures

2.1.4.1.3 Events

2.1.4.1.4 General documentation

2.1.4.1.5 Maintain the membership roster

2.1.4.1.6 Meet all regulatory requirements in submitting

Membership forms and dues to government agencies

within 30 days of receiving notice

2.1.4.1.7 Serve all notices required for the regulations of the

Association

2.1.4.1.8 Coordinate the election of officers

2.1.4.1.9 Transfer all official records of the Association in hard

and electronic copies to the succeeding Secretary

within 15 days of termination

2.1.5 Committee Members shall:

2.1.5.1 Support the mission of the Association

2.1.5.2 Assist the President, Vice President, Treasurer and Secretary

2.1.5.3 Act as Adhoc chairs of Association sub committees

Article VI. Elections and term of office

1. The Elections Committee shall:

1.1. Support the mission of the Association

1.2. Organize and direct elections

1.3. Be impartial to all candidates

1.4. Prepare and distribute ballots to all eligible members to vote for the Association Officers according to policies and procedures Established by the Association

1.5. Notify members in a timely manner of the open offices

1.6. Solicit nominations for candidates as prescribed herein

2. Nominations and Eligibility

2.1 The President and the EBOD consisting of the 11 administrative positions shall be elected by a vote of eligible members within the Association 's jurisdiction.

2.2. Each candidate must be a paid up member in order to be nominated

2.3 A candidate may nominate oneself or a candidate with a petition and

and one (1) signature from regular members

2.4. The name of the candidate must be submitted to the Election Committee

3. Voter Eligibility

3.1 Regular members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year

4. Candidate Eligibility

4.1. A regular member is eligible to hold office if he/she is an active member and has paid his/her membership dues as of the nominations meeting of the election year

5. Election of Officers

5.1. The ballots shall be collected, counted and reported by Elections Committee immediately after the election

5.2. Candidates receiving the majority of votes per office shall be Declared the winners

5.3 Candidates may be voted in absentia

6. Duration of Term

6.1 The term of office shall be two years to begin on the first day of February

7. Notice of Elections

7.1. A meeting notices shall be delivered to all Members not less than ten (10) or more than sixty (10) or more More than sixty (60) days prior to the meeting

8. Removal from elected EBOD

8.1 An EBOD member may be removed from office by a recall election for not fulfilling his\her duties as specified or buy member

9. Removal of Regular Members

9.1. A candidate for recall can be nominated by submitting a petition to the elections committee and a copy separately to any of one other officer on the EBOD

9.2. The petition must be signed by a minimum of fifty-one (51)

Percent of the regular membership

9.3. The election committee shall validate the petition signatures and upon validation a recall re-election will be organized and conducted within thirty (30) days

9.4. A simple majority of the votes of regular members is necessary to Recall any EBOD member

9.5. A meeting notice per article XI section 1.1.2 shall be delivered

10. Terminated President shall

10.1. Not be considered as an immediate Past President for the succeeding term

10.2. Be succeeded by the Vice President for the remainder of the term and shall be the immediate Past President for the succeeding

10.2.1 The Vice President shall appoint the acting Vice President from the EBOD

11. Terminated EBOD Members shall

11.1 Vacate from Association Office

11.2 Surrender all materials belonging to the Association

12. Vacancies

12.1 The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise

12.2 The resulting vacancy shall be filled by the EBOD within thirty (30) days of the vacancy for the expired portion of the term; the EBOD retains the right to appoint a member to fill the vacancy without an election

Article VII. Committees

The EBOD shall have the power to establish any sub committees made up of members to conduct the business of the Association. The President may appoint, with EBOD concurrence, any member in good standing to chair such a committee. The assessment of need and creation of committee should be through the EBOD and President consent. A subcommittee shall consist of at least one member of the EBOD and three Association Members and any non- members and any non- member that may have substantial contributions to make to the sub committee

Article VIII. Jurisdiction

1. Geographic Boundaries
 - 1.1. The Association shall exercise its jurisdiction over the area Included within the geographic boundaries of Northern California
 - 1.2. The association's jurisdiction may be reduced in geographical size if new Associations evolve within Association jurisdiction and are officially approved and recognized

Article IX. Fiscal year

1. Duration of Fiscal Year
 - 1.1. The Fiscal year of the Association shall begin on January 1st and end on December 31st of the same year

Article X. Dues

1. Membership Dues shall:
 - 1.1 Be Determined and revised by the EBOD
 - 1.2 Be paid annual per fiscal year
 - 1.3 Be paid directly to the Association
 - 1.4 Be payable to the Association by February 1st of each year.
 - 1.5 Be per family and individual membership
 - 1.5.1 A family will be defined as parents/guardians and children
2. New members shall be prorated from the first (1st) day of every third (3rd) month, in which such new member submits for membership, for the remainder of the Association fiscal year.

Article XI.Meeting

1. Quorum

- 1.1. To establish a quorum:
 - 1.1.1 For an EBOD meeting, more one half (1/2) of the individuals must be present
 - 1.1.2 For a general meeting, more one half (1/2) of the paid members be present
 - 1.1.3 Voting issues shall be determined by majority vote of members Present
2. Annual General Meetings
 - 2.1 The Annual General meeting shall be held the 3rd week of January
3. General Meetings
 - 3.1 At least two (2) general meetings shall be held each fiscal year
 - 3.2 The annual general meeting shall include elections

Article XII. Assets

In the event that the Association is dissolved, any assets acquired by the Association shall be disseminated to a non-profit organization as agreed upon by the EBOD and members

Article XIII. Donations

1. The Association may accept donations from individuals, corporations and other and other organizations
2. The Associations will host fund raising events
3. The Association will organize social programs and activities

Article XIV. Liability of Members

No member of the EBOD or Association shall be personally or otherwise liable for any debts, liabilities, and /or obligations of the Association.

Article XV. Amendments to the Constitution and Bylaws

1. Amendment Procedure
 - 1.1 A motion to amend the constitution must be first be made, entertained, and Approved by the EBOD
 - 1.2 The proposed amendment , after EBOD shall be submitted in writing to the Secretary of state for presentation to the annul or general meeting
2. Association Approval

2.1 Association approval of proposed amendments shall be by a two-thirds (2/3) Majority vote of members present at the general or special meeting at which is to be voted open

3. Date of Effect

3.1 All amendments to this constitution shall become effective immediately after approval

This constitution is in its entirety, was approved by 2/3 vote of members of the EBOD representing the Association of Zambia in northern

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President
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Vice President
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Secretary
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Treasurer
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