

Zoroastrian Youth Organization of
British Columbia

October 2009

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1 Name

The name of this this organisation shall be the “Zoroastrian Youth Organization of British Columbia” (From here on referred to as the ZYOBC).

2 Purpose

The organization exists for the furtherance of the following objectives:

- Promoting the teachings of Zarathushtra and discussing them in an open and welcoming environment
- Organizing activities of educational, and entertainment nature for members of the ZYOBC.
- Promoting ZYOBC and the interests of its members within the community at large.
- The aims of the ZYOBC shall be consistent with the Zoroastrian Society of British Columbia constitution and by-laws.

3 Membership

3.1 Automatic Membership

Automatic membership shall be extended to:

- All member of ZSBC between the ages of 16 and 40 who are in good standing¹.

3.2 Honourary Membership

Honourary, non-voting membership shall be extended:

- For a period of one year, by 2/3 majority vote at a general meeting, to individuals that have provided substantial service to the ZYOBC.

4 Organization

4.1 Officers

4.1.1 The Executive

The executive shall consist of the President, Vice President, Social Coordinator, Treasurer, and Secretary. The President, Vice President, and Treasurer shall have a two year term of office. The Social Coordinator, and Secretary shall have a one year term of office.

- President
The President shall:
 - Carry out the business of ZYOBC as directed by decisions of the membership, and in accordance with this constitution, by delegation of duties to other members of the community as necessary in order to ensure well being of the community.
 - Be responsible for calling regular and special general meetings.
 - Assume membership on all committees within and to which the ZYOBC appoints representatives.
 - Act as the official spokesperson and representative for the ZYOBC.
 - Be the official contact with the Zoroastrian Society of British Columbia and its representatives.
 - Be a signing officer of the organization, including the organization’s Bank Account.
 - Be responsible for monitoring all projects funded through the organization.
 - Write a continuity report at the end of their term for the next executive member who will fill this position.

¹Has paid ZSBC membership fees for the year.

- Vice-President:

The Vice-President shall:

- Chair all meetings or shall share or delegate this task on direction from a general meeting.
- Perform public relations tasks on behalf of the ZYOBC in order to promote the ZYOBC and expand its membership.
- Co-ordinate volunteers for the continued operation of the ZYOBC.
- Provide a line of communication between the ZYOBC and other Zoroastrian societies across North America and the world.
- Assume the duties of the President in the event that the President is unable or unavailable to carry them out, or that the position of President becomes vacant.
- Be a signing officer of the organization, including the organization's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Social Coordinator

The Social Coordinator shall:

- Chair the activities committee.
- Plan, organize, and execute all ZYOBC sponsored events or delegate such responsibilities as necessary.
- Write a report containing procedures and contacts for each class of events for future ZYOBC members.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Treasurer

The Treasurer shall:

- Maintain all financial records of the ZYOBC.
- Be a signing officer of the organization, including the organization's Bank Account.
- Make regular reports to the membership.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Secretary

The Secretary shall:

- Ensure that proper notice of general and special general meetings is given, as specified by this constitution.
- Keep and reproduce minutes of ZYOBC meetings and written records of all decisions made at properly constituted meeting of the community.
- Maintain records of all correspondence between the ZYOBC and other organizations.
- Make the minutes of all meetings available to the public.
- Compile executive, representative, and committee membership lists.
- Distribute electronic versions of the minutes to mailing lists.
- Maintain the records of the ZYOBC, including but not limited to the minutes archive, and financial records.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

4.1.2 Signing Officers

The signing officers of the ZYOBC, including the ZYOBC bank account shall be:

- The President
- The Vice-President
- The Treasurer

4.2 ZYOBC Committees

In addition to the permanent committees defined below, the president may, at any time, stake ad hoc committees to deal with special or pressing business of the ZYOBC. Membership on these committees shall be appointed by the members of the executive.

5 Meetings

5.1 Frequency

There shall be at least two (2) general meetings in a calendar year, the first of which shall be within the first 3 weeks of January. There shall also be a minimum of one general meetings every six (6) months.

5.2 Record Keeping

All meetings of the ZYOBC, including but not limited to General Meetings, Special General Meetings, Emergency General Meetings, Executive Meetings, Activities Committee Meetings, and Event Planning Meetings, shall have minutes produced and supplied to the Secretary for public distribution and filing.

5.3 Convening Procedures for General Meetings

- General meeting shall be called by the President, or any other executive should the president be unable or unwilling to do so.
- If, at any time, no executive is able or willing to call a general meeting **to meet the frequency requirement**, any member may do so provided proper notice is given.

5.3.1 Notice

General meetings shall be advertised at least one week in advance. Such advertisement must consist at the least of the following:

- Announcements placed in or on at least one of the following:
 - The ZYOBC website²
 - The ZYOBC mailing list
- At least two poster posted throughout Darb-e-Mehr.

5.3.2 Format of Notice

Any notice of meeting must contain the following information:

- The time and place of the meeting.
- The main points of business of the meeting.
- A listing of any constitutional amendments to be adopted or elections to be conducted.

5.4 Quorum

- Quorum shall be set at seven (7) members of the ZYOBC.

²www.zyouth.org

5.5 Voting

- Each member of the ZYOBC is entitled to one vote per motion at any meeting at which they are in attendance.
- The acceptance of motions shall be determined by a simple majority of those members present and voting at any meeting, notwithstanding those exceptions explicitly defined within this constitution.
- By default, voting shall be by show of hands. However, any member in attendance may object to a show of hands, and voting will proceed by secret ballot.
- All votes which concern the holding of positions within the organization shall be by secret ballot.
- No proxy voting shall be allowed, including electronic voting.

6 Elections

6.1 Eligibility

- The ZYOBC President, Vice President, and Treasurer must be active member of community for a period of at least one year in three (3) years proceeding to the election.
- Any member of the community shall be eligible for election to annual executive position or committee of the community.
- In the event that any executive position cannot be filled by a member fulfilling these criterias, then any member of the community shall be eligible for election to that office.

6.2 Bi-Annual positions

- The terms of office for the positions of President, Vice-President and Treasurer shall be two years beginning at the first meeting of the year in January.
- Elections shall take place during December.
- Nominations shall remain open until 48 hours before the beginning of the election period.
- Nominations shall be accepted in writing by the President and Vice-President.
- Voting shall be by secret ballot with the person receiving the largest number of votes being elected.
- Should a person holding a bi-annual position be unable to perform their duties for a period exceeding two months, they may request to leave and an interim replacement may be elected within one (1) month, in accordance with the procedures that apply if the position were to become vacant, to serve for the duration of the leave.
- In the event that any of the bi-annual positions remain or become vacant, an election for this position shall take place within a one (1) month and notice of the election will be included with notice of the meeting.
- No proxy voting shall be allowed, including electronic voting.

6.3 Annual positions

- The terms of office for the positions of Social Coordinator, and Secretary shall be from the first quorate general meeting of the year.
- Elections shall take place at the first quorate general meeting of every year.
- Nominations shall be accepted in writing and from the floor at the general meeting.
- Voting shall be by secret ballot with the person receiving the largest number of votes being elected.
- In the event that any annual position becomes vacant, an election for this position shall take place within one (1) month in general meeting and notice of the election will be included with notice of the meeting.
- No proxy voting shall be allowed, including electronic voting.

6.4 Recall

- Officers of the organization may be recalled by a two-thirds (2/3) majority of the members present and voting at a general meeting.
- Notice of the proposed recall must be given in the notice of the general meeting at which the proposed recalls are to be considered.

7 Standing Orders

- Standing orders designed to regularise the business of the ZYOBC, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate general meeting called for the purpose.
- Proposals for standing orders or amendments must be made readily available prior to the meeting for a period equivalent to regular meeting notice requirements.
- Standing orders shall be appended to the constitution.
- Standing orders shall be considered equal in power to the Constitution, except when a standing order violates the rules and regulations set forth in either this constitution, or the Zoroastrian Society of British Columbia constitution, it shall be struck down and considered invalid.

8 Amendments

- This constitution may be amended only by a motion of the ZYOBC requiring at least a 2/3 majority of those present and voting at any meeting considering such amendments.
- Motions to amend this constitution must be announced at a general meeting at least 6 weeks prior to the general meeting at which they are to be voted upon.
- The text of the proposed amendment(s) shall be sent to ZYOBC e-mail lists.

9 Dissolution

- In the event that this community becomes inactive, all assets of the community become the property of the Zoroastrian Society of British Columbia to be held in trust for a minimum of two years.
- If, during this period, a new ZYOBC is formed to represent the interests of zoroastrian youth or if this community becomes active, the trust shall be dissolved and all assets shall become the property of the new ZYOBC.
- After two years, if the trust has not been dissolved, the Zoroastrian Society of British Columbia may dispose of the assets as it sees fit
- For the purpose of this Article, the community shall have become inactive if, for two consecutive years, the membership does not hold the minimum number of quorate general meetings.

This constitution owes much to the efforts of Sepand Gojgini, Shahin Sheidaei, Khashayar Khosraviany, Farhad Roueintan, and constitution of Computing Science Student Society of Simon Fraser University..

A Standing Orders of the Zoroastrian Youth of British Columbia

Sept 2009.

1. Without the approval of the membership, the executive may decide to expend funding on items which:
 - (a) cost less than fifty (50) dollars and
 - (b) are part of the day to day running of the organization

2. All votes which concern the holding of positions within the organization shall be by secret ballot.
3. The *zyobc-exec* mailing list shall exist for the discussion of matters pertaining to the running of the organization.
 - (a) The membership of the *zyobc-exec@zyouth.org* list shall be maintained by the Secretary, and it shall include, but not be limited to:
 - i. all members of the executive.
 - ii. any member of the community who is sponsored by a member of the executive.
 - (b) Any individual may be removed from the list by a majority vote of the executive.

4. Standing Orders

- (a) An executive shall not sign a cheque made out to him/her self.
- (b) A signing officer will not sign a cheque without first filling out the proper stub or allocation field.

5. ZYOBC Website

- (a) Domain and webhosting for *zyouth.org* will be paid by ZYOBC and registered under current president

6. Organisational Documentation

For the purposes of continuity, the executive shall maintain a repository of organisational documents including, but not limited to:

- (a) Budgets
- (b) Venue planning
- (c) Promotional materials that were produced digitally
- (d) Other planning documentation