

ASSOCIATION FOR ZAMBIANS IN ARIZONA BYLAWS

CONTENTS

REVISION HISTORY.....	3
ARTICLE I - NAME, PURPOSE.....	4
ARTICLE II - MEMBERSHIP.....	4
ARTICLE III - MEETINGS OF MEMBERS.....	5
ARTICLE IV – EVENTS.....	5
ARTICLE V - BOARD OF DIRECTORS.....	6
ARTICLE VI - COMMITTEES.....	8
ARTICLE VII - AMENDMENTS.....	8
ARTICLE VIII – DISSOLUTION.....	8

REVISION HISTORY

Date	Reviewer	Comments
5/25/06	Kwame Musonda, Prisca Okafor, Patrick Mwamba, Freddie Mwale, Noah Hambayi, Samuel Sakala	Initial Document creation. Many revisions and modification made over several weeks
4/3/2005	Kwame Musonda, Samuel Sakala, Freddie Mwale, Prisca Okafor	Updated various sections pertaining to organization structure
8/5/2006	Kwame Musonda, Samuel Sakala, Freddie Mwale, Prisca Okafor	Revised Section I for the board of directors. Updated the election and nomination process in section II to better address the election process

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be the **Association for Zambia in Arizona** hereinafter referred to as **AZA**.

Section 2: The AZA was formed with the following objectives:

- I. To advance and preserve the culture of Zambia abroad and increase interaction among Zambia and others alike by creating a closer knit community through organized events;
- II. To provide assistance during times of need to those who are members of the association and to those affiliated with it;
- III. To provide career advice and guidance to all who seek it and to share opportunities for job and career advancement;
- IV. To increase interaction among members and others while educating others about the beauty of Zambia and Africa at large;
- V. To provide advice for the incumbent and assistance to those in need;
- VI. To encourage educational advancement and provide financial assistance in that regard;
- VII. To provide financial assistance and make charitable contributions nationally and internationally;
- VIII. To provide immigration help and advice.

ARTICLE II - MEMBERSHIP

Section 1: Application for membership shall be open to any individual that support the purpose statement in Article 1, Section 2, and continued membership is contingent upon being up-to-date on membership dues.

Section 2: Membership shall be open for all. Membership for shall be granted upon an application review by members of the executive on a case by case basis.

Section 3: Privileges shall be restricted to paid up members. This includes privileges that require financial or otherwise expense driven actions.

Section 4: Non paid members shall not receive benefits. However, there can be some privileges that do not cost the organization money, such as career advancement, email services that can be made available to "Associate Members" - Members who are not paid up.

Section 5: Membership dues shall be assessed as follows:

\$80 (\$120) – 12 months; \$50 (\$70) – 6 months; \$30 (\$40) – 3 months for Individuals (and Married Couples). This fee shall be non refundable.

- Section 6: Receipt on payment plus notification via email when your next dues are due. Membership Cards shall be provided for paid up members. There will be a two week grace period during which a member can renew their membership. Failure to renew membership in the allocated time shall result in termination. Notification of such termination shall be made.
- Section 7: The Board shall have the authority to terminate membership for a member that violates the principles of these bylaws or acts in a manner unbecoming.
- Section 8: Aid during times of need shall only be provided to paid-up members. Exceptions to this rule shall be considered on a case by case basis.

ARTICLE III - MEETINGS OF MEMBERS

- Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place. This date shall coincide with Independence Celebrations or around October 24th.
- Section 2: Special Meetings. Special meetings may be called by the Chairperson, the Executive Committee, or a simple majority of the Board of Directors. A petition signed by ten percent of the voting members may call a special meeting.
- Section 3: Notice. Notice of each meeting shall be given to each voting member. Anticipated absenteeism must be indicated to the secretary. Failure to do so will result in a fine.
- Section 4: Meetings: There will be a minimum of 2 meetings a year to discuss the affairs, goals and general direction of the AZA.
- Section 5: The board shall meet at least quarterly at a decided upon time and place.

ARTICLE IV – EVENTS

- Section 1: Bids for annual events (including but not limited to the Independence Celebrations on October 24th) shall be handled by the committee.
- Section 2: The committee shall oversee all events, shall conduct fund raising ventures and decide on contributions and resources for each event.
- Section 3: Members and non members alike are free to advertise their events through the organization.

ARTICLE V - BOARD OF DIRECTORS

Section 1: Board Role, Size, Composition. The Board is responsible for overall policy and direction of the organization and committees tasked by the organization for specific goals. It delegates responsibility for day-to-day operations. The board receives no compensation other than reasonable expenses. The board shall have 10 members:

1. President
2. Vice President
3. Treasurer
4. Vice Treasurer
5. Secretary
6. Vice Secretary
7. Chief Public Relations Officer
8. Public Relations Officer - Arizona
9. Public Relations Officer - Phoenix
10. Public Relations Officer - Tucson

Section 2: The roles of Board of Directors shall be as follows:

- I. The AZA President shall perform the usual duties of such officer and be the official spokesperson and representative of the AZA. The president shall preside at the Annual Meeting and other such meetings.
- II. The Vice President shall aid and assist the President in any way possible and assume his/her role in his/her absence.
- III. The duties of the AZA Secretary shall be as follows:
 - a. To keep minutes of Board meetings, annual meetings and any other meeting of the AZA members as a whole,
 - b. To sign, countersign or attest all official papers and perform the usual duties of a secretary,
 - c. To advertise upcoming meetings and events
 - d. To keep an official contact list for members of the organization including email address, phone number and alternate contact information.
- IV. The AZA Treasurer shall be in charge of expenses and disbursements and shall have duties as follows:
 - a. To keep a record of all funds received and funds paid out by the AZA.
 - b. To balancer the books and prepare a written financial report prior to the opening of the Annual General meeting every year.
 - c. To prepare monthly financial reports.
 - d. To setup and manage bank accounts and investment engines for the AZA with endorsement from Secretary and President for all transactions. All financial transactions will require Treasurer, President and Secretary for endorsement
 - e. The Vice Treasurer shall aid and assist the Treasurer in any way possible and assume his/her role in his/her absence.

V. The Public Relations Officer shall be tasked with dispersing of information to all members through necessary media including the use of the organization website, email, phone or mail.

VI. The City liaisons shall work as contacts for their various regions and shall work as spokesperson for the organization in that region. They shall spearhead events and represent the organization.

VII. The Executive Members shall act as members of the Board and shall fill the roles of Secretary, Treasurer and Public Relations Officer in the absence of any of the aforementioned. They shall aid in the day to day activities of the board and spearhead committees and events.

Section 3: Meetings. The Board shall meet at least quarterly, at an agreed upon time and place.

Section 4: Board Elections. Up to ten Board members shall be elected by the voting representatives of member organizations.

Section 5: Procedure: Nominations shall be welcomed at the annual general meeting or alternate meeting decided upon in advance. A nomination shall be accepted if the candidate is seconded and if present, consents to the nomination. If the nominee is absent, the candidate needs to be contacted by the Secretary and has 24 hours to indicate his/her disposition. Once nominations are made, candidates shall be able to provide information about them and vie for positions. No more than 25 candidates shall be nominated for the available 10 positions. Nominations shall be made for the president and the runner up shall be the Vice President. Voters shall also elect the Treasurer and Secretary. The Vice Treasurer and Vice Secretary shall be runner ups. All the Public Relation positions shall be elected.

Section 6: Nominations for no more than two positions per person shall be allowed. A minimum of two candidates per position is required. If a candidate is nominated for two positions, a minimum of three candidates is required if the position has a vice role.

Section 7: Voting will take place with a window for voting online first. A date shall be set when a meeting shall be held to hold the voting. A tally of online votes and votes from those present shall be made and the candidate with the most votes shall be awarded the position.

Section 8: An online biography including picture and detailed information shall be made available.

Section 9: The elections should be such that the terms of office are staggered. Additional periods of 2 months will be required during transition of office that the previous committee will remain in charge while integrating the new committee.

Section 10: Terms of Office: The President shall sit for 2 years and up to 4 years (2 terms maximum). The President can be elected to back to back terms of office but shall not be eligible to stand for a third term. The Treasurer term of office shall be 1 year. The Treasurer shall be allowed a maximum of 2 terms and can be elected to back to back terms of office but shall not be eligible to stand for a third term.

Section 11: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members. These nominations shall be voted upon at the next Board meeting. This applies to all positions with the exception of the President. In the event that the President leaves office during his/her term, a general nomination and election shall occur.

Section 12: Quorum. A quorum must be attended by at least two thirds of the Board members before business can be transacted or motions made or passed.

Section 13: Resignation, Incapacitation, Death, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 14: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or two-thirds of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member postmarked two weeks in advance.

ARTICLE VI - COMMITTEES

Section 1: The Board may create committees as needed, such as public relations, peer education, trustee education and data collection. The Board Chair appoints all committee chairs. Committee chairs must be members of the Board and members can be both board and non board members.

Section 2: Each committee shall provide a report of its activities or finding to the executive once the committee has completed its assigned tasks.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. These amendments must be:

- a. Consistent with the laws of the State of Arizona regarding non profit organizations.
- b. Consistent with the AZA charter and objectives,
- c. Consistent with reason and capable of being complied with.

After the transitional period of one year, the By Laws shall only be amended by a two thirds vote of all members during the Annual General Meeting or by online vote.

ARTICLE VIII – DISSOLUTION

Section 1: In the event a quorum of two-thirds majority is passed to dissolve the organization, the association shall be dissolved in accordance to state regulations and assets shall be distributed in such accordance.