

Zambian-Canadian Association of Families & Friends in BC (ZCAFF-BC)



THE CONSTITUTION

Article 1: NAME OF ASSOCIATION

The Association will be called Zambian-Canadian Association of Families & Friends in BC (ZCAFF-BC).

*In this document unless otherwise stated “The Association” refers to “Zambian-Canadian Association of Families & Friends in BC (ZCAFF-BC)”

Article 2: OBJECTIVES

The Association is a non-profit making voluntary organisation with the following aims:

1. To initiate, build and sustain unity within our growing Zambian community in British Columbia.
2. To provide a forum for Zambian and other nationals resident in British Columbia and for Canadian nationals with an interest in Zambia.
3. To promote social events and other cultural activities
4. To celebrate and maintain our rich cultural traditions.
5. To offer assistance to Zambians settling and living in British Columbia.
6. To be a resource centre for Zambians to help themselves through networking and exchange of information.

Article 3: MEMBERSHIP

1. Any person regardless of nationality of origin, race, creed or gender, resident in Canada and interested in Zambian affairs, shall be eligible for membership of the Association.
2. Membership of the Association shall consist of Ordinary membership, Family membership (including one or two adults and their children and dependants under the age of 18 i.e. ‘youth’), Student membership and Associate membership. Membership shall be open to any Zambian, spouse of a Zambian and friends of Zambia including associate members who are interested in the furthering of the aims of the association.

3. Members of the Association shall be expected at all times to conduct themselves in a dignified manner and to respect the laws of the Canadian and Zambian governments.
4. The Executive Committee of the Association shall determine the fee payable with respect to all types of membership provided that persons designated as 'youth' shall be entitled to free membership.

Article 4: POWERS OF THE ASSOCIATION

In furtherance of the objects but not otherwise, the association may exercise the following powers:

1. To carry out any activities which further the objectives of the association.
2. To purchase, lease, hire or otherwise acquire any property or rights that further the activities of the association.
3. To encourage voluntary manpower.
4. To engage such consultants and advisers necessary for the running of the association.
5. To liaise with other voluntary sector bodies and/ local authorities in British Columbia and Zambia, and any other bodies with a view to furthering the objectives of the association.
6. To effect insurance as necessary.
7. To raise and manage funds, invite and receive contributions in pursuance of the objectives of the association.
8. To pay bona fide expenses and running costs incurred in pursuance of the objectives of the association.
9. To work singly or with other organisations to promote sustainable economic development in Zambia.

Article 5: EXECUTIVE COMMITTEE

1. The Executive Committee shall be elected at an Annual General Meeting.
2. The elected Executive Committee members may hold office for a period of one year.
3. The Executive Committee members of the Association shall be:
 - Chairperson/ Vice Chairperson
 - Secretary/ Vice Secretary
 - Treasurer/ Vice Treasurer
 - 3 Trustees

Article 6: POWERS OF THE EXECUTIVE COMMITTEE / GOVERNANCE

1. All members of the Executive Committee shall have equal weight in voting on matters brought before them in council.
2. Members of the Executive Committee shall be elected by the general membership and shall serve for a term of one year, and shall be eligible for re-election.
3. The Executive Committee may appoint standing committees as may be required and shall determine their terms of reference, powers, duration and composition, provided that the total number of co-opted members shall not exceed two thirds of the membership of any committee at the time of co-option. This ensures more equitable representation, bearing in mind the diversity of the Zambian-British Columbian community. All acts and proceedings of such committees shall be reported to the Executive Committee as soon as possible.
4. The Executive Committee may co-opt members to fill vacancies that may occur on the committee between Annual General Meetings (AGM). These appointments may not continue un-ratified after an AGM.
5. The chairperson and/or other office bearers may relinquish their positions at the AGM.
6. At the termination of his/her period of office the executive committee member concerned may become an ordinary member and may seek re-election immediately to any position on the council.
7. In the absence of the chairperson, the vice chairperson will be appointed to stand in.
8. The Executive Committee of the association has the right to remove any person from the committee who violates their conditions of office. The committee shall suspend that member until the next council meeting at which time their decision can be ratified.
9. A general meeting of the association may adopt by-laws proposed by the Executive Committee members. By-laws so adopted, shall be deemed to be part of this constitution.

Article 7: MEETINGS

1. The Executive Committee members shall meet approximately every two months.
2. Ad-hoc committees may meet as required
3. No more than 13 months shall elapse between one AGM and the next.
4. The Council shall designate the exact time and place of the AGM in advance. At least 14 days notice (including an agenda) of the AGM must be given to members.

5. The AGM will receive an annual report from the Executive Committee, consider annual accounts and appoint an independent examiner (i.e., a non- executive member).
6. Extra ordinary meetings may be called by a quorum of the Executive Committee or a quorum of the membership and shall be held as required on condition that 7 days notice are given to the members.
7. Only members who have paid their current membership dues will be allowed to vote at general meetings.

Article 8: QUORUM/ VOTING

1. One third of the voting membership of the association shall constitute a quorum at a duly convened meeting.
2. Five members of the Executive Committee shall constitute a quorum for council meetings. Should less than 5 members be present, decisions can be made if three office bearers and one other ordinary member are present.
3. Voting at all Association meetings shall be on the basis of "one person one vote."
4. An ordinary resolution shall be passed if a simple majority of the eligible members present vote in its favour.
5. An extraordinary resolution shall be passed if two thirds of the eligible members present vote in its favour.

Article 9: TRANSACTIONS

The Executive Committee may authorise the publication of the transactions of the Association.

Article 10: FINANCES

A bank account in the name of the association shall be opened. The signatures of any two Executive Committee members would be required for any withdrawal or transfer of funds.

Article 11: AMENDMENTS

This constitution may be amended at the AGM or a special meeting convened for that purpose under Article 8, by a two thirds majority of the ordinary members present and voting, provided a copy of such proposed amendments has been sent to each member at least 21 days prior to such meeting and provided that no amendment be made to Articles 11 or 12.

Article 12: DISSOLUTION OF THE ASSOCIATION

The association may be dissolved by a resolution passed by a two thirds majority of those present and voting at a general meeting convened for that purpose and for which 21 days notice has been given to members. Such a resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to the members of the Association. They shall be given or transferred to such charitable Institution or Institutions having objects similar to some or all of the objects of this Association.

In cases of conflict the laws of the country of operation of the Association shall prevail.

Verified correct reflection of contributions from members by:

The Constitution Commission

Anthony Mumba: _____: Date _____

Meck Chongo: _____: Date _____

ZCAFF-BC Constitution Signed By 2009/2010 Executive Committee

_____ Date: _____

Andy Mtambo
Association Chairperson.

_____ Date: _____

Mary Chibinda
Association Vice Chairperson

_____ Date: _____

Ireen Chibinga Mungandi
Association Secretary

_____ Date: _____

Masauso Ngosi
Association Vice Secretary

_____ Date: _____

Sitwala Muhongo
Association Treasurer

_____ Date: _____

Lillian Mukanzu
Association Vice Treasurer

_____ Date: _____

Saul Phiri
Association Trustee

_____ Date: _____

Angela Malyo
Association Trustee