

ASSOCIATION OF ZAMBIANS IN ATLANTA, INC.
AMENDED BYLAWS

ARTICLE I

INTERPRETATIONS

1.1 In these regulations, unless the context otherwise requires – “Association” means the Association of Zambia in Atlanta (AZA). “Executive Committee” means the Executive Committee of AZA.

ARTICLE II

NAME, ADDRESS AND OBJECTIVES

2.1 The name of the organization shall be the Association of Zambia in Atlanta hereinafter referred to as AZA.

2.2 The postal address for the Association shall be determined from time to time by the executive committee in office with a view of according the Secretary easy access to correspondence.

2.3 AZA, a nonprofit corporation formed under the O.C.G.A. 14-3-202, which is organized and shall be operated in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued thereunder. AZA was formed to adhere to the following objectives:

I. To promote and preserve the Zambian culture abroad and increase networking among Zambians in Atlanta and the USA in general.

II. To render help during times of need to Zambians especially members of the association and those affiliated with it.

III. To work with other non-for-profit organizations in Atlanta in helping them achieve their goals and ambitions.

IV. To promote the youth in advancing their careers by providing scholarships and career advice. Yearly token of appreciation will be given to graduands of colleges and high school at respective events to be held.

V. To help the new Zambians who are relocating to Atlanta settle and give immigration resources.

VI. To provide financial assistance and make charitable contributions to the homeless and underprivileged in our community here in Atlanta and Zambia.

VII. To work with the Zambian embassy in DC and help promote Zambia Tourism industry at different fora.

ARTICLE III

MEMBERSHIP

3.1 Membership shall be open to individuals above the age of 18 years and residents of the State of Georgia. This will include paid up members, none paid up members and honorary members.

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3.2 All members shall abide by all regulations of the organization.

3.3 The executive committee shall have the power to terminate or revoke membership for any member that violates the regulations of these bylaws or acts in a manner unbecoming. Upon revoking of such membership/s, the affected member/s shall have a right of appeal to the Executive committee within two (2) weeks, failure to which the Disciplinary Committee's decision shall be deemed final and binding.

3.4 The following are some the benefits that comes with being a paid up member- financial

assistance during funerals of nuclear family or biological parents, pay reduced rate at events held by AZA, Be able to run for office, Be able to advertise on the AZA website at discounted rate

3.5 Membership cards shall be provided to paid-up members. There will be thirty days grace period during which a member can renew their membership.

3.6 AZA members shall pay annual dues at such times and in such amounts as are established by the Executive. Timely payment of annual dues is a condition of membership in the AZA.

ARTICLE IV

AFFILIATION

4.1 The Association for Zambians in Atlanta (AZA) shall be affiliated to the Zambian Embassy in Washington DC, USA. Affiliation to any other organization will be considered upon approval by the Executive Committee. Criteria for approval are reserved by the committee.

ARTICLE V

MEETINGS

5.1 Annual meeting will be on the first Saturday in March. This will be communicated via the website, email, social media, and text messages.

5.2 Executive meetings shall be held quarterly at a decided upon date, time and place.

5.3 Extra-ordinary meetings will or may be called upon by the President, or a simple majority of the Executive Committee. 25% of paid up members can petition and call for a special meeting.

5.4 The Association shall have two meetings in a year to strategize on the goals, ambitions and vision of AZA.

5.5 75% of the total number of expected delegates shall constitute a quorum at all meetings.

ARTICLE VI

EVENTS

6.1 All events shall be handled by the executive committee.

6.2 Communication of all events to take place, publication, and spearheading the nit grit involved will be done by the Public Relations chair.

6.3 Members and none members are welcome to advertise their events through the organization.

ARTICLE VII

THE EXECUTIVE COMMITTEE

7.1 The Executive Committee oversees the policy and vision of the organization and the Committees tasked by the organization for the respective goals. All operations of the organization will be delegated by the executive committee. None of the executive committee members is entitled to a salary, wage or compensation other than reasonable expenses.

i. PRESIDENT

ii. VICE PRESIDENT

iii. TREASURER

iv. SECRETARY GENERAL

v. VICE SECRETARY GENERAL

vi. SPIRITUAL COUNSELOR

vii. TWO BUSINESS CHAIRPERSONS

viii. TWO COMMUNITY /EVENTS CHAIRPERSONS

ix. PUBLIC RELATIONS CHAIRPERSON

x. EDUCATION CHAIRPERSON

xi. TWO SOCIAL MEDIA CHAIRPERSON

xii. LEGAL LIAISON CHAIRPERSON

xiii. SPIRITUAL ADVISOR

xiv. LEGAL LIASON

xv. FIVE COMMITTEE MEMBERS

7.2 The duly elected members of the executive committee shall hold office for a term (each term will be two years), unless a vote of no confidence during their term of office is passed in them or one of them at an urgent meeting or extraordinary meeting. Elections will be held bi-annually. In an event no one contests any of the aforementioned positions after serving the full two terms, an incumbent shall be free to contest.

7.3 Where a vote of no confidence has been passed in any one of the office bearers at an extraordinary meeting, the officers affected shall resign and the vacancies thus created shall be filled by a secret ballot in accordance with the rules and regulations of the bylaws for the period remaining until the next general election.

7.4 In an event of a vote of no confidence being passed in the entire executive committee, a caretaker committee shall be elected immediately. Such caretaker committee shall not exceed five members and shall convene an extraordinary meeting within ninety (90) days of their election.

7.5 The executive committee shall have powers to deal with the appeals against decisions of the Disciplinary committee, fundraising committee or any other standing committee.

7.6 Where a vacancy occurs between general elections, the executive committee shall have powers to appoint, with full voting rights, a person of its choice to fill that vacancy.

7.7 Any member against whom a complaint has been made shall have a right to attend any meeting at which such complaint or any appeal in connection therewith is to be considered. The committee shall have the right to call and question witnesses.

7.8 Copies of minutes of the meetings shall be sent to all paid up members by the secretary within twenty one (21) days after each meeting.

7.9 DISPUTES- In an event that a vacancy cannot be filled in immediately because of controversy on who is the appropriate candidate, the executive committee will convene to come up with the appropriate candidate. However, if there is still a stalemate after the committee convenes the President with the power vested in him will choose the appropriate candidate. At no time shall the organization involve out of state or in state mediators or arbitrators in choosing appropriate candidate or in implementing disciplinary action.

8.0 All travel, lodging and subsistence incurred by members of the executive committee in the discharge of their duties shall be borne by the association.

8.1 By at least two-thirds of paid up members, the executive committee, shall have the powers to suspend, fine and expel from office any member of the executive committee or any member of the association for any misdeed, neglect or any act which the committee considers contrary to the interest of the association.

8.2 A member of the Executive committee who absents him/herself without reasonable excuse or prior apology from three (3) consecutive meetings shall automatically cease to be a member of the executive committee and shall not be eligible for re-election to the Executive Committee of which he/she ceased to be a member nor shall he/she be eligible to the succeeding Executive Committee.

8.3 Any member of the executive committee who is unable to perform his/her functions due to illness

beyond six months shall be replaced.

8.4 A quorum at the meeting of the executive committee shall not be less than 75% of its members. If no quorum is present, a meeting shall be called off and a new date and time set for the meeting.

8.5 A notice of thirty days shall be given for all committee meetings.

8.6 Any member wishing to resign from the Association shall give at least one-month notice to that effect in writing to the General Secretary.

8.7 No member or group shall be suspended from the association for any longer period than one (1) year.

8.8 The President, General Secretary and Treasurer of the outgoing Executive Committee shall remain on the committee for a period not exceeding two months for handing over or transition purposes.

ARTICLE VIII

FUNCTIONS OF THE EXECUTIVE COMMITTEE

8.1 PRESIDENT:

8.1.1 The AZA President shall preside at all meetings unless hampered by illness or reasons beyond his control, then the Vice President shall preside.

8.1.2 The President shall oversee all activities of the organization and make sure all members of the organization uphold the Bylaws.

8.1.3 At the Independence Day celebrations, the President shall have five (5) free complimentary tickets s/he can give to any attendees at his/her discretion. Two (2) tickets for all other AZA events.

8.1.4 Shall prepare an annual report for AZA activities

8.1.5 Shall be one of the signatories to AZA account.

8.1.6 Shall unless prevented by illness or other genuine cause, head all AZA delegations at meetings with any Government and other organizations.

8.2 VICE PRESIDENT

8.2.1 Shall assist the President where appropriate and act as President in the absence of the substantive President.

8.2.2 Shall chair the Disciplinary Committee and the fundraising committee with the treasurer of the association.

8.2.3 Shall be the chief coordinator of all events and other activities of the organization in synchrony with the rest of the executive committee.

8.3 SECRETARY AND THE VICE SECRETARY

8.3.1 Shall be one of the signatories to AZA bank accounts, checks, and payments.

8.3.2 Shall be responsible for the general administration of the Association, which will include keeping registry of all members.

8.3.3 Shall keep minutes of Executive meetings and annual meetings.

8.4 TREASURER

8.4.1 Shall be signatory to the AZA account.

8.4.2 Shall be in charge of expenses, disbursements and to (keep record of all funds received and funds paid out by AZA.)

8.4.3 To prepare quarterly financial report

8.4.4 Shall keep an up-to-date inventory of property or assets of the Association.

8.4.5. All Financial transactions will require approval from the Treasurer, the President and

Secretary.

8.4.6 The books will be audited by an external auditor appointed by the Executive Committee. The fiscal year ends December 31.

8.5 PUBLIC RELATIONS

8.5.1 Shall be responsible for the publicity of all events that fall under her/his portfolio through the website, social media, television, email, radio etc.

8.5.2 Shall be responsible for drawing up programs of activities for the association.

8.5.3 Shall marshal the fundraising Sub Committee that from time to time will be chaired by the Treasurer/Vice President.

8.6 BUSINESS CHAIRPERSONS

8.6.1 Shall spearhead business activities of the association that includes what business portfolios the association should indulge in.

8.6.2. Shall, together with Public Relations chairperson, organize business meetings at least once a year.

8.7 COMMUNITY CHAIRPERSONS (2)

8.7.1 Shall be involved in advisory role on all community events.

8.7.2 These two shall be very familiar with the Zambian Community in terms of entertainment, dishes, culture and traditions.

8.8 EDUCATION CHAIRPERSON

8.8.1 Shall coordinate Educational activities of the Association such as scholarships, career advice and opportunities.

8.8.2 Shall champion academic advancement among Zambians in USA with vivid emphasis on those living in Georgia.

8.9 SOCIAL MEDIA (2)

8.9.1 The two shall coordinate to put the Association in alignment with the rest of the world on social media.

8.9.2 Shall organize the AZA website to suit its objectives and ambitions.

8.10 SPIRITUAL ADVISOR

8.10.1 Shall give spiritual guidance and advice to members in the community and lead religious activities at funerals.

8.11 LEGAL LIAISON

8.11.1 Will provide legal resources and advice after conferring with a lawyer will be responsible for providing legal guidance to the association prior to starting a new business.

8.12 COMMITTEE MEMBERS (FIVE)8.12.1 They shall be an integral part of the Executive Committee and their role will be to supplement efforts/help at any level of the committee. Their duties will be delineated from time to time by the Executive committee.

8.13 DISCIPLINARY COMMITTEE

8.13.1 Shall be chaired by the Vice President

8.13.2 Shall hear and pass all verdicts on disciplinary cases

8.13.3 Shall be answerable to the Executive Committee.

ARTICLE IX

FUNDS

9.1 The funds of the Association shall be used solely for the promotion and to further all the

objectives of the Association.

9.1.1 FINANCES

9.1.2 The finances of the association shall be audited at the end of each financial year by an external auditor appointed by the executive committee.

9.1.3 No loans shall be made by the Association to any of its Executive or members.

9.1.4 The financial year of the association shall begin on the first day of January and end on the last day of December in each year.

ARTICLE X

RESOLUTIONS

10.1 Resolutions, Amendments or proposals that any member desires to submit to the Annual meeting shall reach the secretary not less than two weeks before the date of the Annual meeting.

ARTICLE XI

VOTING

11.1 Each AZA member shall have one vote at each time voting takes place.

11.2 There shall be no voting by proxy and voting will be done physically and electronically if possible.

11.3 Members of the executive committee shall be elected by secret ballot bi-annually.

11.4 Nominations of the posts shall be received by the returning officer at least twenty-four (24) hours before elections.

11.5 If no opposing valid nominations are received for any office, the standing member(s) shall be considered duly elected.

11.6 The returning officer shall have power to extend the nomination period to make sure all positions are fully contested. The Returning Officer will be selected from the community by the Executive Committee and can be of any nationality.

11.7 Nominations of candidates received after the expiry of the closing time or date shall automatically be rejected and the returning officer shall have powers to call for nominations to the posts that remain uncontested.

ARTICLE XII

COUNTING OF VOTES

The presiding officer, campaign managers and candidates can be present during the counting of votes.

ARTICLE XIII

AMENDMENTS

The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Board of Directors present at any annual, regular or special meeting, if at least fifteen (15) days written notice is given of intention to alter, amend or repeal the Bylaws or to adopt new Bylaws at such meeting.

CERTIFICATE OF ADOPTION OF BYLAWS