

**Constitution
and
By-Laws
of
Iranian Community
of
Manitoba**

(ICM)

Final Version

June 9th , 2013

Constitution of Iranian Community of Manitoba (ICM)

www.icmb.ca

Mission:

We, the Iranian Community of Manitoba have come together to advocate cooperation and unity among Iranians, and to actively participate in Canadian society.

Our goal is to promote and preserve Iranian art and culture and ultimately to improve the quality of life of Iranians without any prejudice including but not limited to ethnic, religious, political views, gender and sexual orientation.

The Iranian Community of Manitoba complies with the guidelines embedded within the Canadian "Charter of Rights and Freedoms" through its operations and activities of members.

Goals and Activities:

Goal #1: Social Support of the Iranians of Manitoba

Related Activities:

- To establish a welcome committee for the Iranian newcomers to Manitoba
- To publish an information booklet for the Iranian newcomers
- To organize family-oriented social gatherings and recreational activities
- To assist all Iranians residing in Manitoba with translation services and filling out official documents
- To provide consulting sessions for different groups based on their needs
- To establish a seniors' club
- To organize educational classes and workshops by volunteers in various fields based on the needs of the community

Goal #2: To promote, preserve, and teach Iranian Arts and culture, and to foster mutual cultural exchange with others

Related Activities:

- To support Iranian publication(s)
- To organize educational classes for Iranian native languages
- To establish an Iranian library and movie club
- To organize Iranian national and cultural ceremonies
- To facilitate participation in Manitoba's Folkorama festival

September 23, 2008

1st Revised: Jul. 1, 2009

2nd Revised: Mar. 11, 2012

3rd Revised: June 09, 2013

- To organize Iranian music and dance classes
- To organize cultural events such as poetry nights, and inviting independent Iranian scholars and artists for presentations
- To establish and operate Iranian radio and TV programs, if possible

Goal #3: To foster communication among Iranians of Manitoba to identify their needs and capabilities

Related Activities:

- To establish and maintain a website and information booklet for the Iranians of Manitoba
- To organize health and scientific seminars, and job seeking workshops
- To organize educational Iranian music and dance classes
- To organize family-oriented social and recreational activities
- To establish an Iranian sports club, if possible
- To provide consulting sessions for the different groups based on their needs
- To offer educational classes and workshops by volunteers in various fields based on the needs of the community

Goal #4: To provide and maintain a permanent centre for the Iranian Community of Manitoba

Related Activities:

- To organize various events to fundraise for the Iranian Community of Manitoba in order to achieve its goals
- To invite the representative of different organizations to participate in the organized events of the Iranian Community of Manitoba

Goal #5: To initiate and develop communication and cooperation between the Iranian Community of Manitoba and other Canadian organizations

Related Activities:

- To invite the representative of different organizations to participate in the organized events of the Iranian Community of Manitoba
- To establish and operate Iranian radio and television programs, if possible

By-Laws:

1. Board of Directors (Thereafter "the Board")

1.1 Requirements for candidates of the Board of Directors:

- Membership in the community for at least one year (except for the first election of the Board)
- Canadian citizenship or proof of living in Manitoba for at least 3 cumulative years
- Clear criminal record and current bankruptcy report
- Ability to communicate in both Persian and English languages
- To be 18 years of age and older
- Not to be related by birth or marriage to any other Board members (in case two related members are elected, the member with the lower number of votes must withdraw. If the votes are equal for both members, the other elected board members will choose one of them to serve on the board)

1.2 Number of members on the Board :

- Minimum of three, and a maximum of Seven

1.3 Positions of the Board members:

- Four main positions:
 - President, Vice President, Treasurer, Secretary
- These positions would be assigned to board members with the majority votes of the board members.

1.4 Method of electing the Board:

- One-person-one-vote process in the Annual General Meeting (Every person could vote for one to seven candidates; more than one vote to any candidate in a ballot is consider voided)
- Any member who is eligible to be elected as a member of the board can be elected by ICM members. The first seven members with highest number of votes will be elected as the new Board of Directors. It is subject to acceptance by that newly elected Board member. Nominations are not allowed. The list of eligible members would be provided prior to the election.
- ICM members (18 years +) as of AGM are eligible to vote.

1.5 Term of the Board:

- Two years, and No limit to participate in consecutive terms

1.6 Responsibilities of the Board members:

- Working towards achieving the ICM goals and objectives
- Observing ICM constitution and by-laws
- To hold the Board meetings (at least 10 meetings in a year and the meetings should not be more than two months apart)
- To hold the Annual General Meeting and urgent meetings
- The Board must report to members at least once every 3 months
- Attendance at the board meetings is mandatory, and the board should evaluate the reasons for the absence of a board member from more than 3 meetings per year and has the authority to dismiss this member if deemed necessary
- Participation and membership on the Board is voluntarily, and without any monetary compensation or incentives.

1.6.1 President:

With the coordination of other members of the Board, the president is responsible for the following:

- To organize monthly and annual meetings
- To sign all official documents including financial statements
- To provide, reports to the community
- To establish the temporary election committee to hold elections within the guidelines of the ICM constitution

1.6.2 Vice President:

In the absence of the president, the vice president will have all the presidents' responsibilities and rights in addition to the duties assigned to this individual by the Board.

1.6.3 Treasurer:

- Responsible for all financial matters of the community
- To provide the financial reports
- To sign all the financial documents

1.6.4 Secretary:

- Responsible to prepare minutes of the meetings
- To file all reports and official documents of the community

1.7 Conditions for impeachment of members of the Board:

- In case of non-compliance with the guidelines of the ICM constitution and by-laws
- Financial fraudulence
- Improper use of ICM resources
- Proven criminal offences in the court of law

Said member, to continue in the current position is required to receive a confidence vote of more than 50 percent of the ICM members present in the special general meeting, called for such purposes.

1.8 Conditions for replacing the Board members:

- If it becomes necessary to replace any of the Board members, the replacing candidate will be chosen based on the results of the most recent election from the non-elected candidates.
- In case of necessity to replace more than half of the Board members, a new election shall be held.
- If there were more than seven candidates for the election, then the eight candidate shall be declared and notified as a "reserve" director.

1.9 Signing privileges:

- The president and the treasurer, and the secretary (if either President or Treasurer is not readily available for impending payments) have the authority to sign financial documents.
- In case of transfer of responsibilities by either the president or the treasurer to vice president, or in case of unexpected absence of either of them, the vice president has the privilege to sign these documents upon the approval of the Board.
- All financial documents must have two signatures.

1.10 Time for holding the Board elections:

- Election must be held two months before the end of the current Board's term.
- Each term of the Board runs from June 1st of each election year for two years, in staggered method.
- The first election of the Board is exempt from this by-law.

1.11 Temporary committee for holding elections:

- Three to five individuals selected by the current Board, who are not candidates for the new Board will make up this committee.

- The committee will elect one of its members to serve as its chairperson.
- The committee members will be introduced to the ICM members at least one month before the next election.

1.12 Registration deadline of candidacy for the Board:

- Candidates for the board positions have to register their candidacy with the election committee one week before the election at the latest.
- If any candidate misses the registration deadline, the individual will not be allowed to run for election.

1.13 Reviewing the required qualifications of candidates for the Board positions:

- All the elected board members must submit the following documents to the election committee within 14 days after the election:
 1. Canadian citizenship card, proof of Residency for at least three years, or Canadian passport
 2. Clear criminal record search certificate from the Winnipeg Police Department
 3. Credit Record Check document indicating no current bankruptcy
- Failure to timely submit any of these documents to the election committee will result in the immediate elimination of the elected candidate.
- To replace the mentioned individual, the Board will ask the candidate with the next highest vote to submit the above documents within 14 days and to serve on the Board.

2. Membership:

2.1 Membership fee:

- Membership fee can be reduced by the Board as long as there is no financial consequences for now and the future of ICM operations.
- \$20.00 per person per year, the year is from April 1st to March 31st
- The fee is not refundable or transferable

2.2 Membership Requirements:

- Iranian and non-Iranian individuals
- Manitoba Residency
- Minimum 18 years of age

All eligible individuals become members upon submission of the completed ICM membership application and payment of the membership fee.

Conditions for the annulment of membership will be indicated in the application form.

2.3 Membership annulment conditions:

- Failure to pay the new or renewed membership fee beyond the ICM year-end.
- Failure to adhere to the constitution guidelines at the discretion of the Board
- Creating disturbance in the ICM activities and/or its meetings at the discretion of the Board

2.4 Honorary membership conditions:

- Iranian or non-Iranian individuals, who are interested in promoting ICM goals and activities, may receive this title upon the Board's approval.
- Honorary members do not have voting rights, can not be elected and are exempt from membership fees.

3. Financials:

3.1 Appointment of a financial auditor:

The auditor will be introduced by the Board at the Annual General Meeting to be confirmed by the ICM members for a maximum of five years. Preferably, the auditor must be a professional Accountant in Canada. The auditor must not be a Board member, but may be a member of ICM.

- Priority will be given to non ICM members.

The auditor must not be related by birth or marriage to any of the Board members, must not have financial, business or career relationship with the Board members unless disclosed and approved by the Board of Directors

3.2 Financial auditor duties:

- To evaluate all financial statements of ICM and provide an annual financial report. Fiscal year is from April 1st to March 31st of each year.

4. ICM General meetings:

4.1 Annual General Meeting:

- One meeting per year (in June)

If it becomes necessary to have an earlier general meeting, the special general meeting will take place based on the following conditions:

- The staggered election of the Board takes place in the general meeting every year.
- The financial auditor will be introduced in the general meeting by the Board.
- The general meeting will be official with any number of members present.
- Date, place and agenda of the Annual General Meeting must be announced to ICM members at least thirty days in advance.

4.2 *Special General Meeting*

The Board is responsible to hold a special general meeting based on the following conditions:

- Upon request by the Board
- Upon receiving a written request signed by more than fifty percent of ICM members.
- In case of replacing a board member, through election, then the election will be announced. Date, place and agenda of the special general meeting must be announced to ICM members at least one week in advance.
- The special general meeting will be official with any number of members present.

5. *Constitution Amendments:*

- Any amendments to the constitution must be ratified by two thirds of the ICM members present at the ordinary general meeting or the special general meeting.
- Any ICM general meetings will be considered official, as long as an announcement of the general meeting has been made to ICM members at least thirty days in advance.