

IRANIAN COMMUNITY MISSISSAUGA
By-Laws



Article 1: Official Name and Introduction

Official name of this organization will be the Iranian Community Mississauga (ICM).

This is a cultural-social, Not-For-Profit organization that accepts all individuals no matter their religion, sexual orientation, gender or ethnicity. As a democratic institute ICM respect everyone's right to their opinions and ideology. However, any promotion of propaganda messages (religious, organizational, political, etc...) will not be tolerated as these go against the ICM's core values of inclusions. ICM adheres to all laws (Federal, Provincial and Municipal) and other policies (Human Rights, the Ontario Human Rights Code, etc.)

Article 2: Obligation

Encouragement: Advancing the interests of the Iranian Canadian community.

Education: Providing knowledge, resources and tools necessary to enable informed participation of our community in the Canadian system.

Community Building: Engaging Iranian Canadians in community work and connecting Iranian Canadian non- profit organizations with one another to encourage cooperation and coordination.

Image Building: Promoting Iranian culture and values and upholding the prestige, dignity and success of Iranian Canadians.

Article 3: Goals

ICM's main objective is to encourage solidarity amongst Iranians, participate in Iranian and Canadian events, and promote Iranian culture (art, history, language, etc...). ICM wish to create a space for Iranians along with the many great cultures present in Mississauga.

Other goals include:

- Providing newcomers with a welcoming community and social support
- To strengthen cross-cultural relations between Iranian and Canadian culture and other cultures within the community
- Assist members to get in touch with public and private organizations
- To celebrate with the community and educate individuals on Iranian culture
- Establish educational programs such as Farsi and English classes

Article 4: Membership

ICM invites anyone to join the organization if they so choose.

To become a member:

- Must fill out membership form
- Regular membership fee of \$15/year for 2021
- Business membership fee \$250/year for Business Member
- Must be 18 years of age
- If membership fee isn't paid on time additional fee will be apply and voting right may be affected (all fees will be due end of the October of each year)
- Non-residence of Mississauga may be eligible to be an honorary non voting member; they cannot be elected. Iranian or non-Iranian individuals, who are interested in promoting ICM goals and activities, may receive this title upon the Board's approval.
- Act ethically, with honesty and integrity, in the best interests of [the group] at all times
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard
- Not disclose official information or documents acquired through membership of the board, other than as required by law or where agreed by decision of the board
- Not make any unauthorized public statements regarding the business of [the group]
- Support the formal decisions of the board made in its meetings

- understand that breaches of this Code may result in disciplinary action, up to and including suspension of membership

Members will get suspended or terminated from the organization if any of the following occur:

- Membership fee is left unpaid
- Any breach of rules and regulations of the constitution of this association
- Any harassment, or violating between members of the ICM or others
- If a member conduct is questionable (determined by the board)
- Missed meeting without reasonable cause

Article 5: Honorary Members:

A person may become an honorary member when she/he/they:

- a. Has made a significant contribution towards achieving the objectives of the "Iranian Community Mississauga" or the Iranian Community at large,
- b. Has been nominated as an honorary member by more than two of present or past Iranian Community "directors; and has been approved by the unanimous vote of the sitting board of directors for honorary membership.
- c. The criteria for nominating and approving an individual as an honorary member shall be prepared and approved by "Iranian Community Mississauga "board of directors, which once approved in the board shall become the guideline for an honorary member nomination and approval process. An "Honorary member" shall neither be entitled to vote nor be eligible to hold a seat on the board of directors of the Iranian Community Mississauga ". An honorary member may not pay a membership fee.
- d. The (First Chief Executive director and) founder of" Iranian Community Mississauga" Organization is subjected to exception and can be a life time member of the organization and can be a director of organization and not pay a membership fee.

Article 6: Annual General Assembly Meetings

Annual General Assembly Meetings will be held during the Last week of January. The city will be informed with a minimum of 21 days' notice.

Any changes to the Executive Board or contact information will be provided to the city immediately.

All members will be informed with a minimum of 21 days' notice by Email, ICM website or ICM Channel.

Each member in good standing and over the age of 18 are eligible to vote. Each member having one vote at the meetings.

Residency of members will be checked by the board of director.

To have a valid Annual General Meeting the standard quorum for an AGM is 50% Plus 1 of members. If the quorum is not reached on the first two attempts to hold the AGM, the quorum is reduced to 30% on the third and on any subsequent attempts.

Article 7: Board of Directors

Five members of the Board of Directors will be elected every Four years at the meeting of General Assembly Meeting. (The number of Boards of Directors may be increase to seven or nine in the future, or the Board may be changed to the close board if it helps for better operation based on the annual general meeting member's majority decision)

The board members will respect confidentiality of information received in the course of meetings and activities and adhere to the Ontario Human Rights Code as amended.

The board member will not speak on behalf of the association unless designated by the Chair or the Board as a whole.

They treat fellow Board members with respect and listen to their points of view.

Boards will be identified conflict of interest on every Meeting Agenda, following approval of Agenda and Previous Minutes.

Applicable Board members and Directors will make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures and will declare a conflict of interest and refrain from voting when a conflict of interest occurs, even if it is perceived.

Board Directors will declare a potential conflict of interest and refrain from discussion and voting when a true or perceived conflict of interest exists.

If board members resign or step down before their designated terms a written resignation must be send to board CEO (President).

The following positions are to be filled:

1. Chief Executive Officer -President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Officer

There is the possibility to change based on the Board of director decisions.

Section 1: Eligibility to apply for Board of Directors:

- Have knowledge of English Language
- Member of the ICM for at least one year
- Legal resident of Canada
- Present at general meetings and accept nomination
- Legal resident of Mississauga or owned business in Mississauga
- Act as a director after the election
- Act for the best interest of the ICM prevail over the directors personal or business interests.
- Work and spend time for ICM improvement and success

Section 2: Board of Directors Vacancies

Vacancies on the board of directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

The board of directors may declare vacant office of a director who has been declared of unsound mind by a final order of court, or declared bankruptcy or

been found by a final order or judgment of any court to have breached any duty under respected regional or federal Laws.

There is an ongoing obligation on directors to inform the board of directors if they have been or are convicted of a criminal offence. The board of directors may declare vacant office of a director who has been convicted of a criminal offence.

Any director may be removed without cause by the two third majority of votes of general membership at a General Meeting of members.

Any director may resign effective upon giving written notice to the President, the Secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of such resignation.

Vacancies shall be filled in the following manner:

For the vacancy of a director who is not also an officer, all vacancies shall initially be filled by appointing the runner-up in the immediately preceding election and if such runner-up is not willing or available to accept the appointment, by appointing the next willing and available individual among the unsuccessful candidates in the preceding election with the highest number of votes. Should no such candidate be available or willing to accept the appointment, then within 21 days of the vacancy the members of the board of directors, except the president, may submit names of candidates to fill the vacancy, provided each candidate meets the qualifications for serving on the board. The board president shall, within 30 days of the vacancy, and after consultation with the other officers, appoint one of the submitted candidates to fill the vacancy.

If the term of office of the vacated director has less than one year remaining at the time the vacancy is created, the appointed director shall serve the remainder of the term.

Section 3: Regular Meetings of the Board of Directors

Directors shall hold meetings no less than on a quarterly basis. At each such meeting the board of directors confirms the date of the next meeting of the board.

Section 4: Special Meetings of the Board of Directors

Special meetings of the board of directors may be called by any two directors, and such meetings shall be held at the place, designated by the board of directors. Special meetings of the board of directors may substitute for a scheduled regular meeting of the board.

Section 5: Nomination:

Regular Members could nominate themselves or can be nominated by others. However, if nominated by others the nominee should accept and confirm its acceptance by email before nomination closing date. Members have two weeks from the date of announcement to nominate for election. No nomination will be accepted after the nomination closing date.

Section 6: Announcement of Nomination on the Iranian Community Mississauga web site

All candidates are required to provide a synopsis of their background and the reasons they want to serve as member of “Iranian Community Mississauga “board of directors. This information will be posted on the” Iranian Community Mississauga” web site no later than 24 hours after nomination closing date.

Section 7. Election Board

The Board will appoint three (3) “Iranian Community Mississauga “members as the members of the election board and present of the CEO. The members of the election board cannot be a present member of the board of directors or be a candidate or immediate family member of a candidate for the election that they are overseeing. Election board will be in charge of administration of the election process and making the announcements after the election has been concluded.

Section 8. Voting

Members can vote once, either through internet or personally at the GM. Internet voting will commence seven days prior to GM and ends 24 hours prior to GM. Votes registered through internet and personally at the GM will be accounted for and tallied and the result will be announced at the GM and posted on the” Iranian Community Mississauga” web site no later than 24 hours from the event.

Facilities should be provided on “Iranian Community Mississauga “website for all members to view candidates, presentations and background information and have opportunity to vote electronically.

The Election Board shall post all results on the” Iranian Community Mississauga “web site. Candidates should have the possibility of verifying the results of the election.

Section 9: Unjustified Absences

Any board member who has six unjustified absences from meetings of the board of directors shall be removed from their position as a board member.

Section 10: Regular Meetings of the Board of Directors

Directors shall hold monthly meetings no less than one meeting per month. At each such meeting the board of directors confirms the date of the next meeting of the board.

Section 11: Special Meetings of the Board of Directors

Special meetings of the board of directors may be called by any two directors, and such meetings shall be held at the place, designated by the board of directors or online. Special meetings of the board of directors may substitute for a scheduled regular meeting of the board.

Article 8: Programs & Events

ICM will host a multitude of programs and events. These include:

Celebrating Canadian and Iranian holidays:

- New Year – January 1
- Family Day – February
- International Women’s Day – March 8
- Nowruz – First Day of Spring (March)
- Canada Day – July 1
- Mehregan – Fall Festival (September)
- Halloween – October
- International Children’s Day – November
- Yalda -Winter Festival (December)

Programs for the community include the following:

- English and Farsi language classes
- Persian dance class
- Persian music class
- Kids Art & Craft Classes (Haft-Sin, Nowruz decoration)
- Persian Story time and Movie Nights
- TOEFL exam prep
- Resume editing and workshops
- Persian reading, writing

Article 9: Conflict Resolution

Any Complaints will be received, verbally, by phone or Email or in writing regarding behavior of a Member, breach of Code of Conduct by another Member, fees, etc, information will be handled confidentially, and will be documented in the meeting minutes, in a fair-minded and respectful manner. The board of directors review the complaint at their next board meeting or call a special meeting if needed.

The member should email the president in writing if the complaint is against the board of directors.

The member should email the secretary or vice president in writing if the complaint is against the president.

The member can appeal the decision of the board in special meeting of the membership of the organization that called by president, the decision will be final after that.

If the issue is not resolved consulting may be requiring.

A respond to the complaint will be provided within 30 days, the acknowledge receipt of the complaint will be provided within 10 days.

The Board of Director will be decided on the membership fee for each year, whether this being lowering, increasing or remaining with the current fee.

Article 10: Iranian Community Mississauga Code of Ethics

Respect for the communities we work with and serve.

Integrity in our actions.

Responsibility for our decisions and their consequences.

We are committed to:

- a. Acting honestly, truthfully and with integrity in all our transactions and dealings
- b. Avoiding conflicts of interest;
- c. Appropriately handling actual or apparent conflicts of interest in our relationships;
- d. Treating our grantees fairly;
- e. Treating every individual with dignity and respect;
- f. Treating our volunteers and employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare;
- g. Being a good corporate citizen and complying with both the spirit and the letter of the law;
- h. Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- i. Being responsible, transparent and accountable for all of our actions; and

- j. Improving the accountability, transparency, ethical conduct and effectiveness of the non profit field.

Article 11: NOTICE OF FILMING AND PHOTOGRAPHY

When you enter an “Iranian Community Mississauga” Organization event or program, you enter an area where photography, audio, and video recording may occur.

By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by “Iranian Community Mississauga” Organization and its affiliates and representatives. Images, photos and/or videos may be used to promote similar “Iranian Community Mississauga” Organization events in the future, highlight the event and exhibit the capabilities of “Iranian Community Mississauga” Organization. You release “Iranian Community Mississauga” Organization its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings.

By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by “Iranian Community Mississauga” Organization or the person or entity designated to do so by “Iranian Community Mississauga” Organization.

You have been fully informed of your consent, waiver of liability, and release before entering the event.

“Iranian Community Mississauga” Organization

Membership application will be found on the ICM web page and ICM Channel.
ICM Web site:

www.iraniancommunitymississauga.org

ICM Channel:

<https://t.me/Iraniancommunityofmississauga>

ICM Instagram:

<https://instagram.com/iraniancommunitymississauga>

ICM Facebook:

<https://www.facebook.com/IranianCommunity>

Chief Executive Officer (President): Ziba Ghaibi Boveiri
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