



P. O. BOX 4568, FOSTER CITY, CA 94404

Incorporated in California as Non-Profit Corporation No. 126139 on Nov. 5, 1984

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BYLAWS

Revised Bylaws as Approved by General Body on December 4, 2022.

Effective January 1, 2023.

DEFINITIONS - FOR THE PURPOSE OF THESE BYLAWS

A "**Zoroastrian**" is a person who is a follower of the religion as propounded by the Prophet Zoroaster and who has been initiated (by a navjote) into the Zoroastrian faith or has been born of a Zoroastrian parent.

A "**Member**" means a person who meets the membership criteria and has paid the membership dues. Hereinafter, "Member" refers to an ordinary member except where otherwise specified.

"**Dues**" shall include any amount owed by a member for membership fees or on account of any damage done to any properties of ZANC, willfully or negligently and which the member is required to make good under the direction of the Executive Committee.

"**Bylaws**" shall mean standing rules made under the Articles of Incorporation on matters of internal regulation and administration of ZANC.

All references to the singular and/or the masculine gender shall include the plural and/or the feminine gender as appropriate.

ZARTHOSHTI ANJUMAN OF NORTHERN CALIFORNIA
A California Non-Profit Religious Organization

ARTICLE 1: NAME AND OBJECTIVE

SECTION 1: NAME

This organization shall be known as **the Zarthoshti Anjuman of Northern California** (hereinafter referred to as ZANC), incorporated as a California not-for-profit (No. 126139 on Nov. 5, 1984), religious organization, exempt from Federal Income Tax.

SECTION 2: OBJECTIVES

The primary objectives and purposes of ZANC shall be:

1. To promote the study, understanding and practice of the Zoroastrian faith and the Welfare of the Zoroastrian communities.
2. To promote, perpetuate and teach the Zoroastrian religion as set forth in the teachings of the prophet Zoroaster and the Zoroastrian faith.
3. To arrange and encourage the performance of Zoroastrian ceremonies.
4. To accept gifts, grants, legacies, devices and trusts whose purposes are consistent with the objectives of ZANC.
5. To purchase, lease or otherwise acquire and maintain properties, moveable and immovable, for the objectives of ZANC.
6. To invest and deal with the monies of ZANC not immediately required for its objectives in the investments authorized by law for the investment of trust funds.
7. To render necessary assistance and services to needy Zoroastrians.
8. To cooperate with other similar Zoroastrian bodies.
9. To maintain a register of vital statistics for the Zoroastrian residents of Northern California.
10. To arrange for social and cultural functions.
11. To issue and sponsor publications as will best carry out the objectives of ZANC.
12. To engage in and support any other activities that nurture and support the Zoroastrian faith and Zoroastrian communities.

ARTICLE 2: OFFICES

SECTION 1: PRINCIPAL OFFICE

The principal office of ZANC for the transaction of its business will be either **P.O. Box 4568, Foster City, CA 94404** or as published on its website www.zanc.org.

SECTION 2: OTHER OFFICES

ZANC may also have offices at other places as the Executive Committee may from time to time designate.

ARTICLE 3: MEMBERSHIP

SECTION 1: QUALIFICATIONS

The membership of ZANC shall be open to all Zoroastrians and all other persons who express interest in the Objectives of ZANC and agree to abide by the Articles of Incorporation and its Bylaws.

SECTION 2: CLASSES OF MEMBERSHIP

Membership in ZANC shall be classified into two categories, namely:

- 1. Ordinary membership**

Open to all Zoroastrians, their spouses and children.

- 2. Associate membership**

Open to all individuals who express interest in the Objectives of ZANC, regardless of their religion.

Membership will be granted by ZANC upon meeting membership criteria and payment of the membership dues as defined by these Bylaws.

Ordinary membership shall be classified into six categories for the purpose of dues. Such members shall, in addition be assigned the privileges of an ordinary member, as eligible. These categories shall be as follows:

- 1. Family membership**

Family membership shall be applicable to an individual, his/her spouse, children under the age of 26 (who are full time students), and parents residing under the same roof.

- 2. Individual membership**

Individual membership shall be open to all individuals over 18.

- 3. Senior Citizen membership (Individual)**

Senior Citizen membership shall be open to all individuals over the age of 65.

- 4. Student membership (Individual)**

Student membership shall be open to all individuals under the age of 26 who are full time registered students.

5. Life membership (Family)

Life membership shall be a family membership available to all who have paid the Life membership dues.

6. Honorary membership (Individual)

Honorary membership may be conferred by the Executive Committee on distinguished persons by a unanimous vote of the Executive Committee for outstanding contributions to the good of mankind or Zoroastrian community. This membership is an individual membership for Life of the individual.

Associate membership is an individual or honorary membership for the purposes of dues. Such members shall, have no voting rights and are ineligible to stand for any office.

SECTION 3: RIGHTS AND DUTIES OF MEMBERS

The rights and duties of members shall be as under:

1. Only ordinary members in good standing, 18 years of age and older have the rights to:
 - a. Vote in elections and at all General Body Meetings or special meetings.
 - b. Hold and run for office.
 - c. Inspect the books of ZANC as per these Bylaws.
2. All classes of members have the privilege of receiving any and all literature distributed by ZANC.
3. All classes of members have the duty to uphold the Objectives of ZANC for the good of the community with no personal gain to themselves.
4. All members including Life members should notify the Secretary of any change of contact information such as, address, email address, and phone numbers; or of any additions and deletions to their household.

SECTION 4: FEES DUES AND ASSESSMENTS

Membership fees and annual dues for the different classes of members shall be determined from time to time by resolution of the Executive Committee. All fees are due at the commencement of the membership term. The membership term coincides with the fiscal year of ZANC.

Waiver of Membership Fees/dues: The Executive Committee shall reserve the right to waive membership dues for an individual who may experience financial hardship which may prevent them from paying such dues. These shall be dealt with on a case-by-case basis and be open to review every year.

SECTION 5: NON-TRANSFERABILITY OF MEMBERSHIPS

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's death.

SECTION 6: LIABILITIES OF MEMBERS

No member shall be personally liable for the debts, liabilities or other obligations of ZANC.

SECTION 7: TERMINATION OF MEMBERSHIP

The membership of a member shall terminate upon the occurrence of any of the following events:

1. Upon his/her notice of termination in writing to the Executive Committee.
2. Suspension or expulsion from membership by a two-thirds vote of the Executive Committee, and approved by a two-thirds vote of the members, if after thorough investigation the member is determined to have engaged in activities detrimental to the Objectives, Articles and Bylaws of ZANC.
3. Upon failure to renew his/her membership by not paying dues for the current term.
4. Ipso facto, if the member ceases to meet the qualifications for membership.

ARTICLE 4: GOVERNANCE

SECTION 1: EXECUTIVE COMMITTEE

ZANC shall have four elected officers, President, Vice-President, Treasurer, and Secretary, and at least three elected Members-at-large. Collectively they shall be known as the **Executive Committee**. All members of the Executive Committee must be Ordinary members of ZANC residing in Northern California.

SECTION 2: TRUSTEES

ZANC shall have three elected **Trustees**. A Trustee shall not be a member of the Executive Committee. All Trustees must be Ordinary members of ZANC residing in Northern California.

SECTION 3: OTHER COMMITTEES

The Executive Committee may appoint other committees from time to time as may be deemed necessary. Such committees shall work to plan, execute or implement the purposes of ZANC and may include members who are not on the Executive Committee. The responsibilities and tenures of such committees shall be as defined by the Executive Committee.

SECTION 4: NOMINATION AND ELECTION PROCEDURES

The nomination procedure for the Executive Committee and Trustees is as follows:

1. At least 75 days prior to the date of the election the Executive Committee will:
 - a. Select an Election Officer who shall not be a member of any committee of ZANC or a Trustee. The Election Officer must be an ordinary member.
 - b. Communicate to entire membership, the date of the election, list of vacant positions up for election and name of the Election officer.
 - c. Invite the membership to send nominations to the Election Officer with the deadline date as 40 days prior to Election date.
 - d. Decide on whether to use e-voting or a paper ballot process if an election is needed.
2. The Secretary shall prepare an updated list of all eligible voting members and submit such a list to the Election Officer on his/her appointment.
3. The Election Officer may appoint two or more members to assist him/her in conducting the election and advise the Executive Committee of the choice. The Election Officer and those assisting him/her cannot be a nominee or an immediate relation (Spouse/child/parent) of a nominee or currently be serving on the Executive Committee or Trustees.
4. Any ordinary member can nominate another ordinary member (including himself or herself), after getting the nominee's agreement to serve for the nominated position. Nominations for any vacant position should be received by the Election officer no later than 40 days prior to the election.
5. It shall be the responsibility of the Election Officer to conduct a fair election.
6. The Election Officer shall notify the members 30 days prior to the election, a complete list of contestants together with the position being contested by each and a brief bio-data received from each of the nominees.
7. If enough nominations are not received to fill vacant positions, the nomination period will be extended to 20 days prior to the election date. If the list of nominations is still less than the number of vacancies, then that position will be filled in the new year by the remaining members of the Executive Committee for an Executive Committee position or remaining Trustees for a Trustee position.
8. If e-voting is used, it should start at least 14 days prior to the election date.
9. If e-voting is used, members without any email address on file will be mailed a paper ballot and given a choice to return the ballot to the Election Officer for entry into the e-voting system, or use the credentials provided to login and vote.
10. If e-voting is used, the Executive Committee may opt to not have an election meeting. E-voting will close at 6 pm PST on the designated election date.
11. If paper ballots are used, absentee ballots are to be submitted using the following process:

An absentee ballot will be available to each member online or by email notice or on request from election officer. Members unable to be present at the election meeting should fill out their absentee ballot, seal it in an unmarked envelope, and mail this enclosed in another envelope which shall carry the name of the voter (one vote per envelope), to the Election Officer. After the floor election the Election Officer shall use the exterior identification to mark off the absent member's name on the electoral roll. The inner unmarked envelope may then be removed from its identifying

external envelop and retained, sealed, by the election officer and be counted along with the other ballots at the meeting. All such mailed in absentee ballots must be received by the Election officer by the day preceding the election date.

12. Any contesting member may request the Secretary to furnish him/her with the updated list of eligible voters.
13. Canvassing shall not be permitted at the meeting once the meeting is called to order.

SECTION 5: TERM OF OFFICE

1. All members of the Executive Committee are elected for a term of two years, the said term to coincide with the fiscal years of ZANC. Members of the Executive Committee continue to serve until such time as new elections are held and their replacement's term starts, unless a member becomes ineligible to serve.
2. An Executive Committee member may serve a maximum of two consecutive elected, 2-year terms of same office. They may run for the same office again after a minimum break of one term of two years. If no candidate is willing to serve, then the term limit will not apply.
3. Trustees are elected for a term of four years, said term to coincide with the fiscal years of ZANC, and continue in office until such time as new elections are held unless a member becomes ineligible to serve.
4. A Trustee may serve two consecutive elected, 4-year terms. If no candidate is willing to serve, term limit will not apply.
5. Election of Executive committee members shall be staggered so as to establish continuity in the working of the Executive Committee. The President, Secretary and one Member-at-large will be elected in one year, and the Vice President, Treasurer and two Members-at-large will be elected the following year.
6. An Executive Committee member or Trustee can run for another position only after resigning (effective end of current fiscal year) from the current position.

SECTION 6: DUTIES OF OFFICERS

The duties of Officers shall be to implement the policies, resolutions and programs of ZANC, within the adopted budget, if any, of ZANC.

President:

The President shall be the Chief Executive Officer and shall exercise general supervision over the interests, welfare and business of ZANC. He/she shall perform all duties incident to his/her office and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws. He/she shall preside at meetings of ZANC or its Executive Committee, unless another person is specifically appointed to do so.

Vice President:

The Vice-President shall assist the President and perform all other duties designated to him/her by the President. In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform all the duties of the President. When so acting, he/she shall have all the powers of, and be subjected to all the restrictions on the President.

Treasurer:

The Treasurer shall be the Chief Financial Officer and shall:

1. Have charge and custody of, and be responsible for, all funds and securities of ZANC in such banks, trust companies or other depositories as shall be selected by the Executive Committee.
2. Receive and give receipts for money paid to ZANC.
3. Disburse ZANC funds as directed by the Executive Committee, taking proper approvals for such disbursements.
4. Keep and maintain adequate and correct accounts of ZANC's properties and transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. Such accounts shall be made available to any member of the Executive committee at all reasonable times.
5. Prepare annual budgets, if required by the Executive Committee, and provide the Executive Committee with periodic reports reflecting expenditures against these budgets.
6. Prepare and certify the financial reports as required by the law and these Bylaws.

Secretary:

The Secretary shall:

1. Certify and keep at the principal office of ZANC the original or a copy of these Bylaws as amended or otherwise altered to date.
2. Keep a record of minutes of all meetings of the Executive Committee and other committees, policy statements, reports and other pertinent data.
3. See that all notices are duly given in accordance with these Bylaws as provided by law.
4. Handle all internal communications with members through issue of notices and bulletins.
5. Keep a database of current members containing their names and addresses.
6. Exhibit at reasonable times the Bylaws, the membership list and the minutes of the meetings.
7. In general, perform all the duties incident to the office of the Secretary or which may be assigned to him or her from time to time by the Executive Committee.

Members-at-large:

The Members-at-large will be assigned specific responsibilities by the President in support of the Objectives of ZANC.

SECTION 7: DUTIES OF TRUSTEES

The duty of Trustees shall be to uphold the Bylaws of ZANC. They shall take over the functioning or governing of ZANC in case the Executive Committee is dissolved or vacant for any reason, until such time as a new Executive Committee is duly elected. In such an instance, they shall conduct an election within 90 days of the dissolution of the Executive Committee.

Trustees shall also perform any duties entrusted to them by the Executive Committee in keeping with the Objectives of ZANC.

SECTION 8: VACANCY

If a vacancy occurs for the President's position mid-term, then the Vice President will take over as the acting President for the rest of the term thus resulting in a vacancy for the Vice President's office.

If a vacancy occurs among the Executive Committee, for any office other than that of the President, during their term of office, the vacancy shall be filled for the balance of the unexpired term by a majority vote of the Executive Committee. Prior to filling the vacancy, it must be announced to the Community and volunteers solicited.

If a vacancy occurs among the Trustees during their term of office, the vacancy shall be filled for the balance of the unexpired term by a majority vote of the remaining Trustees. Prior to filling the vacancy, it must be announced to the Community and volunteers solicited.

SECTION 9: TERMINATION OF OFFICE

The Executive Committee can remove any Executive committee member or Trustee who is impairing its functioning or working against the objectives of ZANC after following the process outlined below:

- A majority of the quorum required for an Executive Committee meeting votes to send a notice stating the reason for removal to the member.
- Member being removed is requested to resign or offer an explanation which will be considered at a hearing to be set up at least two weeks after mailing of such notice.
- If the member does not resign or fails to offer a satisfactory explanation, the person will be removed after a majority of all the currently serving Executive Committee (excluding the person being removed) votes in favor of the removal at the hearing meeting.
- If the person removed feels their removal was unfair, they have the following remedies:
 - Appeal the decision in writing and request a second hearing within two weeks of removal vote.

- If appeal is denied by a majority of all the Executive Committee members, the removed member can then request a vote by general membership. Such a request must be submitted within two weeks of the denial vote. A majority of the general membership needs to approve the removal.
- The President needs to call a special election following the process outlined for it in the bylaws. Special election needs to occur within three months of date of request.

SECTION 10: COMPENSATION

Members shall not be entitled to a salary or compensation for services rendered to ZANC. The Executive Committee may approve reimbursement of reasonable expenses incurred by any member for the services rendered in pursuit of the Objectives of ZANC.

ARTICLE 5: MEETINGS

SECTION 1: ANNUAL GENERAL MEETING

There shall be an Annual General Meeting (AGM) of the members within 120 days after the end of the fiscal year at a time and place to be determined by the Executive Committee for the approval of the financial statement of the preceding year and transacting of other business as may appropriately come before the members.

SECTION 2: ELECTION MEETING

An election meeting shall occur every year, if required, in the fourth quarter of the ZANC fiscal year, for the purpose of electing candidates to any vacant position on the Executive Committee and Trustees, and transacting other business as may come before the meeting.

SECTION 3: NOTICE OF GENERAL BODY MEETING

An advance notice of time, place, and business to be conducted shall be sent to each member no less than 30 days prior to the date of such meeting. All notices including those for annual and special meetings may be sent to members at their email addresses on file with the ZANC Secretary. It is the members' responsibility to make sure that the ZANC Secretary is notified on changes to their contact information.

SECTION 4: SPECIAL GENERAL BODY MEETINGS

Special meetings of the members may be called at any time. Notice of the date, time and place and nature of the business of such special meetings shall be notified to each member at least 15 days prior thereto.

Special meetings can be called by the Executive Committee, or the President. In addition, special meetings can be called by written request of 10% or more of the members eligible to vote.

If the action to be taken at the special meeting involves the following proposals, such action shall be invalid

unless approved by a two-third majority of the members voting (present or cast electronically or by absentee ballot):

1. Removal of an Executive Committee member or Trustee.
2. Amending the Articles of Incorporation or Bylaws.
3. Electing to voluntarily wind up and dissolve ZANC.

Any of the above votes can be conducted by e-voting with a minimum voting period of 14 days.

SECTION 5: QUORUM FOR GENERAL BODY MEETINGS

A quorum shall consist of one fifth of the voting members of ZANC. This shall include all electronic votes cast prior to the meeting.

If above quorum is not reached at a duly called meeting of members within 15 minutes of the posted time, the meeting shall be adjourned by a simple majority of the members present, and the meeting reconvened for a later time. Minimum adjournment time is 15 minutes. At the reconvened meeting, the quorum will be reduced to one tenth of the members, unless it is for an action that requires a two-third majority of the members voting to approve it.

The members present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of members from the meeting. Any action taken after the loss of a quorum must be approved by at least a majority of the members required to constitute a quorum.

SECTION 6: MAJORITY ACTION AS MEMBERSHIP ACTION

Every act done or decision made by a majority of voting members at a duly held meeting at which a quorum is present is the act of the members, unless the law, the Articles of Incorporation or these Bylaws require a greater number.

SECTION 7: CONSENT IN WRITING

Any action that can be taken at a meeting, may be taken without a meeting, if a consent in writing is approved by a majority of the qualifying votes, jointly or separately, setting forth the action so taken, or so to be taken.

SECTION 8: EXECUTIVE COMMITTEE MEETING

Meetings of the Executive Committee of ZANC may be held at such times as are necessary to carry on the business of ZANC. Regular meetings may be called by the Secretary on behalf of the Executive Committee. Special meetings may be called by the President on his/her own initiative or written notice of any three Officers.

Not less than 7 days notice for any regular meeting or 3 days notice for a special meeting of the Executive Committee shall be given to each member of the Executive Committee.

SECTION 9: QUORUM FOR EXECUTIVE COMMITTEE MEETING

A majority of the Executive Committee constitutes a quorum for any meeting of the Executive Committee.

SECTION 10: CONDUCT OF MEETINGS

All meetings can be conducted either in person or online.

Meeting of members shall be presided over by the President or in his/her absence by the Vice-President, or in the absence of both these persons, by a Chairman chosen by a majority of the voting members present in person. The Secretary shall act as a secretary of all meetings of members. In his/her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

ARTICLE 6: VOTING

SECTION 1: ELIGIBILITY TO VOTE

Each member present in person has one vote. Each member present shall have the right to vote. Members unable to be present may vote electronically (if set up) or by absentee ballot if the ballot is received by the Election Officer prior to the meeting. A majority vote of all members carries the vote in any meeting of ZANC at which there is a quorum, except as otherwise provided herein.

Only those members who have paid their annual membership dues as required and registered with the Secretary by August 31st shall be eligible to vote in elections.

For meetings other than the election meeting, membership dues must be paid up 30 days prior to the date of the meeting.

SECTION 2: ABSENTEE BALLOTS

If a paper ballot is used, all absentee ballots shall state the general nature of the matters being voted upon, and afford an opportunity for the member to specify a choice between approval and disapproval of each matter. If a choice has not been specified on a particular matter, no vote either for or against the matter shall be considered. Members should return absentee ballots directly to the Election Officer or his/her designated appointee, who shall be responsible for maintaining the secrecy of the ballot. Members who have sent in an absentee ballot but wish to vote from the floor may do so, by recovering their absentee ballot from the Election Officer prior to casting their vote from the floor. Votes cast by a person other than

the voting member shall be deemed invalid.

SECTION 3: E VOTING

Online voting shall be permitted using an easy, ready-to-use, reliable, online voting software package. All pertinent information as listed in ARTICLE 6 - VOTING: SECTION 2: ABSENTEE BALLOTS, should be included or disseminated prior to start of e-voting.

ARTICLE 7: FISCAL YEAR

The fiscal year of ZANC shall be from January 1 to December 31 of that same year.

ARTICLE 8: LIABILITY

ZANC shall not be liable for any unauthorized act of a member or any person.

ARTICLE 9: AMENDMENTS

Subject to any provisions of law applicable, these Bylaws, or any of them, may be altered, amended or repealed and new Bylaws added as follows:

1. By approval of the Executive Committee unless the amendment would materially and adversely affect the rights of members as to voting or transfer; OR
2. By approval of two-thirds of the members of ZANC and by a majority of the Executive Committee.

ARTICLE 10: DISSOLUTION

SECTION 1: DISSOLUTION

ZANC shall be dissolved upon a resolution being passed by no less than two-thirds of all qualifying members or as provided by the law.

SECTION 2: DISPOSAL OF ASSETS

Upon the members' resolve to dissolve ZANC, after all debts or liabilities have been paid, remaining assets shall be distributed in keeping with the Objectives of ZANC.

Signed By:

Bomi Patel – ZANC President
12/4/2023

Kerman Deboo – ZANC Secretary
12/4/2023