

IRANIAN WOMEN'S ORGANIZATION OF ONTARIO **BY-LAWS**

A by-law relating generally to the transaction of the affairs of the Iranian Women's Organization of Ontario, a corporation without share capital incorporated under the Ontario *Corporations Act*, Ontario Corporation Number 806247, ("IWO").

HEAD OFFICE

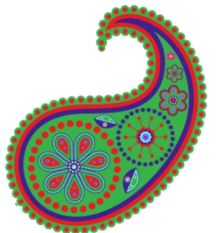
1. The head office of IWO shall be in the City of Toronto in the Province of Ontario. The directors may, from time to time, determine the specific location of the head office.

FISCAL YEAR

2. The fiscal year of IWO shall begin on May 1 of each year and end on April 30 of the following year.

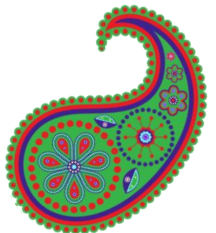
MISSION

3. The objectives of the Iranian Women's Organization of Ontario are as follows:
 - a. To provide support to women and their families
 - b. To improve the social, economic, and educational opportunities for Iranian women and their families
 - c. To promote solidarity and collaboration among women
 - d. To provide a platform for profiling of the artistic, literary, and entrepreneurial accomplishments of women and their families
 - e. To collaborate with other not-for-profit organizations and government agencies with similar mandates
 - f. To promote charitable work, volunteerism and mentorship
 - g. To facilitate and encourage civic engagement



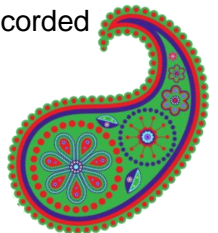
MEMBERS

4. The following persons shall be eligible for membership in IWOO:
 - a. Regular (voting) Members shall include:
 - Any individual having an interest in the advancement of women and their families; and
 - b. Associate (non-voting) Members shall include:
 - Any other individual who can reasonably be seen to have a significant interest in women and their families, as approved by the Board of Directors.
 - (c) Honorary (non-voting) members may be appointed by the Board of Directors.
5. Membership fees, if any, may be determined, from time to time, by the Board.
6. Regular Members in good standing and who have paid the membership fee, if any, are entitled to:
 - a. Attend any meeting of members of IWOO;
 - b. Participate in the discussions or debates at any meeting of members of IWOO;
 - c. Vote at any meeting of members of IWOO;
 - d. Vote in the election of members of the Board of Directors; and
 - e. Enjoy other advantages or services that IWOO may from time to time make available to Members.
7. Associate and Honorary Members are entitled to:
 - a) Attend any meeting of members of IWOO;
 - b) Participate in the discussions or debates at any such meeting;
 - c) Enjoy other advantages or services that IWOO may from time to time make available to Members.
8. Any Member may be removed as a Member upon resolution passed by a two-thirds majority vote of the directors present and voting at a meeting of the Board called for that purpose.



MEETINGS OF MEMBERS

9. The annual or any other general meeting of the Members shall be held at the head office of IWO or elsewhere in Ontario as the Board may determine and on such day as the Board shall appoint. The annual general meeting shall be held within 6 months of the end of IWO's fiscal year.
10. At every annual general meeting, in addition to any other business that may be transacted, the report of the President, the financial statements and the report of the auditors shall be presented; auditors for the upcoming year shall be appointed.
11. The Board or the President or Vice President shall have the power to call at any time a special meeting of the Members.
12. Notice of the time and place of the annual general meeting or special meeting of the Members shall be given to each Member by sending the notice by prepaid mail, e-mail or facsimile transmission at least ten (10) days before the time fixed for the holding of such meeting. Business for which no adequate notice has been given shall not be transacted unless 75% of the Regular Members present at the meeting, and the President or his or her delegate, consent.
13. A quorum for the transaction of business at any meeting of the members shall consist of at least ten (10) Regular Members present in person.
14. Any meeting of IWO or of the Board may be adjourned to any time and from time to time and such business may be transacted at the continuation of such meeting as might have been transacted at the original meeting. No notice shall be required of the continuation of the meeting. Such adjournment may be made notwithstanding that no quorum is present.
15. At any meeting called, each Regular Member present shall be entitled to one vote. A Regular Member who is absent (the "Absent Member") may also vote by proxy by submitting a vote with another Regular Member who is present (the "Present Member") at the meeting, but the Present Member may only submit votes for a maximum of two Absent Members. An Absent Member may also submit their vote electronically if and when an electronic voting system is available.
16. At all meetings of Members every question shall be decided by a majority of the votes of the Regular Members present and voting, unless otherwise required by the by-laws or by law. Every question shall be decided in the first instance by a show of hands. Upon a show of hands, every Regular Member shall have one vote, and a declaration by the chair of the meeting (who shall be the President or his/her designate) that a resolution has been carried or not carried and an entry to that effect in the minutes of IWO shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the case of a tie, the resolution fails.



BOARD OF DIRECTORS

17. The Board of Directors shall manage the affairs of IWO.
18. The Board shall be comprised of 13 directors, including the immediate past president who shall be non-voting.

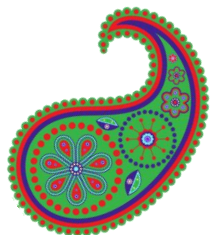
*Appointee – a person appointed at the discretion of the Board to ensure membership representation or perspective; the appointee becomes a voting member of the Board of Directors. The appointment shall be made, if at all, after the most recent election of the Board of Directors, shall expire at the time of any subsequent election of Directors, but may be renewed thereafter by the new Board.

All Board members shall have their membership current and either be a member for one year, or volunteer at IWO for 4 months or have relevant work or volunteer experience.

19. The position of director shall be vacated if the director:
- Becomes bankrupt or is declared insolvent
 - Becomes of unsound mind,
 - Resigns office by notice in writing to IWO,
 - Ceases to be eligible as a regular member of IWO, provided that in this case, the director may continue in office until a replacement has been appointed by the Board or elected.
 - Fails to attend three (3) meetings of the Board of Directors in a given year, unless the absences are excused by the President or his/her designate.
20. No employee of IWO may be a director.
21. No director shall receive remuneration for acting as such, but IWO may compensate them for expenses.

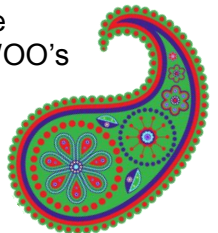
TERM OF OFFICE

22. Each director is elected for a two-year term, with a maximum of 6 continuous years on the Board, inclusive of all positions, subject to an extension of one two (2) year term, in exceptional circumstances to be determined by the Board of Directors.



OFFICERS

23. The officers of IWO are the President, up to two Vice-Presidents, the Secretary and the Treasurer and they shall comprise the Executive Committee of the Board.
24. The President or his or her delegate shall:
- Preside at all meetings of the Members of IWO and of the Board. At these meetings, the President shall only vote in the event of a tie.
 - Subject to the authority of the Board, have general supervision of the affairs and business of IWO.
 - With the Secretary or other officer appointed by the Board for that purpose, sign all by-laws.
 - Be an ex officio non-voting member of all committees (except the Executive).
 - Perform such other duties as may from time to time be determined by the Board.
25. During absence or inability of the President, the President's duties and powers may be exercised by either of the Vice Presidents or by such other director as the Board may, from time to time, appoint. The duties of Vice Presidents shall be such as the Board or the President may assign or delegate and may include presiding over standing committees of IWO.
26. The Secretary shall:
- Be responsible for the recording of all facts and minutes of all proceedings in the books kept for that purpose;
 - Be responsible for ensuring that all notices required to be given to members or to the directors are duly given;
 - Be responsible for ensuring that all books, papers, records, contracts and other documents belonging to IWO are kept in proper custody and not delivered up without authorization by a resolution of the Board;
 - Perform such other duties as may, from time to time, be determined by the Board.
27. The Treasurer shall:
- Ensure that full and accurate accounts of all receipts and disbursements of IWO are kept in proper books of account and that all moneys or other valuable effects are deposited in the name and to the credit of IWO in such bank or banks as may from time to time be designated by the Board;
 - Supervise the disbursement of the funds of IWO under the direction of the Board, and shall provide an account of all IWO's financial transactions, and of the financial position of IWO to the Board at its regular meetings or upon the Board's request; and
 - Perform such other duties as may, from time to time, be determined by the Board.
28. Any of the duties of the President, Vice-President, Secretary or Treasurer may, with the consent of anyone on the Executive Committee, be assigned by the Board to any of IWO's other directors.



COMMITTEES

29. The Board may appoint such committees as it, from time to time, considers advisable. Subject to section 31, no committee shall have the power to act for or on behalf of IWOO or otherwise commit or bind IWOO to any course of action. Committees shall only have the power to make recommendations to the Board.
30. Members of committees shall be appointed by the Board and shall hold office at the pleasure of the Board. Committee members shall be regular members of IWOO.
31. Each committee is accountable to the Board and shall submit such reports as the Board may, from time to time, request.

STANDING COMMITTEES

32. The President, Vice President(s), Secretary and Treasurer shall together comprise IWOO's Executive Committee, chaired by the President, which Committee shall be authorized to act for the Board in dealing with any matter delegated to it by the Board. In any decision-making by the Executive Committee, the President has a vote, but in the event of a tie vote, the issue shall be remitted to the Board. Every committee shall have terms of reference as approved by the Board of Directors.

33. The Standing Committees of IWOO shall be:

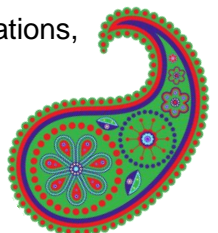
- a. Executive
- b. Finance & Grants
- c. Events
- d. Programs & Services
- e. Public Relations & Membership

34. The Executive Committee shall be responsible for:

- a. the organization and functioning of Board Committees;
- b. scheduling of Board meetings and setting agendas for them;
- c. overseeing the day to day operations of IWOO;
- d. oversight of the responsibilities and activities of the Executive Director, if any.

35. The Finance Committee shall:

- a) work with the Executive Director, if any to determine the financial needs of IWOO;
- b) review the annual budget for IWOO and make recommendations to the Board;
- c) review unaudited financial statements monthly; and
- d) research possible sources of funds, including government agencies and corporations, as needed.



37. The Events Committee shall:

- a. oversee the organization and implementation of annual fundraising events;
- b. oversee the organization and implementation of other IWOO events; and
- c. organize ad hoc committees for fundraising events and/or projects, the proceeds of which may be used to meet the operational and financial needs of IWOO.

38. The Programs and Services Committee shall

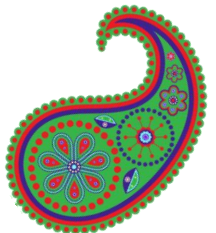
- a. oversee IWOO's current programs and make recommendations when necessary;
- b. make recommendations for IWOO to undertake new programs; and
- c. ensure that IWOO's programs are delivered in a manner consistent with IWOO's mission, objectives, and values and they meet the needs of IWOO's members.

39. The Public Relations and Membership Committee shall:

- a. Maintain and increase the membership base of IWOO;
- b. Ensure that IWOO has a public relations platform including presence on social media; and
- c. Oversee IWOO's monthly newsletter and website.

MEETINGS OF THE BOARD

40. A majority of the Board shall form a quorum for the transaction of business. The Board may hold its meetings at the Head Office of IWOO or at any such place or places or in any manner as it may, from time to time, determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if, before or after such meeting, those absent waive notice. Meetings of the Board may be formally called by the President, a Vice President or any two directors or by the Secretary on direction of any of the foregoing. Notice of such meetings shall be delivered, telephoned, e-mailed, faxed or mailed to each director at least five (5) days before the meeting is to take place. The Board may appoint a day or days in any month or months for regular meetings, at an hour to be named, and of such regular meetings no notice need be sent. A meeting of the Board may also be held, without notice, immediately following the annual meeting of IWOO. The Board may consider or transact any business, either special or general, at any meeting of the Board.
41. Questions arising at any meeting of the Board shall be decided by a majority of those present entitled to cast a vote, provided there is quorum. The chair of the meeting shall not have a vote except in the case of a tie. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the chair of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favour of or against such resolution.



ELECTION OF BOARD and EXECUTIVE

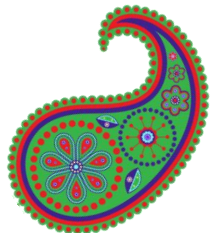
42. The Board of directors shall be elected at the AGM.
43. All regular members are entitled to vote for all Board directors.
44. Candidates with the greatest number of votes shall fill each respective designated position; members-at-large are elected thereafter, in order of number of votes received.
45. At the first board meeting following the annual general meeting, the directors shall elect from among themselves a President, two Vice Presidents, a Secretary and a Treasurer.
46. Vacancies on the Board may be filled by appointment of the Board for the duration of the term.

EXECUTION OF CONTRACTS

47. Contracts shall be entered into on behalf of IWO by any two of the following persons: President, Vice President or Secretary, or by any persons authorized by the Board.
48. Any two of the President, Vice President, Treasurer or any persons from time to time designated by resolution of the Board may vote or transfer any and all shares, bonds or other securities from time to time standing in the name of IWO in its individual capacity or otherwise and may accept in the name and on behalf of IWO transfers of shares, bonds or other securities from time to time transferred to IWO and may make, execute and deliver any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
49. Notwithstanding any provisions to the contrary contained in the by-laws of IWO, the Board may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of IWO may or shall be executed.

TRUSTEES

50. The Board may, by resolution, appoint trustees to hold the property of IWO in trust for IWO and may determine the terms of any such trust. Any person authorized by the Board to do so may execute any such trust agreement on behalf of IWO.



BOOKS, RECORDS AND REPORTS

51. The Board shall see that all necessary books and records of IWOO required by the by-laws of IWOO or by any applicable statute or law are regularly and properly kept.

CHEQUES, ETC.

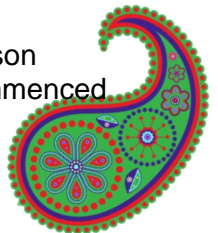
52. All cheques, bills of exchange or other negotiable instruments evidencing payment to IWOO may be endorsed for deposit with IWOO's bankers by a person or persons authorized to make such endorsements by the Treasurer and the President, or by either of them and any other officer of IWOO.
53. All cheques, bills of exchange or other negotiable instruments evidencing payment by IWOO to another person shall be signed by the Treasurer and the President, or by either of them and any other officer of IWOO. Authority to sign cheques within specified limits respecting particular projects may also be delegated by the Board to any other two or more persons.
54. Any person or persons authorized by the Treasurer and the President, or by either of them and any other officer of IWOO may arrange, settle, balance and certify all books and accounts between IWOO and its bankers and may receive all cancelled cheques and vouchers and sign all bank forms and settle accounts between IWOO and its bankers.

DEPOSIT OF SECURITIES FOR SAFEKEEPING

55. The securities of IWOO, if any, shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only pursuant to a written direction signed by the Treasurer and the President, or by either of them and any other officer of IWOO.
56. The direction shall indicate the purposes for withdrawing the securities and designate the person or persons who shall be custodian of the security.

INDEMNIFICATION OF DIRECTORS AND OFFICERS

57. Except with respect to wilful misconduct or criminal activities, all directors or officers and their heirs, executors and administrators, and estates and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of IWOO, from and against:
- a) All judgments, awards, costs, charges and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced



- or prosecuted against such person for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such person in or about the execution of the duties of the office; and
- b) All other costs, charges and expenses that such person sustains or incurs in or about in relation to the affairs of IWO, except such costs, charges or expenses as are occasioned by such person's wilful neglect or default.

EXECUTIVE DIRECTOR

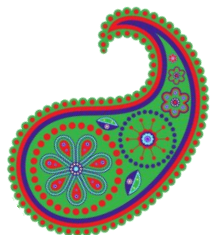
58. The Board may hire an Executive Director who shall be accountable to the Board.
59. The Executive Director shall sit as a non-voting member of the Board of Directors and shall be entitled to partake in all discussions except when the President determines that a conflict of interest exists.
60. The Executive Director has day-to-day responsibility for carrying out IWO's goals and objectives. The Executive Director will attend all board meetings, report on the progress of IWO's activities, answer questions of the Board members and carry out the duties described in the job description.

AMENDMENTS

61. By-laws and amendments to them may be proposed at a regular or special members' meeting. By-laws and amendments require a 2/3 majority of those present and entitled to vote, provided there is quorum.
62. The members must be notified by the President of proposed amendments to the bylaws at least 10 days prior to the meeting. This notice requirement will be satisfied by normal methods used to communicate with the members, and shall contain a summary of the proposed amendments.

CONFLICT OF INTEREST

63. In the event that any director has a conflict of interest that might properly limit the director's fair and impartial participation in Board deliberations or decision-making, the director shall inform the Board of the possible conflict. If the circumstances warrant non-participation, the Board may nonetheless request from the director any appropriate non-confidential information which might inform the Board's decisions. Conflict of interest shall include but shall not be limited to any transaction by or with IWO in which a director has a direct or indirect personal interest, or any transaction in which a director is unable to exercise impartial judgement or otherwise act in the best interests of IWO.



64. No director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family, or any organization to which such director belongs, has a personal interest that may be seen as competing with the interests of IWO. Any director who believes he or she may have such a conflict of interest shall notify the Board prior to deliberation on the matter, and the Board shall make the final determination as to whether the director has a conflict of interest in the matter. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the affected director.

