



**Zoroastrian Association of Houston (ZAH)
Executive Committee Nomination Form for 2024**

PROCEDURE FOR NOMINATION OF MEMBERS: Completed, signed and scanned Nomination Forms must be emailed by **Sunday, March 9, 2024** to the ZAH Secretary, percyMMaster@gmail.com.

No nominations will be accepted after the deadline and no nominations will be accepted from the floor during the Annual General Meeting.

The nominating Member For 2024 (as defined below), the nominee and a seconder must all sign the Nomination Form for it to be valid.

Following positions are open for Nomination:

- ZAH Executive Committee - 1 Treasurer, and 2 Members

**Zoroastrian Association of Houston (ZAH)
Executive Committee Nomination Form for 2024**

I hereby nominate _____ for the position of (select only one):

- Treasurer Member

for the Zoroastrian Association of Houston Executive Committee.

I understand that the nominee must be eligible for election, and satisfy the requirements of ZAH's by-laws, policies and procedures.

NOMINATING MEMBER:

SECONDED BY:

NOMINEE:

Signature: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Name: _____

Date: _____

Date: _____

Date: _____



While making your nomination, please be guided by the following:

- All nominees for the ZAH Executive Committee must be regular members for a period of at least six (6) months prior to the election and must be eighteen (18) years of age or older. This means that they should have paid their 2023 membership dues already and would need to pay their 2024 dues by 9 March 2024.
- No member of the Atash Kadeh Committee shall simultaneously serve on the Executive Committee.

Special consideration for the Treasurer position: The ZAH Treasurer shall collect all membership dues, deposit and make disbursements of all monies of the Association, provided that no disbursements shall be made except upon resolution of the Executive Committee. The Treasurer's duties include:

- Keep an updated record of the accounts of the Association for inspection at General Body meetings.
- Chair the ZAH Finance Team, which assists in ensuring all financial records are kept up-to-date.
- Periodically check online ZAH accounts for monies received for events, memberships, donations, etc. and send money to the Bank, after reconciliation.
- Keep the EC upraised of outstanding monies, pledges, and provide a monthly overview of ZAH's finances at each EC meeting.
- Assist the EC in approving budgets from organizers/committees before every event, and present event financials after each.
- Check donation boxes periodically to remove cash/checks.

Voting will be by secret ballot. Proxy votes will not be accepted.