

ZYWB -- TERMS OF REFERENCE

ZARATHUSHTI YOUTH WITHOUT BORDERS

Zoroastrianism is a faith built on compassion. The “Yatha Ahu Vairyo” prayer, encourages its adherents to action programs that seek to bridge the gap between the haves and the have-nots of our world.

A. TITLE

ZARATHUSHTI YOUTH WITHOUT BORDERS (hereinafter called the ZYWB) shall be established under the Federation of Zoroastrian Associations of North America (FEZANA) to promote Humanitarian Internships.

B. OBJECTIVE

The objective of the Humanitarian Internship is to give financial support to Zoroastrian youth interested in helping the underprivileged, from a ZYWB Fund. The internship is intended to encourage acts of charity.

C. MANAGEMENT

C.1 Committee

An Ad-Hoc Committee appointed by the FEZANA President and ratified by the Board shall manage the affairs of the ZYWB Fund.

C.2 Qualifications to serve on the Committee for ZYWB

Members appointed to the Committee shall be:

- (a) individuals practicing the Zarathushti faith and
- (b) citizens or legal residents of USA or Canada

C.3 Constitution and Duties of the Committee for ZYWB

C.3.1 The Chair of the ZYWB Committee shall be appointed by the FEZANA President.

The FEZANA Treasurer shall be a member of the ZYWB Committee.

One member of this committee will be appointed by ZYNA

C.3.2 The Committee Chair will liaise with the FEZANA President and other executive officers.

C.3.3 The Committee for ZYWB shall solicit and will help publicize appropriate opportunities for internships in keeping with its objectives and mission, even when not funded by FEZANA.

C.3.4 ZYWB shall solicit donations for its activities

C.3.5 The Committee, in consultation with the FEZANA President shall establish the criteria to select interns and shall duly publicize these through the *Fezana Journal* and the FEZANA web-page.

C.3.6 The Committee shall appoint three individuals to select the internship recipients (beneficiaries) each year.

C.3.7 The Committee will help in mentoring and monitoring the progress of the selected interns.

C.3.8 ZYWB will publicize the results of its activities, in appropriate fora, including, but not restricted to radio, television, cyberspace and print media.

C.3.9 ZYWB will maintain an updated independent web-page listing interns who have participated in its activities that shall be linked to the FEZANA web page.

C.4 **Term of Office**

The term of office of each committee member will be two (2) years, coinciding with the term of office of the FEZANA President. A committee member may be re-appointed for subsequent two-year terms as per decisions made by the FEZANA Executive committee.

C.5 **Compensation**

ZYWB Committee members will serve without any remuneration.

C.6 **Rules & Procedures**

C.6.1 The ZYWB committee shall formulate procedural rules for administration and management of the Fund. Such procedural rules and changes thereto shall be in conformity with the terms of the Fund herein contained and the Constitution of FEZANA as a Not-for-Profit organization with charitable tax status.

C.6.2 Any procedural rules initially established and any subsequent changes thereof shall be submitted to the FEZANA President for concurrence from the executive *PRIOR TO* implementation.

C.7 **Annual Report**

C.7.1 The ZYWB Committee will submit an annual report to the FEZANA Treasurer by February 15 each year.

C.7.2 The report will indicate income, expenses, payments to, and names and contact information of the beneficiaries and an account of work accomplished in the field by participants on the front lines.

C.8 **Liability Issues:**

The ZYWB committee will perform its duties in a manner that is consistent with the objectives of FEZANA. No committee member or FEZANA Member Association will be liable for any action undertaken by the committee, except for instances of gross negligence or fraud.

Interns, who can serve in any part of the world, shall not hold FEZANA liable for any damages.

C.9 **Fiscal Year**

The fiscal year will be the calendar year (Jan 1 to Dec 31).

D. ZYWB FUND

D.1 **Corpus of Fund**

The corpus of the scholarship fund will be built through donations from FEZANA member associations, individual donations, and other worldwide donors.

D.2 The assets of the ZYWB Fund will be maintained by the FEZANA Treasurer in banks or other depositories as approved by the Executive Officers.

D.3 Once a donation is received and deposited, the donor will relinquish all control to amend or revoke the donation or to change the stipulation of how the donation is to be used.

D.4 The ZYWB Fund will be administered by the FEZANA Treasurer in accordance with FEZANA investment and guideline rules. The FEZANA Treasurer will make disbursements as recommended by the ZYWB Committee and approved by the Executive Officers.

D.5 The FEZANA Treasurer will inform the ZYWB committee of the donations received and the balance in the fund at the Annual General Body Meeting and additionally as and when requested by the committee chair.

D.6 ZYWB committee will exercise fiscal responsibility in its requests and disbursements.

E. BENEFICIARIES

Selection of Beneficiaries

Prospective beneficiaries shall make efforts to raise funds on their own initiative and seek supplemental support from ZYWB

E.1 The ZYWB committee in consultation with the FEZANA President will establish criteria for the selection of beneficiaries.

E.2 Beneficiaries of the ZYWB must be:

(A) Individuals practicing the Zarathushti faith

(B) Legal residents of USA or Canada or holding legal student status in USA or Canada

(C) Young Zarathushti between the ages of 16 to 35 years

E.3 Requirements:

Applicants must design a program for a summer internship to work “in the field,” i.e., at Non-Governmental Organizations (NGOs), or in a legal, medical or other social service settings. Internships may be focused on any humanitarian issue(s).

Ideas for internship topics include, but are not restricted to the following:

- Cultural & Arts Promotion
- Global Medicine, Health & Hygiene Issues
- Rural Education and School Support
- Poverty Reduction & Hunger Relief
- Disaster Relief
- Environmental Awareness
- Interfaith and Multi-cultural Awareness and Support
- Bridging the Digital Divide
- Human Rights
- Microfinance

Applicants are expected to exercise due diligence in verifying the bonafides of the organization(s) they wish to pursue work with and in researching the suitability of location(s) where the internship will take place. Prospective organizations must be non-partisan, and suggested locations must be sufficiently safe. FEZANA will not be responsible for any harm/accident to the volunteer during this internship period. All project proposals will be reviewed by the ZYWB committee.

E.4 ZYWB will entertain requests for financial assistance, as and when submissions are made. No specific deadline shall be defined for entertaining requests for proposals.

E.5 The ZYWB committee will be free to call for any additional information from the applicant and/or the proposed institution before approving the financial assistance.

E.6 Beneficiaries may be required to submit ongoing information during the duration of the financial assistance to ensure that the assistance is being properly utilized.

E.7 Applicants must submit the following to the Committee:

- A. *An Essay*: describing the applicant's character and an account of any volunteer, community or other experience that has motivated his or her appreciation for humanitarian work not to exceed 500 words.
- B. *A Project Proposal*: explaining where the applicant wishes to work, i.e., organization name(s) and location(s), and why. The proposal should include an estimated budget summary, including airfare and living expenses. *The proposal should also include how the applicant proposes to finance the total cost, exclusive of FEZANA contribution.*
- C. *Recommendations*: Two letters, one of which must be from a teacher or professor, and the other(s) from an employer, supervisor, community leader or another educator.
- D. *Optional*: C.V. and/or other written work (published or unpublished). Please do not submit transcripts or other grade reports.

***The committee will look for applicants that demonstrate maturity, independence, moral character in addition to having strong oral and writing skills. ***

E.8 The ZYWB committee will annually request funds for disbursement at the FEZANA AGM. Once the total amount is authorized by the FEZANA General Body, the Committee will decide on an annual basis the amount to be awarded to each recipient.

E.9 Disbursements may be in any of the following categories:

- (a) an out-right grant not requiring repayment
- (b) a loan, at a nominal rate of interest to be repaid over a pre-determined time
- (c) an interest free loan, but to be repaid over a pre-determined time

F. Post internship expectations:

F.1 After the internship, the intern will be required to make a presentation of his/her work to the community at large. Pictures, videos, exhibits for display at congresses or other creative projects are encouraged. The objective is to leave a lasting impression on fellow community members; promote humanitarian goals among the youth and encourage philanthropy from the elders.

F.2 Successful Graduates returning from this program would be expected to encourage acts of charity in their own local communities and serve as role models for future young Zoroastrians to follow in their footsteps.

F.3 Alumni from the program would be encouraged to stay connected with each other in identifying best practices and sharing them with the community in further promoting ZYWB

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