

Zimbabwe United Nations Association (ZUNA) Constitution

Preamble

Recognising that the purposes and principles of the United Nations, as enunciated in its Charter, are to maintain international peace and security, to develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, to cooperate in solving international economic, social, cultural and humanitarian problems and in promoting respect for human rights and fundamental freedoms, and to be a centre for harmonizing the actions of nations in attaining these common ends.

1 Name

The name of the Association shall be **Zimbabwe United Nations Association (ZUNA)**. The following shall be the constitution of the Association.

2 Objectives

ZUNA undertakes to fully support the UN in the pursuit of the above purposes by working within Zimbabwe to;

- 2.1 Educate its members and the public, and promote research and information flow on the United Nations and its specialised agencies.
- 2.2 Give expression to the views of its membership on matters concerning the United Nations and to campaign for implementation of these views.
- 2.3 Promote national and international peace, the democratisation of international relations, understanding, solidarity and co-operation among people throughout the world without discrimination with regards to race, ethnicity, sex, language, religious or political affiliation.

3 Authority

- 3.1 The Association shall continue as a body corporate with perpetual succession.
- 3.2 Unless a referendum is requested the vote of a general meeting shall be registered as possessing higher authority than the decision of any individual within the Association.

4 Structure

4.1 Board

The Board of Trustees (the Board) has been set up by Deed of Trust (MA 562/10) and is responsible for all activities of the Association.

- 4.1.1 The board consists of members with a proven record (demonstrated by membership and activities for over 5 years) of works towards Association objectives.
- 4.1.2 Names for additional board members may be invited from the membership, or submitted by the Committee.
- 4.1.3 Potential board members and their record of activities will be reviewed by the Board, using whatever means may be necessary/deemed best, for suitability. The Board may then elect new Board members.
- 4.1.4 The Board of Trustees hereby sets up the Committee, to operate ZUNA - the Association; to be elected by the members of the Association; and to be governed by this Constitution.
- 4.1.5 The Board of Trustees will also set up any sub-committees or other bodies as may be deemed necessary.

4.2 Committee

- 4.2.1 The Committee shall be the governing executive body of the Association.
- 4.2.2 The Committee is responsible for the proper discharge of its duties to the Association in general meetings for.

4.2.3 No committee member may receive any financial remuneration from any ZUNA activity.

4.2.4 The duties of the Committee shall be to further the objectives of the Association.

- ◆ To decide on the policy of the Association in all internal and external affairs.
- ◆ To control, maintain and safeguard the property of the Association.
- ◆ To deal with the association's financial transactions.
- ◆ To prepare business for general meetings of the Association.

4.2.5 In addition to any power directly granted to it by the constitution, the Committee shall have the power to decide on any matter within the powers delegated to it by a general meeting of the Association.

In particular the Committee may:

- ◆ Co-opt additional members of the association for specific purposes and for such periods as may be determined by the Committee provided that such co-option shall automatically expire at the end of the task assigned.
- ◆ Delegate any of its powers.

4.2.6 Composition of the Committee.

- ◆ The Chairman.
- ◆ The Vice-Chairman.
- ◆ Secretary.
- ◆ Treasurer.
- ◆ Membership Secretary.

(Above referred to as Officers).

And four Committee members.

4.3 Membership

4.3.1 Any person or organisation interested in the objectives of the Association may be a member.

4.3.2 Membership is open to all Zimbabweans (as determined by the Committee), and all new members will be approved by the Committee.

4.3.3 There shall be three categories of membership: individuals, groups (e.g. schools or organisations), honorary.

4.3.4 Membership fees will be set by the Committee.

4.3.5 The Committee may recommend any person to be an Honorary member of the Association subject to approval by the Board and Association. Honorary members are no longer required to pay fees, and may receive other privileges as recommended by the Committee.

5 Meetings

5.1 General Meetings

5.1.1 The Association shall meet at least 2 times each year.

5.1.2 An extra-ordinary general meeting shall be called on resolution of arising problems or by any written request to the secretary signed by 1/3 members and stating clearly the reasons for such a request.

5.1.3 Notice of a general meeting together with an agenda shall be communicated to all members not less than seven days before time of the meeting, provided that in a matter of emergency not involving amendment to the constitution or vote of no confidence in any officer or body of the Association, the secretary shall call all meetings as soon as possible, giving at least 48 hour notice.

- 5.1.4 The agenda of an extra-ordinary general meeting shall only deal with the business for which the meeting has been called.
- 5.1.5 The Quorum of an AGM or EGM shall be 2/3 of qualified members. If the quorum is not present 30 minutes after the time chosen, the meeting, there shall be no meeting that day. A similar meeting shall then be convened within seven days, and 1/3 shall be necessary for the quorum at such meeting.
- 5.1.6 At least 30 days notice shall be given for an AGM and 14 days for a GM along with the agenda/matters to be discussed there.
- 5.1.7 The AGM shall be held at least a month after the end of each financial year.
- 5.1.8 The chairman or in his/her absence, the vice chairman, shall chair all general meetings, except that if he/she wishes to make a substantive speech he/she shall do so from the floor and shall appoint a full member of the committee to take the chair for the duration of his/her speech and any discussions arising there from.
- 5.1.9 In the absence of the Chairman or the Vice-Chairman, the GM shall elect any other Committee member to chair the meeting.

5.2 Election procedure.

- 5.2.1 The Secretary shall seek nominations to the Committee at least 60 days before the AGM.
- 5.2.2 Nominations shall be fully paid members of the Association for a period of at least 6 months and must be proposed.
- 5.2.3 If nominations are received for any of the officers than the vacancies, an election shall be held by secret ballot at the AGM. Such an election of officers shall be communicated to all members of the Association at least 14 days in advance of the AGM. Nominations close 7 days before the AGM and inspection of prospective Officers shall be done immediately.
- 5.2.4 Two returning officers or scrutinizers /counters/enumerators etc. shall be appointed at the AGM from amongst the members of the Association. Those present shall count the votes and announce the results.
- 5.2.5 Candidates will be elected by a simple majority of all votes cast by secret ballot. In the event of two or more candidates receiving the same number of votes, the outgoing Chairperson in addition to his ordinary vote shall have a casting vote.
- 5.2.6 Elections will be held every 2 years.
- 5.2.7 No Officer may hold portfolio for more than three successive terms.
- 5.2.8 Hand over/takeover.
 - ◆ Shall be convened immediately after the election results and shall comprise the incoming and the outgoing Committees.
 - ◆ Handover of files between the in-coming and out-going Officers shall be done.
 - ◆ Change of signatories to accounts shall be done within 14 days.

5.3 Committee Meeting.

The Committee will meet and be convened by the Chairman or the Vice Chairman in his absence;

- ◆ Once a month.
- ◆ Whenever the Committee deems it necessary.
- ◆ Whenever s/he receives a written request signed by at least 4 members of the Committee.

The Chairman shall convene the first meeting of the new Committee within 14 days after elections.

Notice on committee meeting shall not be less than 7 days and a quorum of not less than four members shall be maintained.

6 Responsibilities and Duties of the Committee

6.1 Chairman.

Shall be the Chairman of the Committee and the Association and shall:

- 6.1.1 Convene and preside over the Annual and other general meetings.
- 6.1.2 Convene and preside over all meetings of the committee.
- 6.1.3 With prior approval of the Committee, shall issue public statements on behalf of the Association.
- 6.1.4 Make representations on behalf of the Association on matters that concern the interests of the Association.
- 6.1.5 Communicate with external organisations and sanction all communications.
- 6.1.6 Prepare and submit an Annual Report on the work of the Association at an AGM which should be held at the end of each financial year.
- 6.1.7 Inspect and review all files of all officers periodically.
- 6.1.8 Act as the official representative of the Association except in circumstances in which s/he is acting in his personal capacity.
- 6.1.9 See to the proper discharge of duties and good conduct of the Committee members and shall have the powers to communicate and administer disciplinary cautions in consultation with other Committee members.

6.2 Vice-Chairman.

- 6.2.1 The Vice-Chairman shall convene and preside over General and committee meetings during the absence of the Chairman and shall assume office as Acting Chairman.
- 6.2.2 The Vice-Chairman shall exercise any or all powers delegated to him by the Chairman.

6.3 Secretary.

The Secretary shall be the chief administrator responsible for communication and shall; Oversee and be copied to all correspondence.

- 6.3.1 Sign all formal correspondence with regards to Association matters.
- 6.3.2 Take and keep record of all Committee meetings.
- 6.3.3 Assist the Chairman and other Committee members in carrying out work in a proper and efficient manner.

6.4 Treasurer.

The Treasurer shall be responsible for managing the financial affairs of the Association and in particular shall:

- 6.4.1 Be responsible for the disbursing of funds.
- 6.4.2 Be responsible for keeping proper accounting records of the Association's finances and all day to day expenses.
- 6.4.3 Be required to give a full financial report whenever called to do so by the Committee of the Association and at the AGM.
- 6.4.4 Be required to give upon relinquishing office a full and accurate financial report to the Committee, a record of which must be approved.
- 6.4.5 Be required to report any suspicious financial irregularities to the Committee.
- 6.4.6 The Treasurer's failure to comply with his or her duties shall be a serious offence subject to disciplinary action by the Committee and possible police action.
- 6.4.7 Be the custodian of Association assets and liabilities.

6.5 Membership Secretary.

The membership secretary shall be responsible for keeping an up to date record of membership and their subscription status and shall;

- 6.5.1 Be required to send out notices for lapsing subscriptions.
- 6.5.2 Be required to present the membership figures and corresponding subscription amounts at the AGM in consultation with the Treasurer.

6.6 Committee Members

- 6.6.1 Carry out any duties as delegated to him/her by the Committee.
- 6.6.2 In the event of a vacancy arising of an Office, a Committee member may be co-opted into the vacancy pending the next election.
- 6.6.3 Committee members will be required to participate in the Committee meetings.

7 Resignation/Removal of Committee Members.

- 7.1 A Committee member may resign by tendering resignation with the Secretary, who will bring it to the Committee's for acknowledgement.
- 7.2 A Committee member will be deemed to have resigned automatically by failure to attend three meetings in succession without a valid reason being officially presented at a lawfully constituted meeting.
- 7.3 Where the Committee makes findings of gross negligence of duty or misconduct from a report presented to the Committee.
- 7.4 By a vote of no confidence which must be ratified by a 2/3 majority present at a lawfully constituted General Meeting.
- 7.5 The Committee reserves the right to accept or reject any resignations.

8 Finance.

- 8.1 The Membership Secretary shall remit to the Committee such proportion of the annual subscriptions received as may be required and shall provide a list of members to the Association from whom the subscription have been received and the individual amounts so received.
- 8.2 The Association shall maintain a current account and/or a savings bank account.
- 8.3 The Chairman, the Secretary and a Committee member shall be the only signatories to the Association's Accounts. Any two of the three must sign to draw any association funds.
- 8.4 The Treasurer shall maintain books of accounts which shall be subject to audit by some competent person designated by the committee at any time, or at least once a year for the AGM.
- 8.5 The financial year of the Association shall extend from January to December.
- 8.6 Copies of the balance sheet and income and expenditure account shall be circulated to all members at least seven days before the AGM.

9 Professional conduct

- 9.1 The Committee shall have disciplinary power over all members within the following prescribed limits:
 - ◆ Maladministration of Association funds through recklessness, corruption or fraud.
 - ◆ Abuse and willful damage of the Association property and facilities.
 - ◆ The making of secret profit, personal or otherwise derivation of personal benefits from activities carried out on behalf of the Association.
 - ◆ Failure to make a report upon an assignment carried out on behalf of the Association.
 - ◆ All acts undertaken to undermine the unity and progress of the Association.
- 9.2 All Officers shall constitute the Disciplinary Committee of the Association, along with any member of the Association elected by the Committee.
The Disciplinary Committee may order:
 - ◆ Payment of a fine to the Association.
 - ◆ Suspension of Association membership or Office for a period not exceeding 1 year.
 - ◆ A public apology by the offender.
 - ◆ Refer any serious misconduct to United Nations and if need be to the police.

The Committee may order investigations into any previous cases of misconduct by past members provided that there is reasonable evidence for prosecution.
An appeal against the ruling of the disciplinary Committee may be made through the Secretary.

10 Group Assets

- 10.1 The Committee shall decide and/or determine the custodianship of assets including terms of custodianship.
- 10.2 Assets can only be released upon written instructions from the Chairman.
- 10.3 A contract shall be signed between the Association and the custodian detailing terms of reference.
- 10.4 Assets shall be hired or leased whenever possible for purposes of income generating projects.

11 Amendments

- 11.1 Proposed amendments to the Constitution shall be made in writing to the Secretary at least 30 days before the AGM in which case the proposal shall be circulated to all members of the Association at least 14 days in advance of that meeting.
- 11.2 At a General Meeting, which may be called at any time during the year, notice of which shall be circulated to all members of the Association at least 14 days in advance of the meeting and signed by at least 1/3 members of the Association.
- 11.3 Amendments to the constitution must obtain the votes of at least 2/3 of the members of the Association present at the meeting.
- 11.4 Amendments to the Constitution and endorsement shall be made at the AGM or at a Special GM convened for the purpose.

12 Affiliations

ZUNA shall be affiliated to the World Federation of United Nations Associations and the United Nations Department of Public Information (DPI). Affiliation shall be at Board level.

13 Dissolution

The Association can be dissolved at a special General Meeting called by 3/4 of the membership and its assets shall be donated to a voluntary organisation with similar objectives.

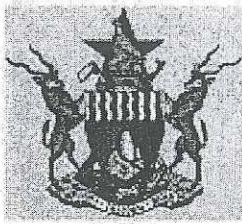
ZIMBABWE UNITED NATIONS ASSOCIATION

GOVERNING BODY

BOARD OF TRUSTEES (all Zimbabweans)

<u>FULL NAME</u>	<u>DESIGNATION</u>	<u>SEX</u>
Mr. Michael Richard Laban	President	Male
Mr. Fischer Chiyanike	Vice President	Male
Mrs. Jacqueline Clara Mangwiro	Vice President	Female
Ms. Dellar Dambudzo Rukato	Secretary-General	Female
Mr. Ronald Mubaiwa	Treasurer	Male
<u>ZUNA EXECUTIVE COMMITTEE (2012 -2013)</u>		
Mrs Clara Machingauta	Chairperson	Female
Mrs. Johanna Murove	Vice Chairperson	Female
Mrs. Fatima Tombe	Secretary	Female
Mr. Edison Kasirori	Treasurer	Male
Ms. Esnath Kadenge	Committee Member	Female
Mr. Fishar Mutawarira	Committee Member	Male
<u>ZUNA YOUTH WING EXECUTIVE COMMITTEE 2013</u>		
Mr. Josphat Chikoti	Youth President	Male
Mr. Constantine Mupangami	Vice President	Male
Miss Shorai Manyika	Vice President	Female
Miss Claris Tabeth Mandoreba	Secretary-General	Female
Miss. Rufaro Mudimu	Treasurer	Female
Mr. Marvin Guveya	Committee Member	Male
Mr. Patrick Tsoka	Committee Member	Male
Ms. Wadzanai Mbewe	Committee	Female

ZUNA has a total of 400 individual members, 800 youth, 30 high schools and 6 affiliated universities in Zimbabwe.



**ZIMBABWE
MINISTRY OF JUSTICE
MINISTRY OF JUSTICE AND
LEGAL AFFAIRS**

Please address correspondence to -----
Chief Registrar or The Controller”

Telegraphic Address: “DEEDS HARARE”

Telephone Lines:

775544/6 or 777373- Deeds

775602 - Companies, Patents

P O Box CY 177, Causeway
Trade Marks & Industrial Designs

Fax: 263-4-777372

Our ref:

Your ref:

Office of the Chief Registrar of Deeds
and Companies

Controller of Patents, Trade Marks
and Industrial Designs

Century House East

38 N Mandela Avenue Harare

ZIMBABWE

12th April 2013

Dear Sir/Madam

TO WHOM IT MAY CONCERN

This is to certify that Zimbabwe United Nations Association (ZUNA) is legally registered registered as a Trust Organization in Zimbabwe.

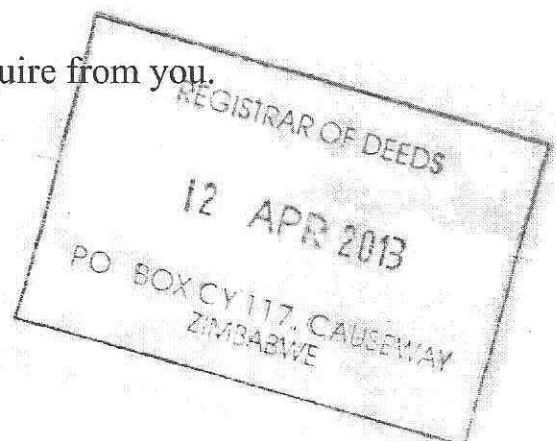
The Trust was registered on the 5th July 2010 under MA252/2010. The office copy is filed in our office.

Please assist the bearer for any assistance they require from you.

Yours Faithfully,

Ellen Mawire

for: **THE CHIEF REGISTRAR OF DEEDS**





ZUNA Objectives

ZUNA undertakes to fully support the UN in the pursuit of the above purposes by working within Zimbabwe to;

- i) Educate its members and the public, and promote research and information flow on the United Nations and its specialised agencies.
- ii) Give expression to the views of its membership on matters concerning the United Nations and to campaign for implementation of these views.
- iii) Promote national and international peace, the democratisation of international relations, understanding, solidarity and co-operation among people throughout the world without discrimination with regards to race, ethnicity, sex, language, religious or political affiliation.

ZUNA PARTNERSHIP AND COLLABORATION

- i) Zimbabwe United Nations Association (ZUNA) is working closely with UNIC, UNDP, FAO, IOM, WHO and UNICEF in various programmes with its affiliated schools and universities in Zimbabwe.
- ii) ZUNA also collaborate with UNAs in Southern Africa such as UNA SA, UNA Tanzania and UNA Zambia in programmes to promote MDGs.
- iii) The organisation made MOU with the Ministries of Health and Child Welfare, Labour and Social Services, Education, Sports, Arts and Culture, High and Tertiary Education,

CIVIL SOCIETY NETWORK

ZUNA is a member of National Association of Non-Governmental Organisations (NANGO), Zimbabwe Youth Council, Gender Forum, Padare and One Path Africa at national level.

It is also a member of World Federation of United Nations Associations (WFUNA), UN DPI/NGO Section, and will be also registered to ECOSOC at International level. ZUNA holds various programmes on advocating for human rights including democratic rights which are funded by UNA Norway and UNA Sweden.

