

Internet Society Zimbabwe Chapter Constitution

Contents

1. Name
2. Objectives
3. Membership
4. The Committee
5. Committee Meetings
6. The Annual General Meeting and Extraordinary General Meetings
7. Calling of an Extraordinary General Meeting
8. Election of Committee Members
9. Removal of persons from the Committee
10. Co-opting of a Committee Member
11. The Role of Committee Members
12. The Administration of the Services of the Chapter
13. Finances
14. Amendments
15. Schedule 1
16. Schedule 2

1. Name

1. The Chapter shall be known as Internet Society Zimbabwe Chapter.

2. Objectives

1. To promote the use of Internet and Internet literacy in Zimbabwe.
2. To act as a focal point for all new and existing internet users in Zimbabwe, and to encourage members to contribute to the growth of an open Internet.

3. To sensitize Zimbabweans on the use of the Internet and advocate for a conducive policy environment so that Zimbabweans can use the internet to actively and positively participate in national development processes.
4. To create a platform for dialogue and debate on Internet development related issues amongst various stakeholders.
5. To facilitates open development of standards, protocols, administration, and the technical infrastructure of the Internet.
6. To support the use of the internet in education in Zimbabwe specifically, in remote areas of the country.
7. To promote proffessional development and build communities to foster participation and leadership in areas which are significant to the evolution of the Internet.
8. To provide reliable information about the Internet.
9. To provide a platform for discussion of issues that affect Internet evolution, development and usage in technical, commercial, societal, disciplines and other contexts.
10. To provide management and coordination of initiatives and outreach efforts in humanitarian, educational, societal, and culturural undertakings through the use of the internet.
11. Promote the expansion of Internet access at all levels of the local community.
12. Provide forums for professional networking and knowledge sharing.
13. To share information and advice from the international ISOC communities with the Zimbabwean public and the Government to improve the development of telecommunications infrastructure in the country, as well as in developing the necessary policies to assure that the use of the Internet will be fair and that the right conditions for its development are set.
14. To be the link with the Internet Society International office as well as other Internet Society chapters in other countries to foster sharing of ideas and opportunities.
15. Any other similar objectives that further the development of the Internet and Internet related issues.

3. Membership

1. Membership shall be open to any Zimbabwean citizen or permanent Resident as is guided by the ISOC Chapter Registration protocols and procedures.
2. Honorary Membership may be given to those individuals who have made a significant contribution to the society. Honorary Members are not entitled to vote at an AGM or EGM, nor are they permitted to run for election for a position on the Committee. Their membership will last for one year only.

4. The Committee

1. The Committee shall consist of the following posts President, Vice President, Secretary, Treasurer and heads of the following key branches Policy and Governance, Membership and Capacity Building, Communications and Events as well as Technology and Infrastructure.
2. No individual may hold more than one position on the committee.
3. The tenure of the aforementioned posts shall for a period of three (3) years or such period of time as may be prescribed by ISOC headquarters.

5. Committee Meetings

1. The Committee shall meet in every quarter of the year at an agreed date and time.
2. Notice of not less than two days must be given to committee members ahead of a committee meeting.
3. Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the Secretary no later than twenty four hours before the meeting is scheduled to begin.
4. Failure to attend three consecutive committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out in Article 9.
5. Quorum for committee meetings shall be half of the committee.
6. Accurate minutes of the meeting shall be kept and distributed as outlined in Schedule 1.
7. All committee members shall adopt the guidelines outlined in Article 11.

6. The Annual General Meeting and Extraordinary General Meetings

1. Notice of no less than three days must be given to members ahead of either an Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).

1.1 Notice must include the date, time, place and agenda for the meeting.

1.2 Notice of no less than seven (7) working days shall be given to members and the executive for an AGM.

2. The quorum for either an AGM or an EGM shall be twenty people, or one tenth of the membership of the Chapter, whichever is larger.
3. Any member of the Chapter may attend the EGM or AGM and thereat shall be entitled to vote.
4. No persons admitted to membership less than one month prior to an AGM or an EGM shall be entitled to vote at that meeting.
5. An EGM of the Chapter may be called in accordance with the procedure laid out in Article 7.

6. An AGM must be held once a year in accordance to the procedure laid out in Schedule 2.

7. Calling of an Extraordinary General Meeting

1. The items brought before an EGM must be exceptional in nature and should refer to changes in the constitution or to bring about an election to fill a vacancy on the committee.
2. An EGM of the Chapter may be called by 50% of the members of the Chapter submitting a signed petition stating clearly the reasons for the EGM to the Secretary or by the committee submitting the same document.

2.1 The petition shall only be signed by members of the Chapter.

3. Upon presentation of the petition an EGM must be held within two term weeks.
4. Notice for the EGM must be given in accordance with Article 6a.

8. Election of Committee Members

1. Each election shall be of the form of a secret ballot utilizing the voting platform to be provided by ISOC Headquarters. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a "yes/no" option.
2. Candidates must be members of the Chapter in order to be considered for election to the committee.

9. Removal of persons from the Committee

1. Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 10.
 1. Having missed two consecutive meetings without explanation the Administration shall communicate with the individual the consequences of missing another meeting.
2. Any member of the committee may step down at any point during the year by formally offering their resignation in writing to the committee who shall accept it and replace the committee member as laid out in Article 10.
 1. Notice of at least one week must be given.
3. Upon the death or incapacitation of a committee member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.
4. A committee member may be impeached for failure to fulfil their duties as outlined in Article 1 through a committee vote at which a majority vote of 2/3rds of the entire committee shall be required.

1. At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place.
 2. The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3rd's majority of all members of the committee
 3. Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.
 4. A committee member may also be removed through a motion obtaining a simple majority at an EGM.
 5. The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.
5. Any member who resigns from their position or is removed from it may not be elected to the committee again during that Chapter session.

10. Co-opting of a Committee Member

1. Following the promotion, resignation or death of a member as outlined in Article 9 the committee shall convene and shall co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM which should take place within two weeks.

11. The Role of Committee Members

1. All committee members shall:
 1. Be answerable to the committee.
 2. Attend all committee meetings.
 3. Attend all Chapter events where possible.
 4. Have a responsibility to promote the chapter.
 5. Attend all trainings provided by the Chapter or other bodies as may be required.
2. In addition to the duties of all committee members the President shall:
 1. Oversee the general running of the Chapter in accordance with the policies and procedures of the Internet Society.
 2. Chair all committee meetings including any EGMs or AGMs.
 3. If the President for some reason be it ill health or other commitments he/she is unable to discharge his/her aforesaid duties including the Chairing of meetings the Vice President shall assume responsibility in his/her stead until such time he is able to resume his/her duties or is removed from office as is provided for in terms of clause 9 herein.

4. Cast the deciding vote in all hung votes.
3. In addition to the duties of all committee members the Secretary shall:
 1. Be responsible for all correspondence of the chapter.
 2. Be responsible for recording the minutes of all meetings of the chapter and of the Committee.
 3. Promptly send out minutes from all meetings to relevant parties within 72 hours of the meeting ending.
 4. Keep a record of membership that is up-to-date and ensure that it is kept confidential.
 5. Preparation of the Chapter's Activity Report and submission of the same to ISOC Headquarters.
 6. Preparation of the Annual Chapter Report for presentation to the Chapter at the AGM
 7. Notification to ISOC Headquarters of any changes in the composition of the Executive Committee.
4. In addition to the duties of all committee members the Treasurer shall:
 1. Collect dues, pay bills and maintain the Chapter's financial Records.
 2. Preparation and presentation of the Chapter's Annual Financial Chapter at the AGM
 3. Complete and submit annual financial reports as may be required by ISOC Headquarters.
 4. Oversee the financial activities of the projects in which members may receive funding from ISOC Headquarters for implementation of their submitted projects.
5. In addition to the duties of all committee members the Head of the Technology & Infrastructure shall:
 1. Lead and coordinate the technical concerns for the Chapter and appraise the Members of the same and in so doing offer specialized guidance on technical and infrastructure issues to the Executive committee.
 2. Identify technical and infrastructure issues the Chapter may pursue from local to international level.
 3. Lead in the formulation and implementation of technical training strategy for the Chapter.
 4. Communicate the positions and recommendations from ISOC Headquarters and related partners on technical issues

5. To ensure that Members are updated on emerging Internet technical issues both at national and international level.
6. In addition to the duties of all committee members the Head of Communications & Events shall be responsible for:
 1. Planning, implementation and follow-up for all events, workshops, and Chapter programs
 2. Maintaining all forms of communication media, used by the Chapter including the website and social media platforms.
 3. Coordinating event logistics, publicity, including public relations, advertising, and collateral material design, production and distribution in consultation with the Secretary General.
 4. Develop and maintain event databases for ISOC events nationally, regionally and internationally and inform the membership.
 5. Cultivate and expand sponsorship development and fulfillment to support ISOC -ZW events and in so doing shall also solicit targeted grant funding to support programs and events,
 6. Responsible for the development and fulfillment of the events and marketing budgets.
7. In addition to the duties of all committee members the Head of Policy and Governance shall be responsible for:
 1. Leading and coordinating the policy and governance issues for the Chapter and appraise the Members of the same and in so doing offer specialized guidance on policy issues to the Executive committee.
 2. Identifying policy and governance issues the Chapter may pursue from local to international level.
 3. Leading in the development and implementation of a policy and governance strategy for the Chapter.
 4. Ensuring that Members are updated on emerging Internet policy issues both at national and international level.
 5. Lead in the formulation and implementation of awareness programs to support policy analysis and advocacy among members and stakeholders.
 6. Interpreting and Communicating the policy positions and recommendations from ISOC Headquarters.
 7. Coordinating the formulation of policy positions for the Chapter.

8. In addition to the duties of all committee members the Head of Membership and Capacity Building shall be responsible for
 1. The membership recruitment drive of the chapter and in so doing develop and implement a Membership growth strategy.
 2. Develop and manage the delivery of campaigns to recruit new members and to retain the existing membership.
 3. Source and manage data to develop a strong prospect pool for membership and training of members.
 4. Acting as the primary contact for members beyond the day-to-day administration carried out by the Executive.
 5. Leading on the planning and delivery of benefits to members including capacity buildings initiated not only by ISOC at global, regional level but also from partner organizations
 6. Leading the executive in ensuring that there is greater participation of members in Chapter activities.

12. Finances

1. Any member of the Chapter may be requested to appear before the Committee, or an officer or sub-committee of the Committee to provide information concerning the finances of the Chapter. If a prima facie case exists that Chapter funds have been misused or misappropriated, the Committee declare the person(s) responsible indebted to the Chapter.
2. The Treasurer shall close the accounts in accordance with Committee guidelines and as soon as may be possible thereafter shall arrange for the accounts to be audited as provided by the Committee. In due course these accounts shall be presented to the Committee of the Chapter and the Committee for approval.
3. All cheques and withdrawal forms from the Chapter's bank account shall be signed by two of the designated officers, the President, Treasurer and Project Coordinator of a running project.

13. Amendments

1. This constitution may only be amended by a vote of a majority of those present at an EGM or an AGM. Notices of such amendments must be submitted in writing not less than five days before the date of the general meeting and must be signed by a proposer and seconder, each of whom shall be fully paid-up members of the Chapter.

2. The Schedules of this Constitution may be changed by the Committee, only with a two-thirds majority at a quorate Committee meeting.
3. This constitution is binding as and from the date of being approved by both the Chapter and the Committee.
4. An up to date copy of the constitution shall be available to members upon request.

Schedule 1

1. All comments, considerations and discussions at a meeting of the Committee are open to all members of the Chapter, unless it is specifically agreed and recorded that one or more items from the meeting are to be held *in camera*.
2. If a meeting, or part thereof, is to be held *in camera*, all persons who are not members of the committee shall leave the room for the duration of the discussion on that topic, unless one or more of them are invited to remain.
3. In the case that some person, or persons, are invited to remain, they shall be asked to leave the room, whilst the Committee discuss their invite. The Committee shall then vote on whether or not to allow those persons leave to remain, with each individual in question being voted upon sequentially.
4. The Committee bears collegiate responsibility for all its actions. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings.
5. Each member has a single vote on each issue. In the case of an equality of votes cast the President has a single casting vote.
6. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.
7. Minutes of the previous meeting must be accepted at the beginning of the meeting.

Schedule 2

The agenda for an AGM or EGM shall be set out as follows:

1. Reports
 1. These reports, which should be brief, may be delivered verbally with a written copy available on request.
2. Elections for all on the Committee.
 1. The elections for the Executive Committee shall take simultaneously online using the voting mechanism as recommended by ISOC Headquarters. Prospective applicant's shall submit their nominations as well as their motivational letters as well as any other documents specified by ISOC and the same shall be shared with the Chapter members ten (10) days prior to the elections being held.

2. The members shall have five (5) days within which to vote for all posts.
3. The results will be announced by thereafter by ISOC or the delegated officer assigned to conduct the said election.
3. Any motions should be submitted for consideration not less than five days before the date of the AGM/EGM. Any such motions must have been circulated to all members of the Chapter not less than three days before the date of the AGM/EGM.