

COMPUTER SOCIETY OF ZAMBIA

CONSTITUTION

Adopted on 13 October, 1990
Lusaka, ZAMBIA

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SECTION 1: DECLARATION OF THE COMPUTER SOCIETY OF ZAMBIA

1.1 NAME AND DECLARATION

- 1.1.1 The name under which recognition shall be given is:
“THE COMPUTER SOCIETY OF ZAMBIA” hereafter called the Society.
- 1.1.2 The Society declares itself to be a forum of association of persons or organizations directly or closely involved in the information technology in Zambia.
- 1.1.3 The Society declares itself to be non-political, non-sectarian, and wholly opposed to any form of discrimination based on race, colour, creed, nationality or origin, social group, sex or any other apparent identification thereon.
- 1.1.4 The Society declares itself a non-profit making organization.

1.2 REGISTERED OFFICE

The Society shall have a registered office. The Registered office of the Society, shall be situated at any such lawful place within the Republic of Zambia as may be determined by the Executive Council of the Society from time to time.

SECTION 2: OBJECTIVES OF THE SOCIETY

- 2.1 To provide an educational curriculum examination scheme for members of the Society.
- 2.2 To encourage the creation of interest in, and awareness of information technology in the country.
- 2.3 To provide a vehicle for advising the government and industry on information technology and informatics as well as its implications for the country.
- 2.4 To establish, propagate and advance information technology standards.
- 2.5 To represent Zambia, in international fora, as the professional body for the advancement of information technology.
- 2.6 To subscribe, affiliate or become a member of other bodies (nationally or internationally) with similar objectives, in the interests of the Society.
- 2.7 To promote a forum for members to present results of any research, exchange knowledge and experience in the field of information technology.
- 2.8 To promote the professional recognition and position of its members in the practice of informatics.

- 2.9 To establish, enforce and regulate proper codes of conduct, ethics and professional standards for its members.
- 2.10 To establish committees, sub-committees, branches or other subordinate bodies, for carrying out the objectives of the Society.

SECTION 3: MEMBERSHIP AND ADMISSION REGULATIONS

3.1 MEMBERSHIP REGULATIONS

Membership is open to any person, irrespective of nationality, religious inclination, race or sex, associated with information technology who meets the Society's requirements as specified below.

3.2 MEMBERSHIP CATEGORIES

The Society will have two categories of membership under which an applicant will be considered: the Professional and other category as specified below.

3.3 PROFESSIONAL CATEGORY MEMBERSHIP

Under the Professional category, there are three subcategories of memberships: Associate, Full and Fellow.

3.3.1 ASSOCIATE MEMBER

The following conditions must be satisfied by persons seeking admission as Associate Member:

A. QUALIFICATION AND EXPERIENCE LEVEL

Degree in Computing with less than two years working experience in information Technology or related field.

Higher National Diploma (HND) or equivalent in computer studies with less than five years working experience in Systems Analysis and Design or Data Processing Management.

Higher National Diploma (HND) or equivalent in Computer Studies or related field with less than six years working experience in Computer Programming.

Higher National Diploma (HND) or equivalent in Computer Studies or related field with less than seven years working experience in computer operations management or related computer operations supervision areas and development.

B. MINIMUM AGE

The applicant must have attained the age of 24 years at the date of application.

C. SPONSORSHIP

The applicant should be sponsored by two Fellows or Full Members who have known the applicant and his/her work for at least a year. In addition, reference will be required to vouch for the experience not covered by sponsors.

3.3.2 FULL MEMBER

The following conditions must be satisfied by persons seeking admission for Full Member:

A. QUALIFICATION AND EXPERIENCE LEVEL.

Higher Degree in Computing or related field with less than two years working experience in the field or Information Technology and Science.

First Degree in Computing or related field with at least two years working experience in the field or Information Technology and Science.

Higher National Diploma (HND) or equivalent in Computer Studies or related field with at least five years working experience in Systems Analysis, Design and Development or has been DPM or in higher management in information systems and operation in a large organization or office.

Higher National Diploma (HND) or equivalent in computer studies or related field with at least less than seven years working experience in computer operational management and related operational areas in recognized and large organization or office.

Member of recognized professional Computer Society (ies) or Association(s) as may be determined from time to time by the Membership Committee.

B. MINIMUM AGE

The applicant must have attained the age of 24 years at the date of application.

C. SPONSORSHIP

The applicant should be sponsored by two Fellows or Full Members who have known the applicant and his/her work for at least a year. In addition, reference will be required to vouch for the experience covered by sponsors.

3.3.3 FELLOW MEMBER

The following conditions must be satisfied by persons seeking admission for Fellow Members:

A. QUALIFICATION AND EXPERIENCE LEVEL

Full Member of the Computer Society of Zambia who has served the Society and achieved an outstanding service and contributes to information technology advancement and development in the country.

Full Member of the Computer Society of Zambia with a higher calibre or personality and management skills shown in development, and management of information systems on his/her capacity.

Full Member of the Computer Society of Zambia who has performed outstanding and extensive research and published his work locally or internationally in the field or Information Technology or related areas.

B. MINIMUM AGE

The applicant must have attained the age of 30 years at the date of application.

3.4 OTHER CATEGORY MEMBERSHIP

The other category Membership includes Student, Affiliate and Licentiate.

3.4.1 STUDENT MEMBER

A QUALIFICATION

A person currently studying computer science or related subject on part time, full-time or by correspondence.

B. MINIMUM AGE

The applicant must have attained the age of 18 years at the date of application.

C. SPONSORSHIP

The applicant should be sponsored by at least one Fellow or Full or Associate Member who has known the applicant as a student for not less than one year.

3.4.1 AFFILIATE MEMBER

A QUALIFICATIONS AND EXPERIENCE LEVEL

Completed Form 5 or above or equivalent with computer appreciation course(s) and computer working experience of more than one year in the field of data entry, computing operation and related fields.

Completed Form 5 or above or equivalent with computer courses in the field of computer operations, supervision and management and working experience of more than five years.

Completed Form 3 or above or equivalent with computer appreciation course(s) and computer working experience or more than three years in the field of data entry, computer operations and related fields.

B. MINIMUM AGE

The applicant must have attained the age of 18 years at the date of application.

C. SPONSORSHIP

The applicant should be sponsored by at least one Fellow or Full or Associate Member who has known the applicant and his/her work for at least a year. In addition, reference may be required to vouch for the experience not covered by sponsors.

3.4.3 LICENCIATE MEMBER

A. QUALIFICATIONS AND EXPERIENCE LEVEL

Completed Form 5 or above or equivalent with computer courses in the field of computer programming and working experience of more than three year.

Completed Form 5 or above or equivalent with computer courses in the field of computer operations, supervision and management and working experience of more than five years.

Completed Form 5 or above or equivalent with computer courses in systems analysis and development and working experience of more than two years.

B. MINIMUM GAE

The applicant must have attained the age of 18 years at the date of application.

C. SPONSORSHIP

The applicant should be sponsored by at least one Fellow or Full or Associate Member who has known the applicant and his/her work for at least a year. In addition, reference may be required to vouch for the experience not covered by sponsors.

3.5 CORPORATE (SPONSORING) MEMBERSHIP

An organization applying for admission as a Corporate Sponsoring Member shall not be required to be supported by sponsors or referees, but the application shall be passed to the Membership Committee which may seek advice from other Society Committees before approval. The application shall be in writing and signed by duly authorised representative of the organization. In addition to Corporate Membership grade available to companies or divisions of companies; Universities, polytechnics, college and schools may join as Educational Affiliate under Corporate Membership.

3.6 HONORARY PATRON

Any person who has made a prominent contribution to development of information technology in Zambia which the Society has regained.

3.7 RESTRICTIONS

Members under the other Category Membership, Honorary Patron and Corporate Membership may attend the Society's meetings and discuss and/or make proposals but may not vote at all.

SECTION 4: CODE OF ETHICS AND STANDARDS OF CONDUCT

4.1 AIMS

To provide guidance and direction to members and to all professionals in the informatics and information technology industry. The Code of Ethics and Standards of Conduct are a statement of principles to which every professional should subscribe. The purpose of these are:

- (1) to promote professionalism among information technology practitioners; and
- (2) to protect the public from unethical practices. The Code of Ethics and the Standards is enforceable through the Disciplinary Committee; this means that extreme violations and/or repeated violations can result in expulsion from the Society.

4.2 GENERAL

All members of the Society shall at all times abide by the following:

4.2.1 PROFESSIONAL CONDUCT

A Member's conduct shall uphold the dignity, reputation and good standing of the profession.

4.2.2 PROFESSIONAL INTEGRITY

A member shall not by unfair means do anything that would harm the reputation, business or prospects of another member and he/she shall at all times act with integrity towards the Society, its members and the members of other professions with whom he/she may be concerned in a professional capacity.

4.2.3 PUBLIC INTEREST

A member in discharging his responsibilities to his employer or client, shall have proper regard to the public interest and to the rights of third parties and particular, shall ensure that the intellectual property rights of others are not prejudiced by him.

4.2.4 FIDELITY

A member shall discharge his obligations to his employer or client with complete fidelity. He shall not disclose confidential information relating to his employer or client or remove without approval of employer, client or other third parties, their property.

4.2.5 TECHNICAL COMPETENCE

A member shall offer only those services which are within his competence and shall declare to his employer or client, the relevant level of competence he/she possesses when his services are being sought.

4.2.6 IMPATIALITY

A member, when acting for a client, shall inform his/her client in writing of any interest he/her may have which could prejudice the impartiality of his/her advice or could conflict with his clients interests.

4.3 CODE OF ETHICS

Each member shall abide by the following statements:

He/she acknowledges:

- (a) That he/she has an obligation to management, therefore he/she shall promote the understanding of information processing or handling methods and procedures to management, using every resource at his/her command.
- (b) That he/she has an obligation to his/her fellow members, therefore, he/she shall uphold the high ideals of the Computer Society of Zambia (CSZ) as outlined in its constitution. Furthermore, he/she shall co-operate with his/her fellow members and shall treat them with honest and respect, at all times.
- (c) That he/she has an obligation to the public and will participate to the best of his/her ability, in the dissemination of knowledge pertaining to the general development and understanding of information technology. Further, he/she shall not use knowledge of a confidential nature, to further his/her personal interest, nor shall he/she violate the privacy and confidentiality of information entrusted to him/her or to which he/her may gain success, by virtue of his/her position.
- (d) That he/she has an obligation to his/her employer those trust he/she holds, therefore, he/she shall endeavour to discharge this obligation to the best of his/her ability, to guard his/her employer's interest and to advise him/her wisely and honestly.
- (e) That he/she have an obligation to his/her country, therefore, in his/her personal, business and social contacts, he/she shall uphold his/her nation and shall honour the chosen way of life of his/her fellow citizens.

4.4 STANDARDS OF CONDUCT

The standards expand on the code of Ethics by providing specific statements of behaviour in support of each element of the code.

4.4.1 In recognition of his/her obligation to management he/she shall:

- (a) Keep his/her personal knowledge up-to-date and ensure that proper expertise is available when needed to discharge their duties.
- (b) Share his/her knowledge with others and present factual and objective information to management, to the best of his/her ability.
- (c) Accept full responsibility for work that he/she performs.
- (d) Not misuse the authority entrusted to him/her.
- (e) Not misrepresent or withhold information concerning the capabilities of equipment, software or systems.
- (f) Not take advantage of the lack of knowledge or inexperience on the part of others.

4.4.2 In recognition of his/her obligation to his/her fellow members and the profession he/her shall:

- (a) Be honest in all his/her professional relationship.
- (b) Take appropriate action in regard to any illegal or unethical practices that come to his/her attention. However, he/she will bring charges against any person only when he/she has a reasonable basis for believing in the truth of the allegations and without regard to personal interests.
- (c) Endeavour to share his/her special knowledge.
- (d) Co-operate with others in achieving understanding and in identifying problems.
- (e) Not use or take credit for the work of others, without specific acknowledgement and authorisation.
- (f) Not take advantage of the lack of knowledge or in experience on the part of others for personal gain.

4.4.3 In recognition of his/her obligation to the public he/she shall:

- (a) Protect the privacy and confidentiality of all information entrusted to him/her.
- (b) Use his/her knowledge and skill to inform the public in all areas of his experience.

- (c) To the best of his/her ability, ensure that the products of his/her work are used in a social and morally responsible way.
- (d) Support, respect and abide the laws of Government of the Republic of Zambia and any other lawful or legitimate national authority.
- (e) Never misrepresent or withhold information which is relevant to a problem or situation of public concern nor allow any such known information to remain unchallenged.
- (f) Not to use knowledge of confidential or personal nature in any unauthorised manner or to achieve personal gain.

4.4.4 In recognition of his/her obligations to his/her employer he/she shall:

- (a) Make every effort to ensure that he/she has the most current knowledge and that the proper expertise is available when needed.
- (b) Avoid conflicts of interest and ensure that his/her employer is aware of any potential conflicts.
- (c) Present a fair, honest and objective view point.
- (d) Protect the proper interests of his/her employer at all times.
- (e) Protect the privacy and confidentiality of all information entrusted to him/her.
- (f) Not misrepresent or withhold information which is relevant to the situation.
- (g) Not attempt to use the resources of his/her employer for personal gain or for any purpose without proper approval.
- (h) Not exploit the weakness of a computer system to defraud, cheat or do anything unlawful for personal gain or personal satisfaction.

SECTION 5: MEMBERSHIP SUBSCRIPTION FEE

- 5.1 Members shall pay their annual subscription fee upon joining the Society.
- 5.2 Every member of the Society, other than Honorary Patrons, shall be required to pay an annual subscription fee to the Society at a rate determined by the Executive Council and ratified at an Annual General Meeting, which fee shall be in accordance with the category of membership held or intended to be held.
- 5.3 Members joining the Society in the second half of a financial year shall pay half the prescribed fee, for the year in which they join.

- 5.4 Any member with any financial obligation to the Society which is more than 3 months in arrears, may be expelled from the Society at the discretion of the Executive Council and his/her membership will be assessed again.
- 5.5 At the discretion of the Executive Council, subscriptions for members undergoing full time overseas training may be waived.

SECTION 6: MEMBERS RESIGNATION, SUSPENSION AND EXPULSION

6.1 RESIGNATION

- 6.1.1 Any member may resign from the Society by giving written notice to the Secretary of his/her intention to do so.
- 6.1.2 Any member who has not paid the prescribed annual membership fees when they are due shall be considered as having resigned from the Society.

6.2 SUSPENSION AND EXPULSION

- 6.2.1 Any member who violates any obligation imposed by this constitution or acts in a manner detrimental to the Society or the profession may be suspended or expelled from the Society on the recommendations of the Disciplinary Committee to the Executive Council.
- 6.2.2 Any member who is convicted by any court of law for any criminal offence shall be expelled
- 6.2.3 Any member who is dismissed by his employer through fraud or theft shall automatically be expelled from the Society, if such case has been pronounced by a duly constituted court of law.
- 6.2.4 Any member who has committed a proven computer fraud, shall be expelled from the Society.
- 6.2.5 Any member who fails to abide by the Code of Conduct and Ethics of the Society, shall be suspended or expelled from the Society on the recommendation of the Disciplinary Committee to Executive Council.
- 6.2.6 Any member of the public, employer, copyright holder or owner of software or computer equipment can raise a complaint against any member of the Society.

6.3 SUBSCRIPTION FEE REFUND

Subscription fee paid in advance will not be refunded upon leaving the Society.

SECTION 7: THE SOCIETY EXECUTIVE COUNCIL REGULATIONS

7.1 THE EXECUTIVE COUNCIL

Management of the Society shall be vested in an Executive council, which shall consist of:

Chairman

Vice Chairman (3)

Secretary

Treasurer

The outgoing Chairman, if not re-elected to the council, and

Five other members, including a minimum of two representatives each from the Copperbelt and Midlands Regional Associations.

The minimum representation of each region on the Executive Council, shall be four.

7.2 FUNCTIONS OF THE COUNCIL

1. To ensure that the aims and objectives of the Society are being sustained through monitoring the activities of the council itself and activities of the various committees and overall supervision of Regional Associations.
2. To cause to be kept, proper records of all financial and other matters and to submit these to the Annual General Meeting
3. To appoint a Membership Committee, to review all applications for membership and generally oversee the members interests.
4. To appoint a Professional Development Committee.
5. To set up any additional committee as deemed necessary.
6. To consider all recommendations of all committees
7. To consider all cases of discipline referred to it through the Disciplinary Committee.
8. To offer Honorary Members to deserving persons.
9. To keep members informed of the activities and business of the Society.
10. To establish regulations and supervise the financial management of the Society's resources.
11. To administer any other business of the Society.

12. To take any necessary decision and/or actions which are deemed necessary for the smooth operation of the Society.
13. The Executive Council shall approve such by-laws it may think fit, to facilitate the smooth functioning of the Society, committee or any other body that may wish to establish.

7.3 MEETING OF THE COUNCIL

1. The council shall meet once in a month. The first of which shall be within one month of the preceding Annual general Meeting.
2. The council shall keep proper records of all its meetings which shall be sent to all members of the council within fifteen days of the date of each meeting through the Society's Secretary.
3. Six (50%) council members shall form a quorum at any meeting provided that there is at least one member from each regional association.
4. In the absence of the Chairman the Vice Chairman (membership) shall chair the meeting. In his/her absence either Regional Chairman shall chair the meeting. In the absence of the Chairman and all Vice chairmen the meeting shall be postponed.

7.4 CO-OPTION TO THE COUNCIL

The Council shall have the power to co-opt members up to a maximum complement of the full establishment plus one.

7.5 FINANCIAL POWERS

The Council shall have the mandate to:

1. Determine and recommend membership fee rate subject to ratification by the Annual General Meeting.
2. Determine petty cash floats for the Society and Regional Association.
3. Establish and reinforce any financial regulations or controls as deemed fit.
4. Establish and present for Annual General Meeting approval the financial budgets of the subsequent year.

SECTION 8: REGULATIONS GOVERNING COMMITTEES

8.1 MEMBERSHIP COMMITTEE

1. The Membership Committee shall be appointed at the first Executive Council Meeting after the Annual general Meeting.
2. The Chairman of the Membership Committee shall be the Vice Chairman (Membership) as elected at the Annual General Meeting or, in his/her absence, any other member of the Executive council as it may appoint.
3. There shall be four other members of the Committee, one of who will act as secretary.
4. Functions of the Membership:
 - (a) To review every application for membership or upgrading of membership and make recommendations to the Executive Council accordingly.
 - (b) To advise the Executive council of modifications to qualifications for each category of membership that it considers necessary in the light of experience.
 - (c) To maintain an up to date register of membership for inspecting by the Executive Council whenever required.
 - (d) To ensure the confidence of details held on all application forms.
 - (e) In conjunction with the Regional Committee to promote recruitment of new members to the Society.

8.2 PROFESSIONAL DEVELOPMENT COMMITTEE

1. At the first Executive Meeting following elections the Executive Council, shall appoint a Professional Development Committee (PDC).
2. The Chairman of the PDC shall be appointed by the Executive Council from among its members, otherwise if the person so appointed as Chairman of the PDC is not a member of the Council, he/she shall be co-opted into the Executive Council, the above articles on the composition of the Executive Council withstanding.
3. There shall be five other members of the PDC one of whom shall act as Secretary.
4. In appointing members of the PDC, the Executive Council shall endeavour to appoint members representative of the user community training institutions with a significant component of IT, the IT vendors and government.

5. Functions of the Professional Development Committee
 - (a) To promote the IT profession among members of the Society.
 - (b) To provide an educational curricula examination scheme for professional members.
 - (c) To advise government, training institutions and industry in general, on the training policy and training needs in IT.
 - (d) To provide a forum for the free interchange of information in the field of IT – through organising seminars, training workshops and undertaking research and other activities it may think fit, to further the aims and goals of the Society.

8.3 MEETINGS OF THE COMMITTEES

1. The committees shall meet as often as necessary but in any case not less than four times in any year.
2. The committee shall keep a record of their meetings which will be made available to the Executive Council within fifteen days of every meeting.
3. Three of the members of the committees shall form a quorum at any meeting.

8.4 REGIONAL COMMITTEE FOR REGIONAL ASSOCIATION, BRANCHES/REGIONAL ASSOCIATIONS

1. In view of the geographic location of information technology staff the main objectives of the Society shall be achieved through the establishment of at least two Regional Association viz. Copperbelt and Midlands Regional committee. The structure and functions of these shall be identical. The geographic demarcation between the two regions shall be latitudinal line drawn immediately north of Kabwe.
2. The Chairman of a regional committee shall be a Vice Chairman (Copperbelt or Midlands) of the Executive council as elected at an Annual General Meeting. In his/her absence, the Executive Council shall appoint an Acting Chairman.
3. There shall be 5 other members of each committee who shall be elected at a Regional General Meeting held within one month of the Annual General Meeting. The outgoing Chairman, if not re-elected to the Committee, shall also serve on the incoming Committee.
4. Each regional committee shall establish, implement and maintain programmes of talks, films, lecturers, visits, social events and any other activity it sees fit to promote the aims and objectives of the Society.

5. Each Regional Committee shall, pursuant to the objectives of the Society and these Articles withstanding, establish District Chapters, as the smallest organisational unit of the Society, as may, from time to time, be stipulated in the bye-laws governing Regional Committees and District Chapters, as provided for in these presents.
6. Each District Chapter shall have a co-ordinator (or Convenor) who shall also act as the Chairman. The co-ordinators shall be ex-official members of the Regional Committee and shall be nominated by the Regional Committee at its first Meeting following the Regional Meeting.

8.5 OTHER COMMITTEES

The Executive council may from time to time appoint any other committees that may be necessary. Such committees shall be dissolved before, or ratified at the next Annual General Meeting.

8.6 CO-OPTION TO COMMITTEES

Every committee shall have powers to co-opt members up to a maximum complement of the full establishment plus one.

SECTION 9: ELECTION AND RETIREMENT OF EXECUTIVE COUNCIL

- 9.1 The Chairman, Vice Chairman, Treasurer, Secretary and five other members of the council shall be elected at an Annul General Meeting of the Society.
- 9.2 Only Full or Fellow Members of the Society shall be eligible for election to the offices of Chairman or Vice Chairman.
- 9.3 The Executive Council shall be dissolved by special resolution.
- 9.4 The office of Chairman, Vice Chairman, Secretary and Treasurer shall not exceed two consecutive terms.

SECTION 10: ANNUAL AND EXTRAORDINARY GENERAL MEETING REGULATIONS

10.1 THE ANNUAL GENERAL MEETING

1. The Chairman of the Society, or in his/her absence the Vice Chairman jointly, shall call the Annual General Meeting at least two (2) but not more than three (3) months after the close of the Financial year.
2. The secretary shall give each member of the Society notice of the date, time, venue and agenda of the Meeting at least 21 days prior to the date set.

3. The Secretary shall make available to members minutes of the previous Annual General Meeting and nomination papers for elections of the Executive council at least 7 days prior to the date set.
4. The Treasurer shall make available to members certified copies of the auditors report and the audited balance sheet and income and expenditure account of the Society, at least 7 days prior to the date set.
5. Twenty five per cent of members of the Society shall form a quorum at the Meeting.
6. In the absence of the Chairman of the Executive Council, the Vice Chairman (Membership) shall conduct the Meeting. In his/her absence either Regional Chairman shall conduct the Meeting. In their joint absence, members shall choose a Chairman, solely for the purpose of conducting that particular meeting.

10.2 OBJECTIVES OF THE MEETING

The following objectives shall normally be achieved at the Meeting:

1. Approve the record of the previous Meeting.
2. Review the financial status of the Society.
3. Review the progress of the Society's activities.
4. Establish, reconstitute, or dissolve any committee.
5. Consider future budget and activities (identify).
6. Establish, vary and/or ratify subscription rates, - forum
7. Elect an Executive council for the coming year.
8. Appoint an auditor for the coming year.
9. Consider any other business of the Society.

10.3 NOMINATION FOR ELECTION TO EXECUTIVE COUNCIL

All nominations for election to the Executive council shall be of the prescribed form and shall be handed to the Secretary before the commencement of the Meeting.

10.4 RESOLUTIONS

All resolutions to be tabled at the Meeting shall be handed to the Secretary at least 14 days before the Meeting.

10.5 EXTRAORDINARY GENERAL MEETING

1. By resolution of the Executive Council, or upon written requisition by at least ten Full Members of the Society, the Chairman of the Society shall convene an Extraordinary General Meeting.
2. The Extraordinary General Meeting shall be on a date within 30 days of the councils resolution or the date of receipt of the requisition from members.
3. The notice of an Extraordinary General Meeting shall state fully the object for which it is called and only that object shall be discussed at the Meeting.
4. The quo and procedure at the Extraordinary General Meeting shall be the same as for the Annual General Meeting

SECTION 11: REGIONAL MEETINGS REGULATIONS

11.1 REGIONAL GENERAL MEETINGS

1. Each Region shall be administered by a Regional Committee, headed by the Vice-Chairman (Region) of the Executive Council. The Vice Chairman (Region) shall call a Regional General Meeting for the Region within one month of the General Meeting of the Society.
2. Members for the Region present at the meeting shall elect from amongst themselves 5 Regional committee members.
3. The Regional Committee so formed shall call as many Regional Meetings of members in that region as may be necessary but in any case at least two further meetings shall be called in any one year.
4. Twenty-five (25) per cent of Society members in a region shall form a quorum for a Regional General Meeting.
5. Society members from different regions may attend but not vote at any Regional General Meeting.

11.2 REGIONAL GNERAL MEETINGS

1. The Regional Committee will meet as often as is necessary but in any case not less than four (4) times in a year.
2. Three members of the committee shall form a quorum for such meetings.
3. In the event of an equality of votes, whether by a show or hands or by secret ballot, the Chairman shall have a second or casting vote.

11.3 REPORTING TO THE EXECUTIVE COUNCIL

The Regional Committee shall keep records of all regional committee and general meetings which shall be forwarded to the Executive Council within thirty days of each meeting.

SECTION 12: PROCEDURES AND REGULATIONS FOR CONDUCTING MEETINGS.

- 12.1 Every paid up Associate, Full, or Fellow Members present shall be eligible to vote in person and shall have a vote.
- 12.2 Voting will be by a show of hands or by secret ballot provided that a secret ballot shall be always be taken in the following circumstances:
- a) For the elections of office bearers;
 - b) On any resolution to alter the Constitution of the Society
- 12.3 In the event of an equality of vote, whether by a show of hands or by secret ballot, the Chairman shall have a second or casting vote.

SECTION 13: THE SOCIETY FINANCIAL REGULATIONS AND PROPERTY

13.1 FINANCIAL YEAR

The official year of the Society for financial and other purposes shall be twelve calendar months ending on 31 December.

13.2 ANNUAL MEMBERSHIP SUBSCRIPTION

The annual membership subscription payable by each member shall be as recommended by the Executive council and ratified at the Annual General Meeting.

13.3 SOCIETY FUNDS AND THEIR APPLICATION

1. The Society shall be financed from the Funds of the Society under the authority of the Executive Council. The Funds shall be in form of annual subscription from members, donations from Honorary Members, voluntary contributions, and any other funds as may be raised by Regional Committees or fund raising committee appointed to do so.
2. All monies of the Society shall be deposited in a suitable account at a banking institution appointed by the Executive Council.
3. All payment to the Society shall be made payable to the “COMPUTER SOCIETY OF ZAMBIA” and addressed to the Treasurer of the Society.

4. All payments made by cheque shall be signed by one of the following combinations:
 - a. Chairman and Treasurer
 - b. Chairman and any Vice-Chairman
 - c. Any Vice Chairman and Treasurer.
5. The Treasurer may at any one time hold a reasonable float amount for any incidental expenses of the Society. Such amount shall be determined periodically by the Executive Council.
6. Any combination of cheque signatories as at Article 13.3 (4) above, may jointly authorise any expenses incurred in the running of the Society to an amount within the value of the Society's Funds. Such expenditure includes postage, stationery, etc. but does not include any personal expenses incurred by an individual in the administration of the Society.
7. Any major expense that is anticipated, shall be approved by the Executive Council at a meeting prior to the expense being incurred.
8. In exceptional circumstances, the Executive Council may approve part or all of the expenses incurred by an individual members of the Society involved in the Society's business but only if the Executive Council has sanctified such expenditure prior to it being incurred. Under no circumstance shall advance expenses be given, without approval.
9. Under no circumstances shall the Treasurer allow the Society to incur, or attempt to incur expenses that cannot be met from funds immediately available to the Society.
10. Every expense, no matter how incurred, shall be supported by a document describing precisely what and when the expense related to, and carrying the signatures of those who authorised it.
11. The Executive council shall have a mandate to review the maximum float from time to time.

13.4 AUDITING

The Annual General Meeting shall appoint a recognised firm of accountants or a qualified individual to audit the books and accounts of the Society which shall be presented t the next Annual General Meeting.

13.5 PROPERTY

1. All real property, or interest in properties which may be acquired from time to time with such approvals as the law requires, to which the Society is or shall become entitled to hold, shall be vested in trustees who shall authorise the acquisition and disposal of such property.

2. Trustees of the Society shall be appointed at a General Meeting and shall serve for five years.
3. All property acquired in the name of the Society shall be used for the purposes of the Society, and the trustees shall be empowered to bring or defend, or cause to be brought and defend any action, suit, or proceeding, of civil or criminal nature, in any court of law, concerning the property, or any claim to the property of the Society.

SECTION 14: AUTHORISED SPOKESMEN AND DISCLOSURE OF SOCIETY'S INFORMATION.

- 14.1 Only authorised members of the Society. As determined by the Executive Council shall speak or issue statements on behalf of the Society.
- 14.2 No member of the Society shall at any time disclose information comprising personal data as submitted on a membership application form of a fellow member, unless required to do so by law.

SECTION 15: DISSOLUTION OF THE SOCIETY

- 15.1 The Society may be dissolved by a Resolution passed by a 75 per cent majority of the votes cast at an Annual General Meeting, or an Extra Ordinary General Meeting specially called for the purpose.
- 15.2 Upon dissolution, all property shall be sold and all proceeds from such a sale, and all funds in-hand at the date set for dissolution, shall after satisfaction of creditors, and in compliance with any law in Zambia concerning such matter, be distributed amongst charitable organisations as determined at that meeting.

SECTION 16: THE SOCIETY CONSTITUTIONAL AMENDMENTS

The provisions of this constitution shall be replaced, amended or added to in any manner by a Resolution passed by a majority of seventy-five per cent of the votes cast at an Annual General Meeting, or at an Extraordinary General Meeting specially convened for this purpose, provided that this shall be done in accordance with the prevailing law of Zambia concerning these matters.

ADOPTED THIS THIRTEENTH DAY OF OCTOBER 1990 AT LUSAKA, ZAMBIA.