



## **ZIMBABWE INSTITUTE OF GEOMATICS (ZIG) CONSTITUTION**

### **SECTION 1 IDENTITY**

- a) The name of the Institute shall be Zimbabwe Institute of Geomatics (ZIG) herein referred to as “The Institute”
- b) The Institute shall be a body corporate capable of suing and being sued under its name in any court of law.
- c) The Institute shall have the right to own property and such property shall be under the custody of the Executive Committee.

### **SECTION 2 INTERPRETATIONS**

In this constitution unless the context otherwise requires, the following words and expressions shall have the following meanings:

- a) “ZIG” shall mean Zimbabwe Institute of Geomatics
- b) “FIG” shall mean International Federation of Surveyors
- c) “ICA” shall mean International Cartographic Association
- d) “Executive Committee” shall mean the governing body appointed in terms of the Constitution.
- e) “Member” shall mean any individual affiliated to the Institute.
- f) “Constitution” shall mean the governing document adopted by the General Assembly and effected by the Executive Secretary of Societies.
- g) “General Assembly” shall refer to the Annual and Special/Extraordinary meetings of the Institute.
- h) “Motion” shall mean proposals, which if adopted at a General Assembly of the Institute shall have the effect of amending the Constitution of the Institute or its accompanying annexes.
- i) Words signifying number shall include plural and vice versa and words signifying the masculine shall include the feminine and vice versa unless they appear specifically otherwise from the context.
- j) “Geomatics Professional” shall mean a person who is registered in a professional category with Statutory Council and exercises skills and competencies in the science of measurement, the collection, processing and assessment of geographic information and the application of that information in the efficient administration of land, water bodies and structures thereon or therein.

- k) “Requisite Educational Qualification” shall mean a qualification in any of the following fields; Land Survey, Mapping, Mine Survey, Cartography, Photogrammetry, Engineering Survey, Remote Sensing, Geomatics Engineering, GIS and other cognate fields as determined by the institute.
- l) “General body” shall mean the Institute members
- m) “Honorary Member” shall mean member category as described under Article 6.2(a)
- n) “Fellow Member” shall mean member category as described under Article 6.2(b)
- o) “Professional Member” shall mean member category as described under Article 6.2(c)
- p) “Technologist Member” shall mean member category as described under Article 6.2(d)
- q) “Graduate Member” shall mean member category as described under Article 6.2(e)
- r) “Technical Member” shall mean member category as described under Article 6.2(f)
- s) “Student Member” shall mean member category as described under Article 6.2(g)
- t) “Retired Member” shall mean member category as described under Article 6.2(h)
- u) “Member in Good Standing” shall mean a member who is not at variant with the national laws, governing laws, process and procedure of the Institute as outlined by the constitution for the period under consideration.
- v) “Affiliate Member” shall mean member category as described under Article 6.2(i)
- w) “Statutory Council” means current or any future organization constituted in terms of legislation governing the registration of members of the Geomatics profession.

### **SECTION 3 AIMS AND OBJECTIVES**

The objectives of the Institute shall be to secure the advancement and facilitate the acquisition of the knowledge that constitutes to the Geomatics Profession, namely:

- a)** Measuring and delineating the physical features of the earth, and representing these in an appropriate manner both in hard copy format and in digital format.
- b)** Facilitate/encourage accessible geo-spatial information services.
- c)** To contribute to the development of the country and serve its people through the application of Geomatics.
- d)** Surveying properties for various purposes, ie engineering and construction.
- e)** Promoting interest in Geomatics and to enhance the usefulness of this profession to the public.
- f)** Enhance or further technical and professional knowledge in these fields thereby improving the ability of members to provide competent, quality and valuable service.
- g)** To promote honorable practice by the control and exercise of discipline over the professional conduct of members.
- h)** To initiate from time to time or as may be necessary a scale or scales of professional fees.
- i)** To set and modify as may be necessary the qualifications required for membership within the various grades and disciplines of the Institute and uphold the continuous professional development of its members.
- j)** To maintain affiliation with FIG, ICA and any other relevant body/bodies that the Institute affiliates to.
- k)** To assist Geomatics students in getting proper industrial training during attachments and linking course outlines with real world Geomatics challenges.

- l)** To market the Institute and raise sponsorships and promote relationship with stakeholders.
- m)** To open bank, building society or post office accounts in the name of the Institute and to draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments connected with the business and affairs of the Institute.
- n)** To raise or borrow money in such manner as the Institute may think fit.
- o)** To invest the funds of the Institute which are not immediately required upon such security as may from time to time be determined.
- p)** To control the overall running of the Institute in Zimbabwe by acting as necessary to prevent infringements of and to enforce the statutes, regulations of the Institute, FIG and all laws to protect the Institute from being abused.
- q)** To promote the organizational structures of the Institute.
- r)** To ensure compliance with the set tariff.
- s)** To market the Geomatics industry and all its practitioners.
- t)** To do all acts and things as are incidental or conducive to the attainment of the above-mentioned objects.

#### **SECTION 4 AFFILIATION/MEMBERSHIP**

- a) Membership is open to all qualified personnel subject to compliance with the stipulations of membership application of the Institute. (Article 5)
- c) The Institute may appoint patrons of the Institute, the number of which shall be deemed by the affiliates.
- d) The Executive Committee on behalf of the Institute may apply for membership or affiliation to any other body provided that approval of such application has been granted by a two-thirds majority at a General Assembly.
- e) The Institute and its members shall at all times abide by and conform to the provisions of this constitution.
- f) Any member of the Institute who takes the Institute to court shall be suspended from the Institute or from participating in all activities of the Institute until the matter is concluded.

#### **SECTION 5 PROCEDURE FOR MEMBERSHIP**

##### **5.1 APPLICATION FOR MEMBERSHIP**

Application for membership shall be by recognized Professions and Practitioners

- a) Those individuals seeking membership of ZIG shall be required to submit:
  - i) ZIG Application form
  - ii) Certified copy of transcript/s
  - iii) Certified copies of certificate/s
  - iv) Certified copy of Identity card/ Residence and Work permit

- v) Curriculum Vitae
- vi) Payment of the prescribed joining fee
- b) An application should be made to the Executive Secretary of ZIG.
- c) Membership shall only be granted subject to all requirements being met.

## **5.2 DENIALS OR REJECTIONS OF MEMBERSHIP**

- a) Denial or rejection of application for membership may be effected under the following circumstances:
  - i) Membership shall be denied where the individual does not meet the minimum requirements as stipulated in the constitution.
  - ii) Membership will not be granted to individuals who are serving criminal offence until after one year of completing the sentence.

## **5.3 CANCELLATION**

- a) An affiliate whose membership has been cancelled may not participate in any activities of the ZIG.
- b) Any individual aggrieved by the decision of the Executive Committee to deny membership shall have the right to appeal to the Annual General Assembly (AGA) where members by two thirds majority of the members present and voting may grant or deny membership to the aggrieved.

## **5.4 SUBSCRIPTION FEES**

- a) Each member shall pay a prescribed joining fee to the Institute.
- b) There shall thereafter be payable an annual subscription fee which amount shall be prescribed by the members at the Annual General Assembly, held each year.

## **5.5 PROFESSIONAL SERVICE LEVY**

- a) Members shall be levied on paid services they provide.
- b) Rates for the levy shall be determined from time to time by the AGA

## SECTION 6 MEMBERSHIP

6.1 Member in good standing shall mean a member whose subscription for the year is up to date and has followed the rules of the institute as per the code of conduct and any other documents governing the institute.

A member in good standing shall have a right

- i. to vote at a General Assembly
- ii. to stand for any vacant position of the institute

6.2 There shall be eight grades of membership within the Institute as follows:

- Honorary
- Fellow
- Professional
- Technologist
- Graduate
- Technical
- Student
- Retired
- Affiliate

a. An **Honorary (HZIG)** member shall be a member of outstanding ability and achievement in Geomatics who has rendered significant service to Zimbabwe in relevant discipline.

- i. The Executive Committee may recommend to honorary membership any person, if such action is deemed in the best interest of the Institute. Election of an honorary member shall require a two thirds majority of those present at an AGA.
- ii. An honorary member shall be entitled to attend any meeting of his choice, but shall have no voting rights therein at Executive meetings.

b. A **Fellow (FZIG)** member shall have held the grade of Professional member for a minimum of ten (10) years and shall be elected to this grade by a 75 % majority vote of the Executive Committee.

c. A **Professional (PrZIG)** Member is a person eligible for election as a Professional member who is registered in a professional category with the Statutory Council and should hold a degree in Survey, Geomatics, GeoInformatics, Geodetic Engineering, Geographical Information Systems, Cartography, Remote Sensing or any equivalent program with a minimum of 2 years post experience professionally registered in his/her field of practice.

d. A **Technologist (PrTechZIG)** member shall hold a **minimum** of a Higher National Diploma (HND) in Survey, Geomatics, Geodetic Engineering, GeoInformatics,

Geographical Information Systems, Cartography, Remote Sensing or any equivalent program with minimum of 2 years' experience in the discipline of which he/she is a member. NB: BSc holder who has not yet registered to qualify as PrZIG applies in this category as well.

- e. A **Graduate (GrZIG)** member shall hold the necessary technical or academic qualification in Survey, Geomatics, Geodetic Engineering, GeoInformatics, Geographical Information Systems, Cartography, Remote Sensing or any equivalent qualification for admission to a higher grade while gaining the appropriate period of experience.
- f. A **Technical (TZIG)** member shall hold a national diploma in Survey, Geomatics, Geodetic Engineering, GeoInformatics, Geographical Information Systems, Cartography, Remote Sensing or any equivalent program with minimum of 5 years' experience in the discipline of which he/she is a member.
- g. A **Student (SZIG)** member shall be a person undertaking Survey, Geomatics, Geodetic Engineering, GeoInformatics, Geographical Information Systems, Cartography, Remote Sensing or any equivalent program at a Tertiary Institution.
- h. A **Retired (RZIG) member** shall be either a Full, Fellow or Honorary member who is no more practicing but is an active member of the Institute.
- i. An **Affiliate (AZIG) member** shall be a person/organization/establishment closely connected or related to the Geomatics profession. The affiliate member has no voting rights.

6.3 Notwithstanding the requirements of this rule, the Executive Committee shall have the power to grant a grade to a member of outstanding ability and achievement in Geomatics who has rendered significant service to Zimbabwe in a relevant discipline.

6.4 Any member whose annual subscription is more than three months in arrears will be deemed to have resigned from the Institute and his membership thus terminated.

## **SECTION 7 LEGAL PERSONA**

The Institute is a body corporate with perpetual secession capable of suing and being sued in its own name and of performing such acts as are necessary for or incidental to the achievement of its contents and the exercise of its powers or the performance of its functions and duties under this constitution or under any law of the Republic of Zimbabwe.

## **SECTION 8 MANAGEMENT/ GOVERNING BODY**

8.1 The Institute shall be governed at national level by the Executive Committee.

8.2 The Executive committee shall be a body elected at an Elective Annual General Assembly by the members in good standing present with the exception of students, Affiliate and retired members.

i) All members in good standing having at least two consecutive years membership shall be eligible to be elected to the Executive committee with the exception of student, Affiliate and retired members.

ii) Elections shall be held during the Elective Annual General Assembly

iii) Each member of the Executive committee shall serve in office for two (2) years and shall be eligible for re-election after the expiry of their two (2) years term.

## **SECTION 9 EXECUTIVE COMMITTEE**

a) The ZIG Executive Committee shall be constituted as follows:

- The President
- Deputy President
- Secretary General
- Deputy Secretary general
- Chapter Chairpersons (Article 10.8)
- Treasurer General
- Public Relations and Marketing Officer
- Events Manager

## **SECTION 10 POWERS AND DUTIES OF EXECUTIVE COMMITTEE**

The Executive Committee shall;

- a) Derive their mandate by virtue of their election to the various offices.
- b) Ensure the proper management of the Institute.
- c) Formulate and implement policies to ensure the attainment of its objectives as set out in this constitution subject to approval by the General Assembly.
- d) Be responsible for the proper interpretation of the constitution and shall take all necessary steps to ensure the observance of the provisions of the constitution.
- e) Ensure that the decisions passed at the Annual General Assembly are carried out.

- f) Represent the Institute at all events, meetings, conferences of all bodies to which it is affiliated to.
- g) Manage the funds of the Institute and present book of accounts for the year ending at the Annual General Assembly (AGA).
- h) Have the power to formulate regulations and code of conduct in furtherance of the provisions of the constitution
- i) Have power to form various committees or sub-committees that will assist the Executive committee in discharging their functions efficiently and expeditiously.
- j) Have power to appoint Institute Legal Advisor and Executive Secretary.
- k) Have power to determine the duties of the Legal Advisor and the Executive Secretary.
- l) Have power to impose a fine on an individual which fine shall be reasonable taking into account the gravity of the transgression attracting such a fine.
- m) Have power to suspend or expel any member as per the recommendations of the Disciplinary Committee.
- n) Afford suspended member appropriate notification and proper hearing of the reasons of the disciplinary action as preferred against them in case of section (m).
- o) Present audited accounts at the Elective Annual General Assembly.

## **10.1 PRESIDENT**

The President shall

- a) Be the head of Zimbabwe Institute of Geomatics
- b) Be responsible for international relations and will represent the Institute at meetings of bodies it is affiliated to.
- c) Direct the affairs of the Institute through the Executive Committee and through his/her portfolio.
- d) Be the chairperson at all meetings of the Annual General Assembly and Executive Committee and shall have the power to convene meetings of the Executive as and when he deems it fit.
- e) Have the power to suspend or recommend dismissal of an individual(s) within the Executive Committee and sub committees.
- f) Be an authorized signatory to the Zimbabwe Institute of Geomatics financial and bank accounts, and any legal documentation.
- g) Have the power to delegate any duties to any member of the Executive Committee or Institute except the power to suspend or dismiss a committee member.
- h) Have the deciding vote in all matters needing voting for by Executive Committee.

## **10.2 DEPUTY PRESIDENT**

The Deputy President shall;



- a) Assist the President in all his duties and shall perform the President's duties in his absence or disability.
- b) Undertake other responsibilities that pertain to the portfolio of President that may be assigned to him by the President and the Executive Committee.

### **10.3 SECRETARY GENERAL**

The Secretary General shall

- a) be the head responsible for the day to day administrative affairs of the Institute.
- b) Perform the duties of the President and exercise all the duties and responsibilities of the President in the absence or disability of the President and the Vice President as directed by this constitution.
- c) Ensure that proper records are maintained including minutes, statutory documentation and all relevant material/information.
- d) Be responsible for the Institute correspondence and shall ensure that the Institute records are properly documented.
- e) Ensure that notices of meetings and agenda are sent to members.
- f) Ensure that an up to date register of the Institute's members is maintained.
- g) Be an authorized signatory of the Institute's account.
- h) Ensure that a procedures manual is always in place and is strictly adhered to.
- i) Present reports at General Assembly, Executive meetings and as and when required to do so at any event.
- j) Shall from time to time perform any duties as may be delegated by the Executive Committee.
- k) Have the power to delegate some of his duties to the Deputy Secretary General

### **10.4 DEPUTY SECRETARY GENERAL**

The Deputy Secretary General shall;

- a) Assist the Secretary General in all his/her duties and shall perform the Secretary General's duties in his/her absence or disability.
- b) Undertake other responsibilities that pertain to the portfolio of Secretary General that may be assigned to him/her by the President and the Executive Committee.

### **10.5 TREASURER GENERAL**

- a) Shall keep and maintain proper books of accounts for income and expenditure and balance sheet in such detail as the Executive Committee may require.
- b) Shall ensure that creditors are paid timeously and debtors followed up.
- c) Shall ensure that subscriptions and other monies due to the Institute are collected timeously.
- d) Shall ensure that an up to date inventory of property and other assets of the Institute are kept.

- e) Shall ensure the preparation and presentation of the statement of account of the Institute at each official meeting of the Executive Committee and at the end of the financial year.
- f) Shall be the chairperson of the Finance Committee
- g) Shall be authorized signatory of the Institute account
- h) Shall be responsible for an independent audit of the ZIG financial report by an independent auditor approved by the Institute Executive Committee.
- i) Shall from time to time perform any duties as may be delegated by the Executive Committee.

## **10.6 PUBLIC RELATIONS AND MARKETING OFFICER**

- a) Shall be responsible for ZIG marketing plan and program.
- b) Shall be responsible for the management and soliciting of sponsorship for all ZIG activities and events.
- c) Shall be the Public Relations Officer for the Institute.
- d) Liaise with sponsors and other stakeholders.
- e) Shall arrange and co-ordinate Institute merchandising.
- f) Shall develop the Institute communication and marketing policies and ensure that they are updated regularly and adhered to.
- g) Shall from time to time perform any duties as may be delegated by the Executive Committee.

## **10.7 EVENTS MANAGER**

- a) Shall organize events such as conferences, training workshops and social functions on behalf of the Institute
- b) Shall from time to time perform any organizing duties as may be delegated by the Executive Committee.

## **10.8 CHAPTER CHAIRPERSON**

- a) The Institute shall have the following chapters each headed by a Chapter Chairperson:
  - i) GIS & Cartography
  - ii) Photogrammetry & Remote Sensing
  - iii) Engineering Survey
  - iv) Cadastral Survey
  - v) Mine Survey

- b) The chapter
  - i) Shall be responsible for the drafting management and implementation of the Institute technical development plan.
  - ii) Shall be responsible to ensure that international standards of Geomatics are maintained.
  - iii) Shall initiate continuous professional development courses for various areas of the chapter.
  - iv) Shall make progress reports to the Executive Committee on quarterly basis. The chairperson is the representative in the Executive Committee.
  - v) Shall oversee the selection of sub committees within that chapter.
  - vi) Shall ensure that a code of conduct for all affiliates exists and shall ensure that it is adhered to.
  - vii) Shall be responsible for recording, copywriting of all video, photo and printed material.

## **SECTION 11 SUB COMMITTEES**

There shall be the following Sub Committees;

### **a) Chapter Sub Committees**

- i) There shall be five (5) Chapter Sub Committees
- ii) Each Sub Committee shall consist of not more than six (6) personnel; including the Chapter chairperson, deputy chairperson and secretary.
- iii) The Chapters Sub Committee shall draw up a list of their objectives and aims and have the chapter chairperson submit them to the Executive Committee on their behalf.
- iv) Shall be tasked with developing envisaged training programs
- v) All decisions made by the Chapters Committee shall be passed by a simple majority and the chairperson shall cast the deciding vote in such meetings.

### **b) Advisory Council**

The committee will be responsible for;

- i) Giving general direction to the Institute and guidance to the Executive on matters of principle and objectives of the Institute provided that it shall not have any authority over administrative decisions taken by the Executive.
- ii) Providing mentorship to the members of the Institute
- iii) The members shall be nominated by the Institute at the Annual General Assembly.

- iv) Making recommendation for nominees to the Council shall be drawn from Fellow and Honorary members of the Institute

**c) Geomatics Youth Network**

The committee will be responsible for;

- i) Establishing a network of Geomatics students and youth.
- ii) Development of a resource-based network that facilitates youth-based projects, initiatives and services. This shall inspire innovation and professional development through an open-source program.
- iii) Seeking to affiliate with international Geomatics Youth Organisations and relevant professional Institutes.
- iv) Supporting the recruitment of youth and student members to the Institute.
- v) Training and development of youth in order to support the development of youth personnel across the Geomatics field of study and profession.

**d) Finance Committee**

The committee will be responsible for;

- i) Prepare the Institute Finance Strategy
- ii) Fund raising for the Institute
- iii) Facilitating an independent audit of the Institute Financial report by an independent auditor approved by the Institute Executive Committee.
- iv) The management of the financial affairs of Institute
- v) Preparing annual budget for the Institute

- e) The executive shall appoint any other Committee as and when necessary.

**SECTION 12 COMMUNICATION AND PUBLIC RELATIONS**

All communication for or by the Institute shall be done by authorized officials. Any member who does anything to the contrary will have committed an offence liable for disciplinary action.

**SECTION 13 MEETINGS**

**13.1 ANNUAL GENERAL ASSEMBLY (AGA)**

- a) An Annual General Assembly (AGA) of affiliates shall be held in every calendar year, not later than 30<sup>th</sup> May of every year, at such place as the Executive Committee shall determine.
- b) The Annual General Assembly shall be attended by fully paid up members of the ZIG who shall have voting rights with the exception of students and retired members.
- c) Non ZIG members may attend as observers by invitation.
- d) At all Annual General Assembly, the President shall chair the meeting, in his absence the Vice President shall preside as President. In the absence or inability of both, the Secretary General will chair the meeting.
- e) At the Annual General Assembly, all portfolios shall present reports.
- f) The Annual General Assembly shall direct the Executive Committee on matters of policy of ZIG.
- g) The Annual General Assembly shall form a quorum by being constituted by 2/3 (two-thirds) of the of the members subscribed for the current year.
- h) Decisions of the Annual General Assembly shall be carried by a two-thirds (2/3) majority of the members present and voting.
- i) The Annual General Assembly shall elect the Executive Committee for a two (2) year term as contained in Article 8.
- j) The voting shall be by secret ballot.
- k) Nominations for the positions of the Executive Committee shall be received from individual members at least 30 days before the elective Annual General Assembly, by the Secretary General or whosoever is directed to act as Elections Supervisor by the President, whom shall inform the members of the respective nominations received for consideration by members.
- l) Notwithstanding (j) above, the General Assembly may adopt other methods and systems of nominations and time frames.

### **13.2 EXTRAORDINARY / SPECIAL GENERAL ASSEMBLY**

- a) May be called to discuss urgent and unforeseen emergencies affecting the ZIG and may be called by:
  - i) The President and/or Executive Committee
  - ii) Where 2/3 (two thirds) of fully paid up members of ZIG petition for a Special meeting, a meeting shall be convened.
  - iii) Where a Committee member is dismissed, resigns, dies or is otherwise rendered unavailable in the first  $\frac{3}{4}$  (first quarter) of the year following an election, the President shall call a special General Assembly for a bye-election. Where the above circumstances occur in the last  $\frac{1}{4}$  (last quarter) of the office year, the President may assign the duties of the vacant post to a caretaker until next election.

### **13.3 POWERS OF THE ASSEMBLIES**

The Assemblies shall be the ultimate authority on all matters of and concerning the Institute and shall have inter alia, the following powers and functions:

- a) To approve proposed amendments to the Constitution in terms of the laid down procedure.
- b) To lay down policy to be observed by all members, organs, officers and officials of the Institute, no one exempted.
- c) To elect the Executive Committee
- d) To do any and all things, which in their absolute discretion are necessary, expedient and required for the further attainment of the objects of the Institute.
- e) To approve Books of Accounts and audited accounts

### 13.4 NOTICES

- a) Members of the Institute shall be notified of meetings of the Annual General Assembly by the best means possible at least **forty-five (45) days** before the date of the Annual General Assembly by the Secretary General.
- b) In case of an Extraordinary or Special General Assembly notice shall be given to all members by the best means possible **five (5) days** before the meeting is called by either member of the Executive Committee or nominated candidate by the Executive Committee. Or if the meeting is called by the general membership of the ZIG, a representative of the affiliates calling for the meeting.
- c) Notices shall be sent with any or all of the following documents:
  - i) The proposed agenda
  - ii) Motions, if any, for consideration by the meeting at least 14 days prior to the meeting.
  - iii) Audited statements of accounts of the Institute for the period since the last AGA.
  - iv) Minutes of the last General Assembly
  - v) Nominations list received for positions in the Executive Committee
  - vi) Any other material, which, in the absolute discretion of the Executive Committee ought to be included.
- d) In the event that any matters or materials to be included with the notice have been omitted, the AGA may, upon the agreement of 2/3 of the members present and voting, consider it nevertheless.
- e) In the event that an Extraordinary/ Special meeting is called, such notice shall contain and include:
  - i) The proposed agenda
  - ii) The motions to be considered by the meeting
  - iii) Any documents motivating the motions to be considered.

### 13.5 QUORUMS

- a) At meetings of the Executive Committee, two thirds (2/3) majority of members shall form a quorum and must include either President or in his absence the Vice President who shall chair the meeting.

- b) Members of the Executive Committee who miss five (5) consecutive calendar meetings even when apologies are rendered will be deemed unavailable, hence their position(s) being declared vacant.
- c) At the Annual General Assembly, two thirds (2/3) majority of members registered with the Institute and who are present and eligible to vote shall form a quorum.
- d) In the event of a quorum not being present, another Annual General Assembly will be held within a period of twenty-one (21) days, from the date at which the first quorum was adjourned, which meeting shall take place with or without quorum.
- e) At an Extraordinary General Assembly two thirds (2/3) majority of members registered with the Institute and who are present and eligible to vote shall form a quorum.
- f) If a quorum is not formed, another meeting will be convened within seven (7) days from the date at which the first meeting was adjourned, which meeting shall take place with or without a quorum.

### 13.6 VOTING

- a) Only fully paid up members of ZIG present at meetings shall vote with the exception of students and retired members.
- b) Resolutions of the Annual General Assembly shall be passed by two thirds (2/3) majority of the members present and voting unless otherwise stated.
- c) Voting for office bearers shall always be by secret ballot.
- d) At meetings, voting shall be by show of hand with each member present having 1 vote.
- e) The President shall, if the need arise have a deciding vote.

### 13.7 AGENDA

The agenda for the meeting of the AGA shall include inter alia:

- i) A roll call of members present as per the day's registration
- ii) The reading of the minutes of the previous meeting
- iii) A discussion of matters arising from the previous minutes
- iv) Adoption of such minutes
- v) Report by the President of the Institute
- vi) Report by Secretary General
- vii) Report by the Treasurer
- viii) Motions (if any)

### 13.8 MOTIONS

- a) Motions to be considered at the Annual General Assembly shall be forwarded to the Secretary General not later than **thirty (30) days** before the date of the AGA.
- b) Only motions that have been sent to the Secretary General may be discussed at the AGA, provided that those motions considered as urgent arising out of the business of that meeting may be discussed.

## **SECTION 14 DISPUTE RESOLUTIONS**

- a) This section sets out clearly the formal appeal structure of Institute with regard to members' grievances and their resolution during the tenure as a member.
- b) All members are entitled to appeal through the stipulated channels.
- c) Disputes occurring in the administration or interpretation of the Constitution or any policy decision of the AGA will be resolved through the Disciplinary Committee provided for in this Constitution.

## **SECTION 15 DISCIPLINARY AND APPEAL STRUCTURES**

- a) The following Structures shall exist:

- i) Disciplinary Committee
- ii) Appeals Board

### **b) Appointment of the Disciplinary Committee**

- i) A disciplinary Committee shall be appointed by the Executive Committee when the need arises and the Legal Advisor shall be an ex officio member.
- ii) The President shall appoint a member in good standing to chair the committee.
- iii) The Committee shall consist of the appointed Chairperson, legal Advisor, two members, the relevant chapter chairs and an Executive Secretary.

### **c) Appointment of the Appeals Board**

The appeals Board shall be a standing committee for a two-year term

- i) The Annual General Assembly shall appoint the Appeals Board, which shall comprise of the Legal Advisor, Executive Secretary and five (5) elected members
- ii) The Board shall nominate its own chair.
- iii) A member shall have the right to appeal to the Appeals Board as provided for by the Constitution

## **15.1 STEPS/PROCEDURES IN DISPUTE RESOLUTION**

- a) The President must, as soon as is reasonably possible,
  - i) when a complaint, charge or allegation of improper conduct has been brought against a member; or



- ii) when the committee has reasonable grounds to suspect that a member is guilty of improper conduct;

appoint the relevant chapter head to investigate. The Executive Committee shall take the decision of whether to suspend the member while investigating depending on the severity of the matter for no longer than 3 months.

- b) During suspension, the member shall not be legible for any benefits of the Institute
- c) Upon completion of the investigation, the chapter head will inform the President who shall then constitute a Disciplinary Committee according to Article 14(b)
- d) The member shall be invited for a hearing by writing not later than 7 days before the hearing including particulars of the alleged offence, time and date of hearing. Not less than 3 days before the hearing of the affected party shall submit any response regarding the alleged offence.
- e) The Disciplinary Committee will make decisions on matters before it and on hearings the affected party may be represented if they so wish.

## **15.2 APPEALS**

- a) If any of the parties feel aggrieved by the decisions of the Disciplinary Committee they may appeal to the Appeals Board within seven (7) days of receipt of the written verdict.
- b) The Appeals Board will inform the aggrieved party of the time and place of the hearing and will listen to submissions by the affected parties within fourteen (14) days of receipt of the appeal. They will deliver a verdict within four (4) days of sitting in writing to the affected parties.
- c) All parties are free to be represented.
- d) Appeals Board's decision will be final
- e) The Board shall hand the verdict to the executive for penalty.

## **SECTION 16 OFFENCES**

- a) The Institute may in addition to the regulations established by the Executive Committee create additional offences that may be punishable under this Constitution. These offences shall apply to all and shall include even Executive Committee members.
- b) The following shall be offences under this Constitution:
  - i) Failure to attend three consecutive scheduled meetings of the Institute

- ii) Breach of statutory laws and other instruments governing the Geomatics profession.
  - iii) Acts of violence or threats of violence within the confines of the profession whether such act(s) or threat(s) of violence are committed by affiliate members of the Institute.
  - iv) The use of abusive and or insulting language by an affiliate member to another member, whether such abusive or insulting language is spoken within the confines of the Institute.
  - v) Use of abusive or insulting language and acts of violence or threat to member of the public within the confines of the profession.
  - vi) None compliance to the standing set tariff.
  - vii) Misrepresentation of the Institute Mission, Vision and Mandate by way of false utterance, publication and/or identification.
- c) Notwithstanding the above, the General Assembly may at any time repeal, amend, append or create other offences.

## **SECTION 17 PENALTIES FOR MISCONDUCT**

The Executive Committee shall have the power to discipline a member if it has determined that the member's conduct has seriously damaged the image or smooth running of the Institute/profession.

- a) The Executive Committee may punish the offending member by fining and/or suspending him from all Institute activities.
  - i) The fine cannot be greater than a fee prescribed by the AGA. If no fine has been prescribed by the AGA then the Executive Committee may impose a fine not exceeding five (5) times the annual subscription fee payable by members.
  - ii) The suspension may not be longer than twelve months.

## **SECTION 18 IMMUNITY**

The Executive Committee and any members of other sub Committees set up by the Executive Committee, shall not be liable to any action or proceedings for damages on the grounds of defamation or otherwise in the bona fide execution of their duties.

## **SECTION 19 REGULATIONS**

- a) The Executive Committee or any of its committees may make regulations dealing with the affairs of the Institute, discipline and procedural matters subject to approval by the members at a General Assembly.
- b) Notice of any proposed regulations shall be given to members at least one (1) month before the Annual General Assembly at which the regulations are to be considered.

## **SECTION 20 AMENDMENTS**

- a) The Constitution of the Institute and the Regulations hither to referred to, may be amended at the Annual General Assembly of the Institute of which one (1) month notice in writing has been given all members of the Institute, the notice setting out fully the proposed amendments and which amendments is approved at the Annual General Assembly at least two thirds (2/3) majority vote fully paid up members present.
- b) Amendments can only be effected after the approval by the Annual General Assembly.

## **SECTION 21 MEMBERSHIPS OF OTHER ORGANISATIONS**

The Institute may apply for membership of other Organization's whose objectives are not inconsistent with those of the Institute.

## **SECTION 22 VOTE OF NO CONFIDENCE**

- a) In the event that majority of members of the Executive Committee are aggrieved by, or are at serious variance with an office bearer(s), a vote of no confidence may be passed on that office bearer(s). A vote of no confidence shall be passed by the majority of the members of the Executive Committee.
- b) In the event that the majority of members of the Institute are aggrieved by the majority of the office bearers of the Executive Committee, a vote of no confidence may be passed.
  - i) Where the majority of members are aggrieved by, or are at serious variance with the majority of the office bearers of the Executive Committee, majority referred to shall be  $\frac{3}{4}$  of the registered members of the Institute, who may pass a vote of no confidence on the Executive Committee.
  - ii) Where the majority of members are aggrieved by an office bearer of the Executive Committee, the majority referred shall be a simple majority of  $\frac{2}{3}$  of the registered members of the Institute, who may pass a vote of no confidence
  - iii) Where a motion of no confidence is sought to be made, notice of such motion shall be communicated to the office bearer(s) concerned through the Secretary General, and such notice shall follow the format provided for in Article 12.8 (b) as amended. An extraordinary /special meeting shall be called to discuss the motion of no confidence.
- c) When such a vote has been passed, the executive will recommend to the General Assembly the vacation of office by the office bearer and a new member elected.

## **SECTION 23 POWERS OF THE GENERAL BODY**

- a) In the event the Executive Committee or any other body cannot solve a problem concerning the affiliate member, the general body has the power to resolve the problem.
- b) The decision shall be based on a majority vote.
- c) The decision adopted shall not in any way contravene the provision(s) of any law(s) in Zimbabwe.

## **SECTION 24 EXECUTIVE COMMITTEE TRANSITIONS**

- a) In the event of the duration of the Executive Committee coming to an end, a new one elected, the former committee and the current have a responsibility to perform a smooth transition between themselves.
- b) Transition from old committee to the new one should ordinarily take fourteen (14) calendar days.
- c) Any delay in transition beyond the stated 14 calendar days will constitute professional misconduct unless there is a written explanation on what is causing it.

## **SECTION 25 DISSOLUTION**

- a) The Institute can only be dissolved by a three quarter (3/4) majority of all members present and voting at an Annual General Assembly.
- b) Upon such dissolution, a liquidation of the Institute shall be effected and all assets will be donated to a charity organization of the institute's choice.
- c) Such resolution to dissolve the Institute shall also be communicated to relevant authorities according to the Laws of Zimbabwe and notice shall be given to the members of the public through media of such dissolution.
- d) The Executive Committee or any other appointed committee may be dissolved by two thirds majority of the eligible members at a General Assembly.