

DATA SCIENCE ZIMBABWE CONSTITUTION

Version	Effect Date	Amendment	Author
1.0	8 Dec 2018	Initial release - Draft	L.Mutambanengwe
1.1	1 Jan 2019	Initial release - Final	L.Mutambanengwe

ARTICLE I. NAME AND PURPOSE

Section A. NAME AND CONSTITUTION

Part 1. The official name for this organization is **DATA SCIENCE ZIMBABWE**.

Part 2. This organization is constituted as a **common law universitas** in accordance with the Private Voluntary Organizations Act [17:05] of the Republic of Zimbabwe.

Part 3. This organization will use the name or its acronym, **DSZ**, in all publicity materials and correspondence.

Section B. PURPOSE

The purpose of this organization is to:

Part 1. Explore issues and promote opportunities related to the fields of (but not limited to) data science, machine and deep learning and artificial intelligence, blockchain and quantum technology within Zimbabwe, by getting involved in policy regarding science and technology education, innovation and entrepreneurship and organize for the wider appreciation of progressive computing technologies among the population of Zimbabwe.

Part 2. Help Zimbabweans, persons or entities, incorporated or unincorporated, interested in the fields to create opportunities for solving problems in our environment, leveraging on the relevant tools and techniques of fields mentioned in (1) above, through establishing links with private and public organizations and academic institutions and providing for means to upskill Zimbabwean people in the same fields stated above.

All activities of this organization must be directed toward this purpose.

ARTICLE II. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. All registered members of the organization, in accordance with the constitution are eligible to be voting members.

Section B. RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

Part 2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to uphold the requirements of conduct of membership.

Part 2. Withdrawal from membership can be in writing using any one of the prescribed channels.

ARTICLE III. BOARDS, STEERING COMMITTEE and EXECUTIVE OFFICERS

Section A. Board of Advisors

The Board is convened to manage the operations of the organization. The Board is comprised of 1) Founding members of the organization 2) Expert advisors. (see ARTICLE VII of the Constitution)

The Board of Advisors will effectively provide Steering Committee responsibilities, until such a time that the organization is capable of holding elections to substantively assume the positions. At that time, a Board of Trustees, constituting of founding members and advisors shall be convened to govern, and provide responsibility for the overall direction of the organization.

Section B. STEERING COMMITTEE (henceforth Committee)

Part 1. The committee is responsible for charting the operational term strategy of the organization, in line with the objectives and vision of the organization.

Part 2. The portfolios represent the core areas of oversight of the board members. Each portfolio will have subcommittees/project teams made up of the members of the organization.

Part 3. The Committee Member responsible for Administration, is tasked with the day to day running of the organization and reporting to the board as necessary. The Officers, introduced in Section D, below, report to him directly.

Part 4. The Committee sits quarterly.

Section C. STRUCTURE OF THE STEERING COMMITTEE

The Committee will be set up as follows:

- i. Chairperson
- ii. Member in Charge: Research and Innovation
- iii. Member in Charge: Skills Development and Social Responsibility
- iv. Member in Charge: Partnerships and Networks
- v. Member in Charge: Administration and Organizing

Section D. OFFICERS

Treasurer/Accountant

Events Co-ordinator

Digital Media Officer and/or WebMaster

Secretary

Other personnel as relevant e.g Project and Team Leads, Liaison Officers, Mentors etc etc.

Section D. DUTIES OF OFFICERS

Part 1. The Administration Officer/Organizing Secretary will be responsible for the daily operations of the organization as well as chair all meetings of the administration and will call special meetings as needed.

Part 2. The Events Coordinator will direct the planning of the organization's events and programs.

Part 3. The Treasurer will oversee all the bookkeeping aspects of the organization, and ensure the maintenance of the relevant paperwork.

Part 4. The Secretary will take, record, and file meetings minutes; produce all official correspondence for the organization, and maintain records as such.

Part 5. The Digital Media Officer and/or WebMaster is in charge of the social media accounts of the association as well as the upkeep and maintenance of the website.

Section E. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All Committee members, and candidates thereof, must be current members of the Organization.

Part 2. Officers and candidates for administrative offices can be current or non-current members of the organization, since their jobs are full time.

Section F. NOMINATIONS AND ELECTIONS FOR COMMITTEE

Part 1. Nominations for committee members will be taken from the floor of the first biennial general meeting of the election financial year up to 3 months before the last meeting.

Part 2. Any member may nominate any other member, including himself or herself.

Part 3. Debates and elections will be held of the last biennial general meeting of the financial year.

Part 4. A simple majority vote of the quorum present at that meeting will be sufficient to elect a board member. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

Section G. REMOVAL FROM OFFICE

Part 1. Committee members may be removed from office for failure to perform duties or for violation of membership clause through a vote of no confidence by the members of the organization.

Part 2. Committee members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the special meeting at which the vote will be taken.

Part 3. A two-thirds majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Part 4. Any committee member may resign by submitting a letter to the Board and Committee.

Section H. TERMS OF OFFICE FOR COMMITTEE

Part 1. The term of office shall be of length 2 years.

Part 2. A candidate can serve for a maximum of 2 terms.

Part 3. A term of office shall be from the last biennial meeting to the last biennial meeting of consecutive election years.

Part 4. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office. IF THE VACANT POSITION IS THE ORGANIZING SECRETARY, THE CHAIRPERSON CAN NOMINATE AN OFFICER TO TEMPORARILY ASSUME THE RESPONSIBILITIES, IN CONSULTATION WITH OTHER COMMITTEE MEMBERS.

ARTICLE IV. MEETINGS

Section A. Regular committee meetings will be held the 2nd Wednesday of every quarter.

Section B. Special meetings may be called by any combination of three of the committee members. Notice of special meetings must be communicated to all members at least 72 hours in advance of the meeting.

Section C. To conduct business at any meeting, at least one third of the entire voting membership must be present to form quorum.

ARTICLE V. SUBCOMMITTEES

Section A. SUBCOMMITTEES

Part 1. The Committee portfolios have subcommittees/project teams of the organization's members that work on issues relating to or projects under that portfolio. This is to ensure participation by all members in the work of the organization.

Part 2. The composition, chairs and mandates are to be discussed, recorded and maintained.

Section B. OTHER COMMITTEES

Part 1. Other committees may be set up to fulfill a particular mandate, as seen fit by the board.

Part 2. In appointing such committees, committee members must specify the purpose and chair or co-chair (or team/project lead) of that committee, and establish its duration.

ARTICLE VI. AFFILIATIONS

The organization will seek to partner with established entities, to facilitate the fulfillment of its objectives. These may be educational institutions, corporate entities and public, private and civil organizations. However the following applies:

Part 1. This organization (DSZ) is constituted as a **common law universitas** of the Republic of Zimbabwe.

Part 2. In all correspondence and business transactions, it will refer to itself as a separate legal entity.

Part 3. The organization accepts full responsibility for all activities it organizes, sponsors and programs implemented.

Part 4. The organization agrees to abide by all rules and regulations that apply.

ARTICLE VII. ADVISORY BOARD

Section A. ADVISORY REQUIREMENTS

Part 1. This organization may appoint advisors to ensure the long-term viability of the organization by imparting their experience and in their respective fields of expertise.

Section B. DUTIES

Part 1. The advisor must sign the recognition application each year.

Part 2. An advisor may not vote in **DSZ** matters, hold office or unduly influence decisions of the organization.

ARTICLE VIII. BY-LAWS AND AMENDMENTS

Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of **DSZ**.

Part 2. This constitution takes precedence over any and all by-laws.

Part 3. The Republic of Zimbabwe laws take precedence over this constitution and any and all by-laws.

Section B. AMENDMENTS

Part 1. This constitution can be amended by a **two-thirds vote** of the entire membership at a regular meeting of **DSZ**.

Part 2. Notification of such a motion must be made to members **at least one** meeting in advance of the one in which the actual vote is taken.

Part 3. All amendments shall be filed with through the Office of the Board within two weeks of adoption by the organization.

ARTICLE IX. FINANCIAL MATTERS

Section A. RESPONSIBILITIES

Part 1. **All financial matters will be approved by the Administration Officer as proxy for the Committee.**

Part 2. Financial statements shall be presented to the Board and Committee, by the 2nd Friday of every month.

Part 2. The organization shall have independent personnel audit the financial records of the organization as agreed by the Board and Committee and in line with any regulations.