

## **CONSTITUTION OF THE MATHS AND SCIENCE DEVELOPMENT CENTRE**

**1.** The name of this institution (an academic association) shall be “**MATHS AND SCIENCE DEVELOPMENT CENTRE**”

### **2. PURPOSES**

The purpose of this institution is to promote Science and Technology by supporting learners’ and teachers’ enthusiasm, skills and knowledge.

### **3. AIMS**

The Institution aims:

- a) to organise meetings and relevant events
- b) to foster interest in Science and Technology
- c) to provide opportunities and facilities to support scientific interest and innovation
- d) to encourage a spirit of technical co-operation and knowledge sharing.
- e) to liaise with other organisations who share these aims

### **4. MEMBERSHIP**

Membership in this institution shall not be denied to any learner in Zimbabwe on the basis of race, religion, gender, political affiliation or physical handicap.

**5.** There shall be three classes of members:

a) Full Member: Full membership is limited to learners and teachers of all Zimbabwean Secondary Schools. Any eligible learner or teacher in Zimbabwe who completes and signs a membership application shall be a Full Member upon filing the application with the institution’s secretary.

b) Associate Member: Any eligible person who is not entitled for full membership shall be an associate member upon submitting a membership form to the institution secretary.

c) Honorary Member: Any person giving outstanding service to the institution may be voted in for honorary membership.

**6.** Any member may use institution facilities and equipment on such conditions as determined by the committee.

**7.** Any member may be suspended or expelled from the institution for conduct obviously contrary to the Constitution of the institution or for conduct that impairs the rights of the members to enjoy the benefits of the institution.

## **8. OFFICE BEARERS**

The committee of the institution shall consist of at least 4 members, viz.

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Treasurer

## **9. Powers and Duties of Committee members:**

a) The Chair shall preside at all meetings of the institution. He /She shall be the official spokesperson of the institution, representing the policies, views and opinions of the institution in its relations with the school and community at large. He/ She has further powers and duties as prescribed by the institution.

b) The Vice Chair presides at the institution meetings in the absence of the Chair. He/ She performs all legal duties assigned by the Chair. He/ She notifies all members of the institution's meetings.

c) The Treasurer handles all financial affairs and budgeting of the institution. He/ She maintains accounts in the institution's name that requires signature of both the Treasurer and Chair. All disbursements for more than US\$500.00 require a majority vote approval of the institution.

d) The Secretary takes minutes at all meetings of the institution, files minutes and submits required copies to all institution members. He/ She is responsible for all institution correspondence and keeps copies of all correspondence on file. He/ She acts as historian and maintains all records of the institution.

**10.** The committee may co-opt other members if deemed necessary.

**11.** The period of office of the committee shall be from 01 January to 31 December. Should a new committee not be elected before 31 December, the old committee shall continue in office until such time as it is elected as stipulated under "ELECTIONS" POWERS OF THE COMMITTEE

**12.** The committee shall have full power to act on behalf of the institution, except where limited by this Constitution

**13.** Any expenditure by way of sponsorship or assistance to any person or persons shall be referred to a special general meeting.

## **14. ADVISORS**

A lecturer of the University of Zimbabwe may be assigned to work with this institution as an advisor(s).

**15.** The advisor(s) will serve a term of one academic year and is selected at the same time as the committee members of the institution.

**16.** The advisor(s) may be removed by a two-thirds vote of the membership at a regularly scheduled institution meeting.

## **17. FINANCIAL MATTERS**

This institution can choose to charge membership fees. Assessments are determined each school year by a quorum of the membership at its regularly scheduled institution meeting. This quorum must consist of the full committee as well as at least two-thirds of the membership.

**18.** The income and expenditure of the institution shall be applied solely towards the objectives of the institution as laid out in this Constitution, and no portion shall be paid by way of profit to any members of the institution. However, any member may be reimbursed for any expense incurred on behalf of the institution.

**19.** In the event that the institution should disband, all assets will be turned over to Guhune Secondary School, to be used to promote Science and Technology among learners.

**20.** True accounts of all income and expenditure of the institution must be kept. A financial statement must be published within 30 days of the end of the institution's fiscal year. The books shall be available for inspection by any member.

**21.** The committee shall decide the club's fiscal year.

## **22. DISCIPLINE**

The institution shall abide by the rules and regulations as may be developed by its administration from time to time.

**23.** The committee will deal with infringement of these rules and regulations. The maximum penalty imposed by the committee shall be expulsion from the institution.

**24.** Appeals against the decision of the committee shall be in the form of a special general meeting requested in accordance with this Constitution by the persons appealing.

## **25. GENERAL MEETINGS**

General meetings are held to:

- a) Obtain institution approval on matters beyond the jurisdiction of the committee.
- b) To keep members informed of the institution activities.
- c) To report on minutes of committee meetings.
- d) To provide a social meeting place for its members.

**26.** General meetings shall be held at least bimonthly as determined by the committee.

**27.** The committee shall determine the venue.

**28.** No notification of a general meeting is necessary provided it is taking place at its usual venue and at its usual time. Otherwise at least seven days' notice shall be given in writing advising of any changes.

**29.** General meetings shall be chaired by the Chair of the committee or failing him, in sequence, one of the following: Vice Chair, Secretary, Treasurer, any other co-opted member chosen by those present.

### **30. ANNUAL GENERAL MEETINGS**

The AGM is held in order to elect office bearers.

**31.** It is held at the usual general meeting venue, date and time in December, or as soon as is practical thereafter.

**32.** Nominees for the committee may only be proposed and seconded by paid-up members.

**33.** Venue and notification are subject to the same rules as those of the general meeting.

### **34. SPECIAL GENERAL MEETINGS**

Special general meetings are held to draw attention to serious matters for which maximum attendance by members is required.

**35.** The committee may, whenever they deem fit, or shall on request made in writing by not less than 10% of the institution voting members, convene a special meeting. Any such requisition must state the object of the meeting to be called and must be signed by all the requesting members and handed to any member of the committee.

**36.** At least seven days' notice of any special general meeting shall be given in writing and sent to all members by the Secretary. Non-receipt of such a notice by any member shall not invalidate any resolution passed at the meeting.

**37.** The members present shall constitute a quorum.

### **38. COMMITTEE MEETINGS**

Committee meetings shall be held to conduct the affairs of the institution.

**39.** Committee meetings shall be held regularly as deemed necessary by the committee.

**40.** Fifty percent of the committee shall constitute a quorum provided that the quorum does not consist of fewer than three members.

**41.** The Secretary shall record the minutes of all committee meetings. The chairman shall approve any such minutes by signing in the minute book.

### **42. ELECTIONS**

Committee members are elected once every school year. Elections are held at the beginning of each school year.

**43.** All committee members shall be available for re-election.

**44.** Any member is entitled to be elected as a committee member of the institution.

**45.** At least one week's notice will be provided for any meeting at which an election is held.

**46.** Only paid-up members shall be allowed to vote. Voting shall be by a show of hands, unless otherwise requested and seconded by voting members.

**47.** The Secretary shall record both the motion and the number of votes.

**48.** Any member may appoint a proxy. This must be done in writing and presented to the electoral officer before the meeting.

**49.** Petition by one-third of the total number of members is cause for a recall election. The offence must be stated in writing and submitted by a member. After the offence is submitted to the institution, the offending committee member has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election". Recall requires an affirmative vote of two-thirds of the total voting membership.

**50.** In the event an elected committee member is unable to fulfil his/her term of office, there will be a "Special Election". Any eligible member, including those already holding office, can be nominated for a vacated committee member position.

### **51. AMENDMENTS TO THE CONSTITUTION**

Proposed constitutional amendment or changes will be presented, in writing, to the institution one meeting before this amendment is voted on.

**52.** Approval by two-thirds of the voting members present at a regular institution meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

**53. APPROVAL**

This constitution was approved on 20/01/2017 in Harare by two-thirds of the voting members present.