

**THE CONSTITUTION OF THE PREEMINENT LEADERS
FOR
NON-GOVERNMENTAL ORGANIZATIONS IN ZAMBIA**

Adopted on 7th July, 2022

CONSTITUTION

1.0 NAME

1.1 NAME

The name of the organization shall be PREEMINENT LEADERS therefore referred to as “PL or the organization”. The Organization shall be registered with the registrar of NGOs at National Youth Development Council at National level.

1.2 LOCATION

The organization shall have its head office in Lusaka Province; the address shall be P.O. Box 30766 Lusaka, Kabanana. Upon resolution by the directors, we may move the organization’s headquarters to any place in Lusaka Central as well as create branch offices as it shall deem necessary for the implementation of its activities and the achievement of its goals.

2.0 OBJECTIVES

2.1 VISION

Realizing the pull potential of promoting skills and talents, access to open information and the full participation of young people in national administration. Secondly, creating a sustainable economic growth for the nation.

2.2 MISSION

To create a healthy and productive environment for every member of the community.

2.3 MAIN OBJECTIVE

To promote skills and talent, helping the youths earn a living via their inner proficiency, rising young vibrant leaders by offering training, empowerment, exposure to life changing innovation and informing the public on issues that concern them.

2.4 SPECIFIC OBJECTIVES

The Organization shall have the following specific objects:

- a) To mobilize for resources and create educational opportunities for every member of the society
- b) To ensure that clear information is ratified to the public
- c) Help individuals earn a living via their skills and talent

- d) To support community led initiatives with focus on using sustainable technologies to enhance development
- e) To build capacity and educate more on youths taking key interest in national administration.

3.0 MEMBERSHIP AND GOVERNANCE

3.1 MEMBERSHIP

The membership of the organization is open to persons or institutions who subscribe to this Constitution and such other persons as the board of directors may from time to time admit members of the organization, therefore, a member shall cease to be a member of the org if:

- a) He gives one month notice in writing to the Board of Directors about their intention to reign from membership. Upon expiry of such notice, he/she shall cease to be a member of the organization.
- b) If he/she is removed from membership by the vote of not less than three-four executive members of the organization at an extraordinary general assembly of the organization specially convened and at which he has been given a reasonable opportunity of attending and being heard.
- c) Membership shall be voluntary but dependent on the level of involvement in fulfilling the organization's objectives.
- d) The chairperson can appoint and reappoint an executive member

3.2 RIGHTS AND DUTIES OF MEMBERS

FULL MEMBERS:

- i.** Attend the General Assembly and participate fully where possible
- ii.** Pay registration and annual subscription fees
- iii.** Explore Accounts of the organization
- iv.** Vote and stand for electable positions in the organization
- v.** Training programs organized by the organization

ASSOCIATED AND HONORARY MEMBERS:

- i.** Attend the General Assembly
- ii.** Participate fully where possible

- iii. Explore Accounts of the Organization
- iv. Access to information regarding new sources of founding
- v. Exemption of provincial registration fees
- vi. Act as ambassador of the Organization

NOTICE OF THE MEETING

A notice of meeting, typically incorporated with the agenda, is circulated to Committee members at least two days, and preferably a week before the meeting. Reasonable notice of meetings should also be provided to the public. This may be by publishing annually a schedule of meetings, or publishing a notice of meeting just prior to each meeting.

PUBLIC PARTICIPATION

All Committee meetings are open to the public.

The form of public participation at any Committee meeting is at the discretion of the Committee, and may vary from allowing the public to witness the Committee's proceedings to actively encouraging input into the discussion of items of general business.

Suggestions on managing public participation include:

- **Allowing question time at the start of any meeting;**
- **Accepting questions in writing for consideration either at the start of the meeting or as part of general business; and**
- **Encouraging deputations and petitions**

BY - LAWS

The Board may make by-laws, rules and regulations and may amend or rescind from time to time any such by-laws, rules or regulations provided they are not inconsistent with this Constitution. Any such by-laws, rules and regulations made, must be in the opinion of the Board, necessary or desirable for the proper control, administration and management of the Organization's operations, finances, affairs, interests, effects and property and the duties, obligations and responsibilities of the Members.

3.3 NUMBERS OF BOARD MEMBERS

The Board of Directors shall consist of:

- **The President**

- **The Vice President**
- **The Public Relations Officer**
- **The Secretary General**
- **The Finance Director**
- **Research Director**
- **Director of Acts**
- **Advisors**
- **Two other members**

3.4 FIRST APPOINTMENT TO TH BOARD

The interim members of the board shall be appointed in writing by the subscribers to this Constitution.

3.5 OTHER APPOINTMENTS TO THE BOARD

The board may from time to time and at any time appoint any member of the organization in case of vacancy or way of addition to the board provided that the prescribed maximum is not thereby exceeded and provided also the proposal to appoint any new member of the board under this section shall set out in a formal resolution forming of the notice convening the board meeting.

DURIES OF OFFICE BEARERS/OFFICIALS

President:

- **Shall be Chairman of all meetings of the Central Council and the Working Committee and can preside over any other Committee meeting.**
- **Shall preside at the Annual Conference and all meetings of the Association.**
- **Shall guide and control the activities of the Association.**
- **Shall regulate the proceedings of the meetings and Conference, interpret the**
- **Rules and Bye-laws and decide doubtful points.**
- **Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.**

Vice-Presidents:

- **The Vice-Presidents shall help in the organization of Branches by making tours and addressing members and other personnel etc.**
- **The Vice-President receiving the largest number of votes shall be called the Vice-President and shall preside at the Annual Conference in case the President is absent.**
- **The Vice-President shall preside over the meetings of all Committees and Sub-Committees in case the President is not present.**
- **The other Vice-Presidents in order of precedence based on the number of votes they receive, shall take up the functions of the Vice-President.**

Secretary General

- Shall have the overall charge of all Offices of the Association (Headquarters and Journal Offices and Offices of other publications).
- Shall conduct all correspondence.
- Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- Shall get prepared by the Finance Secretary a quarterly and annual statement of accounts duly audited by the Auditors for adoption by the Working Committee and the Central Council after due approval by the Standing Committee for Finance.
- Shall get prepared a budget of Headquarters Office and place it before the Working Committee and the Central Council for adoption.
- Shall get prepared a budget of the other offices of the Association and place them before the Working Committee and the Central Council for adoption.
- Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
- Shall attend meetings of the Central Council and Working Committee and keep record of proceedings thereof.
- Shall represent the Association in legal matters and court cases personally and/or through Lawyer appointed by him.

Finance Secretary:

- Shall receive all money of the Association and deposit them in a bank or banks approved by the Central Council to the credit of the Association and operated by the Finance Secretary as per Rules and Bye-laws. These or parts of them may, if approved by the Central Council, be deposited in the Post Office Savings Bank or invested in other banks, Government securities etc.
- Shall be responsible for collection of all subscriptions and contributions due to the Headquarters.
- Shall dispose of the bills for payment as sanctioned by the Secretary General and only on his written order.
- Shall have the rights to point out any error or discrepancy in the order of payment of the Honorary Secretary General and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary Secretary General and the Finance Secretary, the matter shall be referred to the President for final decision.
- Shall be responsible for keeping up to date the accounts of the Association with all the accounts books posted up to date.
- Shall get the accounts audited by the Auditors of the Association.
- shall prepare quarterly accounts to be placed before the Working Committee.
- Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditors appointed at the Annual Meeting of the Central Council and submit it for adoption by the Central Council.

Research Director

- Shall help the Journal Committee in the regular publication of the Journal and its management.
- Shall preside over the meetings of Journal Committee in the absence of the National President.
- Shall help the Journal Committee to scrutinize all articles to be published in the Journal and edit and pass or refuse them for publication.
- Shall help the Journal Committee to select referees and collaborator

Director of Acts

- Plans events and books promoters and entertainers for a given establishment. The entertainment director negotiates contracts for entertainers, plans and oversees event

operations and staff, creates and sticks to a budget for each event, and ensures a positive experience for guests.

- Manage accommodations for entertainment team, Performers/Presenters, and contractors/vendors.

Advisors

- The NGO Advisor is in charge of collaborating and networking with key actors in the NGO sector to engage them in the SEED Project.
- In collaboration with the Academic Advisor, foster in-country relationships and linkages among schools, universities, science and technology institutes, and other organizations to identify, mentor, and support promising entrepreneurs;

ELIGIBLE MEMBERS

Only persons or other entities who or which have been admitted to Membership no later than one month in advance of any General Meeting of the Organization will be eligible to receive notice of that meeting, to receive copies of the Directors' and auditors' reports concerning the preceding financial year and to vote at that meeting. Only persons or other entities who or which have been admitted to Membership no later than one month in advance of any given extraordinary General Meeting of the Organization will be eligible to receive notice of that meeting and to vote at that meeting.

REMOVING A COMMITTEE MEMBER

The Preeminent leaders can remove a member from a Committee of Management at any time to the reasons of a committee failing to comply with the terms and condition.

Committee positions can become vacant for any of these reasons:

- Absence from three consecutive meetings without the Committee's approval;
- Conviction for a serious offence; or
- The Committee member becomes incapable of performing Committee duties (for example, chronic illness).

FILLING A CASUAL VACANCY

A casual vacancy on a committee should be filled if:

- There is more than 4 months of the Committees term remaining;
- The Committee can no longer function or perform its duties, e.g., the Committee has less than three people or a quorum no longer exists;

- The Committee wishes to fill the vacancy; or
- The candidate who fills the vacancy is appointed only for the remaining period of the original member's term.

Alternatively, the Committee may decide to hold party election process. The President or Secretary of the Committee must notify members in writing the names of new members.

RESIGNATIONS

There are two common types of resignations:

- A resignation of an office bearer who will remain on the Committee; and
- A resignation of a member who will leave the Committee.

Members who decide to resign and leave the Committee should aim to give reasonable notice so that a new member can be recruited, if necessary.

When the President resigns, the following applies:

- The resigning President needs to submit their resignation in writing to the Committee. The Committee then elects an interim President, and submits the original resignation letter and are commendation for a new President to the preeminent leaders. The recommended President. will not officially become President of the Committee until the Preeminent leaders has passed a resolution appointing the nominated candidate.

To resign from any other office bearer position, but not from the Committee:

- Written resignations must be submitted. The Committee must accept and record the resignation in the minutes and then elect another member to fill that position.

In all cases, a resigning member must hand over all Committee records to the Committee of Management. The President or Secretary of the Committee must notify Council in writing the names of resigning members.

REAPPOINTING A COMMITTEE

Members of the Standards Committee shall serve office of members of for three (3) years. Retiring members of the Standards may be re-elected for one further term only.

ARBITRATION CLAUSE

ARBITRATION

Save where by this Constitution the decision of the Board is made final if at any time hereafter any dispute difference or question shall arise between the Founders, Members, Board or other persons or their personal representatives or any of them respectively touching the construction meaning or effect of this Constitution or any cause or thing therein contained or the rights or liabilities of the said parties respectively or any of them under this Constitution or otherwise howsoever in relation to the Constitution then every such dispute or question shall be referred to arbitration by a single arbitrator appointed by agreement between the parties and in default of such agreement by the Chairman for the time being in accordance with and subject to the provisions of the Arbitration and chapter 40 the arbitration act of the laws of Zambia or any statutory modification or re-enactment thereof for the time being in force.

AMENDMENTS OF THIS CONSTITUTION

AMENDMENTS

This Constitution may be amended at the Annual or Special General Meetings of Preeminent leaders provided prior formal notification of the amendments has been sent to Members of preeminent leaders.

- **Notification of the wording of the amendments shall be sent to the Secretariat in sufficient time to allow them to be sent out with notification of the Meeting.**
- **No amendments shall be accepted without formal notification.**
- **A two third vote of members present at the Meeting shall be required for amendments to be approved.**
- **In order to progress business at an Annual or Special General Meeting any item of this Constitution may be temporarily suspended provided this is agreed to by at least 80% of the members present and voting.**