

# THE CONSTITUTION

## OF THE



**ZIMBABWE**  
**CHEMICAL SOCIETY**  
Chemistry for Sustainable Development<sup>®</sup>

## Part A: PRELIMINARY PROVISIONS

In this constitution, unless the context otherwise requires:

- “**assistant laboratory technician**” means a person who holds a national certificate in an accredited course from an accredited institution under this constitution;
- “**certificate**” means a certificate as described under this constitution;
- “**chemical engineer**” means a person who holds an accredited degree in chemical engineering or any specialized discipline majoring in chemical engineering from an accredited institution under this constitution;
- “**chemist**” means a person who holds an accredited degree in chemistry or any specialized discipline majoring in chemistry from an accredited institution under this constitution;
- “**committee**” means any committee established under this constitution;
- “**council**” means the council established under this constitution;
- “**financial year**” means a financial reporting period defined in this constitution;
- “**register**” means the Register of chemist professionals established under this constitution;
- “**registrar**” means the Registrar of the Council appointed under this constitution;
- “**practice**” means working in any branch of chemistry, pure or applied, including, without limiting the generality of the organic, inorganic, physical, metallurgical, analytical, industrial chemistry and toxicology (food; environmental; forensic; clinical) or as a quality officer, teacher and lecturer.
- “**professional**” means a chemist, technologist, technician or assistant technician registered, enrolled or enlisted, as such under this constitution;
- “**technician**” means a person who holds an accredited national diploma in chemistry or any specialized discipline majoring in chemistry from an accredited institution under this constitution;
- “**technologist**” means a person who holds an accredited higher national diploma in chemistry or any specialized discipline majoring in chemistry from an accredited institution under this constitution;

## **Part B: ESTABLISHMENT AND COMPOSITION OF ZIMBABWE CHEMICAL SOCIETY**

### **I. NAME:**

The name of the organization shall be “**Zimbabwe Chemical Society**” (hereinafter referred to as “**the Society**” or as “**ZCS**”).

### **II. STATUS:**

The **Zimbabwe Chemical Society** shall be a **professional and academic national organization** serving Zimbabwe and such other affiliated bodies in its services. The society shall co-operate and collaborate with the Government, regulatory organisations, training institutions, chemical industries and other professional institutions in achieving its objectives.

### **III. SCOPE:**

The Society’s mission shall be to promote the development and image of Chemistry in different ways, to advise on chemical education and other Chemistry related legislative matters and issues of public and environmental concern, to play a leading role in assuring the professional competence and integrity of chemists and to foster international collaboration as part of the African and international chemical community. The Zimbabwe Chemical Society shall cover all aspects of learning, research application, practice and professional conduct in all branches of chemistry and related disciplines.

### **IV. AIMS:**

- a. To promote innovation and research commercialisation through intellectual property registration.
- b. To bring chemist together and foster communication amongst chemists.
- c. To facilitate the advancement of research in the chemistry field as a profession.
- d. To enhance chemistry education, career development and public appreciation.
- e. To assist in chemistry related individuals, government and industry in its contribution to national sustainable development, wealth creation and improvement in the quality of Zimbabweans at large.
- f. To provide leadership role as a national scientific organisation that will objectively address national issues concerning chemistry.
- g. To co-operate with other national and international Chemical organizations in organizing meetings, exchanging of information etc.
- h. To institute and maintain professional standards amongst its members.
- i. To promote the welfare of chemists in Zimbabwe.

### **V. FUNCTIONS:**

In pursuance of the aforementioned aims and objectives the Zimbabwe Chemical Society shall endeavour.

- a. Upholding the identity of the chemistry profession that is to clearly state and correctly position it within the country and various working places.
- b. Bringing the industry, government and training institutions together and providing a forum for discussion and a medium for the dissemination of knowledge by organizing symposia, seminars, workshops and conferences.
- c. Saving our ecosystem and humans from the effects of emitted or discharged harmful substances through engagement and expertise advice from the pool of registered professionals.
- d. Establishment of code of conduct, norms, ethics, values and standards and defining the manner in which chemists should operate within Zimbabwe.
- e. Public awareness through establishment of both print and electronic systems dedicated to chemistry and scientific issues and programs
- f. To co-operate with the appropriate government institutions in formulating scientific and educational policies in planning and in exploring the results of research.
- g. To establish, publish and distribute a peer reviewed journal of the society.

- h. To establish professional training institution and encourage members to take advanced short-term professional courses and as well as to provide scholarships in critical areas.
- i. To undertake such other activities as may be consistent with aims and objectives of the society.
- j. To develop a mechanism for registering and accrediting practising professional individuals and companies that operates with or emit or discharge chemicals in Zimbabwe.

## **VI. MEMBERSHIP:**

### **a. Categories of Membership:**

There shall be the following categories of membership;

#### **i. Professional Membership:**

- a) Student membership
- b) Graduate membership
- c) Associate membership
- d) Chartered membership
- e) Fellow Chartered Membership
- f) Professional Corporate membership

#### **ii. Non-Professional Membership:**

- a) Affiliate Corporate membership
- b) Affiliate Individual membership
- c) Honorary membership

### **b. How to become a member:**

- i.
  - a) All categories of membership shall be attained by filling a prescribed form and submitting it to the secretariat together with necessary supporting documents.
  - b) Every member shall be entitled to a copy of the constitution of the society and any amendments and alterations thereto free of charge and shall be expected to comply with all the rules and regulations and code of conduct of the Zimbabwe Chemical Society.
- ii. **Professional members:**
  - a) Professional membership shall be open to the citizens of the Republic of Zimbabwe or any other person qualified whose nationality is not Zimbabwean but has interest in working/operating in Zimbabwe. To qualify for professional membership, the candidate shall either have an **accredited (Annex A)** tertiary institutions diploma or degree or its equivalent or, in the opinion of the **Training and Research Council** (hereinafter provided for); have contributed notable original work in chemistry and / or allied fields.
  - b) Professional members shall be provided with a membership certificate, practising certificate, a copy of the constitution and any other publication, at the discretion of council.
- i) Student membership:**
  - a. Student membership shall be open to bona fide students who are currently studying chemistry or allied subjects in a university or other accredited tertiary institutions. An NC (HEXCO) holder is regarded as a student until completes an ND (HEXCO) and can only work as an assistant laboratory technician and under the supervision of a registered technician or chemist or chemical engineer. For the purpose of practising they are registered as assistant technicians with minimum professional privileges.
  - b. Student members shall have no right to vote. They shall not hold any national office; except that a student member may be co-opted to any committee of the society.

**ii) Graduate Membership:**

A student graduates or any member who has graduated with a diploma or degree from an accredited program with less than three years' experience. The membership carries partial membership rights such as voting, attending meetings, making presentations and shall not be eligible to hold any electable or contestable office or duty. The member will be using a name

“**Graduate Chemist/Technician – GChem/GTec(Zw)**”

**iii) Associate membership:**

A graduate member with at least three years of experience or a member who is a holder of an MSc or PhD degree from an accredited program. The membership carries full membership rights such as voting and holding of electable or appointable into any national office or duty. The member will be using a name

“**Professional Chemist/Technician – PrChem/PrTec(Zw)**”

**iv) Chartered membership:**

An associate member who successfully completed prescribed professional courses as prescribed by the council from time to time. The member will be using a name “**Chartered Chemist/Technologist – CChem/CTech(Zw)**” and will enjoy full rights as a consultants or playing an Executive Role in any organisation as institutional superintendent.

**v) Fellow Chartered Membership:**

Chartered member with renowned work or contribution to the field of chemistry or allied field. The membership will be conferred by the Council. The member will use the name “**Fellow CChem/Tech – FCChem/FTech(Zw)**”.

**vi) Professional Corporate membership**

Institutions that operates in Zimbabwe registered under this category are as follows:

- a. Schools that operate a chemistry laboratory or teaches chemistry from O Level.
- b. Tertiary Institutions that operates a chemistry laboratory or teaches chemistry.
- c. Private laboratory that uses chemistry principles to get data.
- d. Companies that apply chemistry principles (manufacturing; processing or extracting) or uses chemicals or store chemicals or transport chemicals (liquid; gaseous or solid) or emits and discharges chemicals into the environment.
- e. Companies that sale chemicals or instruments or apparatus used in chemical analysis etc.

**iii. Non-Professional Members**

**a) Affiliate Corporate membership:**

i) Any organization, association, society or institution with kindred objectives may be affiliated to the **society**. In such case the terms of affiliation shall be decided by the **Chemists Professions Council**. Institutes, Societies or organizations in Zimbabwe or outside which subscribe to some or all of the aims of the society as provided for in the **Article IV** above but do not fall under

corporate professional membership, may be admitted by the Council to affiliate institutional membership in accordance with the provisions of this sub-clause.

ii) On application for affiliate institutional membership such bodies shall submit a copy of their constitution and an up-date report on their activities.

iii) On admission such documents as referred to in **sub-clause ii)** above shall be filed by the secretariat and kept up- to- date and a register of institutional members shall also be maintained by the secretariat.

iv) Each institutional member shall be represented by its executive or his designated nominee at business meetings or social functions of the society but such representatives shall not be *ipso facto* hold elective office in the society, unless such representative also holds individual membership in the society.

**b) Affiliate individual membership:**

Any other member who has interest in chemistry or allied course but do not hold any chemistry qualification. The member does not have voting rights but can be appointed or co-opted into any office/post in any other committees except executive committees by the council.

**c) Honorary membership:**

This will be awarded to individuals who in the opinion of the Council have made distinguished service to the Chemistry profession and other related discipline with or without chemistry background.

iv. Subject to this constitution, no registered member shall practise as chartered such directly or indirectly, by himself or in partnership with any other person, unless he has passed examinations and undergone practical training prescribed by the **Council for Training and Research**, in rules made under this constitution. No person shall practise as a professional chemist or use the title of professional chemist or any abbreviation thereof, or be entitled to sue or to enforce payment of any remuneration for services rendered as such, in Zimbabwe, unless he is a member of the ZCS. This provision shall not apply to persons practising any of the professions defined in the Health Professions Act or the Engineers Act

**c. Membership Divisions:**

i. There shall be the following membership divisions where registered professionals practice;

- a. Tertiary Education Division
- b. Schools Education Division
- c. Industrial Division
- d. Analytical services Division
- e. Regulatory services Division
- f. Sales and distribution Division

ii. The divisions shall be formed as follows:

**a) Tertiary Education Division**

Composed of members who practice as **Universities Chemistry Lecturers; Polytechnic Chemistry Lecturers; Teachers Colleges Chemistry Lecturers** and **Chemistry Laboratory Technical officers** these shall also become Divisional Sections.

**b) Schools Education Division**

Composed of members who practice as **Chemistry Teachers** and **Schools Chemistry Laboratory Technical Staff**, these shall also become Divisional Sections.

**c) Industrial Division**

Composed of members in the manufacturing and processing industries who practice as Quality Officers; Research and Development Managers/Technical Officers; Chemical Engineers and Process/Production Managers/Technologists/Chemists.

**d. Analytical services Division**

Composed of members who practice in any service laboratory as laboratory managers/ technicians/ technologists/ assayers or chemists etc.

**e. Regulatory services Division**

Composed of members who practice as standards development technical officers (managers); inspectors, regulators or enforcement technical officers (managers) in government and any other regulatory agents.

**f. Sales and distribution Division**

Composed of members who practice as Chemicals and Instruments Sales Officers; Application Specialists and all professional corporate members.

**VII. MEMBERSHIP FEES:**

There shall be an application fee and annual membership subscription (**Annex B**).

- a. The non-refundable application fee is payable upon the submission of the application for membership to the society. A successful applicant is issued a registration certificate and an unsuccessful applicant a letter with reasons why the application was not successful.
- b. The first annual membership fee is payable on admission to membership (as a fraction of remaining period per year fee) and thereafter before the 31 March of every year, an annual membership or practising certificate is issued detailing the valid period of the membership. This certificate shall bear the name and registration number of the applicant as prescribed on the registration certificate.
- c. The fee rates for each category of membership shall be as determined by the Council from time to time and ratified by a simple majority votes thereof at the Annual General Meeting and upon such ratification the decision shall become a by-law under this constitution.

**VIII. REGISTRATION:**

- a. Subject to this constitution, the Council shall establish, keep and maintain a Register, Roll and List of all membership registered members.
- b. Upon application being made to it in terms of this constitution, the **Chemists Professions council** may grant the application and direct the Registrar to register the applicant and issue the applicant a registration certificate with a unique registration number; if the council is satisfied that the applicant:
  - i. has complied with the formalities prescribed in this constitution in relation to the application; and
  - ii. possesses the qualifications prescribed in rules made by the **Council for Training and Research** and has had such practical experience, if any, as may be prescribed in such category of entry applied for; and subject to this subsection, a **certificate** shall contain:
    - a) full name of the applicant;
    - b) issuing institution, academic qualifications and title; and/or
    - c) such terms and conditions in respect of which a certificate is issued.
  - iii. is normally resident in Zimbabwe or a reciprocating country or has been granted a residential exemption certificate; and
  - iv. is of or above the age of eighteen years; and

- v. is not an unrehabilitated insolvent or has not assigned his/its estate for the benefit of or made a composition or other arrangement with his creditors, which composition or arrangement has not been rescinded or set aside; and
- vi. is a fit and proper person or organisation to be so registered;

#### **IX. TERMINATION OF MEMBERSHIP:**

- a. The council may in its absolute and sole discretion terminate the membership of any member whose conduct is in the opinion of the Council prejudicial to the good name of the society.
- b. Membership shall be deemed to have terminated if a member shall have fallen in arrears with his annual subscription for a period of more than one month from last day of renewal month.
- c. One whose membership is terminated under this clause shall have the opportunity to submit to the council a written appeal within one month of the termination of ones' membership.
- d. Any person or institution who ceases to be a member by termination or resignation shall not be entitled to a refund of his subscription or any other contributions that may have been made to the society.
- e. A member (or company) may resign from the **Society** by sending his/her or its written resignation to the Executive Secretary together with the payment of any moneys due. A person (or company) who has so resigned may be re-admitted at the discretion of Council on payment of such fees as Council may decide.
- f. Should Council be of the opinion that the conduct of a person (or company) of any membership grade should become the subject of an inquiry, with a view to ascertaining whether in the interests of the **Society** there are grounds for his/her or its expulsion, a special meeting of Council shall be convened to conduct such an inquiry and to take such steps as it may deem adequate. The quorum for the said meeting shall be six members of Council. The member whose expulsion is under consideration shall be entitled to attend with or without a legal adviser, for the purpose of giving an explanation of his/her conduct and being heard in answer to the charge(s) made against him/her. If Council does not find sufficient reason to suspend or expel the member, no entry of the inquiry shall be made in the Minutes. If Council is of the opinion that the issue is a minor case, it may warn, reprimand or suspend the member for not more than six months, the proceedings being minuted. Where Council finds good reason for suspending a member for more than six months, or for expelling him/her from the **Society** on the grounds that he/she has, in its opinion, been guilty of dishonourable or improper conduct in any professional or other respect, and where 75% of the members of Council present concur in this decision, then Council shall inform the member concerned of its decision to him/her in writing at his/her registered postal or electronic mail address, and notify all members accordingly.

#### **X. DISCIPLINARY PROVISIONS:**

##### **a. Receipts of complaints:**

- i. Where a registered member is alleged to be unfit to practise or any other complaint as such, such complaint shall be lodged to the Registrar for **Chemists Professions Council**, who shall forward the complaint to the Council.
- ii. For the purpose of this section, a member shall be considered unfit to practise if that person:
  - a) has committed a professional misconduct;
  - b) is incompetent;
  - c) has been convicted of an offence under this Act;
  - d) is convicted of an offence involving dishonestly, fraud or moral turpitude;
  - e) has committed any malpractice, negligence or breach any directive issued under ZCS.
  - f) is mentally sick and approved as such by a registered medical officer in Zimbabwe or any other licensing authority responsible for health regulation in any other jurisdiction.



iii. For the purpose of **sub-section a)**, the term professional misconduct shall be construed to include:

- a) a contravention of this constitution;
- b) failure to abide by the terms, conditions or limitations of a registered, enrolled or enlisted chemist, a chemical laboratory technologist or an assistant technician as the case may be;
- c) having a conflict of interest which affects the client and a member.
- d) practising chemistry profession without a valid certificate of registration, enrolment, enlisting or temporary registration;
- e) an attempt to use as his own certificate, number or seal of another member or to impersonate any registered member;
- f) abetting or aiding illegal practise of chemist professional by any person;
- g) furnishing false information or document to the Council in order to secure a certificate of registration, enrolment or enlisting; or
- h) Impersonation of a registered, enrolled or enlisted chemist professional or a holder of temporary registration certificate.

iv. Every complaint under this section shall be accompanied by a written statement made by the complainant or any person acting on his behalf or any other person interested in the act or omission giving rise to the complaint.

v. Notwithstanding **subsection iii (d)**, the Council may, on its own motion, initiate any preliminary inquiry into a chemist, a member if it is satisfied that the information received by the Council warrants holding a preliminary inquiry.

vi. Except for complaints arising under **subsection iii (b)**, no inquiry shall proceed unless a statutory declaration by the complainant has been obtained.

**b. Temporary suspension pending inquiry:**

The Council may upon receipt of-

- i. a complaint against a chemist professional; or
- ii. a report from a supervisory authority, temporarily suspend a chemist professional from practising pending the completion of inquiry.

**c. Procedure for Inquiry:**

- i. The Council shall, where it is of the opinion that a *prima facie* case has been established by the complainant, direct that an inquiry be held.
- ii. The Council shall give opportunity for a chemist professional against whom misconduct is alleged, to appear before the Council to be heard, and may be represented by an advocate.
- ii. Where a chemist professional fails to appear at an inquiry without reasonable excuse and the Council is satisfied that a notice was duly served, the Council may proceed with the inquiry as if the chemist professional was present.

**d. Disciplinary powers of the Chemists Professions Council:**

- i. The Council may, after due inquiry made in accordance with the provisions of this Act-
  - a) order the removal of the name of the chemist professional from the register and black list such a person to practice in Zimbabwe for the entire life period of such a person;
  - b) order the suspension from the practice of the chemist professional for such period as the Council may consider necessary;
  - c) caution, censure or otherwise reprimand the chemist professional; or
  - d) impose fines or order payment of costs involved in the inquiry or such other cost as may be appropriate.
- ii. The Registrar shall communicate the decision of the ZCS Council to the parties within seven days after determination of the inquiry.

**e. Power to summon witness:**

The Council shall have power to summon any witness and may require him to produce documents for the purpose of conducting an inquiry.

**f. Failure to appear before the Council:**

- i. A person who, having been served with a summons under above section:
  - a) fails, without reasonable cause, to appear before Council;
  - b) fails without reasonable cause to produce any document so required;
  - c) refuses without reasonable cause to answer questions put to him by the Council
  - d) wilfully interrupts the proceedings of the Council or insults any member of the Council, commits an offence.
- ii. A person giving evidence before the Council shall be entitled to privileges which he would have been entitled to as a witness before a court of law.

**g. Appeals:**

- i. A person who is aggrieved by a decision of the Council may, within three months from the date of notification of the decision, appeal to the ZCS Council.
- ii. The ZCS Council shall, within thirty days after the receipt of the appeal, determine the appeal.
- iii. The ZCS Council may dismiss or allow an appeal or vary the decision of the Council or make any order as he may consider necessary.
- iv. The ZCS Council shall, within one month after determination of the appeal, avail the copy of the decision to the appellant.

**XI. THE GOVERNING COUNCIL:**

- a.**
- i. There shall be a council which shall be the governing body of the Zimbabwe Chemical Society and shall be referred to as ZCS Council. The ZCS Council shall be formed up by all Presidents from the **membership divisions committees. See Annex C for Election Procedure.**
  - ii. The ZCS Council shall comprise the following members which shall be elected from the Presidents of the standing Division committees:
    - a) Executive President
    - b) First Executive Vice-President (In-coming President and shall be referred to as **Vice-President**)
    - c) Second Executive Vice-President (immediate past-President)
    - d) Executive Secretary
    - e) Assistant Executive Secretary
    - f) Executive Treasurer
    - g) Executive Committee members
    - h) Nominated members from
      - i) Prosecutor General (lawyer)
      - ii) Ministry responsible for Industry
      - iii) Ministry responsible for Science and Technology

**b. Rules for the membership of the council:**

- i. The President at the request of the council may invite any other person or official to attend any meeting of the Council for deliberations but not for voting purposes.
- ii. If there is a post from any council or committee, that falls vacant for whatever causes before the expiry of their terms of office, the Council shall fill that vacant post immediately by nomination on acting capacity and there after report to the Annual General Meeting. A member shall only cease to be a council or committee member if s/he
  - a) dies or resigns for any reasons;
  - b) fails without good cause to attend three consecutive body meeting;

- c) is convicted of a criminal offence for a term of or beyond three months;
- d) becomes mentally ill, certified by a registered medical psychiatrist or
- e) declared incompetent or unfit for the post by a body of inquiry **Article X sub-section a(ii)**.

iii. Except for the President who shall have both an original and casting vote each Council / member shall have one vote.

iv. A member of the society shall hold only one office in the society at any given time.

**c. Registrar:**

- i. The Council may at its sole discretion appoint the Registrar, on such terms as may be agreed between the Council and the appointee.
- ii. The Registrar shall be the recorder for the meetings of the society including those of the Councils and shall act under the direction of the Secretary and take action on the decisions recorded in the minutes and shall be the head of the secretariat.
- iii. The society shall establish a secretariat, its composition and terms of reference, which shall be stationed at the Head Office of the society and also the establishment of regional offices which shall report to the Registrar.

**d. Meeting of the Council:**

- i. The Council shall meet at least four times between any two Annual General Meeting of the society.
- ii. The President shall be empowered to convene special or additional meetings of the Council.
- iii. The President shall be responsible for directing and convening Council meeting and shall be the Chairman thereafter. In the absence of the President, the Secretary shall convene the meetings and the first Vice- President shall be the Chairman thereat.
- iv. One third of all voting members of the Council shall form a quorum and decisions shall be made by a simple majority of the fully paid up members present and voting thereat.
- v. Voting shall be by show of hands, but in case of a dispute it shall be by secret ballot.

**e. Functions of the ZCS Council:**

- i. The ZCS Council may be responsible for the proper running of the society. To this end it may appoint, as it may deem fit, such committee or individuals to make reports to it or carry out specific tasks on any matters concerning the activities of the society.
- ii. The ZCS Council may be responsible for the proper management, and application of the society fund as well as other resources. For this purpose, it may appoint an independent Auditor to review the accounts and financial position of the society and submit a written report to the annual General Meeting.

**f. Tenure of the office-bearer of the society:**

All officers of the society and committee shall hold office for a term of two years but shall be eligible for re-election for several times but not for more than two terms continuously.

**XII. MEETING OF THE ZIMBABWE CHEMICAL SOCIETY:**

**a. Annual General Meeting:**

- i. There shall be an Annual General Meeting of the society.
- ii. The Secretary or under his direction the Registrar, shall give at least three months' notice of the meeting and agenda shall be circulated at **least 30 days** before the day of the proposed meeting.
- iii. Functions of the Annual General Meeting shall be: -
  - a) To receive and consider the annual reports of the President, Executive secretary and Executive treasurer.

- b) To elect office bearers
- c) To discuss any other functions as may be provided in the constitution.
- d) To perform such other functions as may be provided in the constitution.

**b. Extra ordinary General Meetings:**

- i. An Extraordinary General Meeting shall be called at the request of either the Council, or twenty members who are entitled to vote in writing addressed to the President.
- ii. Such a meeting shall be held within three months of the request and the notice and agenda for the meeting shall be circulated by the Secretary to all the members at least thirty days before the proposed date of the meeting.
- iii. The venue of the Extraordinary General Meeting shall be determined by the President in conformity as far as possible with any suggestion by the body requesting the meeting.
- iv. The quorum for extraordinary meeting shall be two third or 20 members, whichever is less.

**c. Conference, symposia and workshops:**

- i. There shall be an annual conference of the Zimbabwe Chemical Society on which research findings in chemistry and allied fields will be presented and discussed.
- ii. The society will organize workshops and symposia on special topics of interest to the members of the society from time to time.
- iii. The society shall establish and maintains a “professional training institution” which shall provide professional courses on its own or in collaboration with other national and international professional training institutions, its name shall be “**Chartered Institute of Professional Chemists**”.
- iv. The society shall nominate or subsidise conference fees to its members who will attend international conferences as sanctioned by the council from time to time.

**XIII. FINANCES OF THE SOCIETY:**

- a. The finances of the society shall be derived from membership and journal subscription and conferences and any endowments, bequests or grants that shall be made to it.
- b. All membership subscriptions funds received by chapters should be remitted to the treasurer on a quarterly basis for depositing in the Local Bank Account.
- c. All monies and funds shall be paid to and be received by the Executive treasurer who shall deposit them in the name of the society in Bank account approved by the council.
- d. All payments, including investments made out of the Bank Account shall be first be sanctioned by the Council either as an individual sum or as part of general estimates.
- e. All cheques drawn on the Bank account shall bear the stamps of the society and shall be signed by the Treasurer and one or two other office bearers appointed by the Council as signatories.
- f. The financial year of the society shall start on **1<sup>st</sup> of April** and end on **31<sup>st</sup> of March** of the following year.
- g. The funds of the society shall only be used for the following purposes: -
  - i. For financing any research projects that might be approved from time to time by the Council.
  - ii. For convening meetings and for such matters relating to these meetings as the Council might authorize.
  - iii. For financing any programmes of academic nature and training in Zimbabwe or elsewhere which would further the objectives of the society.
  - iv. For supporting any journals, periodicals, newsletters or books containing results of members’ research or sponsored by the society.
  - v. For the administration of the society, for any other purpose which the Council might approve.

h. The Governing Council shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint or cause to be appointed another office bearer in his place. Such suspension shall be subject to investigation and depending on the ZCS Councils discretion shall be reported to an Annual General Meeting or Extraordinary General Meeting.

#### **XIV. AUDITORS:**

- a. All the society accounts, records and documents of finances shall be open to inspection at any time by an Auditor appointed as in **Article XI section e(ii)** above.
- b. The treasurer shall produce an Annual Statement of Accounts of receipts, payments, assets and liabilities. The Auditor shall examine such accounts and certify his considered opinion concerning the correctness of the Accounts and the financial state of the society.
- c. A copy of the audited report and balance sheet (if any) shall accompany the Treasurer's statement of accounts which shall be presented for the approval of the ZCS Council and Annual General Meeting.
- d. No office bearer or member of the Council or any committee concerned with the finance of the society may be appointed as an Auditor.
- e. The Auditor may be paid an honorarium by resolution of the ZCS Council of the society.

#### **XV. DISSOLUTION OF THE ZIMBABWE CHEMICAL:**

- a. The Zimbabwe Chemical Society shall not be dissolved except by a resolution passed at a General Meeting by a vote of two thirds of all registered membership of the society entitled to vote. Those unable to attend the meeting shall be entitled to a postal vote.
- b. Should the motion for dissolution be passed the Executive Council shall take charge of all the assets of the society and, subject to the payment of all the debts and liabilities of the society, the balance thereof shall be distributed in accordance with resolution passed at the General Meeting called to dissolve the society.

#### **XVI. STANDING ORDERS AND AMENDMENTS TO THE CONSTITUTION:**

- a. The council shall have power to make standing orders subject to the approval of the Annual or Extraordinary General Meeting by a simple majority of votes to cover any matters covered by the constitution only partially or not at all and which do not require a constitutional amendment. Such standing orders shall operate from the date of approval by an Annual or Extraordinary General Meeting.
- b. This constitution of the society may only be amended by a two thirds majority vote of all the members present and voting at an annual General Meeting.
- c. All proposed amendments shall be circulated to the members with the agenda of the meeting. Those unable to attend may send a postal opinion which shall be read at the meeting before voting.

#### **XVII. ORGANIZATION AND ADMINISTRATION OF THE SOCIETY PROJECTS.**

##### **a. Standing Committee of the Governing Council:**

- i. As provided under **Article XI, section e(i)**, the Governing Council shall if and when required set up Standing Committee with specified terms of reference. The composition of each committee must have at least two registered chartered members and two women.
- ii. In each case unless otherwise stated, the Governing Council shall nominate the President and determine the composition of the Committee.
- iii. Each Committee shall be responsible to the Governing Council and shall be required to report in writing.
- iv. The Committee shall have the power to opt additional members.

##### **b. Executive committee:**

- i. The executive Committee on behalf of the Governing Council shall be responsible to such Standing Committee as may be set up.
- ii. Shall take action on behalf of the Governing Council in cases of emergency and to report to the Governing Council.

- iii. Shall help and guide the Registrar in the affairs of the society.
- iv. Shall initiate projects and programmes in the furtherance of the aims and objectives of the society.
- v. Shall determine dates for the various meetings, assigned to it by the Governing Council and or Annual General Meeting.
- vi. The committee shall be composed of the ZSC Executive President (chairing), Vice-President, second Vice-President, Executive Secretary and the Executive Treasurer.

**c. Finance committee:**

- i. Shall raise funds for the society.
- ii. Shall study in details the finance of the society and shall make regular reports to the Executive Committee who will report to the Annual General Meeting.
- iii. Shall study the treasurer's budget and annual estimates and make recommendations thereon to the Executive Committee well in advance of the meeting at which the budget is to be approved by the Governing Council.
- iv. Shall make recommendations on financial matters as required by the Governing Council.
- vi. The committee shall be composed of the following executive members amongst others ZSC Executive Vice-President, the Executive Treasurer (chairing) and President of the Training and Research council.

**d. Training and Research Council:**

- i. Shall determine the programmes of training courses, conferences, symposia, seminars and workshops.
- ii. Shall work in-conjunction with Universities, ZIMCHE, HEXCO and international professional bodies in curricula development.
- iii. Shall recruit members and scrutinize (accredit) their qualifications. They give progress reports to the Secretary who will then report to the Annual General Meeting. They shall work with organisations such as ZIMCHE, SAQA, etc.
- iv. The council shall consist of the following members:
  - a) an appointed ZCS council member who shall be the council President.
  - b) a representative from the ministry responsible for secondary education.
  - c) three representatives appointed from registered ZCS members.
  - d) a chartered chemist representing ZIMCHE.
  - e) a chartered chemist representing HEXCO.
  - f) two representatives from ZSC accredited private companies.

**e. Chemists Professions Council:**

- i. Inquire into any query relating to a chemistry professional or profession.
- ii. Maintain and enhance integrity of the chemist professional by upholding ethic and code of conduct for chemists licensed to operate in Zimbabwe.
- iii. Considers any matter affecting the chemist professionals, and take such action in connection therewith as the Council may consider necessary.
- iv. Register, issue, renew, replace and cancel chemist professional practising licence.
- v. Conduct inspection in conjunction with **Public Health and Chemicals Control Council** in all chemistry or chemistry related laboratories or facilities that deals with or emit or discharge chemicals by physically availing Inspector composed of registered chemist/technologist lead by a chartered Chemist.
- vi. The council shall consist of the following members of whom at least three shall be women:
  - a) an appointed ZCS council member who shall be the council President.
  - b) a representative from the ministry responsible for labour.
  - c) three representatives appointed from registered ZCS members.

- f) a Law Officer representing the Attorney- General.
- h) two representatives from ZCS registered professional corporate members.

**f. Public Health and Chemicals Control Council:**

- i. The council shall be responsible for chemicals storage, emissions and discharge management in Zimbabwe.
- ii. The council shall ensure that:
  - a) such chemicals are correctly declared and registered, safely stored and manned by qualified personnel and their usage observe Public Health Act and any other related Acts.
  - b) such companies that applies to **sub-section ii (a)** above are registered, inspected and issued with registration and compliance certificates.
  - c) Companies buy or sell registered and regulated chemicals or products from complied companies according to this constitution.
  - d) The council shall consist of the following members of whom at least four shall be women to be appointed as follows:
    - a) an appointed ZCS council member who shall be the council President.
    - b) a representative from the ministry responsible for environment.
    - c) three representatives appointed from registered ZCS members.
    - d) a representative from health professions authority (HPA).
    - e) a representative from ministry responsible for health.
    - f) a Law Officer representing the Attorney- General.
    - g) a representative from ministry responsible for mining.
    - h) a representative from chamber of commerce.
    - i) a representative from the ministry responsible for science.
    - j) a representative from radiation protection authority.
    - k) a representative from Zimbabwe Republic Police.

**h. Editorial and Publication Committee:**

- i. Shall publish the programmes of the society in both print and electronic media.
- ii. Ensure timely publication of the journal and any other material on behalf of the society.
- iii. The council shall consist of the following members of whom at least two shall be women:
  - a) Assistant executive secretary who shall be the committee President.
  - b) Membership Divisions secretaries defined on **Article VI sub-section c (i)**.

**j. Regional Advisory Committees:**

- i. Coordinate ZCS projects and advance ZCS interests in respective regions and report to the executive secretary.
- ii. Identify chemical needs in respective regions and advice ZCS council.
- iii. Works as the focal point and port of call for ZCS regionally.
- iv. The committee shall be composed of the following members of whom three must be industrialists
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Assistant Secretary
  - e. Treasurer
  - f. Committee members (5)

**XVIII. RESPONSIBILITIES OF THE OFFICE BEARERS:**

**a. Duties of the Executive President:**

- i. The overall general organization, supervision and control of office.
- ii. Shall preside over the Executive Committee, Governing Council and Annual General meetings.

- iii. Shall give the President's address on a topical subject during the Annual General functions of the society.
- iv. Shall maintain inter-regional and international relationships by correspondence and travel including relations with the United Nations and its agencies.
- v. Shall maintain co-ordination and co-operation by correspondence and travel with international and national organisations.
- vi. Shall take vital policy decisions in the matter of good administration and efficient management of the society.
- vii. Shall perform any other specialized function as directed by the Council.

**b. Duties of the Executive Vice President:**

- i. While absent for a short time, the President may assign his duties to the Vice-President.
- ii. Liaison and Co-ordination with Government, Ministries, Research Institutes and the Universities.
- iii. Any other duties assigned by the Council.

**C. Duties of the Executive Secretary:**

- i. Overall administration of the office and Research Information and publication services.
- ii. General organization of the society and any other sub units of the Council and the Annual General Meeting.
- iii. Inter-regional, national and international relations.
- iv. Any other duties assigned to him by the Executive Committee. He shall present an Annual Report to the Annual General Meeting and shall be responsible to the Executive Committee. The Secretary shall be assisted by the Registrar in the organization, management and administration of the office.

**NB. The Registrar shall be responsible to the Secretary and the Executive Committee.**

**D. Duties of the Assistant Executive Secretary:**

The duties of the Assistant Secretary are to assist the Secretary in all matters pertaining to educational, scientific and academic activities. This will include the preparation of papers, correspondence, news writing for the society and public relations.

**E. Duties of the Executive Treasurer:**

- i. The administration of funds of the society including the following:
  - a) Salaries of staff
  - b) Purchases and
  - c) Other expenses.
- ii. Bank transactions including deposits, withdrawals and accounts.
- iii. All office account including cash book and ledger s/he shall regularly sign all books as a token of the correctness of the accounts.
- iv. Preparation of the budget
- v. Arrangement for auditing
- vi. Following up for contributions, anonymous donations and other receipts.
- v. Preparation of annual report pertaining to income and expenditure of the society. The financial statements shall include-
  - (a) statement of financial performance;
  - (b) statement of financial position;
  - (c) statement of cash flows;
  - (d) statement of changes of equity;
  - (e) notes to the financial statements



## **XIX. DISCLOSURES**

This article shall be read in conjunction with the Zimbabwe Official Secret Act.

### **a. Conflict of Interest**

- i. Every employee shall have the duty of loyalty owed to a client and prohibited from representing any other person with interests averse to those of a current client or have differing poles that will prohibit him/her to act impartially or breach a duty of loyalty.
- ii. Every employee shall sign and date conflict of interest disclosure statement disclosing actual or potential conflicts of interest as prescribed within one week of employment or engagement failure to which the contract will automatically be terminated.

### **b. Confidentiality and Disclosure of Information**

- i. Every employee or agent of the society, at all times while dealing with any documents, sample or its analytical results, maintain confidentiality.
- ii. The council members, committees, employees or agents of the society, shall treat as confidential the source of any information which comes to their knowledge in the course of the performances of their duties.
- iii. The provisions of this section **Article XIX** shall remain in force for their entire life whether or not such persons have ceased to be engaged or employed in the furtherance of the administration of the provisions of this constitution.
- iv. Notwithstanding the provisions of this constitution, the society may publish or cause to be published any information furnished to the society or the contents of any record of returns made available to it in the form of summary which does not enable identification of the source of the information, record or returns.
- v. Any person who shall make any disclosure as defined under this constitution **Article XIX** or any part of the Zimbabwe Official Secret Act, shall commits an offence and shall on conviction be liable to a punishment similar to a person who breached the Zimbabwe Official Secret Act.

This constitution was adopted at **ZCS 1<sup>st</sup> Annual General Meeting** held on **16 - 17 August 2018** at the **University of Zimbabwe** and thereafter become effective:

Approval Signatories:

.....  
Executive Secretary

.....  
Executive President/Vice-President