

**CONSTITUTION OF THE ZAMBIA ASSOCIATION  
OF PUBLIC UNIVERSITIES AND COLLEGES  
(ZAPUC)**

# *THE ZAPUC CONSTITUTION*

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## **PREAMBLE**

We, representatives of the public universities and colleges in Zambia declare our commitment to quality service delivery to our students, government and other stakeholders. We shall ensure that our institutions follow ethical professional standards in the execution of their mandate. We commit ourselves to the above and that this commitment shall be executed diligently.

## **ARTICLE 1: NAME**

1.1 The Association shall be known as the Zambia Association of Public Universities and Colleges (ZAPUC)

## **ARTICLE 2: PURPOSE**

2.1 The purpose of the ZAPUC shall be:

- a. To promote high academic standards and collaboration among member institutions to foster synergies in higher education;

## **ARTICLE 3: MEMBERSHIP**

3.1 Membership of the Association shall be:

- a. Full Membership with voting rights and shall be accorded to Public Universities and Colleges;
- b. Associate Membership shall be accorded to Private Universities and Colleges by the Executive Committee subject to ratifications by the Council of Representatives;

## **ARTICLE 4: Termination of Membership and Discipline of Members**

- a) **Membership to ZAPUC shall be open to any Public University or College showing genuine interest in ZAPUC's objectives.**
- b) **The Executive Committee shall have the power to refuse membership to an applicant, where it determines that such membership would be detrimental to the aims, purposes or activities of ZAPUC.**
- c) **Subscriptions shall be payable at a time and rate determined by the Executive Committee subject to the approval by the Council of Representatives.**

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- d) Any member of ZAPUC may resign his/her membership by giving to the Publicity Secretary written notice.
- e) The Executive Committee may by resolution passed at a meeting thereof, terminate or suspend the membership of any member Institution, if in its opinion the member Institution's conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the member Institution or representative of the member organization (as the case may be) shall have the right to be heard at the General Meeting before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

### **ARTICLE 5: FINANCE**

**5.1 ZAPUC's capital shall be composed of annual subscriptions from member institutions.**

- a) All income and property of the Society shall be applied solely towards the promotion and execution of ZAPUC objectives.
- b) No member of the Executive Committee of ZAPUC shall receive remuneration from the Society, or use their office for personal financial gain.
- c) The Treasurer shall be responsible for the Budget and ensuring that ZAPUC stays within budget.
- d) The Treasurer shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the Society.
- e) Any personal loans made to the Society will be paid back in full with no interest over a period that suits the lender.

### **ARTICLE 6: INTERNAL ORGANISATION AND ADMINISTRATION**

**4.1 The Organs of the Association shall be:-**

**4.1.1 Council of Representatives**

**A. Composition**

The Council of Representatives shall be composed of Vice-Chancellors/Principals/Directors/Commandants/Rectors of member Institutions who may send their Deputies or any other designated member of such Institution as proxy to represent them at meetings or conferences where need arise.

- i. The Council of Representatives shall:-

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- (a) Approve or amend the general framework for the working programmes and budgets of the Association;
- (b) Determine the general policy of the Association;
- (c) Lay down principles on which subscriptions shall be fixed and periodically revise them;
- (d) Elect members of the Executive Team of the Association;

B. The General Meeting of the Council of Representatives shall be held at least once every year.

C. An Extraordinary General Meeting of the Association may be convened on the written request of the majority of members addressed to the Executive Committee, if so decided by the Executive Committee, by two thirds majority of the members present. Between conferences, there may be annual conferences of members to discuss matters of general concern to higher education. These conferences shall not involve voting on ZAPUC business. Members shall be given notice of at least 14 days prior to the meeting.

### 4.1.2 The Executive Team

The Executive Committee shall give effect to the decisions of the Council of Representatives.

#### A. Composition

The Executive Committee shall be elected by a general meeting of the Council of Representatives and shall consist of 7 members elected at a general meeting of the Council. The Executive Committee shall consist of a Chairperson, Secretary, Treasurer, Publicity Secretary, Immediate Past Chairperson, and two Committee Members. The elected Executive members shall hold Office for 2 (two) years and shall be eligible for re-election. The Executive Committee shall be responsible for convening meetings of the Council of Representatives to which it shall report on its activities and execute any other duties delegated to it by the Council of Representatives.

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i. Chairperson - The Chairperson shall :-

- (a) Be responsible for all the general management and all the activities of the Association;
- (b) Preside over all meetings of the Executive Team and all general Meetings of the Association;
- (c) May, in consultation with the Publicity Secretary and at least two other Executive members, issue statements on behalf of the Association;
- (d) Shall present the Association's Annual Report to the Annual General Meeting;
- (e) Shall in collaboration with the Treasurer, approve any payments on behalf of the Association;

Only members representing members of the association and having served on the executive committee shall be eligible for election as Chairperson. The Chairperson of the Association shall chair meetings of the Council and Executive Committee.

ii. General Secretary – The General Secretary shall:-

- (a) In consultation with the Chairperson, prepare the agenda and distribute it timeously to all members of the Executive Team/Association. She/he shall also inform members of the date, venue and time of meetings;
- (b) Be responsible for recording all the minutes and the distribution thereof to all members;
- (c) Shall maintain and be in possession of the valid copy of the Constitution at every meeting;
- (d) Shall maintain proper records and be responsible for all the Association's correspondence.

iii. Treasurer – The Treasurer shall:-

- (a) Keep proper records of all income and expenditure of the Association;
- (b) Submit quarterly management accounts;
- (c) Ensure the production of annual audited financial statement of the Association's Accounts;
- (d) Ensure that all payments are approved by the Chairperson;

iv. Publicity Secretary – The Publicity Secretary shall:-

- (a) Keep all members abreast with developments in the print and electronic media with regard to matters that concern them;
- (b) Be responsible, in consultation with the Executive Team, for the publication of the Association's Newsletter;

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- (c) Shall assist the Chairperson in preparing press statements;
- (d) Solicit articles from members and other experts in the field of student and university /college affairs with a view to publishing an annual journal;
  
- v. Committee Members – The Committee members shall:-
  - (a) Assist in the smooth running of the Association;
  - (b) initiate fundraising processes for the Association

The Executive Committee shall meet at least twice a year to discuss business of ZAPUC.

### **ARTICLE 7: HEADQUARTERS OF ZAPUC**

- a. The Institution where the Chairperson sits/rented office constitutes the Headquarters until such a time that the association shall have its own premises.

### **ARTICLE 8: INDEMNITY**

- a. All members of the Association shall not be personally liable for any of its debts or liabilities, and shall in this respect be indemnified and held harmless of funds and property of the Association, except if they cause damage or loss to ZAPUC by reason of their own misfeasance.

### **ARTICLE 9: AMENDMENT OF THE CONSTITUTION**

- a. The Constitution may be amended by a two-third majority vote of members present and voting at the general meeting convened for this purpose, provided that notice of all such amendments shall be submitted to the Executive Team at least 21 days prior to the General meeting.
- b. The Executive Team, after receiving the proposed amendments duly proposed and seconded, shall present them to the General meeting convened for this purpose. The quorum for purpose of the General meeting or any other meeting of ZAPUC shall be one third of the members present at any meeting.

### **ARTICLE 10 : DISOLUTION OF THE ASSOCIATION**

- a. If the Association cannot be sustained, it shall be dissolved by the General Meeting by 51% of the paid-up members.
- b. The assets of the Association shall be auctioned and any income generated shall be equally distributed to the entire member Institutions after liquidating all liabilities.

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In the event that the income generated from the auction is insufficient to offset all liabilities, the member Institutions shall contribute equally towards the liquidation of any balance outstanding.