

COMPUTER SOCIETY OF ZIMBABWE CONSTITUTION

CONTENTS

<u>Section</u>		<u>Page</u>
	Interpretation	50
1.	The Society	50
2.	Aims	51
3.	Membership - Classification and Voting Rights	53
4.	Entrance to Membership	54
5.	Fellows	54
6.	Professional Members	55
7.	Associate Members	55
8.	Affiliate Members	56
9.	Graduate Members	56
10.	Student Members	56
11.	Honorary Members	57
12.	Institutional Members	57
13.	Designation of Members	57
14.	Subscriptions	58
15.	Cessation of Membership	59
16.	Co-opting of Members	59
17.	The Council	60
18.	Proceedings of the Council	62
19.	Chapters	63
20.	General Meetings	65
21.	Proceedings at General Meetings	66
22.	Meetings - General Procedure	67
23.	Finance	68
24.	Accounts	69
25.	Amendment to Constitution	69
26.	Dissolution	70
27.	Use of Armorial Bearings and Seal	70
Schedule 1a	Code of Ethics for Institutional Members	72
Schedule 1b	Code of Ethics for All Individual Members	74
Schedule 1c	Code of Professional Conduct for Individual Corporate Members	76
Schedule 1d	Proposed Basic Code of Practice for Individual Corporate Members, including guidelines for interpretation of above codes	83
Schedule 2	Fields of Applied Experience	85
Schedule 3	Technical Standards	85
Schedule 4	Standing Committees of Council	86
Schedule 5	Armorial Bearings	88
Appendix A	Subscriptions	91
Appendix B	Guidelines for Qualifications Acceptable for ACSZ Grading	91
Index		92

INTERPRETATION

In this Constitution the words in the first column below shall bear the meaning as defined, if not inconsistent with the subject or contents.

The Society	The Computer Society of Zimbabwe
The Council	The Executive Council for the time being of the Society
The Secretary	The Secretary of the Society for the time being, whether honorary or otherwise
Member	A Corporate or non-Corporate or Institutional member, unless otherwise stated
Information Processing	In this Constitution the term "Information Processing" shall mean information processing in the widest sense and shall, without prejudice to the generality of the foregoing, include systems investigation,

analysis and design, programming, operating and administering applications for scientific, engineering, administrative and research data processing and computer communications on digital, analogue and hybrid electronic computational equipment

Words importing the masculine gender only shall include the feminine gender

1. **THE SOCIETY**

- 1.1 The name of the Society (hereinafter called "the Society") is COMPUTER SOCIETY OF ZIMBABWE.
- 1.2 The headquarters of the Society will be situated in Zimbabwe.
- 1.3 All membership certificates and diplomas issued in the name of the Computer Society of Rhodesia or the Computer Society of Zimbabwe/Rhodesia will remain in force and valid after the name change of the Society to the Computer Society of Zimbabwe.
- 1.4 The Society shall be a corporate body, distinct from its members, and shall have perpetual succession. All property owned by the Society shall be held in its own name and it shall be entitled to sue or be sued in its own name. The Society shall not operate for the private pecuniary profit or gain of the members, in that the receipts and accruals of the Society may not be distributed to or divided amongst or credited for the benefit of any member except as remuneration for services rendered.

2. **AIMS**

- 2.1 The Principal aims of the Society are:
 - 2.1.1 To Promote knowledge to members of the Society and the general public with regard to the development and use of Information Processing.
 - 2.1.2 To ensure that, in the development of Information Processing, due and proper regard is paid to the rights and privileges of the general public.
 - 2.1.3 To facilitate the exchange of views between members of the Society on Information Processing and related technologies.
 - 2.1.4 To encourage research and development in, and to actively seek to improve techniques and knowledge of, Information Processing and to disseminate this information amongst members of the Society and the public through the medium of journals, circulars, publications, lectures, seminars, conferences, or by any other method which the Society may from time to time deem fit.
 - 2.1.5 To establish and maintain facilities for the collection and use of literature, films and other material relating to the principles and practices of Information Processing.
 - 2.1.6 To establish professional standards for persons employed in the field of Information Processing and to ensure that these standards are maintained.
 - 2.1.7 To encourage the integration of Information Technology plans and programmes in the national programmes for development of science and technology.
- 2.2 For the better attainment and furtherance of the aforesaid principal aims, the Society shall have the following subsidiary powers:
 - 2.2.1 To provide facilities for the study of and enquiry into Information Processing problems and, in suitable cases, to make known the results of any enquiry in such manner as may be thought fit.
 - 2.2.2 To encourage organisations or individuals, whether members or not, to undertake voluntary work for the purpose of furthering the aims of the Society.
 - 2.2.3 To establish standards of knowledge, training and experience in the practice of Information Processing appropriate for the admission of persons to the various grades of membership of the Society
 - 2.2.4 To collaborate with appropriate Government Ministries and other education bodies to establish and hold examinations and tests of knowledge and experience of the theory and practice of Information Processing and to award certificates and diplomas to those who pass these examinations and tests

- 2.2.5 To establish and promote training courses, scholarships, grants, awards and prizes, and to encourage education in the principles and practices of Information Processing
 - 2.2.6 To co-operate or affiliate with institutions in Zimbabwe or elsewhere having aims in whole or part similar to those of the Society
 - 2.2.7 To establish and develop chapters of the Society and such other subsidiary bodies as may from time to time prove desirable
 - 2.2.8 To engage officers and employees of the Society and to provide in whole or part for their salaries and maintenance
 - 2.2.9 To purchase, hire or otherwise acquire and hold movable or immovable property for the purposes of the Society and to construct, maintain and alter any buildings necessary for the work of the Society
 - 2.2.10 To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Society as may be thought expedient with a view to furthering its aims
 - 2.2.11 To undertake and execute any trusts which may lawfully be undertaken by the Society to further its aims.
 - 2.2.12 To borrow or raise money for the purposes of the Society on such terms and such security as may be thought fit.
 - 2.2.13 To invest the moneys of the Society not immediately required for its current expenditure in such a manner as may be deemed fit.
 - 2.2.14 To receive grants and donations under conditions acceptable to the Society.
 - 2.2.15 To open and maintain banking accounts, whether current, savings or fixed deposits, with any registered bank, building society or registered financial institution, as the Council may from time to time decide.
 - 2.2.16 To do all other lawful things as may be thought by the Council to be conducive to the attainment of any of the foregoing aims.
- 2.3 The Society shall not support any proposal or endeavour to impose on, or require to be observed by its members or others, any regulation, restriction or condition, which as an aim of the Society, would make it a trade union or employer's organisation.

3. **MEMBERSHIP CLASSIFICATION & VOTING RIGHTS**

- 3.1 Membership of the Society shall consist of three classifications, namely:
- 3.1.1 Individual Voting Members, which shall include the grades of:
 - (a) Honorary Member,
 - (b) Fellow,
 - (c) Professional Member
 - (d) Associate Member.
 - 3.1.2 Corporate Members, which shall include the grades of:
 - (a) Institutional Member,
 - (b) Affiliate Institutional Member.
 - 3.1.3 Individual Non-voting Members, which shall include the grades of:
 - (a) Affiliate Member,
 - (b) Graduate Member,
 - (c) Student Member.
- 3.2 At any meeting of the Society when a vote is taken either by show of hands or ballot, the rules regarding votes shall be:
- 3.2.1 Voting members shall be entitled to one vote each.
 - 3.2.2 Institutional Members shall be entitled to appoint two members to represent their interests, provided that the Secretary has been advised of the names of the representatives prior to the meeting. Only representatives who are individual Voting members shall be entitled to vote at the meeting and may vote on behalf of the Institutional Member as well as themselves.
 - 3.2.3 Non-Voting members shall not be entitled to a vote, except that a non-Voting member serving on Chapter committee may vote on matters discussed at Chapter committee meetings.

4. **ENTRANCE TO MEMBERSHIP**

- 4.1 All applications for, or nominations to, membership of the Society must be signed by two sponsors, who are responsible for attesting to the accuracy of the information submitted and the character of the applicant or nominee. The sponsors must be persons who meet the laid down requirements for sponsorship of the appropriate grade (see clauses 5 to 10).
- 4.2 Application for admission or re-grading shall not be granted without a recommendation from both the Chapter Committee and the Membership Committee and unless and until at a duly constituted meeting of the Council a majority of the members shall be in favour of such admission or re-grading. Except that applications for admission for Student and Affiliate membership may be granted on recommendation from the Chapter Committee only.
- 4.3 All members (with exception of Honorary Members) may apply to the Society for membership re-grading when they feel they have the necessary qualifications. It is not the duty of the Society to offer a re-grading status to the member.
- 4.4 The Council may in its absolute discretion and without assigning any reason therefor, admit or refuse to admit any person or organisation to any class of membership (provided that admission shall observe the rules of membership) and all refusals or admissions shall be minuted.
- 4.5 Every member shall be bound by this Constitution and shall, to the best of his ability, further the aims and interests of the Society.
- 4.6 Every member shall abide by the Society's relevant Code of Ethics and Professional Codes of Conduct (see attached schedules).

5. **FELLOWS**

A person to be elected as a Fellow shall, at the time of nomination, satisfy the Membership Committee that he has performed exemplary service to the Society and to the computer industry in Zimbabwe and meets the following criteria:

- 5.1 Has had at least ten years of continuous membership of the Society and has held the grade of Member or Professional Member for at least five years,
- and**
- 5.2 Is nominated by two Fellows, or Professional Members of the Society with a supporting citation of the relevant achievements and service to the Society and to the computer industry in Zimbabwe by the nominee,
- and**
- 5.3 Is elected as a Fellow by majority decision of the Council.

Fellows shall be entitled to use the initials FCSZ and to a certificate of grading.

6. **PROFESSIONAL MEMBERS**

A person to be elected to the grade of Professional Member shall, at the time of application or nomination, satisfy the Membership Moderator that he has, by his attainments, acquired an established reputation as a professional practitioner in the field of Information Processing and meets the following criteria:

- 6.1 Is eligible for Professional Member grade by virtue of one of the following:
- 6.2 Provides evidence of high personal achievement or status in the field of Information Processing,
- and**
- 6.3 Is sponsored by two Members of the Society who will be asked to confirm their knowledge of the candidate and of his adherence to the Society's code of conduct,
- and**
- 6.4 Attends an admissions interview and provides oral proof of his suitability for acceptance as a Professional Member.
- and**
- 6.5 Has the requisite number of qualifying points for the grade of Professional Member (schedule 2)
- and**
- 6.6 Agrees to undertake Continuing Professional Development (schedule 3)

Professional Members shall be entitled to use the initials PMCSZ and to a certificate of grading.

7. **ASSOCIATE MEMBERS**

A person to be elected to the grade of Associate Member shall, at the time of application or nomination, satisfy the Membership Committee that he meets the following criteria:

- 7.1 Is sponsored by two Members of the Society who will be asked to confirm their knowledge of the candidate
and
7.2 Has the requisite number of qualifying points for the grade of Associate Member (schedule 2),

Associate Members shall be entitled to use the initials ACSZ and to a certificate of grading.

8. **AFFILIATE MEMBERS**

A person to be elected as an Affiliate Member shall, at the time of application or nomination, satisfy both the Chapter Committee and the Membership Committee that he has a genuine interest in the development and use of computers and in the general aims of the Society.

No formal academic qualifications are required for admission to this grade, but the applicant must be sponsored by two Voting members of the Society.

9. **GRADUATE MEMBERS**

A person to be elected as Graduate Member shall, at the time of application or nomination, satisfy the Membership Committee that he:

- 9.1 Is sponsored by two Members of the Society who will be asked to confirm their knowledge of the candidate
and
9.2 Has the requisite number of qualifying points for the grade of Graduate Member (schedule 2),

10. **STUDENT MEMBERS**

A person to be elected as Student Member shall, at the time of application or nomination, satisfy the both the Chapter Committee and the Membership Committee that he:

- 10.1 Is a bone fide student registered at a recognised institution for tertiary education and is following an approved course of study leading to a degree, diploma or professional qualification recognised by the Society.
10.2 The applicant must be sponsored by two Voting members of the Society or by a senior member of academic staff from the Institution at which he is studying.

11. **HONORARY MEMBERS**

- 11.1 An Honorary Member shall be any person whom the full Council unanimously resolves to elect as such at a duly constituted Council meeting. Upon such election the Council may decide upon the rights and obligations which shall attach to such membership and other conditions appertaining thereto.

- 11.2 Honorary Membership will be granted to the recipient for life.

12. **INSTITUTIONAL MEMBERS**

A corporate or non-corporate body or other organisation shall be eligible to become an **INSTITUTIONAL MEMBER** of the Society provided that:

- 12.1 It gives such evidence as the Society may require of its interests in the aims of the Society,
and
12.2 It agrees to abide by the Codes of Ethics of the Society.

13. **AFFILIATE INSTITUTIONAL MEMBERS**

A corporate or non-corporate body or other organisation shall be eligible to become an **AFFILIATE INSTITUTIONAL MEMBER** of the Society provided that:

13.1 It gives such evidence as the Society may require of its interests in the aims of the Society,

and

13.2 It agrees to abide by the Codes of Ethics of the Society.

The grade of Affiliate Institutional Member is intended for Associations or similar bodies with synergistic interests with the Society.

14. **SUBSCRIPTIONS**

14.1 Subscriptions rates are set by the Council and details may be obtained from the Secretariat.

14.2 Any alteration to fees and subscription shall be notified to all members in advance

14.3 All subscriptions shall fall due on first day of January each year, except for new members joining later in the year when the subscription amount will be adjusted pro-rata.

14.4 Subscriptions may be reviewed by the Council as and when necessary, to cover running expenses of the Society.

14.5 The Council may withdraw membership of the Society from a member if his subscription is more than one calendar month in arrears without good reason.

15. **CESSATION OF MEMBERSHIP**

15.1 A member of the Society shall cease to be a member if he resigns in writing whereupon membership shall cease from the date when such notice was received at the office of the Society.

15.2 The Council may withdraw membership of the Society from a member:

15.2.1 If his subscription is more than one calendar month in arrears without good reason,

or

15.2.2 If a member has been found guilty of unprofessional conduct by the Disciplinary Board, who have recommended withdrawal of membership, and there has been no appeal by either the complainant or the complaineé within the stipulated 30 day period,

or

15.2.3 If an appeal has been lodged against a Disciplinary Board recommendation to withdraw membership of the Society and this recommendation is subsequently endorsed by the CSZ Council as a result of the appeal process and a resolution to this effect has been passed by a majority of at least three fourths of the members of the Council present and voting at a Council meeting at which not less than two thirds of the total number of members of Council shall have been present, provided that the guilty member shall have seven days clear notice sent to him of the Council meeting which he shall be entitled to attend and be heard in defence but he shall not be entitled to be present at the voting or take part in the proceedings otherwise than as the Council shall permit,

or

15.2.4 If he becomes of unsound mind.

15.3 Any member who ceases to be a member shall remain liable to pay the amount of his current subscriptions and any other sums due by him to the Society. No pro rata refunds will be made to such members of subscriptions already paid.

15.4 The names of members who cease to be members to be minuted at the following duly constituted meeting of the Council.

16. **CO-OPTING OF MEMBERS**

16.1 The Council may co-opt any Society member onto the Council, after due regard has been paid to the qualifications necessary for a Council member. Co-option may be to fill a vacancy caused by the resignation of a Council member or to fulfil a specialised function on the Council, and must be in accordance with procedures laid down in section 17.5.

16.2 The Chapter Committee may co-opt any member of the Chapter onto the Chapter Committee, after due regard has been paid to the qualifications necessary for a Chapter Committee member. Co-option may be to fill a vacancy caused by the resignation of a

Chapter Committee member or to fulfil a specialised function on the Chapter Committee, and must be in accordance with procedures laid down in sections 17.5 and 19.4.

- 16.3 Any Council Member or Chapter Committee member may co-opt onto any Special Committee or Standing Committee, any member of the Society willing and able to serve in that capacity.

17. **THE COUNCIL**

- 17.1 The management of the Society shall be under the control of the Council which shall for all purposes be the governing body of the Society. The Council shall in all its dealings abide by this Constitution as from time to time amended.

- 17.2 The Council shall consist of:

17.2.1 Eight elected members,

17.2.2 The Chairman of each Chapter, formed pursuant to Section 19 hereof; or an alternate nominated by the Chapter,

17.2.3 Co-opted members as required by the Council,

and will elect from among those members:

- (a) A President
- (b) A Vice President
- (c) A Secretary
- (d) A Treasurer.

- 17.3 Elected members of Council in terms of 17.2.1 will normally hold office for a period of two years. At least half the elected members will retire by rotation each year. If there is a need to elect more than four Council members in any one year, those four members who received the greatest number of votes will hold office for the normal two year period. Those members in excess of four who received the least votes will retire from Council after one year.

- 17.4 Election of members of the Council shall take place in the following manner:

17.4.1 Not later than the first week in May each year, the Council shall cause to be issued to all persons entitled to vote at elections, a notice specifying the names of the serving elected members who will retire at the Annual General Meeting indicating those who are willing to accept re-election and inviting other nominations.

17.4.2 All nominations must be received by the Secretary not later than 31st May each year.

17.4.3 Only Voting members may be nominated for election to the Council and all nominations must be signed by the nominee and two Voting Members of the Society.

17.4.4 In the event of the number of nominations exceeding the number of vacancies, the Secretary shall issue ballot papers to all members entitled to vote, not later than the 15th June each year. Should the number of nominations be less than the number of vacancies, the Secretary shall inform the President of the Council of this fact.

17.4.5 Ballot papers shall be returned duly completed to the Secretary not later than the 30th June.

17.4.6 All ballot papers shall be passed unopened by the Secretary to two scrutineers, appointed by the Council and who are not also nominees, who shall open them, count the votes and submit to the Council a report on the result of the ballot signed by both scrutineers not later than the 7th July and;

17.4.7 At the Annual General Meeting, the Chairman of the meeting shall declare the names of the successful candidates elected. In the case of an equality of votes being received, the General Meeting shall elect the required number of members by lot.

- 17.5 The Council, by a resolution passed by a majority of not less than three-fourths of the members of the Council present and voting at the meeting of the Council may co-opt to the Council, Corporate members who shall hold office for such periods and for such conditions as the Council may determine when co-opting the same, with due regard to the requirements of Section 16.1 and 17.3.

- 17.6 A member of the Council shall cease to hold office:

17.6.1 If he absents himself from three meetings of the Council and the council thereafter resolve that his place be vacated by a resolution passed by a majority of not less than three-fourths of the members present and voting at a meeting of the Council,

or

17.6.2 If he ceases to be a member of the Society,

or

- 17.6.3 If by notice in writing he resigns his office,
or
17.6.4 If he becomes of unsound mind,
or
17.6.5 If he is requested in writing to resign by a resolution passed by a majority of not less than three fourths of the members present and voting at a meeting of the council,
or
17.6.6 If he is removed from office by a resolution of the Society in a Special General Meeting.
or
17.6.7 If directed, in writing to resign for not performing to expectations or failing to fulfil duties as directed by the Executive Committee or the Council by a resolution passed by a majority of not less than three-fourths of the members present and voting at a meeting of the Council,
or
17.6.8 If directed, in writing to resign for unprofessional conduct by a resolution passed by a majority of not less than three-fourths of the members present and voting at a meeting of the Council and if so further resolved, cease to be a member of the Society.
- 17.7 All public meetings of the Society held by the Council, committees of the Council or Chapters must be controlled by a member of the Council who shall be the Chairman for that meeting and who shall be specifically charged with the duty of ensuring that the meeting is conducted with due regard to the security requirements of the country.
- 17.8 The Council shall have powers from time to time to set up or dissolve local Chapters of the Society and other such subsidiary bodies as may prove desirable, to make, alter, and repeal any by-laws as it may deem necessary or expedient or convenient for the Constitution, and to conduct and control the said local Chapters and other subsidiary bodies of the Society.
- 17.9 The Council shall have powers from time to time to make, alter and repeal any by-laws as it may deem necessary, expedient or convenient for the proper conduct and management of the Society, provided always that no by-laws shall be inconsistent with or shall affect or repeal anything contained in the Constitution of the Society.

18. **PROCEEDINGS OF THE COUNCIL**

- 18.1 Every year, the Council shall, as soon as practicable after results of the ballot for the election of Council members are to hand, but not later than six weeks after the Annual General Meeting, meet together for the despatch of business and elect from the members of the Council:

- (a) A President
- (b) A Vice President
- (c) A Secretary
- (d) A Treasurer.

The President shall take the chair at all meetings of the Council and the Executive Committee at which he is present. In the absence of the President, the Vice President shall preside at such meeting save that, if President and Vice President are absent, the meeting shall elect a member of the Council as Chairman for that meeting.

- 18.2 The Council may regulate its meetings as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes of those members attending and in case of equality of votes the Chairman shall have a second or casting vote.
- 18.3 On the request of the President or not less than three members of the Council, the Secretary shall, at any time, summon a meeting of the Council by notice served on the members of the Council.
- 18.4 Every year the Council shall, as soon as practicable after results of the ballot for the election of Council members are to hand, set up a Standing Committee to be called the Executive Committee which shall consist of:

The President,
The Vice-President,
The Secretary,
The Treasurer.

There shall be delegated to the Executive Committee when set up, power to act for the Council between meetings of the Council, subject to such regulation and limitation as the Council may from time to time impose.

- 18.5 The Council shall, as soon as practicable after results of the ballot for the election of Council members are to hand, set up Standing Committees chaired by a member of the Council to actively pursue the aims of the Society. The number, composition and terms of reference of these committees shall be in accordance with the attached schedule as amended from time to time.

- 18.6 A resolution in writing signed by all the members for the time being of the Council or of any Committee of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council or of such Committee duly convened and constituted, as the case may be.

19. **CHAPTERS**

- 19.1 The areas covered by the operations of the Society shall be divided into such districts as may be defined by the Council from time to time. In respect of each defined district the Council may at any time establish a local Chapter.

- 19.2 Membership of a Chapter established in terms of the preceding clause shall consist of:

19.2.1 Those members other than Institutional Members whose usual place of residence is situated within the defined district concerned, unless the member elect otherwise,

and

19.2.2 The Institutional Members which have an office or place of business situated within the defined district concerned.

19.2.3 No member or Institutional member shall belong to or have voting rights in more than one Chapter at a time.

- 19.3 Each Chapter shall elect a Chapter Committee which shall consist of the following members of the Chapter:

19.3.1 Eight elected members,

19.3.2 Co-opted members as required by the Chapter Committee,

and will elect from among those members:

- (a) A Chapter Chairman
- (b) A Chapter Vice Chairman
- (c) A Secretary
- (d) A Treasurer.

- 19.4 Each Chapter shall hold an Annual General Meeting not more than 8 weeks nor less than 2 weeks before the Annual General Meeting of the Society and names of members elected to the Chapter Committee shall be reported at this meeting. All provisions dealing with the election, vacation of office and co-opting of the Council of the Society shall apply mutatis mutandis to Chapter Committees, except that no more than three Non-Corporate members may be elected or co-opted to a Chapter Committee. A Non-Corporate member serving on a Chapter Committee may hold office on that Chapter Committee and may vote on matters discussed at Chapter Committee meetings.

- 19.5 The powers of the Chapter shall be those as defined by the Council from time to time.

- 19.6 The duties of the Chapter shall be:

19.6.1 To raise funds for the Society,

19.6.2 Arrange programmes and events to enhance the aims of the Society,

19.6.3 To maintain a register of members, books of accounts and other Chapter records,

19.6.4 Any other duties which the Council may assign to the Chapter from time to time.

- 19.7 A Chapter shall be dissolved if:

19.7.1 The Council passes a resolution in favour of such dissolution at a meeting attended by not less than two-thirds of the members of the Council and at least three-fourths of those Council members attending in favour of such a resolution provided such a Chapter shall have the right of appeal to a special general meeting if the appeal is lodged within 14 days and pending the hearing of such an appeal the Chapter shall not be dissolved,

or

19.7.2 Two-thirds of the members of the Chapter so decide at a meeting of which three weeks' notice has been given.

20. **GENERAL MEETINGS**

- 20.1 An Annual General Meeting of the Society shall be held once in every financial year in July and audited accounts shall be distributed at this meeting or as soon as possible thereafter.

- 20.2 The Council shall call a Special General Meeting whenever it thinks fit and Special General Meetings shall also be convened on the written request of not less than 10 voting members. The requisition shall state the objects of the meeting and shall be signed by the requisitionists and forwarded to the Secretary of the Council.
- 20.3 Twenty-one days' notice specifying the place, the day and the hour of an Annual or Special General Meeting and, in the case of special business, the general nature of the business, shall be given to members of the Society. Such notice, if served by post, shall be deemed to have been served 5 days after posting, and the accidental non-receipt of such notice shall not invalidate the proceedings at any General Meeting.
- 20.4 All business that is transacted at a Special General Meeting shall be only that for which the Special General Meeting has been called. Due notice must be given of items for inclusion on the agenda of the Annual General Meeting other than the following:
- Consideration of the Accounts and Balance Sheet
 - Reports of the Council
 - Reports on the Election of Members to the Council.

21. **PROCEEDINGS AT GENERAL MEETINGS**

- 21.1 No business shall be transacted at any General Meeting unless a quorum, as provided under Section 22, is present.
- 21.2 If within half an hour of the time appointed for the holding of a General Meeting a quorum is not present for the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and in any such place as the Chairman of the meeting shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the Corporate members present shall be a quorum.
- 21.3 If at any General Meeting all business appointed to be done is not completed the Chairman of the meeting may, with the consent of the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 21.4 The President shall preside at every General Meeting, but if there is no such President, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the Vice President if present and willing to act, shall preside; or failing him, the Corporate members present shall choose some member of the Council; or if no such member is present, or if all members of the Council present decline to take the chair, they shall choose some Corporate member of the Society who is present to preside.
- 21.5 At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands by a majority of the members present and entitled to vote, unless a ballot be demanded by the Chairman or by at least three members present in person and entitled to vote.
- 21.6 If a ballot be demanded in the manner aforesaid, it shall be taken at a time and place and in such manner as the Chairman shall direct and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded. Only members present or represented at the meeting and entitled to vote shall participate in the ballot.
- 21.7 No ballot shall be demanded on the election of a Chairman of a meeting or on any question of adjournment.
- 21.8 In the case of an equality of votes, either on a show of hands or at a ballot, the Chairman of the meeting shall be entitled to a further casting vote.
- 21.9 The demand for a ballot shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the ballot has been demanded.
- 21.10 A member entitled to vote and unable to be present at any General Meeting may vote by proxy provided the person appointed as proxy is a voting member of the Society in good standing and such appointment shall be made in writing.

22. **MEETINGS - GENERAL PROCEDURES**

22.1 **Quorum**

- 22.1.1 Quorum at General Meetings of the Society shall be 12 voting members of the Society.

22.1.2 At a Council, Chapter or Standing Committee meeting the quorum shall not be less than 50%.

No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business.

22.2 Quorum not Present

If within half an hour of the time appointed for the holding of a meeting a quorum is not present, the meeting:

- (a) if it is a General Meeting and convened on the requisition of Corporate members, shall be dissolved.
- (b) if it is a meeting other than the one detailed in (a), shall be adjourned to the same day in the next week, at the same time and place, or at such other place as the Chairman may determine, and if at such adjourned meeting a quorum is not present within half an hour of the time appointed for holding the meeting, the Corporate members present shall be a quorum.

22.3 Voting

All voting shall be decided by a simple majority unless otherwise stated.

22.4 Casting Vote

In all cases the Chairman shall have a casting vote unless otherwise stated.

22.5 Voting Methods

Unless specifically required by the Constitution that voting shall be by ballot, all voting shall be by a show of hands. Should, present at the meeting, any three members prior to voting, propose that the voting be done by ballot or by secret vote, then the voting shall be done by the method so proposed.

22.6 Voting by Proxy

Members unable to attend a General Meeting may submit their votes by proxy to the Secretary or Chairman prior to the start of the meeting. The proxy must be in writing. The member voting by proxy will be treated as if he was attending the meeting.

22.7 Voting Control at Meetings

The Chairman may, at his absolute discretion, employ any device or method that would ensure that voting by "show of hands" or any other method is done by members who have in fact the right to vote at the time of the meeting.

22.8 Chairmanship at General Meetings

The President, or in his absence the Vice President, shall preside as Chairman at every General Meeting, but if there be neither President or Vice President or if at any meeting neither shall be present within fifteen minutes after the time appointed for holding the same or if being present neither shall be willing to preside, the Corporate members present shall choose some member of the Council, or if no such member be present, or if all the members of the Council present decline to take the chair, the meeting shall choose some Corporate member of the Society to preside.

22.9 Chairmanship at Meetings Other than General Meetings

The elected Chairman or Vice Chairman shall preside at the meeting, but if he is not present or unwilling to preside within fifteen minutes of the time appointed for holding the meeting, then the members present shall choose a Corporate member of the Society present to preside.

23. FINANCE

23.1 As from 1 January 2010, the financial year of the Society shall be a period of twelve months commencing on the 1st January, and the six months ending 31 December 2009 shall be regarded as a financial year to accommodate the change-over.

23.2 The income and property of the Society, wheresoever derived, shall be applied solely towards the promotion of the aims of the Society as set forth in the Constitution and no portion shall be paid or transferred directly or indirectly, by way of dividends, bonus, or otherwise howsoever by way of profit to members of the Society, provided that nothing herein shall prevent the payment in good faith of a reasonable and proper remuneration to any officer or employee of the Society, or to any member of the

Society, in return for service actually rendered to the Society, nor prevent the payment of reasonable interest on money lent by or reasonable and proper rent for premises let by any member to the Society.

- 23.3 The liability of the members is limited to such membership subscription as may be due and unpaid from time to time.

24. **ACCOUNTS**

- 24.1 The Council shall cause proper and sufficient books of account to be kept in such a manner as to give a true and fair view of the state of the Society's affairs and explain its transactions with respect to:

24.1.1 The assets and liabilities of the Society.

24.1.2 The sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure take place.

24.1.3 All sales and purchases of goods by the Society.

24.1.4 Any other financial transactions which may be entered into.

- 24.2 The books of account shall be kept at the office of the Society or at any such place as the Council think fit, and shall always be open to the inspection of the Council or any member thereof and subject to reasonable restrictions as to the time and manner of inspection, shall be open to inspection by members.

- 24.3 The annual accounts of the Society shall be audited by a qualified auditor elected annually by the Society at the Annual General Meeting.

- 24.4 At the Annual General Meeting a report of the affairs of the Society, together with an audited statement of income and expenditure and balance sheets made up to the end of the financial year shall be submitted.

- 24.5 A copy of the audited annual accounts of the Society shall be submitted to the Commissioner General of the Zimbabwe Revenue Authority each year for perusal.

25. **AMENDMENT TO CONSTITUTION**

- 25.1 No addition, alteration or amendment shall be made to this Constitution unless the same shall have been previously submitted to, and approved by two-thirds of the members of the Society present and voting in a General Meeting.

- 25.2 No addition, alteration or amendment shall be made to this Constitution without the approval of the Commissioner General of the Zimbabwe Revenue Authority.

26. **DISSOLUTION**

- 26.1 The Society may be dissolved by a resolution of a General Meeting of members of the Society in good standing; convened on the recommendation of the Council or on the requisition of not less than half the voting members.

- 26.2 If, upon dissolution of the Society, there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution or institutions to be determined by members of the Society at or before the time of dissolution.

- 26.3 Upon dissolution no distribution of the remaining assets will be made without the approval of the Commissioner General of the Zimbabwe Revenue Authority.

27. **USE OF ARMORIAL BEARINGS & SEAL**

The armorial bearings and seal of the Society, having been duly registered, are for the specific and sole use of and by the Society. This right may not be ceded to any other person or organisation.

- 27.1 The armorial bearings may be reproduced:

- (a) in full (crest, shield, motto and surcoat),
or
(b) the shield only together with the motto,
or
(c) the crest only.

- 27.2 The armorial bearings may be reproduced in any size that seems appropriate from time to time.
- 27.3 The full and true colours of the armorial bearings (as specified in the schedule 5) may be used OR a line drawing in any colour but not a combination of these two possibilities.
- 27.4 The armorial bearings may be used on:
- 27.4.1 Official documents and papers of the Society.
 - 27.4.2 Ties, badges, brooches.
 - 27.4.3 Periodic publications, programmes, brochure, etc.
 - 27.4.4 Any other object that the Council may from time to time decide.
- 27.5 The armorial bearings may be reproduced in any manner and on any material that is appropriate provided that the stipulations of this section are observed.
- 27.6 Only persons who are fully accredited members of the Society may wear the ties, badges and brooches that may be available from time to time.
- 27.7 All the items under point 27.4 bearing the armorial bearing must be kept in a safe place to prevent their unauthorised use.

SCHEDULE 1a

CODE OF ETHICS FOR INSTITUTIONAL MEMBERS

Every Institutional Member of the Computer Society of Zimbabwe is obligated to abide by the undermentioned principles.

1. Refrain from any conduct which may bring discredit to the Society or to its members.
2. Strive to serve the best interests of its clients, when supplying Information Technology products or services.
3. Strive to make the best use of available computing resources.
4. Respect the copyrights on computer software products and refrain from the illegal sale of such products.
5. Refrain from deliberate misrepresentation regarding the use and potential of computer products and services.
6. Ensure that employees who provide an Information Technology service to clients do not knowingly lay claim to a level of competence that they do not possess and will at all times exercise competence at least to the level claimed

Guidelines for Interpreting Code of Ethics for Institutional Members

Preamble

Organisations who join the Computer Society of Zimbabwe as Institutional Members generally do so because:

- (a) They are users of IT products or services, OR
- (b) They are suppliers of IT products or services.

This set of guidelines attempts to describe minimum requirements for professional actions by suppliers of IT products or services. It is thus intended to assist suppliers by recommending how they should behave towards their clients, and users by outlining the behaviour they should expect from their suppliers.

Work is still being done to enlarge on these guidelines, so they should not be regarded as a complete set of rules.

Users of IT products or services are reminded that suppliers who are NOT Institutional Members of the CSZ are NOT bound by this code of ethics

Guidelines

The prime and overriding objective when providing an IT product or service must be "to satisfy the needs and expectations of the client/customer".

To this end Institutional members, when supplying Information Technology products or services, should always strive to:

1. Offer the client written specifications of the product or service.
2. Prepare formal quotation of costs of the specified product or service.
3. Require formal acceptance by the client of the specifications and quotation.
4. Identify supplementary work and costs and advise the client accordingly, as soon as possible.
5. Prepare the implementation plan in consultation and agreement with the client.
6. Provide the client with regular updates on implementation progress.
7. Notify the client of variances from the implementation plan and suggest possible corrective actions.
8. Prepare proper documentation of the system to ensure ongoing, effective audit, maintenance and enhancements.
9. Conduct a formal review of the implementation/installation and require acceptance by the client that the product/service conforms to specification.
10. Conduct a formal post implementation review to ensure that the product/service still meets needs/expectations.

Notes

It will not always be possible to meet the needs or expectations of the client, sometimes for very valid reasons. However, in such cases, it will be easier to resolve any major differences if the above guidelines are followed and the documentation has been properly prepared.

Where resolution is not possible it will be necessary to resort to arbitration and this is where the "CSZ Complaint Procedure" has an important role to play. Again, the objective here is to reach a fair assessment of the dispute (and settlement thereof) and then to build on this in our future practice of professionalism for the benefit of all CSZ members.

SCHEDULE 1b

CODE OF ETHICS FOR ALL INDIVIDUAL MEMBERS

The Code of Ethics consist of principles which are fundamental to the Information Technology (IT) profession and to the esteem and confidence in which its members are held by the public for the quality and reliability of their work. Every member of the Computer Society of Zimbabwe is obligated to abide by the undermentioned principles.

1. Refrain from any conduct which may bring discredit to the Society or to its members.
2. Not knowingly lay claims to a level of competence that he does not possess and will at all times exercise competence at least to the level he claims.
3. Maintain a high standard of personal integrity and exercise honesty, diligence, care and attention in the execution of all work assigned to him.
4. Respect the confidentiality of information acquired in the course of his work and should not disclose any such information to a third party without specific authority or unless there is a legal or professional duty to disclose.
5. Ensure that credit for work performed is given to all to whom credit is properly due and will not seek personal advantage to the detriment of the Society

Guidelines for Interpreting Code of Ethics for All Individual Members

The above code of ethics consists of a set of principles which every member of the Society is obligated to honour. The principles are general in nature with the main emphasis being on "professionalism". The following guidelines are intended to assist with interpreting both the positive and negative aspects of each principle.

1. Refrain from any conduct which may bring discredit to the Society or to its members.

It is not sufficient for CSZ members to refrain from inappropriate conduct. They are expected to play a more positive role along the following lines:
 - 1.1 Act with professionalism to enhance the prestige of the Society and to protect and promote professionalism in the industry.
 - 1.2 Obey the laws of our country and do not counsel, aid or assist others to act in any way contrary to these laws.
 - 1.3 Do not maliciously injure the professional reputation of another member.
 - 1.4 Take appropriate action (eg. report to Chapter committee) on reasonably certain knowledge of unethical conduct on the part of a colleague.
 - 1.5 Seek advice from the Society when faced with an ethical dilemma which you are unable to resolve.
2. Not knowingly lay claims to a level of competence that he does not possess and will at all times exercise competence at least to the level he claims.
 - 2.1 Do not attempt to enhance your own reputation at the expense of another member's reputation.
 - 2.2 Be honest with your employer or client when things do not work out as planned or if you have doubts about your competence in a given assignment.
3. Maintain a high standard of personal integrity and exercise honesty, diligence, care and attention in the execution of all work assigned to him.

This is the heart of our quest for professionalism and requires that we go beyond our assignment brief, if necessary, in order to act professionally. To this end all individual members should:
 - 3.1 Not knowingly engage in, or be associated with, any dishonest or fraudulent practices.
 - 3.2 Advise your client or employer of any potential conflicts of interest or conscientious objections which face you in connection with your work.
4. Respect the confidentiality of information acquired in the course of his work and should not disclose any such information to a third party without specific authority or unless there is a legal or professional duty to disclose.
 - 4.1 Do not seek to acquire, through your position or special knowledge, for your own or others' use, any information that is not rightly yours to possess.

5. Ensure that credit for work performed is given to all to whom credit is properly due and will not seek personal advantage to the detriment of the Society.
 - 5.1 Treat your colleagues with integrity and respect and hold their right to success to be as important as your own.

SCHEDULE 1c

CODE OF PROFESSIONAL CONDUCT FOR INDIVIDUAL VOTING MEMBERS

A Voting member of the Computer Society of Zimbabwe is an Information Technology (IT) professional and is accordingly required, by his efforts and example, to safeguard the public interest and uphold and advance the reputation and dignity of the IT profession. To this end he will abide by the Society's Code of Ethics and adhere to the Rules of Professional Conduct set out below. Failure to do so may lead to disciplinary action.

1. Endeavour to extend public knowledge and understanding of IT and will combat ignorance wherever he finds it, especially in those areas where the application of IT appears to have dubious social merit.
2. Co-operate in advancing IT by interchanging knowledge, information and experience with other members through the medium of publications, discussions and courses, subject to the confidential relationship that exists between the member and his client or employer. Where possible encourage and support fellow members in their professional development, particularly new members to the profession.
3. Remain aware of his responsibility to continually maintain and upgrade his technical competence in the swiftly changing domain of computer based information systems. He is cognisant of the capabilities and limitations of his specialised expertise in particular and of the field of IT in general.
4. Maintain a fundamental respect for the privacy and integrity of individuals, groups and organisations and an ongoing awareness that computerised invasion of privacy, without informed authorisation, and consent, is a major, continuing threat for potential abuse of individuals, groups and populations.
5. Express an opinion on a subject within his competence only when it is founded on adequate knowledge and honest conviction and will properly qualify himself when expressing an opinion outside of his competence. Public statements in a professional capacity are only issued if properly authorised and having regard to the likely consequences of such statement on others.
6. Use his special knowledge, experience and position to protect the interests of the public and to refrain from misrepresenting the capabilities, applications and benefits of IT systems for personal gain. He does not withhold information on the capabilities of products, systems or services with which he is concerned or take advantage of the lack of knowledge or inexperience of others.
7. Accept assignments only where there is a reasonable and informed expectation of successfully meeting requirements and attempt at all times to keep all parties concerned (eg. co-workers, management, clients and users) properly informed on the progress and status of the tasks involved and the likely consequences of any significant deviations from the planned results.
8. Accept professional responsibility for his work and for the work of subordinates and associates under his direction, and shall not terminate any assignment except for good reason and on reasonable notice.
9. State clearly, before undertaking an assignment, the basis or amount of remuneration to be applied and ensure that all known limitations of advice given to the client are fully disclosed and explained.
10. Carry out all work assignments in accordance with the appropriate laid down Technical Standards and otherwise seek to conform to recognised good practice and quality standards which are in his judgement relevant, and shall encourage subordinates to do likewise.
11. Disclose to a client, when acting as a consultant and before accepting instructions, any personal or financial interests which might influence the work for that client. For example:
 - (a) any directorship or controlling interest in any business in competition with the client;
 - (b) any interest or involvement with goods or services recommended or supplied to the client by the consultant;
 - (c) any personal relationship with persons in the client's employ who might influence, or be directly affected by, advice given;
 - (d) the existence but not the name of any other current client of the consultant or the consultancy with competing interests.
12. Refrain from the following when acting as a consultant:
 - (a) Practising when his judgement is or might be impaired for any reason;
 - (b) Offering employment to the client's staff without the client's prior permission or from inviting an employee of a client to consider alternative employment

Guidelines for Interpreting Code of Conduct for Individual Voting Members

Each rule is supported by guidelines or statements of intent which are intended to assist in their interpretation, and in identifying possible malpractices or breaches of professionalism by voting members of the Society. The Complaint Procedure for Unprofessional Conduct provides the mechanism for reporting such apparent malpractices.

1. Endeavour to extend public knowledge and understanding of IT and will combat ignorance wherever he finds it, especially in those areas where the application of IT appears to have dubious social merit.
 - 1.1 Strive to advance public knowledge and understanding of computing and information systems and technology.
 - 1.2 Counter false or misleading statements which are detrimental to the profession.
2. Co-operate in advancing IT by interchanging knowledge, information and experience with other members through the medium of publications, discussions and courses, subject to the confidential relationship that exists between the member and his client or employer. Where possible encourage and support fellow members in their professional development, particularly new members to the profession.
 - 2.1 Communicate ideas and experiences with other IT professionals, students and the public, for the mutual benefit of upgrading your own and their, knowledge and skills.
 - 2.2 Provide opportunity and encouragement for professional development and advancement to fellow IT professionals and aspirants to the profession.
3. Remain aware of his responsibility to continually maintain and upgrade his technical competence in the swiftly changing domain of computer based information systems. He is cognisant of the capabilities and limitations of his specialised expertise in particular and of the field of IT in general.
 - 3.1 Maintain and increase your competence through a programme of continuing education encompassing the techniques, technical standards and practices in your fields of professional activity. Strive to understand the relevant legislation and regulations and comply with these.
 - 3.2 Do not intentionally misrepresent your qualifications or credentials to a present or prospective client or employer.
4. Maintain a fundamental respect for the privacy and integrity of individuals, groups and organisations and an ongoing awareness that computerised invasion of privacy, without informed authorisation, and consent, is a major, continuing threat for potential abuse of individuals, groups and populations.

This is more relevant in developed countries but in time will have an increasing significance in Zimbabwe. The main requirement of the corporate member is that he should in his professional practice:

- 4.1 Take all reasonable measures to protect confidential information from inadvertent or deliberate improper access; and
 - 4.2 Ensure that data stored within computer systems about persons and groups is accurate as far as possible; and that mechanisms exist for verification of such data particularly where use of inaccurate data could have direct adverse affects on the activities of such persons or groups (eg. criminal record, bad credit rating, poor employability references).
5. Express an opinion on a subject within his competence only when it is founded on adequate knowledge and honest conviction and will properly qualify himself when expressing an opinion outside of his competence. Public statements in a professional capacity are only issued if properly authorised and having regard to the likely consequences of such statement on others.

The most common malpractice here is misrepresentation of the suitability of a particular product or service. Opinions based on limited knowledge or experience (or opportunistic hearsay) must be properly qualified. It follows that:

- 5.1 Do not intentionally conceal or misrepresent any partisan statements made on behalf of another member or authority.
6. Use his special knowledge, experience and position to protect the interests of the public and to refrain from misrepresenting the capabilities, applications and benefits of IT systems for personal gain. He does not withhold information on the capabilities of products, systems or services with which he is concerned or take advantage of the lack of knowledge or inexperience of others.

This is probably the most far reaching of all the rules and invites proactive contributions along the following lines:

- 6.1 Advise your client or employer when you believe that a project is not in their best interests.
- 6.2 Understand and give due regard to the perceptions of those affected by your work whether or not you agree with those perceptions.
- 6.3 Avoid any situation that may give rise to a conflict of interest between you and your client or employer but should such conflict arise it is imperative that full and immediate disclosure is made to the client or employer.
- 6.4 Ensure that your client or employer is aware of any significant risk that could adversely affect their plans (eg. imminent obsolescence, replacement or supersession of facilities) and of any additional work or expense they will or may incur in using the service or product being offered to them.
- 6.5 Actively seek opportunities for increasing efficiency and effectiveness to the benefit of your client or employer.

There are also a couple of important DO NOTS:

- 6.6 Do not misrepresent your own skills or knowledge.
- 6.7 Do not make false or deceptive statements as to the present or expected state of affairs in any aspects of the capability, implementation or use of Information Technology.
7. Accept assignments only where there is a reasonable and informed expectation of successfully meeting requirements and attempt at all times to keep all parties concerned (eg. co-workers, management, clients and users) properly informed on the progress and status of the tasks involved and the likely consequences of any significant deviations from the planned results.

It is common practice within the profession to transgress this rule, albeit seldom deliberately, and there is a strong moral obligation on members to disclose likely limitations to their client or employer "up front".
 - 7.1 Challenge and expose false or misleading assumptions particularly where the consequences could be significant.
 - 7.2 Keep your client or employer properly informed on the progress of your assignment and on the likely consequences of any deviations from the planned results. You should not attempt to exonerate yourself or limit your liability to your client or employer for any personal malpractice or misjudgement.
8. Accept professional responsibility for his work and for the work of subordinates and associates under his direction, and shall not terminate any assignment except for good reason and on reasonable notice.

This is another fundamental rule in the practice of Information Technology professionalism. It implies full accountability for the quality, timeliness and use of resources in all work for which you are responsible. Every effort must be made to complete assignments within the agreed time and cost constraints and your client or employer must be notified as soon as possible of any overruns or variances. In conjunction with this you have two basic obligations to:
 - 8.1 Protect the user of your product or service against consequential loss or harm, and
 - 8.2 Indicate the likely consequences if your professional judgement is overruled.
9. State clearly, before undertaking an assignment, the basis or amount of remuneration to be applied and ensure that all known limitations of advice given to the client are fully disclosed and explained.

So often problems occur because the final cost of an assignment exceeds the expectations of the client or employer, or alternatively, do not conform to user expectations. To limit "surprises" to your client or employer:
 - 9.1 Seek expert advice in preparation of formal contracts and to ensure that all requirements, including the prime responsibilities of all parties, are adequately covered in the contract or tender procedures.
 - 9.2 Ensure that your client or employer is made aware of any contingencies under which supplementary charges may be payable and the basis of such charges.
 - 9.3 Be aware that you have an ongoing obligation to disclose any interest of which you are aware which does or may conflict with your duty to a present or prospective client or employer.
 - 9.4 Do not offer or provide, or receive in return, any inducements for the introduction of business from a client unless there is full prior disclosure of the facts to the client.
10. Carry out all work assignments in accordance with the appropriate laid down Technical Standards and otherwise seek to conform to recognised good practice and quality standards which are in his judgement relevant, and shall encourage subordinates to do likewise.

This is an extension of rule 8 and as such is another fundamental rule in the practice of Information Technology professionalism. The basic requirement is that systems are designed and adequately documented to facilitate subsequent audit, maintenance, enhancement and accurate comprehension by users. The following are corollaries to this basic requirement:
 - 10.1 Respect and seek where necessary, the professional opinions of colleagues in their areas of competence.
 - 10.2 Ensure that each task or element of an assignment is completed to a defined level before the next dependent task is started.
 - 10.3 Seek to improve professional standards through participation in their development, use and enforcement and avoid any action that may adversely affect the good standing of the profession.
11. Disclose to a client, when acting as a consultant and before accepting instructions, any personal or financial interests which might influence the work for that client. For example:

- (a) any directorship or controlling interest in any business in competition with the client;
- (b) any interest or involvement with goods or services recommended or supplied to the client by the consultant;
- (c) any personal relationship with persons in the client's employ who might influence, or be directly affected by, advice given;
- (d) the existence but not the name of any other current client of the consultant or the consultancy with competing interests.

This rule applies specifically to a corporate member who is acting as a consultant and is self explanatory.

12. Refrain from the following when acting as a consultant:

- (a) Practising when his judgement is or might be impaired for any reason;
- (b) Offering employment to the client's staff without the client's prior permission or from inviting an employee of a client to consider alternative employment;
- (c) Handling clients' moneys or placing contracts or orders in connection with work on which he is engaged, unless specifically so instructed by the client.

This rule applies specifically to a corporate member who is acting as a consultant and is self explanatory.

SCHEDULE 1d

BASIC CODE OF PRACTICE FOR INDIVIDUAL VOTING MEMBERS

All practising members of the Society are expected to continually strive to enhance the esteem of the Information Technology profession through their personal integrity and application at work.

Employers, clients, members of the public or other professions should expect, and be encouraged to expect, the same standards of competence and conduct from CSZ professionals as they expect from recognised members of other professions such as doctors, lawyers or architects. The Society believes that there should be equal awareness of the accountability of its members, not only to possess, but to exercise, that competence according to high standards of personal integrity and good working practice.

The following simplified Code of Practice provides practical guidelines for achieving this goal:

1. **ACCEPT** full responsibility for your performance in those areas of responsibility which are assigned to you and accepted by you. Do not "pass the buck".
2. **ANALYSE** new work assignments to establish realistic time and cost estimates for completing the work undertaken.
3. **DISCUSS** job requirements and issues with those concerned and record all agreements requiring action.
4. **INFORM** all concerned on progress and notify them as soon as possible of any significant deviations from plan.
5. **BE HONEST** with problems (no sweeping under the carpet) and openly admit personal errors or misunderstandings when things do not work out as planned.
6. **BE PROFESSIONAL**
 - (a) With appointments. Make them (do not just interrupt) and keep them (or at least notify if unable to do so).
 - (b) With correspondence. Write to clients confirming verbal agreements and have the courtesy to answer their letters.
7. **QUALIFY** any advice or opinions that are based on limited knowledge or experience and do not take advantage of lack of knowledge or experience of others.
8. **RESPECT** the people with whom you work and ensure that credit for work performed is given to all to whom credit is properly due.
9. **REVIEW** completed assignments/tasks to ensure ultimate satisfaction of user needs and/or expectations.

SCHEDULE 2

GUIDELINES TO QUALIFYING POINTS FOR ADMISSION

Of Professional Members, Associate Members and Graduate Members

Points are awarded in the following categories:

- Relevant Academic Achievement
Diplomas, Degrees, Recognised Qualifications,
- Relevant Professional Experience
ICT experience measured in years and type,
- Participation in CSZ Activities
Involvement, contribution, attendance,
- Participation in Professional Activities
Contribution to industry, academia, papers,
- Duration of paid-up CSZ membership

The Membership Committee is responsible for assessing points in accordance with a schedule agreed by the Council

SCHEDULE 3

CONTINUOUS PROFESSIONAL DEVELOPMENT

DEFINITION OF CPD

“The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the individual’s working life.”

Engineering Council definition of Continuing Professional Development, October 1994.

SCHEDULE 4

STANDING COMMITTEES TO BE SET UP BY THE COUNCIL (Clause 18.5)

These committees to serve from the 1st July until the end of the financial year unless otherwise determined by the Council in the interests of continuity and practicality.

1. Executive Committee

KEY OBJECTIVE: To act for the Council between meetings of the Council, subject to such regulation and limitation as the Council may from time to time impose.

2. Professional Development (Membership) Committee

KEY OBJECTIVE: To control the registration and grading of members and the adherence of members to specified codes of conduct. This includes responsibility for the processing of complaints of unprofessional conduct.

3. Professional Development (Education) Committee

KEY OBJECTIVE: To formulate, review and update CSZ policy, standards and guidelines for meeting the computer education and training needs in Zimbabwe.

4. Technical Liaison Committee

KEY OBJECTIVE: To enhance the status of the Computer Society by facilitating a service to the IT industry in Zimbabwe. This is achieved through liaison with CSZ committees and other key stake-holders.

AD HOC COMMITTEES

In addition, Council will establish ad hoc committees as necessary for specific projects, including the following committees

1. ICDL Committee

KEY OBJECTIVE: To control and promote all aspects of the International Computer Driving Licence in Zimbabwe, subject to the regulations of the European Computer Driving Licence Foundation.

2. International Affairs Committee

KEY OBJECTIVE: To promote the status of CSZ by establishing and maintaining contact and working relationships with selected external bodies of influence, ensuring appropriate participation in areas which will benefit CSZ members or the IT industry in Zimbabwe.

3. Business Development (Marketing) Committee

KEY OBJECTIVE: To enhance the reputation and status of the Computer Society of Zimbabwe by promoting and publicising its many activities and achievements.

4. Business Development (Special Projects) Committee

KEY OBJECTIVE: To ensure the financial viability of the Computer Society through the organisation of appropriate income generating projects.

SCHEDULE 5

ARMORIAL BEARINGS (Clause 27)



The Society's armorial bearings were designed by Mr B Harper of Harvey, Bufe and Partners in Bulawayo and registered on 24 November 1976.

Description

Blazon	The Arms	Gules semi of electrical flashes. Argent on a chief with a pattern of billets in three rows 5, 7 and 7 and in sinister chief a triangle Sable
:	-	
	The Crest	A demi Sable antelope proper supporting a bezant inscribed with a printed circuit.
	-	

Explanation of Heraldic Terminology

The crest consists of a shield of red, with gold lightening flashes superimposed on it to represent the electronic aspects of the industry. The top of the shield is covered with a symbolic version of a punched card with the top right hand corner cut off. The shield is surmounted with a demi sable to represent Zimbabwe. The sable is holding a gold circle symbolic of magnetic tape and on the circle is a stylised printed circuit.

The whole arms is supported by a sash with the motto "AGE QUOD AGIS" which means "DO WELL WHAT YOU DO".

INDEX TO TERMS USED IN THE CONSTITUTION

	<u>Section</u>
Accounts	24
Affiliate Members	3.1.4, 8
Aims of the Society	2
Amendment to Constitution	25
Annual General Meeting	19.4, 20
Armorial Bearings	27, Schedule 5
Assets	2.2.10
Associate Member	3.1.1, 7
.	
Ballot, Demand	21.5, 21.6, 21.7, 21.9
Ballot Papers	17.4.4, 17.4.5, 17.4.6
Banking Account	2.2.16
Casting Vote	18.2, 21.8, 22.4
Certificates	1.3, 2.2.4, 13.1-4
Chairmanship	17.7, 18.1, 21.4, 22.8, 22.9
Chapters	2.2.7, 19
Chapter Committee, Election	19.3, 19.4
Chapter Dissolution	19.7
Chapter Duties	19.6
Chapter Membership, Residence	19.2.1, 19.2.2
Chapter Powers	19.5
Chapters, Setting up or Dissolution	17.8
Continuous Professional Development	Schedule 3
Co-opting	16, 17.5
Council	17
Council, Composition of	17.2
Council, Election of	17.3, 17.4
Council Meetings, Summons	18.3
Council Member, Cessation of Office	17.6
Council Member, Election, Equality of Votes	17.4.7
Council Member, Period of Service	17.3
Council, Nominations Exceeding Vacancies	17.4.4
Council, Nominations Less than Vacancies	17.4.4
Council, Power of	17.8, 17.9
Degree	7.1, 10.1
Diploma	1.3, 2.2.4, 7.1, 8
Dissolution of Society	26
Donations to Society	2.2.15
Education	2.2.5, Schedule 4
Examinations	2.2.4
Executive Committee	18.4
Experience, Applied	7.1, 7.2, 10.2, Schedule 2
Fellow	3.1.1, 5
Finance	23
General Meetings, Adjournments	21.2, 21.3, 21.7
Graduate Members	9
Guidelines for Acceptable Qualifications	Appendix B
Honorary Member	3.1.1, 11

INDEX TO TERMS USED IN THE CONSTITUTION

	<u>Section</u>
Institutional Membership	3.1.2, 12
Institutions, Similar Aims	2.2.6
Member	3.1.1, 6
Members, Co-opting of	16
Membership, Admission/Refusal	4.4
Membership, Applications	4.1
Membership, Cessation	15
Membership, Classification	3.1
Membership Criteria	2.2.3, 5, 6, 7, 8, 9, 11, 12
Membership, Designation	13
Membership, Re-grading	4.2, 4.3
Non-Voting Membership	3.1.3
Notice of Meetings	20.3
President, Election of	18.1
Professional Code of Conduct	4.5, Schedule 1 2.2.11
Property	2.1.2
Public, Rights and Privileges	
Professional Member	6
Quorum	21.1, 22.1
Quorum not present	21.2, 22.2
Resolution, Validity of	18.6
Scrutineers	17.4.6
Secretary, Election of	18.1
Security of Country	2.1.7
Special General Meeting	20.2, 20.3, 20.4
Standing Committees	18.4, 18.5, Schedule 4
Student Member	3.1.3, 9
Subscriptions	14, 15.3, Appendix A
Technical Standards	2.1.6, 6.3, Schedule 3
Trade Unions	2.3
Treasurer, Election of	18.1
Vice President, Election of	18.1
Voting by Proxy	21.11, 22.6
Voting, Method of	22.3, 22.5, 22.7
Voting of Members Present	18.2
Voting Rights	3.2, 19.2.3