



## **CONSTITUTION**

### **OF THE RESERVE BANK OF ZIMBABWE SPORTS CLUB**

#### **1. NAME**

- 1.1. The title of the Club shall be the “Reserve Bank of Zimbabwe Sports Club” hereinafter referred to as the Club.
- 1.2. The club shall be a universitas distinct from its members, being capable of suing and being sued and of acquiring property and rights and obligations in its own name.

#### **2. OBJECTS**

- 2.1. The general objects of the Club shall be to encourage and promote all forms of sport, social and recreational activities for all its members.
- 2.2. More particularly the objective of the Club shall be to:-
  - i) Contribute to the overall health and well-being of staff of the Reserve Bank of Zimbabwe (hereinafter referred to as the Bank), its subsidiaries and associate companies.
  - ii) Provide opportunities for staff to interact with each other in a social environment;

- iii) Generate a greater sense of community within the Reserve Bank of Zimbabwe, its subsidiaries and associate companies;
- iv) Devise and implement a programme of social and sports activities for its members; and
- v) Support staff clubs and societies within the Reserve Bank of Zimbabwe, its subsidiaries and associate companies.

### **3. OFFICERS OF THE CLUB**

3.1. The Officers of the Club shall be:-

- i) The President who shall be the Governor of the Reserve Bank of Zimbabwe for the time being
- ii) The Vice-President (s) who shall be the Deputy Governor (s) of the Reserve Bank of Zimbabwe for the time being
- iii) The Chairperson (who shall be a Director in charge of Corporate Affairs of the Bank)
- iv) Vice-Chairperson

3.2. All officers of the Club shall be ex-officio members of all Committees.

3.3. The President and Vice-President (s) shall be patrons of the Club and may attend such meetings of the Executive Committee as they may wish.

### **4. EMPLOYMENT AND HIRE OF CLUB STAFF**

4.1. The employment and hiring of club staff including the Manager, the determination of conditions of service, disciplining and making and executing decisions related thereto shall be done by the Club through the Executive Committee which shall consult and give regular report on this to the President and Vice-Presidents of the Club.

4.2. Management will be responsible for:-

- i) The Secretariat of the Club whose functions include the performance of all the duties of a Secretary including without limitation, receiving and dealing with all correspondence relating to the general matters of the Club, writing minutes of meetings of the Executive Committee and of the Club, maintaining a register of members and their addresses, maintaining an inventory of the Club's assets, attending to their maintenance and performing all such other duties as shall be delegated to him from time to time.
- ii) Management will also be responsible for keeping charge of the funds of the Club, and maintaining proper books of accounts and report on the financial affairs and position to the Executive Committee.
- iii) The Executive Committee at its first meeting will set out the functions of management that would be expected from it.

4.3. The day to day operations of the Club shall be delegated to an employee Manager who shall work under the supervision of the Executive Committee and shall report to it through its Chairman.

4.4. The salaries and working conditions of the Sports Club staff will be in accordance with the National Employment Council of the Catering Industry.

## 5. **MEMBERSHIP**

The Club shall consist of the following classes of membership:

### 5.1. **Ordinary Membership**

All Non-Executive Directors for the time being, members of staff and pensioners of the Bank, its subsidiaries and associate companies are eligible for ordinary membership.

### 5.2. **Temporary Membership**

All members of staff and pensioners for the time being of the Bank, its subsidiaries and associate members who are not ordinary members of the Club may be granted temporary membership.

### 5.3. **Family Membership**

All spouses and all children below 18 years of age, or above 18 years but below 21 years if they are not self-supporting or employed, of ordinary members of the Club are eligible for membership.

#### **5.4. Honorary Membership**

The President of the Club may in exceptional circumstances as a gesture of appreciation for valued services to the Club or the Bank, its subsidiaries and associate companies, or for any other reason recommend to the Executive Committee, that a person be granted Honorary Membership to the Club for such period as may be determined by the President.

#### **5.5. Associate Membership**

Associate Membership is open to persons not qualifying for eligibility under the foregoing classes mentioned in Articles 3.1.1 and 3.1.2 who may be granted associate membership on the terms and conditions specified hereunder.

5.6. The Executive Committee in consultation with the President may increase the classes of membership as shall be necessary.

### **6. GUESTS**

**6.1.** Each member shall be entitled to bring to the Club a maximum of two guests per visit, provided that a person whose application to become a member, has been rejected or a person whose membership

has been terminated on account of misconduct shall not be brought to the Club as a guest.

**6.2.** The Club shall maintain a visitors book in which a member bringing a guest shall inscribe the guest's name and his or her (the member's) name and signature.

6.3. A guest shall only remain in the Club during the presence of the member who invited him or her and shall not incur any debt or liabilities with the Club.

6.4. A member bringing a guest shall be responsible and answerable for his or her guests' conduct.

**6.5. Application for Membership**

a) Application for membership of the club shall be in writing on a form prescribed by the Executive Committee and shall be accompanied by one year's subscription, which shall be returned should the applicant not be granted permission. Each application form shall be signed by the applicant as well as by the proposer and seconder who must be members in good standing of at least 12 months. With respect to associate members the application form should in addition to the above be endorsed by at least two members of the Executive Committee.

- b) Properly completed application forms by intending members shall be directed to the Secretary prior to the sitting of the Executive Committee to grant membership status.
- c) No members may propose and second a rejected candidate for membership until a period of six months has elapsed after such candidate's prior application.
- d) On the granting of membership to new members, the Club secretary shall notify that fact of such granting of membership in writing, and shall enclose a copy of the rules and by-laws of the club, together with a signed membership card.

## 7. **SUBSCRIPTIONS**

- 7.1. Periodical membership subscriptions for each of the classes of members shall be determined by the Executive Committee from time to time.
- 7.2. The periodical subscriptions shall be due and payable on dates and places as shall be determined by the Executive Committee and communicated to members.
- 7.3. Any person who shall become a member during the course of a particular period during the year shall for the purpose of the periodical subscription be deemed to have become a member as from the date of his/her application but shall pay a subscription based on the requisite subscription for the relevant period.

7.4. A member whose membership has been terminated or who has resigned:-

(a) shall remain liable for such payments, fees and subscriptions still due and unpaid by him/her; and

(b) shall not be entitled to recover any sums by reason of the termination or resignation of his/her membership prior to the end of the period in which his/her membership would have ceased.

7.5. If a member intending to resign a month before his next periodical subscription falls due fails without sufficient cause to give the requisite notice, such member shall be liable to pay the full subscription for the ensuing period.

7.6. If a member fails to pay any sum due and payable to the Club within thirty (30) days from the date when such sum was due, the Secretary shall immediately notify him/her in writing of such non-payment and if the sum is not paid within fourteen (14) days of such notification, the Secretary shall post the defaulting member's name on the Club's notice board for a period of seven (7) days. If no payment is made within those seven (7) days, the member shall cease to be *ipso facto* a member of the Club unless he/she explains the reasons for his/her default to the satisfaction of the Executive Committee.



7.7. A person who has ceased to be a member of the Club in terms of Article 5.6 may apply to the Executive Committee for re-admission to the Club respectively.

7.8. The Executive Committee may accept or deny the application made in terms of Article 5.7.

7.9. A person whose application has been denied in terms of subsection (8) may, not more than (14) days after his/ her application has been denied, appeal to the President of the Club who may confirm, vary or set aside the decision of the Executive Committee and may, if he varies or sets aside the decision of the Executive Committee attach any such conditions as he deems fit in the circumstances.

## 8. **EXECUTIVE COMMITTEE**

8.1. There shall be an Executive Committee responsible for setting the policies of the Club.

8.2. The Executive Committee shall consist of:-

- i) the Chairperson of the Club who shall preside at meetings of the executive committee and of the Club.
- ii) the Vice-Chairperson of the Club who shall assist the Chairperson with his/her duties and shall assume the chairperson's powers and duties in the absence of the latter.

iii) two staff representatives one nominated by the Gemco and another from the Workers Committee.

iv) two members nominated by the President.

v) Two members elected from general Club membership, one representing Reserve Bank related staff and another non Reserve Bank member.

8.3. Members of the Committee shall be appointed in terms of the Transitional provisions as stipulated in Appendix 1 to this constitution initially for a period of 6 months subject to the review and possibility of further extension. Thereafter elections will be held for the electable positions and the normal tenure of positions on the Executive Committee will be three years. The Manager of the Sports Club shall be an ex-officio member of the Executive Committee-

Provided that the positions of the Chairman, will continue to be reserved for the Bank and office bearers will serve at the pleasure of the President of the Club.

8.4. Members of the Executive Committee shall be eligible for reappointment at the end of the three year period.

8.5. A member of the Executive Committee ceases to hold office on termination of employment with the Bank.

8.6. The Executive Committee shall meet as necessary to pass accounts.

- 8.7. Only members of the Executive Committee shall be present at meetings with the exception of invited guests to speak on specialist matters. They should only be present for the matter concerned.
- 8.8. The Executive Committee shall have authority to set policy on investments on behalf of the Club.
- 8.9. The Executive Committee shall have the authority to sub-contract the running of the kitchen, gym and any other designated activity to approved persons or organizations.
- 8.10. The Executive Committee shall have a quorum of Six (6) persons.
- 8.11. The decisions of the Executive Committee shall not be invalidated by reason of there being a vacancy in any of the offices of the Executive Committee.

#### **8.12. Filling Vacancies**

In the event of a vacancy arising in the office of the a member of the Executive Committee, the remaining members shall appoint a suitable member of the Club to fill the vacancy and the member so appointed shall hold office for the remainder of the period for which that person would have continued in office.

### 8.13 Sub-Committees

The Executive Committee shall have authority to set up Sub-Committee to deal with delegated specific duties.

## 9. **ANNUAL GENERAL MEETING**

9.1. The Annual General Meeting of the Club shall be held no later than one month after the end of the Financial Year.

9.2. Twenty one days' notice of the date, time and place of the meeting shall be given to members of the Club by the Secretary. Such notice shall be in writing.

9.3. All notices of motion must be made in writing to the Secretary within seven days of such notice. Particulars of such motion shall be included in the Agenda and published seven days prior to the meeting.

9.4. The Chairperson of the meeting shall have the power to accept a notice of motion at any time.

9.5. The business to be transacted at the meeting shall include only the following:-

- i) to receive the reports of the secretary and treasurer of the club and adopt the financial statement,
- ii) to elect the Chairperson, Vice-Chairperson, Secretary and Treasurer of the Club and accept nominations from members.
- iii) to appoint an Auditor who shall be a professionally qualified accountant, and

iv) to deal with any matters on the Agenda.

**9.6.** At the Annual General Meeting only ordinary members who are present, may vote. Any member of the Club is entitled to attend and take part in any discussion.

**9.7.** Those present at the meeting and eligible to vote will be issued with a voting card.

**9.8.** None of the Rules of the Club shall be altered or revoked unless by a two thirds majority of those present and entitled to vote at the Annual General Meeting or an extraordinary general meeting.

## **10. EXTRAORDINARY GENERAL MEETING**

**10.1.** An Extraordinary General Meeting may be called by the Executive Committee, but shall be called at the request of at least 20 voting members of the Club, and held within 28 days.

**10.2.** The Secretary shall notify members of the Club at least 14 days prior to the meeting and business to be transacted at the meeting. No further business may be brought forward or discussed at the meeting.

**10.3.** At the Extraordinary General Meeting only ordinary members, who are present, may vote. Any member of the Club is entitled to attend and take part in any discussion.

11. **FINANCE**

11.1. The Financial Year of the Club shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> December of each year.

11.2. The Club shall keep such books as recommended by the Auditors and the Accounts of the Club shall be audited before being submitted to the Annual General Meeting.

11.3. Bank Accounts may be opened in the name of the Club.

11.4. The Executive Committee shall design management policies to deal with financial affairs of the Club.

12. **CAPITALISATION AND INSURANCE OF THE CLUB**

12.1. Whilst the Bank will initially capitalize the Club it is hoped that the Club will end up being a self-sustaining entity.

12.2. The funds of the Club shall consist of periodical subscriptions paid by the members, gifts, donations and grants from natural and non-natural persons, money raised from fundraising activities by the Executive Committee of the Club or any individual member or group of members.

12.3. The Bank will be responsible for the insurance of Club property and will continue to be responsible for insurance of its staff.

### **13. CLUB COLOURS AND LOGO**

13.1. The Colours of club shall be the colours designated by the Bank for this reason being shade or shades of blue, white and gold or combination thereof as the Executive Committee may from time to time determine.

13.2. The logo of the Reserve Bank of Zimbabwe shall be the logo of the Club.

### **14. CLUB TROPHIES**

14.1. All trophies, the property of the Club, shall be competed for annually, subject to the arrangement made by the Committee concerned.

14.2. The Chairperson of the team winning a Club trophy will be responsible for the safe custody and return of the trophy whenever demanded by the Club Executive Committee.

### **15. INSURANCE**

15.1. Participating teams must provide insurance cover for their members in respect of third party liability claims when competing in recognized activities.

**15.2.** The Club shall not provide either personal accident or property insurance cover. Members must make their own arrangements to cover against personal accident or loss or damage to property.

## **16. DISPUTES**

Every question in dispute, or any other matter not provided for in this constitution shall be referred to the Executive Committee, whose decision shall be final.

## **17. TERMINATION OF MEMBERSHIP**

17.1. A person shall cease to be a member of the Club upon resignation on one month's written notice to the Club.

17.2. The Executive Committee shall have the powers to terminate a person's membership upon due process on account of misconduct or failure to pay subscriptions as provided herein. The Executive Committee shall make rules relating to the conduct of members of the Club, provided members who are officers or employees of the Bank shall also be subject to the sanctions for any misdemeanours in terms of their employment contract.

## **18. GENERAL**

No member of the Club shall have the power and authority to vest and pledge the name, honour, support or affiliation of the Club to any political party, individual or organization, be it of a charitable, social, religious, and economic or other nature.

## **19. DISSOLUTION**



19.1. The Club may be wound up by a resolution passed by two-thirds majority of voting members at an Annual General Meeting, or Extraordinary General meeting convened specifically for the purpose.

19.2. At an annual General Meeting or Extraordinary Meeting of the club if it is decided to dissolve the Club all assets of the Club shall be dealt with in accordance with the recommendations of the President after all debts properly incurred have been paid.

## **APPENDIX 1**

### **Transitional Arrangements**

It is hereby stated that for the period commencing the opening of the Club up to an aggregate period of 6 months provided that this shall be reviewed and is subject to extension, the following or their nominees shall constitute the Executive Committee of the Club and are hereby given an express mandate to structure the operational framework of the Club, employ necessary personnel to discharge these mandates and to supervise this staff and discharge all other duties as decreed by this Constitution:

- i) **Chairperson:** The Director for the time being in charge of Corporate Affairs

- ii) **Vice-Chairperson:** The Director for the time being in charge of Human Resources or his or her nominee.
  
- iii) **Committee members:** the Directors for the time being in charge of Economic Research, Exchange Control, Banking Supervision, BUP & FI Divisions, Financial Markets, Finance and Procurement or their nominees.
  
- iv) Two staff representatives one drawn from the non-managerial Workers Committee and the other drawn from GEMCO (General Management Committee).
  
- v) One representative from the Sports Committee.
  
- vi) Two members nominated by the President

## **APPENDIX 2**

### **Standing Orders**

#### **Chairperson**

- a) The Chairperson shall have the power to rule on any matter set out in these standing orders, or on other points of order of procedure. This ruling may not be questioned, except as provided for in these standing orders.

- b) The Chairperson may not propose or second a resolution, or nomination. If he/she wishes to do so he/she must vacate their chair for the duration of the relevant debate. Before vacating the chair, he/she should ensure that the meeting nominates a replacement to take the chair during the debate.

### **Business**

- a) Business shall follow the order of the agenda and no business which is not on the agenda shall be considered, except for procedural motions.
- b) No amendments to a resolution may be introduced during the meeting.

### **Speeches**

- a) Only persons eligible to vote shall be entitled to speak, unless specifically invited to do so by the Chairperson
- b) Speakers shall always address themselves to the chair
- c) Any member desiring to speak shall indicate this to the Chairperson who shall normally call upon the person he/she first observed
- d) A member shall remain silent if instructed to do so by the Chairperson. If the person disregards this ruling, the Chairperson may instruct him/her to leave the meeting.
- e) Speeches are only permitted if they are relevant to the current business, or to a point of order or information.
- f) In the event of a dispute arising as to the relevance of any speech, the Chairperson's decision is final, as set out in these standing orders.

### **Procedures**

- a) The Chairperson shall open discussion on tabled resolutions by calling upon the proposed

- b) If any member has indicated before the meeting that he wishes to oppose the resolution, the member may be called upon to make the initial opposing speech.
- c) After the opening speeches, the resolution is open for general debate.
- d) After the conclusion of general debate of a resolution, the proposer or his nominee shall have the right to sum up, without introducing new matter to the debate.

### **Order and information**

- a) Points of information may be raised at any time if the speaker holding the floor will accept them.
- b) Points of order may be raised at any time, except that the Chairperson shall not be interrupted.
- c) Points of order may be raised only to question the procedure of the meeting.
- d) Points of order shall be attended to immediately by the Chairperson, whose ruling may not be questioned, except as provided for these standing orders.
- e) If in the opinion of the Chairperson, points of order of information are being raised to prevent a speaker from stating his/her arguments, or to obstruct the course of the meeting, the Chairperson may refuse to permit any further request for information or points of order during the remainder of the speaker's remarks.

### **Proposals and Amendments**

- a) Any member shall be entitled to propose or second any resolution or amendment.
- b) Amendments to resolutions may be proposed by any speaker during debate on that resolution, and require a seconder.

- c) Amendments must be such as to modify and not wholly negate the original motion.
- d) An amendment to a resolution, once proposed and seconded, must be discussed and voted upon before discussion of the original resolution can continue. No further amendment to the original resolution may be proposed until the first amendment has been resolved.
- e) If an amendment is carried, the amended resolution displaces the original resolution, and becomes the main resolution. It can, in its turn, then be amended or voted upon.
- f) A resolution must have a proposer and a seconder before the meeting can move to a vote on the matter.

#### **VOTING**

- a) Every member who is eligible to vote under the Articles 8.6 and 9.3 of the Constitution shall have the right to cast a vote on each item under discussion.
- b) The Chairperson has the right to vote on any item, and in addition has a second (“casting”) vote if the first vote is tied.