



Constitution for ZASP as an international organisation in Zambia

§ 1 Association

Zambian Association for Sustainable Projects, in the following named ZASP, is a politically and religiously independent association for development assistance.

§ 2 Objectives of the association

The objectives are;

To initiate and implement projects in rural development in Zambia.

To, via its overall goal, improve the standard of living for the people within the project catchments area with the main emphasis on poverty reduction through education.

§ 3 Membership

Members of ZASP are organisations, enterprises and individuals that act in line with the purpose of the association and have paid the membership fee.

§ 4 Funding

The operations of the association shall be financed through membership fees, grants and voluntary contributions.

§ 5 Organisation

1. The association will institute a Board of directors with its location in the community of Gothenburg, Sweden and Representatives with its location in the community of Lundazi Zambia in Chief Phikamalaza's area.
2. The Board of ZASP in Sweden shall be responsible for funds and reports.
3. The Board of ZASP in Sweden shall be responsible for formulating policy guide lines for planning and implementation of the ZASP's project activities in Zambia.
4. There may be Branches formed in Chiefdoms where there shall be not less than 50 paid up members, who shall institute their own committees which shall be autonomous, raise their own funds to run their activities and employ their own workers if need be.
5. The operational year of the Association is conformed to the calendar year.

§ 6 a The Annual General Meeting

1. The AGM is the superior decision making body within the association.
2. Every member of the association has the right of voting. To exercise the right to vote the member must personally attend the annual meeting.
3. The AGM must be held before end of March. Notice to attend the AGM must be sent out latest by two weeks before the meeting.

4. Motions for the AGM must be sent in at the latest two weeks before the AGM, unless the Board decides otherwise.
5. Decisions are made by a simple majority.

§ 6 b Extra Annual General Meeting

If the auditor, the board or 1/3 of the members of the association demands there will be an extra AGM. Notice to attend the extra AGM must be sent out latest two weeks before the meeting together with agenda and facts for decision making. During the extra AGM only the questions that have induced the extra AGM may be treated.

§ 7 Agenda at the AGM

At the AGM, the following items must appear on the Agenda:

1. Whether the AGM is called in accordance with the Constitution.
2. Confirmation of eligible voters list
3. Confirmation of the Agenda
4. Election of Chairman and Secretary for the meeting, and two members to check the minutes from the meeting
5. The Annual report from the Board
6. Approval of the balance sheet and statement of income.
7. The Auditors report
8. Adoption of the reports and account and grant the board discharge
9. Confirmation of the membership fee for the next year of operation
10. Election of Chairman and Treasurer for the term in office of one year
11. Election of other delegates of the Board for the term in office of two years and alternates for one year
12. Election of Auditor and Auditor alternates
13. Election of Election committee
14. Motions to the AGM and proposals from the Board
15. Any other Business

§ 8 The Board

1. The Board is the decision making body of the association in periods between the AGM and other member meetings and handles the day-to-day operations of the association.
2. The Board consists of Chairman, Treasurer and at least four but not more than eight other delegates. The number of Board alternates is maximised to five.
3. The signatories for the association are the Treasurer and one or more persons appointed by the Board.
4. The Swedish Board shall appoint three (3) persons from the ZASP Zambian members to be the ZASP Swedish Board's representatives in Zambia and to carry out the assigned Board's duties within ZASP Zambia.
5. The Board constitutes a quorum when half or more than half of the delegates are present.

§ 9 The Management

1. There shall be a Management organ of the Association headed by the Swedish Coordinator who shall be appointed by the Swedish Board.
2. There shall be ZASP Zambia Project Manager, Bookkeeper and Secretary or other

professions, depending on the situation, appointed by the Board in Sweden to run the day-to-day operations of the Association.

3. Their duties shall conform to job descriptions formed by ZASP in Sweden.
4. The overall management assignment is to implement all kinds of project activities planned, discussed and agreed upon jointly by ZASP in Sweden and ZASP in Zambia. Of specific importance herein is to prepare and submit reports and applications to the committees for ZASP in Zambia and ZASP in Sweden, and to call members and delegates to various relevant meetings of committees and the general membership.
5. Specifics regulating the duties for the management are laid down in the ZASP Zambia Conditions of Service.

§ 10 Auditors assignment

The Auditors' scrutiny of the operations and books of account for the association for the past year shall be completed and the report handed over well in time before the AGM.

§ 11 Amendment of the Constitution

Adoption of amendment of the Constitution demands for 2/3 majority among the present membership at an AGM.

§ 12 Dissolution

Dissolution of the association demands for approval at two consecutive meetings of which one must be an AGM. The decision must have 4/5 majority in both these meetings.

In case of dissolution of the association the assets will be transferred firstly to ZASP Zambia, secondly to another aid organization.
