

“Zimbabwean Community Association in Norfolk (ZIMCAN) Burial Society”

CONSTITUTION

I. NAME

The Body shall be named: Zimbabwe Community Association in Norfolk Burial Society hereinafter referred to as: **ZIMCAN Burial Society.**

2. Offices / Address.

The address or office of ZIMCAN Burial Society will be situated in Norwich, England. The Blue House, 19 Muspole Street, Norwich. NR3 1DJ.

3. Aims.

3.1 To raise money for the association, through member subscriptions, associate members, friends and through donations to assist members in need as outlined by the association's constitution.

3.2 To assist financially, practically, morally and/or in kind the holding of social events held by the association.

3.3 To encourage people from Zimbabwe, born, married to a Zimbabwean or a descendent of a Zimbabwean to be full members and any other person who has links with Zimbabwe to be an associate member who will be here in Norfolk for a period of 12 months or more for work, refuge, study or any other reason, to join the Society.

3.4 To organise and fund meetings of social gatherings for members, be it in bereavement or merriment.

3.5 To promote a spirit of unity and togetherness amongst members by encouraging them to attend any of the above social gatherings and giving moral support for a member who will

be in difficulties.

4. Membership.

The membership of ZIMCAN Burial Society (hereinafter referred to as the members) shall consist of the classifications as follows:

4.1 Full Membership .

Full members who shall be eligible persons defined under the rules of ZIMCAN Burial Society.

To become a member, he or she shall qualify under the following terms:

4.1.1 To be from Zimbabwe, (hereinafter referred to as Zimbabweans). **See Par 3.3 above.**

4.1.2 To be currently living here in Norfolk for a minimum of one year, and any member who might move to another area but maintains their commitment to the cause of the Society

4.1.3 To be planning to live in Norfolk for a minimum of a year

4.1.4 Be a person who wishes to associate with others socially.

4.1.5 Be at least 18 years and above to subscribe.

4.1.6 A membership card, with a member number, will be issued after your application has been accepted and initial payment made.

4.2 Membership Withdrawal.

4.2.1 A member may withdraw from the association if they wish to do so, in consultation with the Board.

4.2.2 Notice of withdrawal should be done in writing, to the Secretary of the Board at least 20 calendar days in advance.

4.2.3 If a member decides to withdraw before or within the six-month period of his/her joining, ZIMCAN Burial Society shall retain all the member's subscriptions.

4.2.4 If a member withdraws after six months, only 20% of his or her total subscriptions will be paid out, ZIMCAN Burial Society will retain 80% for administrative costs, providing the

member's subscriptions are up- to- date. If a member decides to rejoin later they will have to apply after a minimum period of 4 years.

4.2.5 Any member who benefits from the society and decides to leave the society should pay back the difference of their contributions or should contribute for a minimum period of 10 years.

4.2.6 Treasurer to ensure that there is provision available to reimburse the 20% in case member who may wish to withdraw after six months of paying subscriptions.

5.Subscriptions.

5.1 An amount paid by registered members at regular intervals, is hereinafter known as a subscription.

5.1.1 Subscriptions will be paid on a monthly basis in advance or at the monthly meeting.

5.1.2 Any late payment of subscriptions will attract a penalty/fine of 50 % of the monthly amount due.

5.1.3 Non payment of subscriptions by a member for a number three consecutive months will lead to the termination of membership and there is no reimbursement of subscriptions whatsoever, if have already benefitted pay back **(SEE 4.2.5.)**

5.1.4 If a member has a genuine reason for failing to pay, the board should be duly notified and will make assessment of the member's circumstances.

5.2 The Amount.

5.2.1 The amount to be paid monthly as a subscription will be £3.00 per beneficiary.

(Reviewed at each annual general meeting).

5.2.2 Subscriptions shall be paid to the Association's account with Barclays Bank PLC, (Account details will be given on registration)

5.2.3 Proof of lodgements should be retained for future references.

5.2.4 A Member number, **(See Par 4.1.5 above)** must be used on every correspondence with the association and its bank. For an example, if a member's membership number is XX015, together with member's name, it should be quoted in all correspondence and bank transactions to make administration much easier.

6. Financial and other assistance.

6.1 Assistance, financially, materially and/or in kind will be rendered as follows:

6.1.1 Where a fully paid up member passes away, the association will render financial help towards the burial costs with an amount to be decided by the board.

6.1.2. In the case that a deceased member, at the time when s/he was alive decided that s/he will be buried in Norfolk, or his or her family decides so, the standard amount still has to be paid because the deceased was a full member.

6.1.3 A standard amount will be determined by the cost of repatriating the body to Zimbabwe and other costs thereof.

6.1.4 A payout can only be made if the deceased person was member for six months or more and their subscriptions paid up-to-date.

6.1.5 Every member should provide a list of nominated beneficiaries: one father; one mother and their children under 18 (with their dates of birth). In the case of couples it is one father and one mother from each side.

6.1.6 If the circumstances of a member change it is their responsibility to inform the Board.

7 Meetings.

7.1 Annual General Meeting

7.1.1 An Annual General Meeting of ZIMCAN Burial Society shall be held annually in December.

7.1.2 The Secretary shall convene the Annual General Meeting by arranging the posting of notice thereof to all members specifying the time and place of the Annual General Meeting.

7.1.3 The Annual General Meeting shall elect ZIMCAN Burial Society Board for the ensuing year.

7.1.4 Nominations for the Council and items for inclusion on the agenda shall be made in writing and received by the Secretary at least 20 days before the date of the Annual

General Meeting. The Secretary shall arrange for notice to be posted of such nominations and agenda received not less than 10 days before the date of the Annual General Meeting.

7.1.5 Office Bearers and other Council members shall hold office for a period of one year, at the expiry of which they shall be eligible for re-election.

8. Special Meetings.

A Special General Meeting may be convened at any time by the ZIMCAN Burial Society Board in the event of a member dying or any special urgent purpose. The Secretary shall arrange for notice to be posted of the time, place and business of the meeting.

9. Voting Procedures.

9.1 At any General Meeting of ZIMCAN Burial Society, a Board member can be elected by two thirds of voting members available at the meeting.

9.2 All members of ZIMCAN Burial Society who are 18 years or above, provided that their subscriptions are not in arrears on the day of the meeting, shall be entitled to attend the ZIMCAN Burial Society meeting and vote.

9.3 At any General Meeting of ZIMCAN Burial Society all election of Board members, shall be decided by ballot.

9.4 Every member present and entitled to vote shall have one vote. Decisions will be reached on the basis of a simple majority, except in case of amendments to the Constitution **(see paragraph 11.1).**

In the case of equality of votes the Chairperson of the meeting shall have a second or casting vote or at his/her discretion, may direct a second ballot.

9.5 Voting shall be administered by an independent adjudicator.

10. The ZIMCAN Burial Society Board.

10.1 The affairs of ZIMCAN Burial Society shall be managed by the ZIMCAN Burial Society BOARD which shall meet quarterly and, subject to this constitution, shall have full power to apply the funds of ZIMCAN Burial Society and to take such other steps as seem to be

necessary in order to pursue
the objectives of ZIMCAN Burial Society.

10.2 The ZIMCAN Burial Society Board shall be members of the main Association
Committee and will comprise:

The Chairperson

The Secretary (Also the signatory for cheques and bank withdrawals)

The Treasurer

Two elected committee members (one of which will be a signatory for cheques and bank
withdrawals)

Three of the above will present themselves at the Bank for the purposes of opening of the
Association's account.

11. Amendments to the Constitution.

11.1 Amendments to this Constitution may only be made at a General meeting, prior notice
having been given in the notice convening the General Meeting. A 75% vote of those present
and voting in favour of any amendment is required for its acceptance.

Acceptance is also subject to approval by ZIMCAN Burial Society. A quorum of six people
will allowed to vote for the changes.

11.2 Sufficient notice 20 days of any proposed amendments must be given to the Secretary
in time to be considered by the ZIMCAN Burial Society Board and to include them in the
notice calling the General Meeting.

12. Dissolution.

Prior notice having been given in the notice convening the General Meeting at which the
matter is to be discussed, ZIMCAN burial Society Board may be dissolved by a 75% majority
of those present and voting at the meeting.

13. Access to Information Policy .

13.1 All the information regarding our members and their personal details will be used

for the purposes of ZIMCAN Burial Society, we will not pass any personal details to anyone or organisation for any other reasons other than the purposes of ZIMCAN Burial Society. Data Protection Act (1998).

13.2 We should make a provision for Data Protection Act 1998 and Criminal Justice Act 1994, Race Relations, Equality Regulations, for board members to familiarise themselves.

14.General.

14.1 The ZIMCAN Burial Society shall be the society's registered name

14.3 The ****Logo**** shall be a registered logo for the ZIMCAN Burial Society

14.4 The ***www.ZIMCAN@btck.co.uk*** shall be our registered website

14.5 The Society reserves the right to accept or reject an application for membership.

14.6 The Society shall not discriminate on the grounds of nationality, religion, political background, ethnicity, tribe or any other class whatsoever, anyone who fulfils its requirements will be accepted. **(See Par 3.3 and 4.1.1)**

14.7 Any rules or regulations not covered in this Constitution or determined by the ZIMCAN Burial Society Board shall be as per the Rules of ZIMCAN Burial Society derived from the Board meetings.

14.8 ZIMCAN Burial Society will operate within the laws of this country, the Department of Finance, the Criminal Justice Act 1994 and Financial Services Regulatory Authority, under which Barclays Bank Ltd is regulated.

Chaired By:

Gibbs Humphrey Moyo

Treasurer: Hope Gangata.

Date: 15 September 2012