



CONSTITUTION

**Incorporating amendments made by the 68th Annual Conference
on 7th August 2024**

LOCAL GOVERNMENT ASSOCIATION OF ZAMBIA

CONSTITUTION

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ARTICLE I

PREAMBLE

Section 1: Name

The name of the Association shall be "Local Government Association of Zambia" (hereinafter referred to as LGAZ).

ARTICLE II

OBJECTIVES

Section 1: LGAZ is a non-profit making membership organisation.

Section 2: The Principal objectives for which LGAZ is established are:

- to promote the interests and autonomy of Local Government Authorities in Zambia.
- to be the national advocate and voice of local government.
- to contribute towards the improvement of local administration.
- to study questions, concerning the life and activities of local government authorities and the welfare of citizens.
- to promote the idea of popular participation in civic affairs.

The Association shall pursue these objectives without regard to any party, political or religious consideration whatsoever.

The United Nations Universal Declaration of Human Rights shall be a policy guideline of the Association.

Section 3: Activities of LGAZ

The activities of LGAZ shall include:

- to organise seminars, workshops or courses for local government.
- to organise conferences and /or meetings.
- to maintain a permanent office for the collation, documentation study and dissemination of information for the benefit of local government in Zambia.
- to make recommendations to Government and to participate in the formulation and revision of Government policies and legislation affecting the governance and management of local government authorities in Zambia.
- to provide research and other advisory facilities and advice to members in general and specifically on request.

- to regulate the collective relations between constituent local authorities as employers' representatives on one hand and the employees and their representative trade union on the other hand and to maintain a proper working relationship between constituent local authorities and the employees representative trade union.
- to encourage and facilitate municipal international cooperation.
- To explore and engage in investment opportunities
- to carry out all other lawful activities for the furtherance of the objectives of LGAZ.

ARTICLE III

REGISTERED OFFICE

The Registered Office of LGAZ shall be at Lusaka City Council. The registered Office of the Association may be transferred to any place within Zambia by a two-thirds majority of the members present at a meeting of the Annual Conference and such transfer shall be communicated to the members of the Association within one month of such decision.

The seat of LGAZ shall be such land, buildings, structures or installations whether owned, leased or otherwise at the disposal of LGAZ, from which it can direct, coordinate monitor and promote its activities.

ARTICLE IV

MEMBERSHIP

Section 1: LGAZ consists of the following members who subscribe to the fundamental principles of democratic local self-government and to the objectives of LGAZ.

1. Full Members (local authorities)
2. Associate Members
3. Honorary Members

Section 2: Full membership of LGAZ shall be open upon application to all categories of local authorities in Zambia concerned with the management of local affairs.

Section 3: Associate membership shall be open upon application to the following entities provided that they are concerned with or share common objectives with those of LGAZ.

- A. Organisations.
- B. Institutions.
- C. other bodies involved in and /or concerned with local government matters.
- D. individual persons with interest in local government affairs and not in employment in any of the already mentioned categories of members.
- E. supporting or contributing members such as private enterprises, foundations and other organisations interested in local government.

The Executive Committee shall, from time to time, determine the membership and annual subscription fees for the various categories of Associate Members.

Section 4: Honorary Membership shall be extended to persons who have rendered distinguished and conspicuous service towards the improvement of local government in Zambia, by a resolution of two thirds majority passed at an Annual Conference. All former Presidents and Secretaries of the association shall qualify for Honorary Membership on successful completion of their term of office.

Section 5: Rights and Obligations of Members

- 5.1 Members have the right to participate in the various activities and programmes of the Association and have access to such information, data and documentation about local government matters as the organisation can provide.
- 5.2 Members have an obligation to support and promulgate LGAZ 's goals and objectives.
- 5.3 Members, apart from Honorary members, shall pay an annual membership fee. The Executive committee shall decide on the amount of the membership fees for each of the different categories of members. In deciding the membership fee the Executive Committee shall take into consideration the economic status and size of each Constituent local authority.

Provided that the Executive Committee may, use other criteria for determining the annual membership fee which takes account of the general economic state of local authorities.

- 5.4 Membership fees shall be paid in advance and membership of LGAZ shall become effective upon receipt of the new member's first payment of the membership fee, otherwise if the membership fee is not paid within one year, the decision to admit to membership shall be considered null and void.
- 5.5 Associate Members shall have no right to vote.
- 5.6 An associate member may resign at any time by giving written notice to the Secretariat.

Prospective associate and individual members shall submit applications for membership to the Secretariat. Upon payment of the annual membership dues, an applicant shall be a member of the Local Government Association of Zambia.

Section 6: Exclusion of Members

6.1 Members are liable to exclusion or suspension:

- a. if they do not conform with the objectives of LGAZ.
- b. if, without the consent of the Executive Committee, membership fees are more than one year in arrears.
- c. if they no longer fulfil other conditions of membership.

6.2 The decision shall rest on recommendation of the Executive Committee, with the Annual conference.

6.3 A member whose affiliation is terminated or suspended by the Executive Committee has a right to appeal to the Annual Conference against the decision to terminate or suspend his membership.

Section 7: Annual Membership Dues.

Annual membership dues shall be such as may be determined and brought into effect from time to time by the Executive Committee, provided that members are given three (3) months written notice in advance of the day the fees are due and payable. The Executive Committee shall review the prevailing dues each year and

determine not later than October the dues, which shall apply to the following year.

All annual membership dues shall be paid in full on or before first April of each year.

ARTICLE V

GOVERNING BODIES

The governance of LGAZ shall be executed by:

The Annual Conference
The Executive Committee
The Presidency
The Local Government Gender Equality Committee
Provincial Committees

ARTICLE VI

THE ANNUAL CONFERENCE

Section 1: Composition

Annual conference shall comprise:

- a. The President
- b. Provincial Vice Presidents
- c. The Hon. Treasurer
- d. Provincial Coordinators
- e. Constituent local authorities to be represented by four representatives each. Provided that a Constituent local authority may send up to six more delegates who may attend the Conference as observers and whose credentials shall be presented to the Executive Director prior to the commencement of the Conference proceedings.

Section 2: Powers of the Annual Conference

The Annual Conference shall exercise the powers conferred upon it by this Constitution and shall be the supreme policy making body of LGAZ.

Section 3: The Annual conference shall:

- a. approve strategic policy of the Association and its general working programme as recommended by other governing bodies of LGAZ.
- b. elect the President, Provincial Vice Presidents from amongst councillors, by means of a secret ballot in accordance with Article XII 2 (2.1).
- c. elect the Hon. Treasurer from amongst officers holding the position of either Director of Finance or Council Treasurer, by means of a secret ballot in accordance Article XII 2 (2.1).
- d. Elect the Local Government Gender Equality Committee in line with Article IX (1)
- e. decide on the dissolution and liquidation of LGAZ.
- f. adopt any revisions to the Constitution and by-laws of LGAZ.
- g. deal with all matters placed on its agenda by the Executive Committee.
- h. act as the final appeal authority over all disputes arising out of the provisions of this Constitution.
- i. administer the business and affairs of LGAZ.
- j. to receive reports from Provincial Committees.
- k. to mediate in disputes or conduct of constituent member councils likely to put the system of local government into disrepute.

Section 4: Frequency of Meetings

The Annual Conference shall meet annually and may whenever it is necessary, hold extraordinary or other meetings to take decisions on matters within its competence.

Section 5: Meetings of the Annual Conference

All Annual conference meetings shall be convened by way of notification to all Constituent members in writing:

- at least two months before the date of the normal meeting
- at least one month before the date of the extraordinary meeting

Section 6: An Extraordinary Annual Conference may be called at the request of:

- the President of the Association or one third of the members of the Executive Committee.

Section 7: Notification of the Annual Conference and the Extraordinary Annual Conference shall indicate:

- the date of the meeting.
- the venue of the meeting.
- the nature of the business to be transacted.

Section 8: Quorum

The quorum at meetings of the Annual Conference shall be one third of the total membership.

Section 9: Procedure of the Annual conference

The Annual Conference shall meet under the Chairmanship of the President or any of the Provincial Vice Presidents assisted by the Executive Director.

Section 10: Constituent Local Authorities and Members

Constituent local authorities referred to in section 1 (e) shall be entitled to one vote each through their representatives.

Section 11: Members shall have the right to attend but only paid-up members shall have the right to vote at the Annual conference.

Section 12: Except in special cases provided for in this constitution, decision shall be carried out by simple majority of the votes cast. In case of a voting tie, the President shall have and will exercise a casting vote.

Section 13: Decisions of the annual Conference with regard to:

- the dissolution or the liquidation of the Association.
- the revision of its Constitution.

shall be of no effect unless at least two-thirds of the members are represented.

Section 14: The annual conference shall be empowered to take binding decisions only with regard to matters appearing on its agenda in accordance with Section 3 of Article VI.

Section 15: Procedure for Informing the Members of the Decisions of the Annual Conference

The resolutions of the Annual conference shall be recorded in the minutes of its meetings, which shall be:

- Signed by the President.
- kept in a special Minute book.

Copies shall be sent to Constituent members.

ARTICLE VII

THE EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall comprise the following:

- (a) President
- (b) Provincial Vice Presidents
- (c) Provincial Chairpersons
- (d) LGGEC Chairperson
- (e) Hon. Treasurer
- (f) Provincial Coordinators
- (g) City and Municipal Councils to be represented by two representatives each.
- (h) Four Town Councils from each province (on rotational basis) represented by two representatives each.

Section 2: Members of the Executive Committee, who fail to attend or be represented at three consecutive meetings of the Committee without approval of the Executive Committee, shall be assumed to have relinquished their membership.

Decisions on dismissal of the members of the Executive committee shall be taken by the Annual Conference by a majority of two-thirds of the votes cast.

Section 3: The President and members of the Executive Committee may resign, and notifications of such resignation shall be addressed to the Executive Director.

Section 4: Powers of the Executive Committee

The Executive Committee shall ensure implementation of the objectives, policies and decisions of LGAZ generally as directed by the resolution of the Annual Conference.

Section 5: The Executive Committee shall be empowered to enter into agreements for the acquisition, alienation and encumbering of property, the creation or transfer for interests on which require public registration and to enter into agreements whereby the association acts as surety or undertakes to be severally liable as co-debtor, agrees to answer for another party or provides security for any debt of another party.

Section 6: The Executive Committee shall approve annual, general and financial reports.

Section 7: The Executive committee shall appoint external auditors. Provided that where the Association is receiving financial assistance from a cooperating partner the appointment of auditors for donated funds shall be the responsibility of such partner and the audit report shall be made available to the Executive Committee for information and action where appropriate. Similarly, the audited accounts for the Association's funds shall be made available to the cooperating partner for information.

Section 8: The Executive Committee shall recommend the admission and expulsion of members.

Section 9: The Executive committee shall exercise all other powers which are not reserved to the Annual Conference. Legal affairs both as plaintiff and defendant shall be conducted by the President or a member of the Executive Committee designated by the Committee for this purpose.

Section 10: The Executive Committee shall decide on the amount of membership fees referred to in Article IV.

Section 11: The Executive Committee shall approve audited accounts of the Association in respect of the previous year.

Section 12: The Executive Committee shall approve the budget of the Association in respect of the ensuing year.

Section 14: The Executive Committee shall recruit, appoint, promote and discharge employees of the Association.

Section 15: The Executive Committee shall determine and review conditions of service for employees of the Association.

Section 16: The executive Committee shall mobilise resources for the Association's operational expenses.

Section 17: The Executive Committee shall determine the signatories required for the operation of the Association's bank account.

Section 18: Meetings of the Executive Committee

1. The Executive Committee shall meet at least once a year. In addition, a special Executive Committee shall meet whenever it is necessary to take decisions on matters within its competence.
2. Every Executive committee meeting shall be convened by way of notification to all Executive Committee members, at least one month before the date of the meeting in writing.

Notification of a special meeting of the Executive Committee shall be sent out at the request of the President or three members of the Executive Committee. The notification shall indicate the venue and mode of the meeting, the date and the nature of the business to be transacted.

3. The meetings of the Executive Committee shall be valid only if they have been convened in accordance with Section 18 (2).

Section 19: Quorum

The quorum of the Executive Committee shall be one-third the total membership of the Committee.

Section 20: Procedure of the Executive Committee

1. The Executive Committee shall meet under the Chairmanship of the President or any of the Provincial Vice Presidents of the Association, assisted by the Executive Director.
2. The Executive Committee shall take binding decisions and each member of the Executive Committee shall have one vote.

Decision shall be taken by simple majority of the votes cast. In case of equal voting, the President shall have a casting vote.

3. The Executive Committee shall make binding decisions only in respect of matters appearing on its agenda in accordance with Section 18 (2).

Section 21: Procedure of informing members of the decisions of the Executive Committee

The resolutions of the Executive Committee shall be recorded in the minutes of the meeting which shall be:

- signed by the President and
- kept in a special Minute Book.

Copies shall be sent to all constituent members.

ARTICLE VIII

THE PRESIDENCY

Section 1: Composition

There shall be The Presidency of the Association comprising the following:

1. The President
2. Provincial Vice Presidents
3. Honorary Treasurer

Section 2: Powers of the Presidency

1. The Presidency shall make policy decisions between meetings of the Annual Conference and the Executive Committee on matters that cannot reasonably wait for the next meetings of the Annual Conference and the Executive Committee within the policy guidelines of this Constitution subject to ratification by either the Executive Committee or the Annual Conference whichever meets earlier.
2. The Presidency shall exercise all other powers that are not reserved to the Annual Conference or the Executive Committee.

Section 3: Quorum

The quorum of the Presidency shall be one-third the total membership.

ARTICLE IX

LOCAL GOVERNMENT GENDER EQUALITY COMMITTEE

Section 1: Composition

There shall be the Local Government Gender Equality Committee comprising the following:

1. Chairperson
2. Vice Chairperson
3. 20 female Members i.e. 2 from each province (10 elected officials and 10 appointed officials)
4. 4 male members (2 elected officials and 2 appointed officials)

The members of the Local Government Gender Equality Committee shall be elected by the Annual Conference. The Chairperson and Vice Chairperson of the Committee shall be female elected officials.

Section 2: Powers of the Local Government Gender Equality Committee

The committee shall exercise powers assigned to it by the Annual Conference through the Executive Committee. Specifically, the overall objective of the committee shall be "To monitor and promote participation of women in Local Government" with the following Terms of Reference:

- a. To advocate for a gender sensitive local governance in Zambia.
- b. To advocate for equal proportion of women in local government.
- c. To promote the participation of all women in local decision-making.

- d. To raise the profile of elected women in local government.
- e. To facilitate collaboration between elected and appointed women officials in local government.

Section 3: Meetings of the Local Government Gender Equality Committee

1. The Local Government Gender Equality Committee shall meet at least twice annually or as and when need arises.
2. The meeting of the Committee shall be convened by way of notification to all members at least one month before the date of the meeting in writing.

Section 4: Quorum

The quorum of the Committee shall be one-third the total membership of the Committee.

ARTICLE X

PROVINCIAL COMMITTEES

Section 1: Composition

There shall be Provincial Committees of the Association comprising the following:

1. Provincial Chairperson
2. Provincial Vice President (ex-officio member)
3. Provincial Coordinator
4. Vice Provincial Coordinator
5. Provincial Honorary Treasurer
6. Chairpersons and Secretaries of Sub-Committees to come from the same council
7. Constituent local authorities in the province to be represented by two representatives each.
8. The Executive Director or his/her representative as ex-officio member

The Provincial Vice President shall preside over the first Provincial Committee meeting where elections of the Provincial Chairperson shall take place.

Section 2: Powers of the Provincial Committee

The Provincial Committee shall exercise powers assigned to it by the Annual Conference through the Executive Committee and shall deal with matters necessary in the smooth running of the Association at provincial level. Specifically, the Provincial Committee shall:

- a) Elect the Provincial Chairperson, from amongst Mayors/Council Chairpersons, who shall preside over the Provincial Committee meetings. In his/her absence the Provincial Chairperson shall appoint a presiding chair from amongst Chairpersons of Provincial Sub-Committees. In the absence of both the Provincial Chairperson and Chairpersons of Provincial Sub-Committees, the Provincial Committee shall elect a presiding chair from amongst elected officials present at the meeting.
- b) Elect the Provincial Coordinator, Vice Provincial Coordinator and Honorary Provincial Treasurer from amongst officers, who shall provide secretarial and financial services respectively, to the Provincial Committee.
- c) Elect Chairpersons of Provincial Sub-Committees and Secretaries from amongst serving Ward Councillors and Officers respectively from paid up constituent member councils.
- d) Constitute Sub-Committees in accordance with the provisions of this Constitution.
- e) Receive, consider and adopt reports from Sub-Committees.
- f) Receive and consider financial statements from the Provincial Honorary Treasurer and refer the same to the Executive Committee for adoption.
- g) Consider and make recommendations to the Annual Conference upon all matters necessary for the enhancement of good local governance.

Section 3: Meetings of the Provincial Committee

The Provincial Committee shall meet at least two times in a year or as and when need arises.

Section 4: Quorum

The quorum at meetings of the Provincial Committee shall be one third of the total membership.

ARTICLE XI

SUB-COMMITTEES

Section 1: Establishment

The following shall be the Sub-Committees of the Provincial Committee:

- a) Finance and Economic Sub-Committee
- b) Law, Research and Human Resources Sub-Committee
- c) Environment, Health, Social Services and HIV/AIDS Sub-Committee
- d) Engineering and Fire Services Sub-Committee
- e) Development Planning Sub-Committee
- f) Local Government Gender Equality Sub-Committee

Section 2: Composition

Except for the Local Government Gender Equality Committee, each Sub-Committee shall comprise representatives from all councils in respective Provinces made up as follows:

- a) A Chairperson elected by the Provincial Committee from amongst serving Ward Councillors from paid up Constituent Member Councils.
- b) Chairpersons of relevant Council Standing Committees related to the Sub-Committee from all paid-up constituent Members Councils in the Province
- c) Officers from the relevant professions related to the Sub-Committee from all paid-up constituent Member Councils in the Province.
- d) The Provincial Coordinator as ex-officio member.

AMICAALL steering committee members and DACAs shall sit on the Environment, Health, Social Services and HIV/AIDS Sub-Committee

The Local Government Gender Equality Sub-Committee shall comprise:

- a) Chairperson
- b) Vice Chairperson
- c) 10 female Members from constituent member councils operating in the province (5 elected officials and 5 appointed officials)
- d) Two (2) male members (1 elected official and 1 appointed official)

The Chairperson and Vice Chairperson shall be female elected officials.

Section 3: Meetings of the Sub-Committees

Meetings of the Sub-Committees shall be held at least once in three months or as and when need arises and at such times and places as the chairperson in consultation with the members may decide.

Section 4: Quorum

The quorum at meetings of the sub-committees shall be one third of the total membership.

Section 5: Terms of Reference for Sub-Committees

- a) Finance Sub-Committee – To consider and recommend on all matters relating to local government finance and the economic effectiveness of local authorities.
- b) Law, Research and Human Resources Sub-Committee – To consider and recommend on all legislation for the smooth operations of local authorities and to provide research on local governance and other advisory services including personnel matters and other matters relating to the human resource.
- c) Environment, Health, Social Services and HIV/AIDS Sub-Committee – To consider and recommend on all matters relating to sustainable management of the environment, public health, housing and social services, gender, and HIV/AIDS mainstreaming.
- d) Engineering and Fire Services Sub-Committee – To consider and recommend on all aspects of municipal engineering; fire prevention, extinction and inspections; and disaster management.
- e) Development Planning Sub-Committee – To consider and recommend on all physical, economic and social planning.
- f) Local Government Gender Equality Sub-Committee – To consider and recommend on all aspects of gender equality in local government.

ARTICLE XII

OFFICERS

Section 1: The Officers

The officers of the Local Government Association of Zambia shall be the President, the Provincial Vice Presidents, the Hon. Treasurer and the Executive Director. The Executive Director shall have no voting privileges.

Section 2: Election and Term of Office

- 2.1 The elections of office bearers shall take place at the Annual Conference. The election shall be conducted by means of a secret ballot.
- 2.2 No person shall be eligible for election or appointment to any office if such person:
 - a) has at any time been convicted of an offence involving dishonesty.
 - b) Is insolvent.
 - c) is an undischarged bankruptcy.
 - d) is insane or unsound mind.
 - e) does not possess a minimum educational qualification of form five.
 - f) has no proven record of community service for a minimum period of three years.
 - g) does not have an appreciation of the local government system.
- 2.3 All members at the Annual Conference which elects the Executive Committee shall have a vote in the elections.
- 2.4 The elections shall be conducted by independent elections officers appointed by the Annual Conference.
- 2.5 Any person from any fully paid constituent member council of LGAZ may stand for any post of the Executive Committee provided his/her name has been proposed by the member council where he/she serves and seconded by at least 6 persons from different constituent members of LGAZ who are delegates to the Conference or meeting of the Executive Committee where such elections are taking place.
- 2.6 Nominations shall be held at the Annual Conferences on the eve of the elections.

- 2.7 No person shall be eligible to be elected or continue in office unless he is a member or officer from a fully paid constituent member of the association.
- 2.8 The term of office for all elected officers shall be two and half years. Provided that retiring and outgoing officers shall be eligible for re-election.
- 2.9 The office of President, Provincial Vice President, and Treasurer shall become vacant if the holder of the office dies or resigns from office by notice in writing.

Section 3: The President is the principal political representative of LGAZ and chairs the meetings of the Annual Conference, the Executive Committee and the Presidency. He shall ensure the continuity of the policies of the Association.

Section 4: Vacancy in the Office of President/Vice President

If the office of President becomes vacant, a special meeting of the Executive Committee shall be called by the Executive Director within two months of such vacancy occurring and the Executive Committee shall then fill the vacancy by one of the Provincial Vice Presidents who shall hold office of President until the end of the next Annual Conference. If the office of President filled by the Provincial Vice President or the office of Provincial Vice President falls vacant, the process of filling the vacancy shall mutatis mutandis apply.

Provided further that casual vacancies occurring in any office established under this constitution for whatever reason shall be filled by the Executive Committee of the Association. Persons filling casual vacancies shall hold office until the conclusion of the next Annual Conference held for the purposes of electing officers under this clause.

Section 5: Appointment, Terms and Conditions of Executive Director

The Executive Committee shall whenever necessary, appoint the Executive Director, who shall be the Chief Executive of the Association.

The Executive Director shall hold office on such terms and conditions as the Executive Committee may determine from time to time.

ARTICLE XIII

DUTIES OF OFFICERS

Section 1: The President

The President shall be the principal political representative of the LGAZ. He shall, if present, preside over all meetings of the Annual Conference, the Executive Committee and the Presidency.

In the absence of the President or the Provincial Vice Presidents, members present shall elect a presiding chairperson from amongst themselves.

Section 2: The Provincial Vice President

The Provincial Vice President shall provide leadership in the Provincial Committee.

Section 3: The Honorary Treasurer

- 3.1 The Hon. Treasurer shall have care and custody of all funds of the Association and shall deposit the same in such bank or banks or depositories as the Executive Committee may direct.
- 3.2 The Hon. Treasurer shall cause budgets to be prepared annually and effectively administer approved budget decisions including the preparation and submission of audited accounts for consideration and approval by the Executive Committee.

Section 4: The Executive Director

- 4.1 The Executive Director shall issue notices of meetings of the Annual Conference, Executive Committee and the Presidency, when directed to do so and shall have custody of the Minute Book and files of the Association.
- 4.2 The Executive Director shall have the administrative and management responsibility of the Secretariat as Chief Executive Officer of the Association. In his/her capacity, the Executive Director shall assume full general management and administrative responsibilities for the operations of LGAZ, within the policy guidelines defined by the Executive Committee.
- 4.3 The Executive Director shall be empowered to recommend the appointment and dismissal of personnel of the Secretariat. He/she

shall supervise and inspect the conduct of all employees of the LGAZ in the performance of their duties. The Executive Director will subsequently report to the Executive Committee.

- 4.4 The Executive Director has general authorisation to represent LGAZ.
- 4.5 The Executive Director shall investigate and report in writing from time to time upon all matters referred by the Executive Committee to the Secretariat.
- 4.6 The Executive Director shall attend or be represented at all meetings of the Annual Conference, Executive Committee and the Presidency except where the Executive Director's status, salary or benefits come under review.

ARTICLE XIV

ASSOCIATED ORGANISATIONS

LGAZ shall establish relationships, links or networks with local and international organisations that pursue goals and objectives similar to LGAZ, in the general field of developing and strengthening local self-government and its institutions. Such associations shall be approved by the Executive Committee.

ARTICLE XV

FINANCIAL MATTERS

Section 1: Sources of finance

The Local Government Association of Zambia shall derive its finances from membership fees, grants, donations, loans and other sources to be used for its general operations as well as to give grants, awards and donations to needy institutions and personalities.

Section 2: Fiscal Year

The fiscal year of the Local Government association of Zambia shall be January 1st to December 31st.

Section 3: Appointment of Auditors

One or more auditors shall be appointed by the Executive Committee every year as provided under Article VII section 7.

Section 4: Budget and accounts

- 4.1 Every year, the Hon. Treasurer shall submit to the Executive Committee for approval:
- a. the accounts of the closed fiscal year, certified by an auditor; and
 - b. the budget for the next fiscal year.

Section 5: Borrowing

To meet the operating expenses of LGAZ, the Executive Committee, may by resolution:

- 5.1 borrow money upon the credit of the Association.
- 5.2 limit or increase the amount to be borrowed.
- 5.3 Issue debentures or other securities of LGAZ.
- 5.4 pledge or sell debentures or securities for such sums and at such prices as may be deemed expedient.
- 5.5 secure any such debentures or other securities, or any present or future borrowing or liability of the LGAZ, by mortgage, charge or pledge of all or any currently owned or subsequently acquired real, movable and immovable, property of LGAZ and the undertaking and rights of LGAZ.

Section 6: Remuneration

The President and the Hon. Treasurer shall serve without remuneration but shall receive Honorarium on such rates as shall be determined by the Executive Committee from time to time. Provided that they shall be reimbursed full expenses incurred by them in the performance of their duties.

ARTICLE XVI

COMMON SEAL AND EXECUTION OF DOCUMENTS

Section 1: Common Seal

The Executive Director shall have custody of the corporate seal and shall be empowered to certify as to the form and content of any document issued by the association under the common seal or otherwise as may be required.

Section 2: Signing Officers

- 2.1 No document shall be binding on the LGAZ unless it is signed by the President, or by the Executive Director on behalf of the Association.
- 2.2 Cheques, drafts or orders for the payment of money, notes, acceptances and bills of exchange, shall be drawn, accepted, endorsed and signed such Officers of the LGAZ in a manner as the Executive Committee may time to time prescribe.
- 2.3 Contracts, documents or any instruments in writing requiring the signature of LGAZ shall be signed by the President or the Provincial Vice President and by the Executive Director and all contracts, documents and instruments in writing so signed shall be binding on the Association without any further authorisation or formality. The Executive Committee shall have power from time to time by resolution to appoint any other Officer or Officers and the Executive Director on behalf of LGAZ to sign specific contracts, documents or instruments in writing generally.

ARTICLE XVII

LEGAL STATUS AND LIABILITY

Section 1: LGAZ shall have a legal personality capable of suing and being sued at law and shall possess legal capacity to enter into contractual relationships with third parties.

Section 2: The members of the Executive Committee and officers shall not be held individually liable for the corporate debts and liabilities of LGAZ.

ARTICLE XVIII

REPEALING AND AMENDING THE CONSTITUTION

Section 1: Amendments to Constitution

- 1.1 No amendments shall be effected to this Constitution unless it is approved at the meeting of the Annual Conference by a majority of not less than two-thirds of the members present and voting at the Conference;
- 1.2 The voting shall be by secret ballot.
- 1.3 The text of the proposed amendment shall have been circulated to members at least thirty days before the holding of the Annual Conference at which the amendment is to be debated.

Section 2: Dissolution

- 2.1 No motion to dissolve LGAZ shall be effected unless it is approved by two-thirds of the total membership at a meeting of the Annual conference.
- 2.2 No motion to dissolve LGAZ shall be debated at a meeting of the annual Conference unless it has been circulated to all members at least three months before the holding of the Annual Conference at which the motion to dissolve shall be debated.
- 2.3 On dissolution all property and assets shall be sold by a Liquidator appointed by the Dissolution Meeting and who shall as much as possible pay all creditors from the proceeds of such sale in accordance with the appropriate provisions of the existing Law in Zambia.
- 2.4 The voting under this Article shall be by secret ballot.

Section 3: Rules

The Annual Conference may, by resolution, adopt internal rules to operationalise parts of this Constitution but such rules shall not be at variance with the provisions of the Constitution.