

**CONSTITUTION OF
THE ZAMBIA PUBLIC RELATIONS
ASSOCIATION (ZAPRA)**

AS AMENDED ON 31ST MARCH 2016

PREAMBLE

In the spirit of fostering, promoting and enhancing professional development and practice, we the public relations practitioners and communications specialists in Zambia resolve that the establishment of a professional body is vital for the regulation and promotion of ethical functioning of the practice in the country. We believe that the Public Relations profession has a vital role to play in the country, especially with the world trends shaping both the private and public sectors today. We further believe that given this scenario, public relations and communications functions have grown in their significance to every organization and the general public, at large. It is for these reasons that it becomes imperative that affairs of the public relations practice in Zambia be regulated by a professional body to which all professionals will be required to be affiliated. We, thus, resolve to adopt our own constitution with the primary objectives and functions explained hereunder:

ACCRONYMS

ZAPRA means the Zambia Public Relations Association.

NGC means the National Governing Council of ZAPRA.

AGM means the Annual General Meeting of ZAPRA.

EAGM means the Extra-Ordinary General Meeting of ZAPRA.

DEFINITIONS

Male gender includes female gender.

Financial Year means the calendar year, that is, from January to December.

1.0 NAME OF ORGANISATION

1.1 The organisation shall be called the Zambia Public Relations Association (hereinafter referred to as "ZAPRA").

2.0 THE ORGANISATIONAL STRUCTURE

2.1 The organizational structure of ZAPRA shall be at four (4) levels, namely:

- i. Annual General Meeting (AGM)
- ii. National Council
- iii. Secretariat
- iv. Regional and Special Interest Committees

3.0 HEADQUARTERS

3.1 The national office of ZAPRA shall be at such place, as the National Council shall determine.

4.0 OBJECTIVES

4.1 To promote general understanding of public relations and communications specialisations and the value of their practice and to establish and maintain professional status and dignity for public relations practice amongst registered members of ZAPRA, employers and the general public.

4.2 To encourage the observance of the highest standards of professional conduct by registered members of ZAPRA, through adherence to the ZAPRA code of ethics and professional standards for the practice of public relations and all forms of communication management.

4.3 To protect the interests of all concerned in the event of any complaint of malpractice or non-adherence to the ZAPRA Code of Ethics and professional standards brought against a registered member, through the application of a set of disciplinary procedures.

4.4 To provide professional development programmes for the general benefit of registered members of ZAPRA and the public relations profession, as well as any programmes or activities as may be decided upon by the National Council of ZAPRA (hereinafter referred to as the "National Council" or NGC) and the Annual General Meeting of ZAPRA (hereinafter referred to as "the Annual General Meeting or AGM").

4.5 To provide professional development and personal networking opportunities for its members and promote the professional practice of public relations and the various forms of communication functions at country level in liaison with public relations bodies outside Zambia.

4.6 To act as a legal entity to which all public relations practitioners and communications specialists, and related professions, in Zambia should be accredited.

5.0 MEMBERSHIP

5.1 MEMBERSHIP CATEGORIES

ZAPRA membership categories comprise the following: *Fellows, Full/General Members, Associate Members, Student Members, and Honourary Members.*

5.1.1 Fellowship: Fellowship may be conferred or bestowed only upon members with 10 or more years of practice or any other such criteria of distinguished service or accomplishment as shall be determined by the NGC. Fellows are entitled to exercise full voting rights in the affairs of ZAPRA and may be elected to any post in ZAPRA. Fellows may use the designation FZAPRA after their name.

5.1.2 Full/General Membership: This shall be open to those individuals who possess a minimum of a Certificate in Public Relations or other relevant qualifications and are practicing Public Relations. Full members may use the designation MZAPRA after their name.

5.1.3 Associate Membership: This shall be open to those individuals who may not necessarily possess relevant qualifications in Public Relations or any form of a communications field but have some experience in the field or have interest in joining the profession or those with PR or other relevant qualifications but have no PR experience. *Associate members have no voting rights*. Associate members may use the designation AZAPRA after their name.

5.1.4 Student Membership: Shall be open to individuals who are studying Public Relations or other relevant qualifications in a recognised institution of higher learning.

5.1.5 Honorary Membership: Honorary membership may be conferred upon persons from within or without ZAPRA in recognition of outstanding service to ZAPRA or the public relations profession.

5.2 Membership Status: Membership status may be conferred upon any person in accordance with the qualifications and categories established by the National Council.

5.3 Withdrawal: Any membership of ZAPRA, or form of association or affiliation with ZAPRA may be reduced, withdrawn, or terminated by the National Council in accordance with the ZAPRA Code of Ethics and Professional Standards for the Practice of Public Relations and Communication Management.

5.4 Registration and Annual Subscriptions Fees: The amount of registration and annual subscription fee payable by members shall be determined by the National Council.

5.5 Cessation through Default: Any person whose registration fee is not paid in full within three months after it has become due, owing and payable shall cease to be a registered member of ZAPRA and shall be required to surrender any property of ZAPRA in their possession.

5.6 Limits of Liability: Each registered member of ZAPRA shall undertake to contribute to the payment of the debts or liabilities of ZAPRA in the event of its dissolution whilst he or she is a registered member, provided that such contribution shall not exceed the outstanding amount of the registered member's current annual registration fee.

5.7 Registration Levies: In addition to the annual registration fee, each registered member may be required to contribute such further sum of money by way of a levy as and when a general meeting of members of ZAPRA may so resolve; provided that such levy shall not exceed half of the annual registration fee in any one year, and provided further that at least two-thirds of the eligible votes cast, including postal votes, are in favour of the resolution.

6.0 MANAGEMENT

6.1 The affairs of ZAPRA shall be over-seen by the National Council as elected, constituted and operated in accordance with this Constitution as well as the General Rules of Procedure. General Rules of Procedure refer to this Constitution, the Code of Ethics, the Disciplinary Code and other documents developed by the National Council for effective functioning of the Association.

6.2 Subject to Clause 12.2, the National Council shall be the policy making body of ZAPRA and shall, inter alia:

6.3 Approve the General Rules of Procedure, the norms and standards for accreditation and the conducting of disciplinary investigations and appeals, and the ZAPRA Code of Ethics and professional standards for the practice of public relations and communication management; and be accountable to the general membership.

6.4 The National Council shall be vested with, and shall exercise, full executive powers in the management of ZAPRA. It shall have the power to appoint such office-bearers and staff, and to appoint, establish, or arrange to be elected, such committees, including the establishment of a secretariat, and working parties as it deems fit, and to delegate powers to them. It shall establish such activity targets and publish such operating instructions as are deemed necessary for the effective operation of ZAPRA.

6.5 The National Council shall have the power to dissolve any such committee or body, or to dismiss or to terminate the appointment of any staff member or office-bearer.

6.6 The National Council shall be responsible for determining norms and standards and rules of procedure for accreditation and the conducting of disciplinary investigations and appeals as well as any other norms, standards and procedures to give effect to the objectives of ZAPRA. On the approval of such norms and standards and rules of procedure by the National Council, the Secretariat shall cause the said norms and standards and rules of procedure to be published as schedules to this Constitution.

6.7 The National Council shall establish a sub-committee to be known as the Accreditation Committee to deal with all matters relating to accreditation. The National Council shall determine the number of members of the Accreditation Committee and this committee shall elect its chairman from amongst its members. The Accreditation Committee shall report to the National Council on all matters relating to its mandate and functions on which the National Council shall have the final say. All members of the Accreditation Committee must be accredited public relations practitioners or communications specialists in good standing.

6.8 The National Council shall establish a sub-committee to be known as the Disciplinary Committee to deal with all matters relating to disciplinary investigations, and to conduct disciplinary investigations and hearings in accordance with the norms and standards and rules of procedure for the conducting of disciplinary investigations. The Vice President of the Association shall be the chairperson of this committee. The Disciplinary Committee shall report to the National Council on all matters relating to its mandate and functions on which the National Council shall have the final say.

7.0 THE NATIONAL COUNCIL

7.1 Eligibility: Only registered members of ZAPRA who are in good standing shall be eligible to hold office as members of the National Council.

7.2 Composition: The National Council of ZAPRA shall be made up of the President, Immediate Past President (ex-officio), Vice-President, Secretary, Treasurer, Publicity Secretary, Vice Secretary, Vice Treasurer, Vice-Publicity Secretary, and four Council Members and any members of staff invited to the meeting.

7.2.1 The Registrar of ZAPRA shall be entitled to attend meetings of the National Council while Associate and Honourary members are excluded from sitting on the National Council.

7.2.2 Two student representatives, one from a college and one from a university (both studying Public Relations), shall be elected to the National Governing Council along with the rest of the Council members. This will bring the total number of NGC members to fifteen (15).

7.3 Voting Rights: All members of the National Council, whether elected or ex officio, shall have voting rights except for the Registrar of ZAPRA or any other members of staff who shall not be entitled to vote at meetings of the National Council.

7.4 Period of Tenure: The National Council shall serve for a two-year term of office and shall be eligible for re-election, for another two-year term. Any member wishing to continue serving in office after his second consecutive term shall only be able to stand for re-election after lapse of at least two years from the last day in office of his/her second consecutive term.

7.5 Elections for members of the Council

A member of the Council shall:

- i. Have a minimum of a Diploma in Public Relations or related discipline and at least 5 years of practical experience in Public Relations.
- ii. Have been a paid up member of ZAPRA for at least two (2) years, except for the positions of President, Vice President, Secretary and Treasurer who should have been paid up members for at least three (3) consecutive years.

7.6 Nomination Procedure

A member intending to stand shall be required to seek nomination and endorsement from at least two paid up members. Closing time for nominations will be announced by the National Governing Council or the Presiding Officer for the elections.

7.7 Conduct of Elections

7.7.1 There shall be constituted an independent Electoral Commission, comprising at least 2 members, to conduct all the Association's elections and to dissolve the National Council, prior to holding the elections, to ensure that the elections are properly and fairly conducted.

7.7.2 The electoral commission can be composed of the Association's Trustees or another independent organisation with experience in conducting elections nominated by the National Governing Council in consultation with the Trustees.

7.8 Election of office bearers

7.8.1 Election to various positions shall be by simple majority and in case of tie a re-run of the top two contenders only shall be held.

7.8.2 For Council Members, the top four candidates who get the highest votes will be deemed to have been elected. Where a tie arises for the last one position in the Council, a re-run between the two contenders with equal votes shall be held. Where a tie does not involve the last slot for Council Members and the one falling of the bracket, the candidates with equal votes shall be deemed to have been duly elected.

7.9 Appeal against election results

Any losing candidate who is not satisfied with the outcome of election results shall be free to file an appeal to the President of the Association and copied to the Vice President (and in the case the appeal is against these two their deputies), within forty-eight (48) hours. Upon receipt of the appeal the addressees shall inform the President who shall constitute an Elections Appeals Committee to look into the matter.

If the Election Appeals Committee finds substance in the claim they may:

- a) Order a re-election of the position involved at the earliest available opportunity, or
- b) Disqualify the election of the person complained against.

7.10 Filling Of Vacancies: The National Council shall have the power to fill any vacancy in its membership and the person so appointed shall hold office only for the remainder of the term of office for which the vacating member was elected; provided that if the president vacates his or her office or is required to vacate the office by the National Council, the vice-president shall take his or her place and the National Council shall appoint his/her replacement to complete the current term of office.

7.11 Absence: Any member of the National Council who is absent without prior leave or apology from two consecutive meetings of the National Council, shall be deemed to have resigned from the National Council.

7.12 Meeting Frequency: The National Council shall meet at least four (4) times per year. Meetings shall be scheduled and called through the distribution of the Notice of Meeting and

Agenda. However, the president may call, or delegate the power to call, a meeting at twenty-four (24) hours notice, whenever urgent circumstances occur. In the event of such a meeting being necessary, the Notice may be given by electronic mail, telephone or any conventional method of business communication.

7.13 Chairperson of meetings: At meetings of the National Council, the president shall be the chairperson and in his or her absence the vice-president shall be chairperson. In the absence of the vice-president, a chairperson shall be elected for that meeting only by the members present.

7.14 Quorum: A quorum at a meeting of the National Council shall be half of the total number of members of the committee. If by the scheduled date and time of any National Council Meeting, a quorum is not formed, the meeting shall stand adjourned for thirty (30) minutes, and thereafter reconvene. Those present upon re-convening shall be considered to have formed the quorum to transact business provided the President, or the Vice President (in the President's absence communicated in advance to all members) and the Secretary, or the Vice Secretary (in the absence of the Secretary communicated in advance) are present.

7.15 Voting: Decisions of the National Council shall be arrived at by a simple majority of votes. In the event of equality of votes, the chairperson shall have a casting vote. Those voting must be present in person and voting by proxy or post shall not be permitted.

7.16 Recording of Proceedings: The chairperson of a National Council meeting shall ensure that a complete and accurate account of the discussions and decisions of the meeting and proceedings is taken by a secretary/ Vice Secretary or by some other nominated person, so as to constitute the official record of the meeting in the form of minutes. The minutes of any National Council meeting shall have full legal and binding effect once they have been approved at the subsequent meeting of the National Council and signed by the chairperson, and secretary, of that meeting.

7.17 Emergency Resolution Procedures: A written or telephonic resolution submitted by the president to all National Council members and to which at least fifty percent (50%) respond within three (3) days and the majority of these express approval, is as valid as if passed at a National Council meeting. It is considered passed on the date upon which the last member responds. If at least half of the members request that the resolution stand over for a full National Council meeting, no decision can be taken until that meeting. This also applies to other electronic means of communication such as e-mail or social media adopted as a form of communication by the Council.

8. 0 DUTIES OF OFFICE BEARERS

8.1 The President

8.1.1 Shall preside over all the meetings of the National Council and the Annual General Meeting.

8.1.2 Shall be the administrative head of the Association and shall preside over all Committee meetings when present at such meetings.

- 8.1.3 Shall have the powers necessary to ensure orderly proceedings in the meetings.
- 8.1.4 Shall have the deciding vote in case of a tie.
- 8.1.5 Shall be responsible for all the work done by the National Council and the Annual General Meeting.
- 8.1.6 Along with the Secretary and the Publicity Secretary, shall represent the Association at national and international fora.

8.2 Immediate Past President

- 8.2.1 Shall provide institutional memory to any new National Council.
- 8.2.2 Shall facilitate smooth transition for new office bearers by handing over the Association's affairs.
- 8.2.3 Shall attend meetings of the National Council and vote like any other Council member.
- 8.2.4 Shall provide such advice to the President and the National Council, or represent the Association at local and international fora, as from time to time shall be requested by the President or National Council.

8.3 The Vice-President

- 8.3.1 Shall assist the President in discharging their duties.
- 8.3.2 Shall have all the powers and duties of the President in their absence.
- 8.3.3 Shall act as an advisor to the President in matters pertaining to the Association.
- 8.3.4 Shall assume the position of president if the latter vacates his or her office, or is required to vacate the office by the National Council to complete the current term of office.
- 8.3.5 Shall attend meetings of the National Council and vote like any other Council member.

8.4 The Secretary

- 8.4.1 Shall look after the day to day working of the Association in liaison with the secretariat staff.
- 8.4.2 Shall maintain records of all proceedings of the National Council and the Annual General Meeting.
- 8.4.3 Shall ensure that all records and correspondence relating to the affairs of the Association are properly dealt with in accordance with the direction of the President.
- 8.4.4 Shall ensure the registration of the Association each term in accordance with the Registrar of Societies' and/or other regulatory authorities.
- 8.4.6 Shall prepare, maintain and update regularly records of the office bearers and members of the Association.
- 8.4.5 Shall be responsible for ensuring that communication is maintained within the Association.
- 8.4.7 Shall call meeting of the National Council and Annual General Meeting in consultation with the President.

8.5 The Vice Secretary

- 8.5.1. Shall assist the Secretary in the performance of the latter's duties and act as Secretary whenever the latter is not present.
- 8.5.2 Shall attend National Council meetings and vote at such meetings.

8.6 The Treasurer

8.6.1 Shall, in liaison with the President, manage the financial affairs of the Association, by forecasting expenses, approving purchases, managing the accounts and ensuring banking of the Association's monies.

8.6.2 Shall also be responsible for maintaining and recording all the financial transactions of the Association.

8.6.3 Shall be responsible for all the funds collected on behalf of the Association and shall deposit all such funds with the Association's bankers.

8.6.4 Shall make payments from approved funds as decided by the National Council, the President, or in the absence of the President, the Vice President.

8.6.5 Shall keep the accounts of the Association and get them audited annually.

8.6.6 Shall operate the bank accounts of the Association jointly with the President, and other signatories elected by the NGC.

8.6.7 Shall present to the President a statement of accounts of the Association every three (3) months and to the National Council every six (6) months.

8.7 The Vice Treasurer

8.7.1 Shall assist the Treasurer in the performance of his or her duties and act as Treasurer whenever the latter is not present.

8.7.2 Shall attend National Council meetings and vote at such meetings.

8.8 The Publicity Secretary

8.8.1 Shall assist the President in drawing up the programme of events and contacting outside speakers.

8.8.2 Shall be responsible for coordinating with the other individuals involved in coordinating events.

8.8.3 Shall coordinate publicity campaigns.

8.8.4 Shall be responsible for informing members of the Association of its activities and events through the production, presentation and distribution of publicity literature.

8.9 The Vice-Publicity Secretary

8.9.1 Shall assist the Publicity Secretary to carry out her duties and act as Publicity Secretary whenever the latter is not present.

8.9.2 Shall attend National Council meetings and vote at such meetings.

8.10 Council Members (Four)

8.10.1 Shall attend the Association's regular meetings and committee meetings (held as prescribed by this constitution) and vote at such meetings like any other member of the Council.

8.10.2 Shall actively participate in Association activities.

8.10.3 Shall promote Association activities (by encouraging people to attend) and contribute to the decision making process.

8.10.4 Shall perform any functions assigned to him/her by the President or any other member acting on behalf of the President.

9.0 THE SECRETARIAT

9.1 There shall be a Secretariat headed by a Registrar and assisted by other officers as approved by the NGC.

9.2 The Registrar, notwithstanding specific details contained in his/her job description, shall on behalf of the National Council:

9.2.1 Ensure effective and efficient operations of ZAPRA by:

(i) Engaging such staff, as the National Council shall deem necessary on terms and conditions as set out by the National Council for smooth operations of ZAPRA

(ii) Implement any decisions made by the National Council or resolutions made by the general membership at the Annual General Meeting (AGM) or Extra-Ordinary Meeting.

(iii) Supervise and ensure periodic appraisal of subordinate staff.

(iv) Ensure safe custody and effective utilization of assets of ZAPRA.

9.3 Additional Powers: The Secretariat shall have the power to take actions, to regulate all matters not otherwise provided for in this Constitution and to do all things which may be necessary for attaining the objectives of ZAPRA; provided that all actions taken or regulations made shall be reported to the next succeeding National Council meeting for formal ratification.

10.0 REGIONAL AND SPECIAL INTEREST COMMITTEES

10.1 The National Council may establish chapters and special interest committees to represent the interests of any sector of registered members of ZAPRA. The National Council shall appoint, or arrange to be elected such committee(s).

10.2 Responsibilities of Chapters and Special Interest Committees: The function of each special interest committee or chapter shall be to undertake such tasks and fulfill such responsibilities in respect of organising events and providing specialized services for registered members of ZAPRA belonging to any of these special groups or chapters, as the National Council may determine and in accordance with the General Rules of Procedure for Committees.

10.3 Ratification of Sub-Committee/Chapter Decisions: National Council members who hold specific portfolios are empowered to convene meetings of working sub-committees consisting of appointees nominated or approved by the National Council. Except where otherwise specifically authorized by a minuted decision of the National Council, no decisions, reports or recommendations of such working sub-committee shall have any force or effect until they have been ratified by the National Council.

11.0 REGIONS

11.1 All persons accepted as registered members of ZAPRA shall be enrolled first as belonging to the national organisation, and then shall be registered as residing or working in one of the geographic regions which the National Council may establish from time to time for the purpose of local organisation. In such regional areas, the National Council may appoint, or arrange to be elected, a regional committee consisting of local registered members of ZAPRA in accordance with the General Rules of Procedure for Committees.

11.2 **Regional Responsibilities:** The function of each such regional committee shall be to undertake such tasks and fulfill such responsibilities in respect of organising events for the local registered members of ZAPRA as the National Council may determine.

12.0 ANNUAL GENERAL MEETING

12.1 The Annual General Meeting (AGM) of ZAPRA shall be held at least once every year but not later than three months after the end of each financial year. The AGM may be held at any venue as may be decided by the National Council.

12.2 The AGM shall be the supreme organ of ZAPRA

12.3 The Annual General Meeting shall:

(i) Receive, consider and approve reports from the National Council's President
(ii) Receive, consider and approve audited accounts for the preceding financial year.

(iii) Elect members to the Council when such an election is due.

(iv) The National Council shall give thirty (30) days notice of the AGM to all paid up members, in writing, and by placing notices in the media, clearly setting out the agenda, venue and time of the meeting.

12.4 The National Council shall ensure that the Secretariat sends out all documents not later than seven (7) days before the date of the meeting. The documents shall include minutes of the previous meeting, agenda, financial statements and report.

12.5 At any AGM, fifty (50) percent of paid up members shall constitute a quorum to transact business.

12.6 If by the scheduled date and time of any AGM, a quorum is not formed, the meeting shall stand adjourned for one hour, and there after reconvene. Those present upon reconvening shall be considered to have formed the quorum to transact business.

12.7 Only bona-fide members shall be entitled to vote and shall have one vote each at all proceedings at the AGM.

12.8 Only for the purposes of electing candidates standing for Council positions, where a secret ballot shall be taken, decisions at any meeting of the Association, National Council or

any adhoc committee - shall be by a simple majority of those present and voting by a show of hands. The chairperson of any such meeting shall have an additional casting vote in case of a tie. An ex-officio member of the AGM shall have no vote.

12.10 Proceedings at every AGM shall be governed by the rules and regulations to be prepared by the Council.

13.0 EXTRA-ORDINARY GENERAL MEETING

13.1 An Extra-Ordinary General Meeting shall be convened at the request, in writing of not less than fifty (50) percent of bona-fide members, provided that such a request shall be accompanied by a full agenda of the business to be transacted, and resolutions proposed to be passed.

13.2 Upon receipt of the written request for the Extra-Ordinary General Meeting the secretariat shall, without delay, but in any case not later than seven (7) days, facilitate convening of the meeting.

13.3 The National Council may call for an Extra-Ordinary General meeting to attend to any urgent matter, if in its discretion; it is in the best interest of ZAPRA to do so.

13.4 Notice for an Extra-ordinary General Meeting shall be not less than fourteen (14) days and shall be served in accordance with all provisions of this constitution relating to the notices for the AGM.

13.5 During any Extra-ordinary General Meeting, two-thirds of all paid up members shall constitute a quorum to transact business. If by the scheduled date and time of any Extra-ordinary General Meeting, a quorum is not formed, the meeting shall stand adjourned for thirty (30) minutes, and thereafter reconvene. Those present upon re-convening shall be considered to have formed the quorum to transact business provided the President, or the Vice President (in the President's absence communicated in advance) and the Secretary, or the Vice Secretary (in the absence of the Secretary communicated in advance) are present'.

13.6 All bona-fide members shall be eligible to cast one vote each at any Extra-ordinary General Meeting.

13.7 Resolutions of the Extra-ordinary General Meeting shall be passed by a two thirds majority vote.

14.0 FINANCE

14.1 All funds paid or payable to ZAPRA, or to any of its committees or subordinate bodies, for any purpose whatsoever, shall become the property of ZAPRA. The National Council shall have control over such funds to receive, apportion and pay out amounts as it decides fit, and will account to the registered members of ZAPRA for those actions in accordance with the financial provisions of the General Rules of Procedure.

14.2 ZAPRA shall be liable for any debts incurred by any of its committees, employees, or office bearers, provided that the said debts were incurred within the powers of the committees, employees, or office bearers concerned.

14.3 Funds available for investment may only be invested with registered financial institutions as defined in the laws of Zambia, and in securities listed on a licensed stock exchange as defined in the Stock Exchanges Control Act.

15.0 DISSOLUTION

15.1 ZAPRA may be dissolved at a Special General Meeting of registered members convened for the sole purpose of considering the question of dissolution provided that two-thirds of the eligible votes cast are in favour of such dissolution. In the event of dissolution, assets and funds remaining after the payment of any debts shall be ceded to an organisation having similar objectives to those of ZAPRA and which itself is exempt from income tax in terms of the appropriate laws of Zambia as determined by a simple majority vote at the same Special General Meeting.

16.0 AMENDMENT OF THIS CONSTITUTION

16.1 This constitution may be amended provided that any amendment complies with legislation or rulings of the Registrar of Societies and is submitted to the Secretary of ZAPRA at least fourteen (14) days before the date of the AGM.

16.2 The various documents related to this Constitution may be amended as follows:

(i) The ZAPRA Code of Ethics and Professional Standards for the Practice of Public Relations and Communication Management may be amended by the National Council, with at least two-thirds of the eligible votes being cast in favour;

(ii) Other norms and standards approved by the National Council and published in further schedules to this Constitution may be amended by the National Council with at least two-thirds of the eligible votes being cast in favour.

17.0 TRUSTEES

17.1 There shall be three (3) trustees elected by the Annual General Meeting.

17.2 The trustees shall be the repository of all assets and liabilities of ZAPRA subject only to the members in the Annual General Meeting.

17.3 The trustees shall ensure that between elections the Council operates and adheres to the Constitution and where need arises; provide guidance to the National Council to ensure efficient provision of services to the Association.

17.4 The trustees shall hold office until death or resignation or replaced through a resolution at the AGM, such a resolution being passed by a majority vote of bonafide members.

17.5 Upon a vacancy occurring among the trustees, the council shall nominate a replacement for approval by the Annual General Meeting.

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