

# **Constitution of the Zimbabwe Voluntary Association UK (ZIVA)**

**Adopted on: 1 January 2020.**

## **Article 1: Name**

The name of the organization shall be the Zimbabwe Voluntary Association UK (ZIVA).

## **Article 2: Preamble**

Recognizing the challenges faced by Zimbabweans in the UK, particularly during times of bereavement, and acknowledging the need for mutual support, social cohesion, and financial assistance, this Constitution establishes the Zimbabwe Voluntary Association UK (ZIVA). ZIVA is founded on the principles of voluntary participation, mutual aid, and community spirit, with the aim of providing comprehensive support to Zimbabweans in the UK.

## **Article 3: Mission**

ZIVA's mission is to create a supportive and inclusive community for Zimbabweans in the UK by providing financial assistance, social support, and resources during times of bereavement and other challenges. ZIVA is committed to fostering a sense of belonging and solidarity among Zimbabweans abroad.

## **Article 4: Values**

**ZIVA upholds the following core values:**

- **Reciprocity:** Do unto others as you would have them do unto you.  
Transparency: Open and honest communication in all operations.  
Integrity: Truthfulness and honesty in all actions.
- **Respect:** Treating all members with dignity and consideration.  
Compassion: Providing support and empathy to those in need.
- **Unity:** Promoting a strong sense of community and collaboration.  
Equity: Ensuring fair and inclusive access to benefits and services for all members.

## **Article 5: Aims and Objectives**

ZIVA aims to achieve the following objectives:

### **Bereavement Support:**

Provide financial assistance of £20,000 to members' families upon the death of a member.

### **Immediate Assistance:**

Ensure members are eligible for benefits immediately upon joining, with no waiting period.

Comprehensive Funeral Support: Offer after-burial services, including tombstones or gravestones, transport, and accommodation to bereaved families.

## **Community Building:**

Foster a strong and vibrant community through social events, networking opportunities, and cultural celebrations.

## **Expanded Support Network:**

Extend support beyond funeral assistance to address various challenges faced by Zimbabweans in the UK, including potential future programs for financial assistance, healthcare, immigration matters, and social support.

## **Article 6: Membership**

6.1. Membership is open to any person over 18 years of age who is of Zimbabwean origin or has close ties to the Zimbabwean community, regardless of gender, race, nationality, disability, sexual orientation, religion, or belief.

6.2. Membership is contingent upon adherence to this Constitution and payment of contributions as outlined in Article 7.

### **6.3. Members are entitled to:**

- Receive financial assistance and support in the event of a bereavement within their family.
- Participate in ZIVA activities and events.
- Vote at General Meetings.
- Access ZIVA resources and support services.

### **6.4. Membership may be terminated for reasons including, but not limited to:**

- Non-payment of contributions
- Violation of the Fair Play Policy (Article 8).
- Conduct detrimental to the reputation or interests of ZIVA.

6.5. Termination of membership shall be subject to a fair hearing process by the Management Committee, where the member has the right to be heard before a final decision is made.

## **Article 7: Contributions**

7.1. Each member shall contribute £10 per funeral upon the death of another member.

7.2. The annual contribution is estimated to be approximately £320, though this may vary depending on the number of funerals within the year.

7.3. To ensure affordability for larger families, contributions are capped at three members per household, with a maximum household contribution of £30 per funeral.

7.4. Members who relocate from the UK may retain their membership and benefits as long as they continue to fulfill their contribution obligations.

## **Article 8: Fair Play Policy**

To ensure the equitable and sustainable operation of ZIVA, the following Fair Play Policy shall apply:

Any member who joins ZIVA primarily to access immediate benefits due to the anticipated death of a loved one and subsequently leaves the association will not be eligible to rejoin for a period of five years.

## **Article 9: Beneficiary Flexibility**

9.1. Members may change their designated beneficiaries at any time, provided they maintain a minimum of three listed beneficiaries.

9.2. In the event of a designated beneficiary's death, the member shall replace the deceased beneficiary with another family member to ensure continued support.

## **Article 10: Verification Process**

10.1. To safeguard the integrity of ZIVA's financial assistance program, a rigorous verification process will be implemented for all claims.

10.2. The administrative team shall conduct thorough checks, including verification of death certificates, coroner reports, and police reports where necessary, before releasing any benefits.

## **Article 11: Governance Structure**

11.1. ZIVA shall be governed by a Board of Trustees ("the Board").

11.2. The Board shall consist of the following positions:

- **Chairperson**
- **Treasurer**
- **Secretary**
- **Finance Officer**
- **Spokesperson**
- **Chaplain**

11.3. The Board shall be responsible for:

- Overseeing the management and administration of ZIVA.
- Ensuring compliance with this Constitution and all applicable laws.
- Developing and implementing ZIVA's strategic goals and objectives.
- Managing ZIVA's finances and assets.
- Appointing and overseeing the administrative team.

11.4. The Board shall meet at least three times per year.

11.5. Decisions of the Board shall be made by a majority vote.

11.6. The Chairperson shall have a casting vote in the event of a tie.

## **Article 12: Duties of the Board Members**

### **12.1. Chairperson:**

- Preside over all meetings of the Board and the General Membership.
- Represent ZIVA at public events and functions.
- Act as the spokesperson for ZIVA when necessary.

### **12.2. Secretary:**

- Record and maintain minutes of all meetings.
- Prepare the agenda for meetings in consultation with the Chairperson.
- Manage membership records and correspondence.
- Disseminate information to the membership.

### **12.3. Treasurer:**

- Oversee ZIVA's financial affairs.
- Maintain accurate financial records and accounts.
- Prepare financial reports for the Board and the General Membership.

### **12.4. Finance Officer:**

- Assist the Treasurer in managing ZIVA's finances.
- Process payments and receipts.
- Ensure compliance with financial regulations.

### **12.5. Spokesperson:**

- Represent ZIVA in media interactions and public communications.
- Manage ZIVA's online presence and social media platforms.

### **12.6. Chaplain:**

- Provide spiritual guidance and support to the membership.
- Offer comfort and counselling to bereaved families.
- Lead prayers and memorial services.

## **Article 13: Administrators**

13.1. ZIVA shall have a team of Administrators appointed by the Board.

13.2. The Administrators shall be responsible for the day-to-day operations of ZIVA, including:

- Membership registration and management.
- Collection of contributions.
- Verification of claims and disbursement of benefits.
- Organizing events and activities.
- Communicating with members.

13.3. The Administrators shall report to the Board.

#### **Article 14: Annual General Meeting (AGM)**

14.1. ZIVA shall hold an AGM every year in the month of August.

14.2. All members shall be given at least fourteen days' notice of the AGM.

14.3. The business of the AGM shall include:

- Receiving reports from the Chairperson and Treasurer.
- Electing new Board members.
- Discussing and voting on any proposed amendments to this Constitution.
- Addressing any other relevant business.

#### **Article 15: Special General Meeting (SGM)**

15.1. An SGM may be called by the Board or upon the written request of at least 10% of the membership.

15.2. The Secretary shall give all members fourteen days' notice of an SGM, including the agenda for discussion.

#### **Article 16: Amendments to the Constitution**

16.1. Any proposed amendments to this Constitution must be submitted to the Secretary in writing at least twenty-one days before the AGM or SGM at which it will be considered.

16.2. Amendments to this Constitution shall be approved by a two-thirds majority vote of the members present and voting at the AGM or SGM.

#### **Article 17: Dissolution**

17.1. ZIVA may be dissolved by a resolution passed by a three-quarters majority vote at an SGM convened specifically for that purpose.

17.2. In the event of dissolution, any remaining assets, after the settlement of all liabilities, shall be donated to a registered charity with similar objectives, as determined by the membership at the SGM.

#### **Article 18: Data Protection**

18.1. ZIVA shall comply with all applicable data protection laws and regulations.

18.2. All member information shall be kept confidential and used solely for the purposes of administering ZIVA and providing services to its members.

#### **Article 19: Legal Status**

19.1. ZIVA shall operate as a non-profit organization under the laws of the United Kingdom.

19.2. ZIVA may seek registration as a charity with the Charity Commission for England and Wales.

#### **Article 20: Interpretation**

20.1. The Board shall have the authority to interpret this Constitution.

20.2. Any dispute arising from the interpretation of this Constitution shall be resolved by a majority vote of the Board.

#### **Article 21: Commencement**

This Constitution shall come into effect on **1 January 2020**.