

PREAMBLE

The formation of the ZAMBIA INTERFAITH NETWORKING GROUP ON HIV/AIDS (ZINGO) created a forum *from* which the religious *mother bodies* namely: Bahai Faith, Christian Council of Zambia (CCZ), Evangelical Fellowship of Zambia (EFZ), Islamic Council of Zambia (ICZ), Zambia Episcopal conference (ZEC) and independent churches, can discuss issues related to alleviation of HIV/AIDS and mitigation.

NAME

The name of the organization shall be ZAMBIA INTERFAITH NETWORKING GROUP ON HIV/AIDS (ZINGO)

MISSION STATEMENT

Zambia Interfaith Networking Group is a National, Non-governmental Organization of different faiths working together in the fight against HIV/AIDS. It co-ordinates and spreads ideas and lessons learned among its members. Through a holistic and compassionate approach we will contribute to quality life, and reductions of new infections in the community.

GUIDING PRINCIPLES

ZINGO shall be guided by the following principles:-

- Every member shall be accorded respect, dignity and courtesy in accordance with the constitution of ZINGO
- Transparency and equal opportunities for all
- Equal partnership regardless of education, religion or physical condition in the programmes of ZINGO
- ZINGO will deliver its services to the community with a spirit of love, care and compassion
- ZINGO shall come up with ideas and formulate policies in consensus with all stakeholders in the prevention of HIV/AIDS and care for all those already infected and affected
- Trustworthiness and good morals

GOALS

- a) To work towards control of HIV/AIDS
- b) To facilitate information exchange on HIV/AIDS crisis and encourage faith-based organizations (FBOs) to undertake anti-AIDS interventions.
- c) To encourage religious leaders and policy makers to mobilize resources for communities to fight against HIV/AIDS

- d) To provide activities designed to help in information sharing such as Open For
a and National Conferences

OBJECTIVES

- a) To facilitate dialogue and interaction among members of faith-based communities in order to strengthen their response to HIV/AIDS in Zambia
- b) To represent the unified interests of religious umbrella bodies in policy debated on HIV/AIDS interventions inclusive of prevention, care and support and impact mitigation.
- c) To co-ordinate interfaith activities that are directed to HIV/AIDS
- e) To co-ordinate efforts to build a strong moral fiber among different religious groups.
- f) To set up a data base at the secretariat on HIV/AIDS related information

ORGANISATION FRAMEWORK

ZINGO shall have:

NATIONAL CONFERENCE

This organ shall be ZINGOs highest organ. It shall comprise of ZINGOs general membership.

- The Annual National Conference shall be convened once every year
- Every member mother body shall be allocated five voting slots
- The Board of Trustees in conjunction with the NEC may call for an extraordinary National Conference, provided a two month notice is given to members along with the agenda and adequate documentation of matters to be considered
- The National Conference shall be chaired by the chair of the Board of Trustees.
- The Chairperson of the NEC shall call a meeting of the National Conference in consultation with the Board of Trustees.
- All resolutions made at the National Conference shall be recorded and distributed to every member who shall have attended such a conference.

Roles and functions of the Annual National Conference

- Ratify action plans
- Review activities of the year
- Repeal/amend constitution

- Approve annual budgets
- Approve proposed projects
- Approve annual financial report
- Approve chairman's report
- Approve policies and procedures
- Elect/Appoint National Executive Committee (every two years) ?
- Appoint auditors

The Board of Trustees:

This organ shall comprise heads of ZINGO member mother bodies. The Board of Trustees shall be the custodian of all ZINGO assets and property, real and unreal, movable and immovable.

Role of Trustees:

(a) The functions of the Board of Trustees are to:-

- (i) Uphold and promote the good name of ZINGO
- (ii) Advise the *National Executive Committee* on any matter of concern
- (iii) Hear and determine any complaint or allegation against the Executive Board
- (iv) Present a report to the conference if, in their view, the committee is failing to execute its mandate
- (v) Hear and determine any appeals against any decision of the Executive Committee by the General Secretary or other member of staff of ZINGO
- (vi) Hear and determine appeals, complaint or allegations against any member organization
- (vii) Receive and examine reports from the Executive Committee.
- (viii) Take part in monitoring and control of ZINGO affairs to ensure its sustainability.
- (ix) Trustee may speak, but do not have the right to vote at the Conference.
- (x) Chair the Annual National Conference
- (xi) Make consensus on critical matters

Term of office and meetings

- (a) A Trustee shall hold the term of office *for as long as they remain the head of that mother body.*
- (b) The Board of Trustees shall meet *at least twice every year*
- (c) *The chair of the Board shall be elected at the Annual Conference and shall serve for 3 years eligible for re-election but shall not serve for more than two terms.*

- (d) The Board of Trustees shall in consultation with the Executive Board, prescribe their own rules and procedures
- (e) The Board of Trustees or any one of them individually shall not, without prior *consultation* with the Executive Committee, *speak on behalf of ZINGO*.

The National Executive Committee:

This organ shall comprise of one representative from each mother body and one representative for the independent religious bodies. These shall be recommended to the ANC by their mother bodies.

Functions of the Executive Committee

1. To bring together members from different religious organizations for consultations and discussions in order to help form enlightened decisions.
2. Draft the organizational policies and procedures of ZINGO
3. Review project proposals submitted by the National Coordinator
4. Review activity reports
5. Review financial reports
6. Review annual budgets
7. Initiate fundraising ventures
8. Approve quarterly budgets
9. Enforce disciplinary measures as recommended by the disciplinary sub committee
10. Propose agenda for the Annual National Conference and make sure that secretariat sets dates, time and venue for the Annual National Conference
11. Serve as representatives of member mother bodies in the fight against HIV/AIDS and other social ills
12. Encourage the co-operation of religious bodies, especially at local level, by promoting the formation and development of local interfaith as branches of ZINGO
13. Recruit secretariat staff within laid down procedures
14. To source and mobilize resources for the sustainability of ZINGO
15. It shall supervise the operations of the secretariat
16. Responsible for formulating policies
17. Pay full regard to new operations or other activities of ZINGO
18. Monitor and control the affairs of ZINGO to ensure its sustainability

Finances

ZINGO shall employ an accountant. The accountant shall handle all the financial transactions of ZINGO. The organization shall have an account with a reputable bank. The signatories to such an account shall include the Secretariat head.

The Disciplinary Committee

There shall be a disciplinary committee made up of members from within the National Executive Committee.

Functions of Disciplinary Committee

The Disciplinary sub-committee shall handle all disciplinary matters.

- It shall administer cases on behalf of the Executive Committee
- Recommend suspension of any member found wanting to the Executive Committee.
- Hear all cases related to discipline
- In consultation with the Executive Committee, to take necessary action which may include legal proceedings against any individual member that does not follow rules and regulations of ZINGO

MEMBERSHIP

- Application for membership shall be submitted to the NEC, who will present the application to the Annual National Conference.
- The Annual National Conference will vote on admission to ZINGO by a simple majority.

NB What criteria shall be used to allocate voting powers to the member faith bodies?

ALTERATIONS TO CONSTITUTION

Any recommendations to alter the constitution should be sent to the NEC at least four months before the Annual National Conference and circulated to all ZINGO members at least two months before the Annual National Conference.

DISSOLUTION

Circumstances that may lead to dissolution of ZINGO:

- Upon being declared financially bankrupt and unredeemable
- Voluntary dissolution by the National Conference?
- A written petition by two thirds of the fully paid up members

NB There should be a clear definition of two thirds majority. Does the figure imply number of people present at the AGM or number of faith bodies.

ZAMBIA INTERFAITH NETWORKING GROUP ON HIV/AIDS (ZINGO)

The organizational structure (to be approved by the conference)



