

CONSTITUTION OF
MARIST OLD STUDENTS
ASSOCIATION
DETE



MOSA DETE

“... for the betterment of Marist Brothers Dete ...”.

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Article 1: DEFINITIONS

In this Constitution, unless otherwise stated;

- “Marist Brothers School”, “Marist Dete”, “Marist”, and “Marist Brothers Dete” all mean Marist Brothers Secondary School, Dete, of Zimbabwe,
- “Old Students” means all graduates or persons that have studied at Marist Brothers School, Dete for a minimum of one term.
- “MOSA Dete member” and “MOSA member” refer to a person who has been admitted into the association by way of registration and payment of prescribed membership fees. Such member will have a valid Membership ID.
- “Member” or “members” refers to MOSA member(s).
- “School authorities” refers to Marist Dete authorities, and includes (and is not limited to) the Headmaster, Boarding Master, Matron, Senior Master, Priest, and any member of staff who has been entrusted by parents to look after their children.
- “Association” and “Organisation” refer to MOSA Dete
- “The School” refers to Marist Brothers Secondary School, Dete.
- “School grounds” refers to all areas (inside or outside school premises) that may be under permanent or temporarily supervision (or administration) by (or on behalf of) Marist Dete school authorities. Includes all areas where any persons identified as ‘Marist students’ are present, whether on school sanctioned business or not (including on school trips, at bus and railway termini, or when travelling to or from school).

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Article 2: NAME & ADDRESS

NAME: The name of the association shall be Marist brothers Old Students Association Dete, hereinafter referred to as the “MOSA Dete”.

ADDRESS: The Association’s main and postal address will be the same as the school address; MOSA Dete, Marist Brothers Secondary School, P O Box 13, Dete.

Article 3: MOTTO, MISSION STATEMENT & PRINCIPAL OBJECTIVES

MOTTO: The motto shall be “... for the betterment of Marist Brothers Dete ...”.

MISSION STATEMENT: The Mission Statement shall be “... *To contribute to the development of Marist Brothers Dete and its Old Students through improvement and development of curricula and programs, provision of financial and material support and enhancing networking and career development among the Old Students ...*”.

PRINCIPAL OBJECTIVES: The two principal objectives will be;

- a) To help the parent school in its development towards a more secure future, through implementation of solutions that promote self-sufficiency and long-term sustainability.
- b) To build a spirit of cooperation and working together amongst former students in order to help the overall membership of old students in various aspects of life after school.

Article 4: MEMBERSHIP OF MOSA DETE

- a) There will be a one-off joining Fee of USD25 (US\$25).
- b) At any meeting of MOSA Dete, when a vote is taken by secret ballot, all paid up members shall be entitled to one vote each.
- c) Membership shall cease upon resignation by writing to the President.
- d) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of MOSA Dete.

Article 5: ORGANS OF MOSA DETE AND THEIR FUNCTIONS

A. MOSA Dete shall have an **Executive Committee** consisting of the following;

- 1) the **President** whose functions shall be-
 - i. to chair meetings of the Executive Committee and the General Assembly;
 - ii. to authorize use of the funds of MOSA Dete according to the budget approved by the General Assembly;
 - iii. to supervise and coordinate activities of the Secretariat of MOSA Dete;
 - iv. with the approval of the Executive Committee, shall have powers between Executive Committee meetings to appoint Committees, representatives of MOSA Dete on joint committees, and/or delegate specific powers and duties to other members of the Executive Committee; and
 - v. submit periodic reports to the Executive Committee on the activities of MOSA Dete.

- 2) the **Vice President** whose functions shall be –
 - i. to initiate the establishment and organization of Old Students Chapters;
 - ii. to recruit Old Students and expand projects;
 - iii. to coordinate activities of the various Old Students Chapters; and
 - iv. in the absence of the President, to perform functions of the President.

- 3) the **Secretary General** whose functions shall be -
 - i. to act as secretary at meeting of the Executive Committee;
 - ii. to take minutes during the meeting of the General Assembly;
 - iii. to act as custodian of all the records of MOSA Dete;
 - iv. to be the public relations person for MOSA Dete;
 - v. to monitor fulfillment of activities of MOSA Dete and prompt different offices accordingly;
 - vi. to publicize income-generating activities of MOSA Dete;

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- vii. to handle issues of publicity for MOSA Dete;
 - viii. to coordinate the production of the newsletter and other publications of MOSA Dete; and
 - ix. to publicize income generating activities of MOSA Dete.
- 4) the **Treasurer General** whose functions shall be -
- i. to act as the custodian of the finances of MOSA Dete;
 - ii. to act as the custodian of audit records;
 - iii. to act as the custodian of the inventory of property for the Association;
 - iv. to prepare and report to the Executive Committee the Association's regular financial documents and statements;
 - v. to prepare the draft annual budget of MOSA Dete for presentation to the Executive Committee and the General Assembly;
 - vi. to ensure that accounts are audited by Auditors of MOSA Dete;
 - vii. to make financial transactions on behalf of MOSA Dete.
 - viii. to be custodian of merchandising initiatives;
 - ix. to organize fundraising activities for MOSA Dete;
 - x. to coordinate fundraising activities organized by Old Students Chapters; and
 - xi. to report to the Executive Committee on fundraising projects.
- 5) **Committee Member - School programs;** whose functions shall be-
- i) to propose and develop projects for the improvement of Marist Brothers School Dete campus in collaboration with the administration of Marist Brothers School Dete;
 - ii) to work in liaison with the Headmaster or other delegated official at Marist Brothers School Dete to develop projects addressing the needs of students;
 - iii) (as and when available) to coordinate student scholarships and awards sponsored by or through MOSA Dete;
 - iv) to coordinate Old Students input on Marist Brothers School Dete curricula and programs;
 - v) to initiate student-Old Students activities;

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- vi) to report to the Executive Committee on programs of MOSA Dete's directly benefiting students; and
 - vii) to carry out other tasks and assignments as directed by the President, including acting in other positions within the executive committee.
- 6) **Committee Member - Old Students programs;** whose functions shall be-
- i) to coordinate academic and self-enrichment programs for the Old Students;
 - ii) to coordinate and arrange, in liaison with Old Students Chapters, tours, excursions, and reunions for the Old Students;
 - iii) to coordinate Old Students awards or prizes sponsored by or through MOSA Dete; and
 - iv) to carry out other tasks and assignments as directed by the President, including acting in other positions within the executive committee.
- 7) the **Headmaster of Marist Brothers Dete**, ex officio, whose functions shall be-
- i) to observe key issues initiated by the Old Students and relate them to the relevance of Marist Brothers Dete;
 - ii) to convey to the Executive Committee proposals worth considering; and
 - iii) to advise the Executive Committee on the policies and regulations of the Marist Brothers Dete.
- B. In the **execution of its functions**, the Executive Committee shall -
- i) serve as a policy and executive group to facilitate the work of MOSA Dete between meetings of the General Assembly, and to take such actions and policies of the General Assembly;
 - ii) serve as an advisory and planning body for MOSA Dete of projects and any other reports submitted to the Executive Committee and issue appropriate directions for compliance by the competent organs or officers of MOSA Dete;
 - iii) consider and approve proposals by the President to appoint a Committee member to perform special tasks;

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- iv) consider the budget of MOSA Dete before it is presented to the General Assembly;
- v) appoint auditors of MOSA Dete;
- vi) receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of MOSA Dete presented by the Treasurer General; and
- vii) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.

C. Elections and terms of office for office bearers shall be as follows –

- i) office bearers of the Executive Committee shall be elected during the General Assembly;
- ii) office bearers shall be elected by a majority vote;
- iii) the term of office for office bearers shall be two years, and each officer shall assume duty at the close of the regular meeting of the General Assembly at which they were elected and end at the close of the succeeding regular meeting at which a new Executive Committee was elected; and
- iv) any position that falls vacant between regular General Assembly meetings may be filled by a majority vote of the Executive Committee until the close of the next regular General Assembly.

D. Old Students **Chapters** of MOSA Dete;

- a) MOSA Dete shall have chapters that may be based on cities or towns, countries, regions, or other operationally feasible grouping where there is enough membership to fill all positions, and as desired by the members;
- b) a group of Old Students shall qualify to be registered as a Chapter after approval by the Executive Committee;
- c) each Chapter shall operate in accordance with the functions of MOSA Dete as spelt out in this Constitution;
- d) each Chapter shall have a Committee comprising the following office bearers;
 - i) the **Chairperson**, who shall perform the functions of MOSA Dete's President stipulated in Article 5: at the Chapter level;

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- ii) the **Secretary**, who shall perform the functions of MOSA Dete's Secretary General stipulated in Article 5 at the Chapter level; and
 - iii) the **Treasurer**, who shall perform the functions of the Treasurer General stipulated in Article 5 at the Chapter level.
 - iv) Two **Committee Members** who will carry out tasks and assignments as directed by the Chairperson, including acting in other positions within the committee.
- e) Elections and terms of office for Chapter Committee members shall be as follows;
- i) office bearers for the Chapters shall be elected during the General Meeting of the Chapters;
 - ii) office bearers shall be elected by a majority vote from among the members of the Chapters;
 - iii) the term of office for office bearers shall be two years and shall assume duty at the close of the regular meeting of the General Meeting at which they were elected and end at the close of the succeeding regular meeting at which a new Chapter Committee was elected;
 - iv) any position that falls vacant between regular General meetings may be filled by a majority vote of the members of the Chapter until the close of the next regular General Meeting;
- f) each Chapter shall develop its own program of activities based on the annual plan of MOSA Dete; and
- g) Chapters shall remain in constant contact with the Executive Committee.

Article 6: POWERS AND FUNCTIONS OF MOSA DETE

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, MOSA Dete shall have powers to -

- a) engage in any legitimate and legal activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of MOSA Dete as set out in this Constitution;
- b) solicit donations, gifts and other forms of material aid acceptable to MOSA Dete for the purpose of meeting the financial requirements and other needs of MOSA Dete in furtherance of its aims and objectives;

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- c) exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by MOSA Dete for carrying out, or giving effect to, the purpose for which MOSA Dete is established; and
- d) make rules prescribing –
 - i. the rates and modes of payment by members which shall apply from time to time in respect of membership fees, subscription fees, and other contributions/donations towards the funds of MOSA Dete;
 - ii. the circumstances in which the conditions upon which membership of MOSA Dete may or shall be suspended or terminated; and
 - iii. such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honor and dignity of MOSA Dete as well as efficacy in its operations.

Article 7: MEETINGS OF MOSA DETE

- 1) The General Assembly shall be a gathering to be answerable to the entire membership of MOSA Dete.
- 2) The General Assembly shall be attended by -
 - i) All subscribing members of MOSA Dete who shall attend the General Assembly meeting as voting delegates;
 - ii) the immediate ex-officio members of the Executive committee; and
 - iii) partners and organizations that support MOSA Dete who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.
- 3) The President or vice shall chair meetings of the General Assembly.
- 4) Ordinary meetings of the General Assembly shall be held annually.
- 5) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the subscribing members of MOSA Dete.
- 6) Voting at the General Assembly shall be by the subscribing members and may be by show of hands or by secret ballot.
- 7) The Chair of the session shall have a casting vote in addition to his/her deliberation vote.
- 8) A preliminary agenda for the General Assembly shall be prepared by the Executive Committee and sent to the Chapters three months in advance of the General Assembly and -

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- i) subscribing members may propose business to be transacted at the General Assembly through their Chapters;
 - ii) such proposals shall reach the Secretary General at least two months before the meeting;
 - iii) the agenda of business to be transacted at the General Assembly shall be distributed by the Secretary General to the Chapters and delegates at least one month before the meeting; and
 - iv) no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the General Assembly.
- 9) The venue of the next General Assembly shall be decided at the preceding General Assembly.
- 10) The Executive Committee shall decide the exact dates of the General Assembly.
- 11) The Executive Committee may decide a registration fee or scale of registration fees for the next General Assembly.
- 12) The Executive committee may waive registration fees either partly or wholly for subscribing members of MOSA Dete.
- 13) The General Assembly shall have the following functions -
- i) to give recognition to each qualified Chapter;
 - ii) on the proposal by the Executive Committee, to decide the subscription rates;
 - iii) to determine special projects that shall be financed independently of the general expenditure;
 - iv) to consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
 - v) to receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of MOSA Dete;
 - vi) to consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;
 - vii) to consider and approve the budget of MOSA Dete;
 - viii) to consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of MOSA Dete presented by the Treasurer General; and

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- ix) to receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.
- 14) Meetings of the Executive Committee shall be held quarterly and all members of the Executive Committee shall attend the meetings in person or by other means, such as teleconference.
- 15) One third of the members of the Executive Committee (including those participating by teleconference or other means, shall form a quorum.
- 16) The President or the Vice President shall chair meetings of the Executive Committee.
- 17) Chapters shall hold Annual General Meetings.
- 18) The Chairperson of the Chapter shall chair the Annual General Meeting.
- 19) All members of MOSA Dete in the particular Chapter shall attend the Annual General meeting in person or via other media, and members of the Executive Committee shall be invited to attend without voting rights, except when they are a member of the particular Chapter.
- 20) The venue of the next Annual General Meeting for the Chapter shall be decided during the preceding meeting.
- 21) The exact dates of the Annual General Meeting shall be decided upon by the Chapter Committee.
- 22) The Chapter Committee may decide a registration fee or scale of registration fees for the next Chapter Annual General Meeting.
- 23) A preliminary agenda for the Annual General Meeting shall be prepared by the Chapter Committee and sent to the Chapter members one month in advance of the meeting.
- 24) Paid up members may propose business to be transacted at the Chapter Annual General Meeting and such proposals shall reach the Secretary of the Chapter at least two weeks before the meeting.
- 25) The Chapter Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to subscribing delegates at least one week before the meeting and no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the Annual General Meeting.
- 26) The Annual General Meeting shall have the function of -
 - i) giving recognition to each registered member; and
 - ii) determining special projects that shall be financed independently by the Chapter.

Article 8: FINANCIAL MATTERS

- a) MOSA Dete shall generate its income from -
 - i) membership fees and subscriptions;
 - ii) contributions by well-wishers;
 - iii) donations and grants from Governments, bilateral donors and non-governmental organizations; and
 - iv) fund raising activities taken under the authority of the Executive Committee.
- b) The Executive Committee may nominate a Chapter or Chapters that will open and undertake daily management and operation of bank account(s) in the name of Marist Old Students Association Dete, so that funds of MOSA Dete shall be deposited in that account.
- c) There shall be three signatories to each Account and these shall be the Treasurer, President or Chairperson, and Secretary. Chapter signatories will liaise with the Executive Committee via the Treasurer General, the President and the Secretary General.
- d) A portion of MOSA Dete's fund may be allocated to the discharging the duties of the Secretariat, as directed by the Executive.
- e) Donors shall make donations for specific functions or activities of MOSA Dete.
- f) Where possible and non-sensitive, accounts, records and documents of MOSA Dete shall be publicly available online (www.mosadete.org). All such records will be open for yearly auditing by an auditor approved by the Executive Committee.
- g) Chapters may be permitted to open and operate Chapter Bank accounts, but all must be approved by the President and the Executive.

Article 9: PROPERTY RIGHTS

- a) All movable and fixed assets of MOSA Dete shall be entered in a register, which shall be reported during the General Assembly.
- b) The income and property of MOSA Dete shall be applied solely towards the promotion of the objectives of MOSA Dete as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

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Article 10: AMENDMENTS

- a) Paid up members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee six months prior to the next General Assembly.
- b) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- c) Amendments shall be tabled during the General Assembly and a two thirds majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

Article 11: PRINCIPLES OF OPERATION & CODE OF CONDUCT

Emphasizing every member's place as 'role models' to current students, for the avoidance of conflict with the school, for the prevention of discrimination of any kind, and for the avoidance of corrupt behavior amongst members.

General principles

- MOSA Dete shall be a non-political and non-partisan organization.
- MOSA Dete shall seek a seat in the Marist Dete School Board and shall be represented by the President/Chairperson or other delegated individual.
- Members will not involve in conduct that is likely to tarnish the image of the Association or the school.
- MOSA members will be expected at all times to act responsibly and be positive role models for the current students as well as for society at large.
- MOSA Dete will at all times observe the ultimate authority of the mother body, the school, and as such, will remain loyal to the school and its leadership, as well as the school board.
- Members will bear no special authority on Marist Brothers Dete school matters, unless authorized by the school.
- Members, even if employed by the school, will at all times and on all MOSA related matters (and without exception) remain subservient to the school authorities.
- Where present in any MOSA gathering (or similar event), the School Headmaster or Principal (or anyone acting on their behalf), will at all times outrank any MOSA Members on all issues including views on the appropriateness of members' conduct, etc.

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Non-interference policy

- Members will not knowingly interfere with the running or operations of the school, the school board, contractors and businesses dealing with the school, or any others who the school chooses to associate with. This applies within or outside of school grounds. Advice may be given only if invited by the school.
- Members will not interfere with the operation of any items (including money and equipment) that have been handed to the school by the association. Advice or help may be given as and when requested by the school.
- Concerns about any issues will be reported as appropriate, to authorities in accordance with the laws of the country.

Conduct on school grounds

- When on school grounds, members will strictly adhere to the same school rules that govern current students, unless expressly permitted to do otherwise by the school Head, Deputy Head, or other relevant authority or person acting under authority of the Head.
- Members will not drink alcoholic drinks, appear drunk, smoke tobacco, take drugs, or engage in any other activities that may be inappropriate from a cultural, traditional, legal, religious (or any other) point of view, whilst on the school's public areas, or anywhere where such behavior may be seen or noticed by students (including outside the school grounds).

Conflict of interest

- All MOSA office bearers will declare any interests in businesses, groups, (or other ventures) that are likely to lead to (or to be seen or viewed as having) a conflict of interest. This will include membership or strong beliefs that may affect or influence the discharge of MOSA duties and functions.
- Failure to declare such interests risks censure, which could include suspension or dismissal from the position, +/- suspension or termination of membership.

Article 12: DISPUTES

- a) The Executive Committee shall appoint a lawyer that shall handle disputes and all other legal issues involving MOSA Dete.
- b) All disputes shall be settled according to the laws of Zimbabwe.

Article 13: DISSOLUTION

- a) MOSA Dete (or a Chapter of MOSA Dete), shall be dissolved by a resolution passed by not less than two thirds of active and paid up members.
- b) If upon dissolution of MOSA Dete (or a Chapter of MOSA Dete), there remain any property whatsoever, after settling all debts and liabilities, the same shall be given or transferred to Marist Brothers Secondary School Dete.