

# Statutes of the Zimbabwe Football Association

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The terms given below denote the following:

**ZIFA:** The Zimbabwe Football Association

**FIFA:** Fédération Internationale de Football Association.

**Association:** a football Association recognised by and a Member of FIFA.

**League:** an organisation subordinate to an Association.

**Regional Association:** an organisation subordinate to an Association.

**Confederation:** a group of Associations recognised by FIFA and belonging to the same continent (or similar geographic area).

**Club:** Member of a football Association (that is itself a Member of FIFA).

**Officials:** all board members, committee members, coaches, referees and attendants as well as other people responsible for technical, medical and administrative matters at FIFA, a Confederation, Association, League or Club.

**Player:** a football player registered with an Association.

**Congress:** the supreme body of ZIFA.

**Executive Committee:** the executive body of ZIFA.

**Electoral Committee:** the body which organises and supervises the election process

**Member:** a legal or natural person that has been admitted into membership of ZIFA by the Congress.

**Association Football:** the game controlled by FIFA and organised in accordance with the Laws of the Game.

**IFAB:** the International Football Association Board.

**Ordinary Courts:** state courts which hear public and private legal disputes.

**Arbitration Tribunal:** private court of justice acting instead of an Ordinary Court.

**CAS (TAS):** Court of Arbitration for Sport (Tribunal Arbitral du Sport) in Lausanne (Switzerland).

NB: References to natural persons include both genders. The singular case applies to the plural and vice-versa.

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Article **1** **Name, headquarters, legal form**

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- <sup>1</sup> ZIFA is a private organisation of an associative nature, in compliance with the legislation of Zimbabwe. It is formed for an unlimited period.
  - <sup>2</sup> The headquarters are in 53 Livingstone Avenue, Harare.
  - <sup>3</sup> ZIFA is a Member of FIFA, CAF and COSAFA.
  - <sup>4</sup> The emblem of ZIFA is a shield on a bottle green background with a Zimbabwean bird overimposed by the red star, with a black and white soccer ball superimposed on the shield with the words ZIFA inscribed in white below the shield.
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Article **2** **Objectives**

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The objectives of ZIFA are:

- a) to improve the game of football constantly and promote, regulate and control it throughout the territory of ZIFA in the light of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programmes;
  - b) to organise competitions in Association Football in all its forms at a national level, by defining precisely, as required, the areas of authority conceded to the various Leagues of which it is composed;
  - c) to draw up regulations and provisions and ensure their enforcement;
  - d) to protect the interests of its Members;
  - e) to respect and prevent any infringement of the statutes, regulations, directives and decisions of FIFA, CAF and ZIFA as well as the Laws of the Game and to ensure that these are also respected by its Members;
  - f) to prevent all methods or practices which might jeopardise the integrity of matches or competitions or give rise to abuse of Association Football, in particular match manipulation and corruption;
  - g) to control and supervise all friendly football matches of all forms played throughout the territory of ZIFA;
  - h) to manage international sporting relations connected with Association Football in all its forms;
  - i) to host competitions at international and other levels.
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Article **3** **Neutrality and non-discrimination**

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- <sup>1</sup> ZIFA is neutral in matters of politics and religion.
- <sup>2</sup> Discrimination of any kind against a country, private person or group of people on account of race, skin colour, ethnic, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension or expulsion.

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Article **4** **Promoting friendly relations**

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- <sup>1</sup> ZIFA shall promote friendly relations between its Members, Clubs, Officials and Players and in society for humanitarian objectives.
  - <sup>2</sup> Every person and organisation involved in the game of football is obliged to observe the Statutes, regulations and the principles of fair play as well as the principles of loyalty, integrity and sportsmanship.
  - <sup>3</sup> ZIFA shall provide the necessary institutional means to resolve any internal dispute that may arise between Members, Clubs, Officials and Players of ZIFA.
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Article **5** **Players**

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- <sup>1</sup> The status of Players and the provisions for their transfer shall be regulated by the Executive Committee of ZIFA in accordance with the current FIFA Regulations for the Status and Transfer of Players.
  - <sup>2</sup> Players shall be registered in accordance with the regulations of ZIFA.
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Article **6** **Laws of the Game**

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ZIFA and each of its Members play Association Football in compliance with the Laws of the Game issued by IFAB. Only IFAB may lay down and alter the Laws of the Game, with the exception of those for Futsal and Beach Soccer which are issued by FIFA.

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Article **7** **Conduct of bodies and Officials**

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The bodies and Officials of ZIFA must observe the Statutes, regulations, directives, decisions and the Code of Ethics of FIFA, of CAF/COSAFA and of ZIFA in their activities.

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Article **8** **Official languages**

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- <sup>1</sup> The official language of ZIFA shall be English. Official documents and texts shall be written in this language.
  - <sup>2</sup> The official languages at the Congress shall be English and any vernacular languages amenable to delegates.
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Article **9** **Admission, suspension and expulsion**

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- <sup>1</sup> The Congress shall decide whether to admit, suspend or expel a Member.

- <sup>2</sup> Admission may be granted if the applicant fulfils the requirements of ZIFA.
- <sup>3</sup> Membership is terminated by resignation or expulsion. Loss of membership does not relieve the Member from its financial obligations towards ZIFA or other Members of ZIFA, but leads to cancellation of all rights in relation to ZIFA.

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Article **10** Admission

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- <sup>1</sup> The Members of ZIFA are:
  - a) The Clubs of the Premier Soccer League;
  - b) The National League (once established);
  - c) The regional Leagues, consisting of:
    - The Northern Region Division One League;
    - The Southern Region Division One League;
    - The Eastern Region Division One League;
    - The Central Region Division One League;
  - d) The provincial Leagues, consisting of:
    - The Bulawayo Provincial League;
    - The Harare Provincial League;
    - The Manicaland Provincial League;
    - The Mashonaland Central Provincial League;
    - The Mashonaland East Provincial League;
    - The Mashonaland West Provincial League;
    - The Masvingo Provincial League;
    - The Matabeleland South Provincial League;
    - The Matabeleland North Provincial League;
    - The Midlands Provincial League;
  - e) The Area Zones
  - f) The National Association of Primary School Leagues;
  - g) The National Association of Secondary School Leagues;
  - h) The National Association of Tertiary Institutions Leagues;
  - i) The Zimbabwe Women Soccer League;
  - j) The Beach Football Groups;
  - k) The Futsal Football Groups;
- <sup>2</sup> Any legal or natural person wishing to become a Member of ZIFA shall apply in writing to the general secretariat of ZIFA.
- <sup>3</sup> The application must be accompanied by the following mandatory items:
  - a) a copy of its legally valid statutes and regulations;

- b) a declaration that it will always comply with the Statutes, regulations and decisions of ZIFA, FIFA and CAF and ensure that these are also respected by its own Members, Clubs, Officials and Players;
- c) a declaration that it will comply with the Laws of the Game in force;
- d) a declaration that it recognises the Arbitration Court of ZIFA [if applicable] and the Court of Arbitration for Sport (CAS) in Lausanne, as specified in these Statutes;
- e) a declaration that it is located and registered [if legally required] in the territory of ZIFA;
- f) a declaration that it will play all official home matches in the territory of ZIFA;
- g) a declaration to the effect that the legal composition of the applicant guarantees that it can make decisions independently of any external entity;
- h) a list of Officials, specifying those who are authorised signatories with the right to enter into legally binding agreements with third parties;
- i) a declaration that it undertakes to organise or participate in friendly matches only with the prior consent of ZIFA;
- j) a copy of the minutes of its last congress or constitutional meeting.

<sup>4</sup> This article shall not affect the status of existing Members.

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Article **11** Request and procedure for application

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- <sup>1</sup> The procedure for admission shall be regulated by special regulations approved by the Executive Committee of ZIFA.
- <sup>2</sup> The Executive Committee shall request the Congress either to admit or not to admit an applicant. The applicant may state the reasons for its application to the Congress.
- <sup>3</sup> The new Member shall acquire membership rights and duties as soon as it has been admitted. Its delegates are eligible to vote and be elected with immediate effect.

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Article **12** Members' rights

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- <sup>1</sup> The Members of ZIFA have the following rights:
  - a) to take part in the Congress of ZIFA, to know its agenda in advance, to be called to the Congress within the prescribed time and to exercise their voting rights;
  - b) to draw up proposals for inclusion in the agenda of the Congress;
  - c) to nominate candidates for all bodies of ZIFA to be elected;
  - d) to be informed of the affairs of ZIFA through the official bodies of ZIFA;
  - e) to take part in competitions [if applicable] and/or other sports activities organised by ZIFA;
  - f) to exercise all other rights arising from the Statutes and regulations of ZIFA.
- <sup>2</sup> The exercise of these rights is subject to other provisions in these Statutes and the applicable regulations.

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Article **13** Members' obligations

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- <sup>1</sup> The Members of ZIFA have the following obligations:
    - a) to comply fully with the Statutes, regulations, directives and decisions of FIFA, CAF and ZIFA at all times and to ensure that these are also respected by its members;
    - b) to ensure the election of its decision-making bodies on a regular basis;
    - c) to take part in competitions [if applicable] and other sports activities organised by ZIFA;
    - d) to pay their membership subscriptions;
    - e) to respect the Laws of the Game as laid down by IFAB and to ensure that these are also respected by its members through a statutory provision;
    - f) to adopt a statutory clause specifying that any dispute requiring arbitration involving itself or one of its members and relating to the Statutes, regulations, directives and decisions of FIFA, CAF, ZIFA or the League(s) shall come solely under the jurisdiction of the appropriate Arbitration Tribunal of FIFA, CAF or ZIFA and that any recourse to Ordinary Courts is prohibited;
    - g) to communicate to ZIFA any amendment of its statutes and regulations as well as the list of its Officials or persons who are authorised signatories with the right to enter into legally binding agreements with third parties;
    - h) not to maintain any relations of a sporting nature with entities that are not recognised or with Members that have been suspended or expelled;
    - i) to observe the principles of loyalty, integrity and good sporting behaviour as an expression of fair play through a statutory provision;
    - j) to observe the mandatory items specified under article 10 paragraph 3 for the duration of their affiliation;
    - k) to administer a register of members which shall regularly be updated;
    - l) to comply fully with all other duties arising from the Statutes and other regulations of FIFA, CAF and ZIFA.
  - <sup>2</sup> Violation of the above-mentioned obligations by any Member may lead to sanctions provided for in these Statutes.
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#### Article **14** Suspension

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- <sup>1</sup> The Congress is responsible for suspending a Member. The Executive Committee may, however, suspend a Member that seriously violates its obligations as a Member with immediate effect. The suspension shall last until the next Congress, unless the Executive Committee has lifted it in the meantime.
  - <sup>2</sup> A suspension shall be confirmed at the next Congress by a two-thirds majority of the valid votes cast. If it is not confirmed, the suspension is automatically lifted.
  - <sup>3</sup> A suspended Member shall lose its membership rights. Other Members may not entertain sporting contact with a suspended Member. The Disciplinary Committee may impose further sanctions.
  - <sup>4</sup> Members that do not participate in the sports activities of ZIFA for two consecutive years shall be suspended from voting at the Congress and their representatives shall not be elected or appointed until they have fulfilled their obligations in this respect.
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#### Article **15** Expulsion

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- <sup>1</sup> The Congress may expel a Member if:
    - a) it fails to fulfil its financial obligations towards ZIFA or FIFA or CAF;
    - b) it seriously violates the Statutes, regulations, directives or decisions of FIFA, CAF; and ZIFA;
  - <sup>2</sup> The presence of an absolute majority (more than 50%) of Members entitled to vote at the Congress is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a three-quarter majority of the valid votes cast.
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Article **16** Resignation

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- <sup>1</sup> A Member may resign from ZIFA with effect from the end of a football season. Notice of resignation must reach the general secretariat no later than the end of the respective football season.
  - <sup>2</sup> The resignation is not valid until the Member wishing to resign has fulfilled its financial obligations towards ZIFA and the other Members of ZIFA.
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Article **17** Status of Clubs, Leagues, Regional Associations  
and other groups of Clubs

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- <sup>1</sup> Clubs, Leagues, Regional Associations or any other groups of Clubs affiliated to ZIFA shall be subordinate to and recognised by ZIFA. These Statutes define the scope of authority and the rights and duties of these Clubs and groups. Their statutes and regulations must be approved by the Executive Committee of ZIFA.
  - <sup>2</sup> The affiliated Clubs and groups of ZIFA shall take all decisions on any matters regarding their membership independently of any external body. This obligation applies regardless of their corporate structure.
  - <sup>3</sup> In any case, no natural or legal person (including holding companies and subsidiaries) shall exercise control over more than one Club or group whenever the integrity of any match or competition could be jeopardised.
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Article **18** Honorary president and honorary member

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- <sup>1</sup> The Congress may bestow the title of honorary president or honorary member upon any persons for meritorious service to football.
- <sup>2</sup> The Executive Committee shall make these nominations.
- <sup>3</sup> The honorary president or honorary member may take part in the Congress. They may join the debates but are not entitled to vote.



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Article **19** **Bodies of ZIFA**

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- <sup>1</sup> The Congress is the supreme and legislative body.
- <sup>2</sup> The Executive Committee is the executive body.
- <sup>3</sup> Standing and ad-hoc committees shall advise and assist the Executive Committee in fulfilling its duties. Their duties, composition and function are defined in these Statutes and/or special regulations drawn up by the Executive Committee.
- <sup>4</sup> The general secretariat is the administrative body.
- <sup>5</sup> The judicial bodies are the Disciplinary Committee, the Appeals Committee and the Ethics Committee.
- <sup>6</sup> The bodies of ZIFA shall be either elected or appointed by ZIFA itself without any external influence and in accordance with the procedures described in these Statutes.

**A. CONGRESS**

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Article **20** **Definition and composition of the Congress**

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- <sup>1</sup> The Congress is the meeting at which all of the Members of ZIFA regularly convene. It represents the supreme and legislative authority of ZIFA. Only a Congress that is duly convened has the authority to make decisions.
- <sup>2</sup> A Congress may be an Ordinary or Extraordinary Congress.
- <sup>3</sup> The President shall conduct the Congress business in compliance with the standing orders of the Congress.
- <sup>4</sup> The Congress may appoint observers who take part in the Congress without the right to debate or to vote.
- <sup>5</sup> The honorary presidents or honorary members may take part in the Congress. They may join the debates but are not entitled to vote.

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Article **21** **Delegates and votes**

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- <sup>1</sup> The Congress is composed of 62 delegates. The number of delegates is allocated as follows:
  - a) For the 16 clubs of the Premier Soccer League; each 1 delegate
  - b) For the National League (once established): 4 delegates, from the Executive Committee of the National League according to the previous football season
  - c) The Northern Region Division One League; 4 delegates
  - d) The Southern Region Division One League; 4 delegates
  - e) The Eastern Region Division One League; 4 delegates
  - f) The Central Region Division One League; 4 delegates

- g) The Bulawayo Provincial League; 1 delegate
- h) The Harare Provincial League; 1 delegate
- i) The Manicaland Provincial League; 1 delegate
- j) The Mashonaland Central Provincial League; 1 delegate
- k) The Mashonaland East Provincial League; 1 delegate
- l) The Mashonaland West Provincial League; 1 delegate
- m) The Masvingo Provincial League; 1 delegate
- n) The Matabeleland South Provincial League; 1 delegate
- o) The Matabeleland North Provincial League; 1 delegate
- p) The Midlands Provincial League; 1 delegate
- q) The 4 Area Zones: each 1 delegate
- r) The National Association of Primary School Leagues; 2 delegates
- s) The National Association of Secondary School Leagues; 2 delegates
- t) The National Association of Tertiary Institutions Leagues; 2 delegates
- u) The Zimbabwe Women Soccer League; 4 delegates
- v) The Beach Football Leagues; 1 delegate
- w) The Futsal Football Leagues; 1 delegate

- <sup>2</sup> Delegates must belong to the Member that they represent and be appointed or elected by the appropriate body of that Member. They must also be able to produce evidence of this upon request.
- <sup>3</sup> Each delegate of the same category of Member has an equal number of votes in the Congress. Only the delegates present are entitled to vote. Voting by proxy or by letter is not permitted.
- <sup>4</sup> The 4 delegates of the Zimbabwe Women Soccer League shall be female.
- <sup>5</sup> The Executive Committee and the General Secretary shall take part in the Congress without voting rights. During their terms of office, members of the Executive Committee may not be appointed as delegates for their association.

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Article **22** Areas of authority

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The Congress has the following authority:

- a) adopting or amending the Statutes, regulations governing the application of the Statutes and the standing orders of the Congress;
- b) appointing 3 Members to check the minutes and approving the minutes of the last meeting;
- c) electing the President and the vice-presidents and members of the Executive Committee;
- d) installation of the chairman, deputy chairman and members of the Electoral Committee;
- e) appointing the scrutineers;
- f) approving the financial statements;

- g) approving the budget;
  - h) approving the President's activity report;
  - i) appointing the independent auditors upon the proposal of the Executive Committee;
  - j) fixing the membership subscriptions;
  - k) deciding, upon the nomination of the Executive Committee, whether to bestow the title of honorary president or honorary member;
  - l) admitting, suspending or expelling a Member;
  - m) revoking the mandate of one or a number of members of a body of ZIFA;
  - n) dissolving ZIFA;
  - o) passing decisions at the request of a Member in accordance with these Statutes;
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#### Article **23** Quorum of the Congress

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- <sup>1</sup> Decisions passed by the Congress shall only be valid if the absolute majority (more than 50%) of the Members who are entitled to vote are represented.
  - <sup>2</sup> If a quorum is not achieved, a second Congress shall take place 7 days after the first, with the same agenda.
  - <sup>3</sup> A quorum is not required for the second meeting unless any item on the agenda proposes the amendment of the Statutes of ZIFA, the election of the President and election of the vice-presidents and members of the Executive Committee, the dismissal of one or a number of members of a body of ZIFA, the expulsion of a Member of ZIFA or the dissolution of ZIFA.
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#### Article **24** Decisions of the Congress

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- <sup>1</sup> Unless otherwise stipulated in the Statutes, a simple majority of the Members entitled to vote is sufficient for a vote to be valid. The number of valid votes counted shall decide the majority. Spoiled or blank voting slips or any other forms of abstentions are disregarded in calculating the majority.
  - <sup>2</sup> A decision that requires a vote shall be reached by a show of hands or by means of an electronic count. If a show of hands does not result in a clear majority in favour of a motion, the vote shall be taken by calling the roll in alphabetical order.
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#### Article **25** Elections

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- <sup>1</sup> Elections shall be conducted by secret ballot.
- <sup>2</sup> Elections for ZIFA members shall be conducted in accordance with the ZIFA Constitution and ZIFA Electoral Code.

- <sup>3</sup> The Electoral Committee organises and supervises the election process and takes all decisions relating to the election according to the ZIFA Electoral Code,
- <sup>4</sup> For a person to be elected, a simple majority (more than 50%) of the valid votes cast is necessary in the first ballot.
- <sup>5</sup> If there are more than two candidates for one available position, only the two candidates that obtain the highest number of valid votes shall proceed to a second ballot. For a person to be elected, a simple majority (more than 50%) of the valid votes cast is necessary in the second ballot.
- <sup>6</sup> For the elections of the President of ZIFA, the respective provisions in article 38 of these statutes shall apply.

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Article **26** Ordinary Congress

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- <sup>1</sup> The Ordinary Congress shall be held every year.
- <sup>2</sup> The Executive Committee shall fix the place and date. The Members shall be notified in writing at least 60 days in advance.
- <sup>3</sup> The formal convocation shall be made in writing at least 15 days before the date of the Congress. This convocation shall contain the agenda, the President's activity report, the financial statements and the auditors' report and any other relevant documents.

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Article **27** Ordinary Congress agenda

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- <sup>1</sup> The General Secretary shall draw up the agenda based on proposals from the Executive Committee and the Members. Any proposal that a Member wishes to submit to the Congress shall be sent to the general secretariat in writing, with a brief explanation, at least 30 days before the date of the Congress.
- <sup>2</sup> The Congress agenda shall include the following mandatory items:
  - a) a declaration that the Congress has been convened and composed in compliance with the Statutes of ZIFA;
  - b) approval of the agenda;
  - c) an address by the President;
  - d) appointment of Members to check the minutes;
  - e) appointment of scrutineers;
  - f) suspension or expulsion of Members (if applicable);
  - g) approval of the minutes of the preceding Congress;
  - h) President's activity report (containing the activities since the last Congress);
  - i) Report of the Electoral Committee;
  - j) presentation of the consolidated and revised balance sheet and the profit and loss statement;
  - k) approval of the financial statements;
  - l) approval of the budget;
  - m) admission for membership (if applicable);

- n) votes on proposals for amendments to the Statutes and the standing orders of the Congress (if applicable);
  - o) discussion of proposals submitted by the Members and the Executive Committee;
  - p) appointment of independent auditors (if applicable) upon the proposal of the Executive Committee;
  - q) dismissal of a person or a body (if applicable);
  - r) election of the President, vice-presidents and members of the Executive Committee (if applicable);
  - s) installation of the chairman, deputy chairman and members of the Electoral Committee;
  - t) any further items proposed by the Members or the Executive Committee of ZIFA.
- <sup>3</sup> The agenda of an Ordinary Congress may be altered, provided two-thirds of the Members present at the Congress and eligible to vote agree to such a motion.
- <sup>4</sup> The Congress shall not make a decision on any point not included in the agenda.

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Article **28** **Extraordinary Congress**

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- <sup>1</sup> The Executive Committee may convene an Extraordinary Congress at any time.
- <sup>2</sup> The Executive Committee shall convene an Extraordinary Congress if one-third of the Members of ZIFA make such a request in writing. The request shall specify the items for the agenda. An Extraordinary Congress shall be held within three months of receipt of the request. If an Extraordinary Congress is not convened, the Members who requested it may convene the Congress themselves. As a last resort, the Members may request assistance from CAF or FIFA.
- <sup>3</sup> The Members shall be notified of the place, date and agenda at least 40 days before the date of an Extraordinary Congress.
- <sup>4</sup> When an Extraordinary Congress is convened on the initiative of the Executive Committee, it must draw up the agenda. When an Extraordinary Congress is convened upon the request of Members, the agenda must contain the points raised by those Members.
- <sup>5</sup> The agenda of an Extraordinary Congress may not be altered.

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Article **29** **Amendments to the Statutes and the standing orders of the Congress]**

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- <sup>1</sup> The Congress is responsible for amending the Statutes and the standing orders of the Congress.
- <sup>2</sup> Any proposals for an amendment to the Statutes must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Executive Committee. A proposal submitted by a Member is valid, provided it has been supported in writing by at least two other Members.
- <sup>3</sup> For a vote on an amendment to the Statutes to be valid, an absolute majority (more than 50%) of the Members eligible to vote must be present.
- <sup>4</sup> A proposal for an amendment to the Statutes shall be adopted only if three-quarters of the Members present and eligible to vote agree to it.
- <sup>5</sup> Any proposal to amend the standing orders of the Congress must be submitted in writing with a brief explanation to the general secretariat by a Member or by the Executive Committee.

<sup>6</sup> A proposal for an amendment to the standing orders of the Congress shall be adopted only if a simple majority of the Members present and eligible to vote agree to it.

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Article **30** Minutes

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The General Secretary shall be responsible for recording the minutes at the Congress. The minutes shall be checked by those Members designated and finally approved at the next Congress.

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Article **31** Effective dates of decisions

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Decisions passed by the Congress shall come into effect for the Members 30 days after the close of the Congress, unless the Congress fixes another date for a decision to take effect.

## B. EXECUTIVE COMMITTEE

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### Article 32 Composition

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- <sup>1</sup> The Executive Committee consists of 8 members:

  - 1 President, elected by the Congress
  - 1 Vice-President, elected by the Congress
  - 1 member representing the Premier Soccer League, appointed by the Premier Soccer League and installed by the Congress
  - 1 member representing Women's Football, appointed by the Zimbabwe Women Soccer League and installed by the Congress
  - 4 other members, elected by the Congress.
- <sup>2</sup> The President, the Vice-Presidents and the members of the Executive Committee shall be elected by the Congress. Every candidate in the election of Executive Committee members must be proposed by at least one Member.
- <sup>3</sup> The mandate of the President, Vice-Presidents and members of the Executive Committee is for four years. They may be re-elected for one additional term.
- <sup>4</sup> The members of the Executive Committee shall have already been active in football administration for at least 5 years, must not have been previously found guilty of a criminal offence as defined under national criminal law and have residency within the territory of ZIFA.
- <sup>5</sup> The President shall be no younger than 40 years old.
- <sup>6</sup> The member of the Executive Committee representing Women's Football shall be female.
- <sup>7</sup> Candidatures must be sent to the general secretariat of ZIFA at least 30 days before the date of the Congress. The official list of candidates must be passed to the Members of ZIFA for the Congress at which the Executive Committee will be elected at least 15 days before the date of the Congress.
- <sup>8</sup> A member of the Executive Committee may not at the same time be a member of a judicial body of ZIFA.
- <sup>9</sup> If a position, other than the President, should become vacant (e.g. death, resignation, unexcused absence from the Executive Committee for three consecutive meetings), the Executive Committee shall fill that position until the next Congress, when a replacement will be elected for the remaining term of mandate.
- <sup>10</sup> If more than 50% of the positions should become vacant, the General Secretary shall convene an Extraordinary Congress within two months in order to elect a replacement for the remaining term of mandate under the supervision of the Electoral Committee according to the ZIFA Electoral Code.

### Article 33 Meetings

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- <sup>1</sup> The Executive Committee shall meet at least four times a year.
- <sup>2</sup> The President shall convene the Executive Committee meetings. If more than 50% of the Executive Committee members request a meeting, the President shall convene it within 21 days. If an Executive Committee meeting is not convened, the Executive Committee members who requested it may convene the Executive Committee meeting themselves.

- <sup>3</sup> The President shall cause the agenda to be prepared. Each member of the Executive Committee is entitled to propose items for inclusion in the agenda. The members of the Executive Committee must submit the points they wish to be included in the agenda for the meeting to the general secretariat at least 7 days before the meeting. The agenda must be sent out to the members of the Executive Committee at least 4 before the meeting.
- <sup>4</sup> The General Secretary shall take part in the meetings of the Executive Committee in a consultative role.
- <sup>5</sup> The meetings of the Executive Committee shall not be held in public. The Executive Committee may, however, invite third parties to attend. Those third parties shall not have voting rights, and may only express an opinion with the permission of the Executive Committee.

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Article **34** Powers of the Executive Committee

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The Executive Committee:

- a) shall pass decisions on all cases that do not come within the sphere of responsibility of the Congress or are not reserved for other bodies by law or under these Statutes;
- b) shall prepare and convene the Ordinary and Extraordinary Congress of ZIFA;
- c) shall appoint the Chairmen, Deputy Chairmen and members of the standing committees;
- d) shall appoint the Chairmen, Deputy Chairmen and members of the judicial bodies;
- e) shall appoint the Chairman, Deputy Chairman and members of the Electoral Committee;
- f) may decide to set up ad-hoc committees if necessary at any time;
- g) shall compile the regulations for the organisation of standing committees and ad-hoc committees;
- h) shall appoint or dismiss the General Secretary on the proposal of the President. The General Secretary shall attend the meetings of all the committees ex officio;
- i) shall propose the independent auditors to the Congress;
- j) shall decide the place and dates of and the number of teams participating in the competitions of ZIFA;
- k) shall appoint the coaches for the representative teams and other technical staff;
- l) shall approve regulations stipulating how ZIFA shall be organised internally;
- m) shall ensure that the Statutes are applied and adopt the executive arrangements required for their application;
- n) may dismiss a person or body or suspend a Member of ZIFA provisionally until the next Congress;
- o) may delegate tasks arising out of its area of authority to other bodies of ZIFA or third parties.

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Article **35** Decisions

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- <sup>1</sup> The Executive Committee shall not engage in valid debate unless more than 50% of its members are present.



- <sup>2</sup> The Executive Committee shall reach decisions by a simple majority of the members present. In the event of a tied vote, the President shall have the casting vote. Voting by proxy or by letter is not permitted.
- <sup>3</sup> Any member of the Executive Committee must withdraw from the debate and from taking a decision if there is any risk or possibility of a conflict of interests.
- <sup>4</sup> The decisions taken shall be recorded in the minutes.

- <sup>5</sup> The decisions taken by the Executive Committee shall come into effect immediately, unless the Executive Committee decides otherwise.

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Article **36** Dismissal of a person or body

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- <sup>1</sup> The Congress may dismiss a person or body. The Executive Committee may place the dismissal of a person or body on the agenda for the Congress. The Executive Committee may also dismiss a person or body provisionally. Any Executive Committee member may submit a proposal to place such a motion for dismissal on the agenda of the Executive Committee or Congress.
- <sup>2</sup> The motion for dismissal must be justified. It will be sent to the Members of ZIFA along with the agenda.
- <sup>3</sup> The person or body in question has the right to speak in his or its own defence.
- <sup>4</sup> If the motion for dismissal is upheld, the Congress or Executive Committee shall reach a decision by means of secret ballot. For the motion to be passed, a majority of two-thirds of the valid votes cast is required.
- <sup>5</sup> The person or body dismissed (provisionally) must be relieved of his or its functions with immediate effect.

**C. PRESIDENT**

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Article **37** President

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- <sup>1</sup> The President represents ZIFA legally.
- <sup>2</sup> He is primarily responsible for:

- a) implementing the decisions passed by the Congress and the Executive Committee through the general secretariat;
  - b) ensuring the effective functioning of the bodies of ZIFA in order that they achieve the objectives described in these Statutes;
  - c) supervising the work of the general secretariat;
  - d) relations between ZIFA and its Members, FIFA, CAF and COSAFA, political bodies and other organisations.
- <sup>3</sup> Only the President may propose the appointment or dismissal of the General Secretary which shall be approved by the Executive Committee.
  - <sup>4</sup> The President shall preside over the Congress, the Executive Committee and Emergency Committee meetings and those committees of which he has been appointed chairman.
  - <sup>5</sup> The President shall have an ordinary vote on the Executive Committee and, whenever votes are equal, shall have a casting vote.
  - <sup>6</sup> If the President is absent or unavailable, the vice-president shall deputise.
  - <sup>7</sup> Any additional powers of the President shall be contained in the internal organisation regulations of ZIFA.

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Article **38** Candidates for the office of the President

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- <sup>1</sup> The President shall be elected by the Congress for a period of four years. His mandate shall begin after the end of the Congress which has elected him. A President may be re-elected once.
- <sup>2</sup> For the election of the President, two-thirds of the valid votes cast are necessary in the first ballot. If there are more than two candidates for the position of the President, only the two candidates that obtain the highest number of valid votes shall proceed to a second ballot. In the second ballot, a simple majority (more than 50%) of the valid votes cast is sufficient for a person to be elected for the position of President.
- <sup>3</sup> Only Members of ZIFA may propose candidates for the office of President. Members shall notify the general secretariat in writing of the name of a candidate for the presidency of ZIFA at least 30 days before the date of the Congress.
- <sup>4</sup> The general secretariat shall notify the Members of the names of the proposed candidates at least 15 days before the date of the Congress.
- <sup>5</sup> If the President is permanently prevented from performing his official function and his position becomes vacant (e.g. death, resignation, unexcused absence from the Executive Committee for three consecutive meetings),, the Vice-President shall represent him until the next Congress. This Congress shall elect a new President, if necessary.

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Article **39** Representation and signature

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The President represents ZIFA legally and is entitled to sign for ZIFA. The Executive Committee may set up internal organisation regulations regarding the joint signature of officers, in particular, in case of the President's absence and concerning all important business of ZIFA.



## **D. EMERGENCY COMMITTEE**

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### **Article 40 Emergency Committee**

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- <sup>1</sup> The Emergency Committee shall deal with all matters requiring immediate settlement between two meetings of the Executive Committee. The Committee shall consist of the President of ZIFA and 3 members of the Executive Committee, appointed by the Executive Committee for a period of 4 years. The General Secretary shall take part in the meetings of the Emergency Committee in consultative role but without voting rights.
- <sup>2</sup> The President shall convene the Emergency Committee meetings. If a meeting cannot be convened within an appropriate period of time, decisions may be passed through other means of communication. Such decisions shall have immediate legal effect. The President shall notify the Executive Committee immediately of the decisions passed by the Emergency Committee.
- <sup>3</sup> All decisions taken by the Emergency Committee shall be ratified by the Executive Committee at its next meeting.
- <sup>4</sup> If the President is unable to attend a meeting, the Vice-President shall deputise.

## **E. STANDING COMMITTEES**

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### **Article 41 Standing Committees**

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- <sup>1</sup> The standing committees of ZIFA are:

  - a) Finance Committee;
  - b) Audit Committee;
  - c) Organising Committee for ZIFA competitions;
  - d) Technical and Development Committee;
  - e) Referees' Committee;
  - f) Women's Football Committee;
  - g) Futsal and Beach Soccer Committee
  - h) Sports Medical Committee;
  - i) Players' Status Committee;
- <sup>2</sup> The chairmen of the standing committees shall be members of the Executive Committee with the exception of those for the Audit Committee, who may not belong to the Executive Committee. The members of each standing committee shall be appointed by the Executive Committee on the proposal of the Members of ZIFA or the President of ZIFA. The chairmen and the members of the standing committees shall be designated for a term of office of four years.
- <sup>3</sup> Each chairman shall represent his committee and conduct business in compliance with the relevant organisation regulations drawn up by the Executive Committee.
- <sup>4</sup> Each chairman shall fix the dates of meetings in collaboration with the General Secretary, ensure that all tasks are carried out and report back to the Executive Committee.
- <sup>5</sup> Each committee may propose amendments to its regulations to the Executive Committee.

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Article **42** **Finance Committee**

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The Finance Committee shall monitor the financial management and advise the Executive Committee on financial matters and asset management. It shall analyse the budget of ZIFA and the financial statements prepared by the General Secretary and submit them to the Executive Committee for approval. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **43** **Audit Committee**

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The Audit Committee shall ensure the completeness and reliability of the financial accounting and review the external auditors' report at the request of the Executive Committee. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **44** **Organising Committee for ZIFA competitions**

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The Organising Committee for ZIFA competitions shall organise the competitions of ZIFA in compliance with the provisions of these Statutes and the regulations applicable to ZIFA competitions. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **45** **Technical and Development Committee**

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The Technical and Development Committee shall primarily analyse the basic aspects of football training and technical development. It shall consist of a Chairman, a Deputy Chairman and three (3) Committee members.

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Article **46** **Referees' Committee**

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The Referees' Committee shall implement the Laws of the Game. It shall appoint the referees for matches in competitions organised by ZIFA, organise refereeing matters within ZIFA in collaboration with the administration of ZIFA and monitor the education and training of referees. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **47** **Women's Football Committee**

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The Committee for Women's Football shall organise women's football competitions and deal with all matters relating to women's football. It shall consist of a Chairman, a Deputy Chairman and 3 members. The Chairman shall be the member of the Executive Committee representing Women's Football.

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Article **48** **Futsal and Beach Soccer Committee**

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The Futsal Committee shall organise futsal competitions and deal with all matters relating to futsal. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **49** **Sports Medical Committee**

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The Sports Medical Committee shall deal with all medical aspects of football. It shall consist of a Chairman, a Deputy Chairman and 3 members.

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Article **50** **Players' Status Committee**

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- <sup>1</sup> The Players' Status Committee shall set up and monitor compliance with transfer regulations in accordance with the FIFA Regulations for the Status and Transfer of Players and determine the status of Players for various competitions of ZIFA. The Executive Committee may draw up special regulations governing the Players' Status Committee's powers of jurisdiction. The Players' Status Committee shall consist of a Chairman, a Deputy Chairman and 3 members.
  - <sup>2</sup> Players' status disputes involving ZIFA, its Members, Players, Officials and match and players' agents shall be settled by an Arbitration Tribunal in accordance with these Statutes.
- 

Article **51** **Ad-hoc committees**

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The Executive Committee may, if necessary, create ad-hoc committees for special duties and a limited period of time. The Executive Committee shall appoint a Chairman, a Deputy Chairman and the members. The duties and functions are defined in special regulations drawn up by the Executive Committee. An ad-hoc committee shall report directly to the Executive Committee.

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**F. GENERAL SECRETARIAT**

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Article **52** **General Secretariat**

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The general secretariat shall carry out all the administrative work of ZIFA under the direction of the General Secretary. The members of the general secretariat are bound by the internal organisational regulations of ZIFA and shall fulfil the given tasks in the best manner.

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Article **53** General Secretary

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- <sup>1</sup> The General Secretary is the chief executive of the general secretariat.
- <sup>2</sup> He shall be appointed on the basis of an agreement governed by private law and shall have the necessary professional qualifications.
- <sup>3</sup> He shall be responsible for:
  - a) implementing decisions passed by the Congress and Executive Committee in compliance with the President's directives;
  - b) attending the Congress and meetings of the Executive Committee, Emergency Committee and the standing and ad-hoc committees;
  - c) organising the Congress and meetings of the Executive Committee and other bodies;
  - d) compiling the minutes for the meetings of the Congress, Executive Committee, Emergency Committee and standing and ad-hoc committees;
  - e) managing and keeping the accounts of ZIFA properly;
  - f) the correspondence of ZIFA;
  - g) relations with the Members, committees, FIFA and CAF;
  - h) organising the general secretariat;
  - i) the appointment and dismissal of staff working in the general secretariat;
  - j) proposing managerial staff to the President.
- <sup>4</sup> The General Secretary may not be a Congress delegate or a member of any body of ZIFA.

## **G. JUDICIAL BODIES**

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Article **54** Judicial bodies

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- <sup>1</sup> The judicial bodies of ZIFA are:
  - a) the Disciplinary Committee;
  - b) the Appeals Committee;
  - c) the Ethics Committee.
- <sup>2</sup> The responsibilities and functions of these bodies shall be stipulated in the Disciplinary Code of ZIFA, which shall comply with the FIFA Disciplinary Code, and the Code of Ethics of ZIFA..
- <sup>3</sup> The decision-making powers of other committees remain unaffected.
- <sup>4</sup> The members of the judicial bodies may not belong to any other body of ZIFA at the same time.

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Article **55** **Disciplinary Committee**

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- <sup>1</sup> The Disciplinary Committee shall consist of a Chairman, Deputy Chairman and the number of members deemed necessary. The Chairman and the Deputy Chairman shall have legal qualifications.
- <sup>2</sup> The function of this body shall be governed by the Disciplinary Code of ZIFA. The committee shall pass decisions only when at least three members are present.
- <sup>3</sup> The committee may pronounce the sanctions described in these Statutes and the Disciplinary Code of ZIFA on Members, Officials, Players, Clubs and match and players' agents.
- <sup>4</sup> These provisions are subject to the disciplinary powers of the Congress and the Executive Committee with regard to the suspension and expulsion of Members.

---

Article **56** **Appeals Committee**

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- <sup>1</sup> The Appeals Committee shall consist of a chairman, deputy chairman and the number of members deemed necessary. The chairman and deputy chairman shall have legal qualifications.
- <sup>2</sup> The function of this body shall be governed by the Disciplinary Code of ZIFA. The committee shall pass decisions only when at least three members are present.
- <sup>3</sup> The Appeals Committee is responsible for hearing appeals against decisions from the Disciplinary Committee that are not declared final.

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Article **57** **Ethics Committee**

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- <sup>1</sup> The Ethics Committee shall consist of a Chairman, Deputy Chairman and the number of members deemed necessary. The Chairman and the Deputy Chairman shall have legal qualifications.
- <sup>2</sup> The function of this body shall be governed by the Code of Ethics of ZIFA. The committee shall pass decisions only when at least three members are present.
- <sup>3</sup> The committee may pronounce the sanctions described in these Statutes, the Code of Ethics of ZIFA and other applicable regulations of ZIFA.
- <sup>4</sup> These provisions are subject to the disciplinary powers of the Congress and the Executive Committee with regard to the suspension and expulsion of Members.

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Article **58** **Disciplinary measures**

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The disciplinary measures are primarily:

- <sup>1</sup> for natural and legal persons:
  - a) a warning;
  - b) a reprimand;



- c) a fine;
- d) the return of awards.

<sup>2</sup> for natural persons:

- a) a caution;
- b) an expulsion;
- c) a match suspension;
- d) a ban from the dressing rooms and/or the substitutes' bench;
- e) a ban from entering a stadium;
- f) a ban on taking part in any football-related activity;
- g) social work.

<sup>3</sup> for legal persons:

- a) a transfer ban;
- b) playing a match without spectators;
- c) playing a match on neutral territory;
- d) a ban on playing in a particular stadium;
- e) annulment of the result of the match;
- f) expulsion;
- g) a forfeit;
- h) deduction of points;
- i) relegation to a lower division;
- j) replaying a match.

---

Article **59** Arbitration

- <sup>1</sup> ZIFA shall create an Arbitration Tribunal, which shall deal with all internal national disputes between ZIFA, its Members, Players, Officials and match and players' agents that do not fall under the jurisdiction of its judicial bodies. The Executive Committee shall draw up special regulations regarding the composition, jurisdiction and procedural rules of this Arbitration Tribunal.
- <sup>2</sup> As long as within ZIFA no national independent Arbitration Tribunal has been duly constituted and recognised under the rules and regulations of ZIFA, any dispute of national dimension between ZIFA, its Members, Clubs, Players, Officials and match and players' agents that do not fall under the jurisdiction of its judicial bodies may only be referred in the last instance to the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland. CAS will settle the dispute to the exclusion of any ordinary court unless expressly prohibited by the legislation in force in Zimbabwe.

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Article **60** Jurisdiction

- <sup>1</sup> ZIFA, its Members, Players, Officials and match and player's agents will not take any dispute to Ordinary Courts unless specifically provided for in these Statutes and FIFA regulations. Any disagreement shall be submitted to the jurisdiction of FIFA, CAF or ZIFA.
- <sup>2</sup> ZIFA shall have jurisdiction on internal national disputes, i.e. disputes between parties belonging to ZIFA. FIFA shall have jurisdiction on international disputes, i.e. disputes between parties belonging to different Associations and/or Confederations.

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Article **61** Court of Arbitration for Sport

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- <sup>1</sup> In accordance with the relevant provisions of the FIFA Statutes, any appeal against a final and binding FIFA decision shall be heard by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland. CAS shall not, however, hear appeals on violations of the Laws of the Game, suspensions of up to four matches or up to three months, or decisions passed by an independent and duly constituted Arbitration Tribunal of an Association or Confederation.
- <sup>2</sup> ZIFA shall ensure its full compliance and that of its Members, Players, Officials and match and players' agents with any final decision passed by a FIFA body or CAS.

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Article **62** Financial period

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- <sup>1</sup> The financial period of ZIFA shall be one year and shall begin on 1 January and end on 31 December.
- <sup>2</sup> The revenue and expenses of ZIFA shall be managed so that they balance out over the financial period. ZIFA's major duties in the future shall be guaranteed through the creation of reserves.
- <sup>3</sup> The General Secretary is responsible for drawing up the annual consolidated accounts of ZIFA with its subsidiaries as at 31 December.

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Article **63** Revenue

---

The revenue of ZIFA arises specifically from:

- a) Members' annual subscriptions;
- b) receipts generated by the marketing of rights to which ZIFA is entitled;
- c) fines imposed by the authorised bodies;
- d) other subscriptions and receipts in keeping with the objectives pursued by ZIFA.

---

Article **64** Expenses

---

ZIFA bears:

- a) the expenses stipulated in the budget;
- b) other expenses approved by the Congress and expenses that the Executive Committee is entitled to incur within the scope of its authority;
- c) all other expenses in keeping with the objectives pursued by ZIFA.

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Article **65** **Independent auditors**

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The independent auditors appointed by the Congress shall audit the accounts approved by the Finance Committee in accordance with the appropriate principles of accounting and present a report to the Congress. The auditors shall be appointed for a period of one year. This mandate may be renewed.

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Article **66** **Membership subscriptions**

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- <sup>1</sup> Membership subscriptions are due by the end of February. The annual subscription for new Members for the year in question shall be paid within 30 days of the close of the Congress at which they are admitted.
  - <sup>2</sup> The Congress shall fix the amount of the annual subscription whenever necessary and on the recommendation of the Executive Committee.
- 

Article **67** **Settlement**

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ZIFA may debit any Member's assets to settle claims.

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Article **68** **Levies**

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ZIFA may demand that a levy be paid by its Members for matches.

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Article **69** **Competitions**

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- <sup>1</sup> ZIFA organises and coordinates the following official competitions held within its territory:  
  
The FA Cup
  - <sup>2</sup> The Executive Committee may delegate to ZIFA's subordinate Leagues the authority to organise competitions. The competitions organised by the Leagues shall not interfere with those competitions organised by ZIFA. Competitions organised by ZIFA shall take priority.
  - <sup>3</sup> The Executive Committee may issue special regulations to this end.
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Article **70** **Club licensing**

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The Executive Committee of ZIFA will set up regulations regarding a club licensing system governing the participation of Clubs in competitions of ZIFA.

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Article **71** Rights

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- <sup>1</sup> ZIFA and its Members are the original owners of all of the rights emanating from competitions and other events coming under their respective jurisdiction, without any restrictions as to content, time, place and law. These rights include, among others, every kind of financial rights, audiovisual and radio recording, reproduction and broadcasting rights, multimedia rights, marketing and promotional rights and incorporeal rights such as emblems and rights arising under copyright law.
- <sup>2</sup> The Executive Committee shall decide how and to what extent these rights are utilised and draw up special regulations to this end. The Executive Committee shall alone decide whether these rights shall be utilised exclusively, or jointly with a third party or entirely through a third party.

---

Article **72** Authorisation

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ZIFA and its Members are exclusively responsible for authorising the distribution of image and sound and other data carriers of football matches and events coming under their respective jurisdiction, without any restrictions as to content, time, place and technical and legal aspects.

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Article **73** International matches and competitions

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<sup>1</sup>The authority for organising international matches and competitions between Association teams and between Leagues, Club or scratch teams lies solely with FIFA and the Confederation(s). No such match or competition shall take place without the prior permission of FIFA, the Confederations and/or Members in accordance with the FIFA Regulations Governing International Matches. ZIFA is bound to comply with the international match calendar compiled by FIFA.

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Article **74** Contacts

---

ZIFA shall not play matches or make sporting contacts with Associations that are not members of FIFA or with provisional members of a Confederation without the approval of FIFA.

---

Article **75** Approval

---

Clubs, Leagues or any other group of Clubs that are affiliated to ZIFA cannot belong to another Association or participate in competitions on the territory of another Association without the authorisation of ZIFA and the other Association and of FIFA, except in exceptional circumstances.

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Article **76** Unforeseen contingencies and force majeure

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The Executive Committee shall have the final decision on any matters not provided for in the Statutes or in cases of force majeure.

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Article **77** **Dissolution**

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<sup>1</sup> Any decision relating to the dissolution of ZIFA requires a majority of three-quarters of all of the Members of ZIFA, which must be obtained at a Congress specially convened for the purpose.

<sup>2</sup> If ZIFA is disbanded, its assets shall be transferred to the Sports and Recreation Commission Zimbabwe. It shall hold these assets in trust as “bonus pater familiae” until ZIFA is re-established. The final Congress may, however, choose another recipient for the assets on the basis of a three-quarters majority.

---

Article **78** **Enforcement and transitory provision**

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<sup>1</sup> These Statutes were adopted at the ZIFA Assembly Extra Ordinary General Meeting held at the ZIFA Village in Harare on 28<sup>th</sup> September 2013 and will come into force on 5<sup>th</sup> October 2013.

<sup>2</sup> The provisions relating to the term of office for members of the Executive Committee shall only come into force after the new Executive Committee members have been elected at the 2014 Congress and previous terms of office shall not be taken into account.

<sup>3</sup> The Members of ZIFA shall bring their own statutes in line with the statutes of ZIFA, in particular -where necessary - the respective provisions regarding the designation of their own delegate(s).

For the Executive Committee of ZIFA:

.....  
ZIFA President:  
**DR CUTHBERT ELKANA DUBE**

.....  
ZIFA General Secretary:  
**MR JONATHAN MASHINGAIDZE**

Date: .....

# Standing Orders of the Congress

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## Article 1 Chairman

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- <sup>1</sup> The President of ZIFA shall chair the Congress. If the President is unable to attend, the vice-president shall deputise. If the vice-president is not present, the Congress shall elect a member of the Executive Committee as chairman
- <sup>2</sup> The Chairman shall:

  - a) be responsible for the strict application of the Standing Orders;
  - b) open and adjourn the sessions and debates;
  - c) permit delegates to speak;
  - d) conduct the proceedings of the Congress;
  - e) maintain order at the Congress; and,
  - f) impose the actions set out below in art. 2 of these Standing Orders on the delegates who interfere with the proceedings and who disturb the debates.

## Article 2 Actions

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- <sup>1</sup> In conducting the business of the Congress, the Chairman shall have the right to apply the following actions:

  - a) a call to order;
  - b) censure; and/or
  - c) exclusion from one or more sessions.
- <sup>2</sup> In the case of an appeal against such action, the Congress shall decide immediately and without debate.

## Article 3 Appointment of duties

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- <sup>1</sup> The General Secretary shall be responsible for the minutes of the Congress. Stenographers may be employed to assist the General Secretary.
- <sup>2</sup> An adequate number of scrutineers in accordance with art. 22(e) and art. 27 par. 2(e) of the ZIFA Statutes shall be appointed at the beginning of the Congress to count the votes whenever a vote is taken and to assist the General Secretary in distributing and counting voting papers issued for elections.
- <sup>3</sup> A number of members shall be appointed in accordance with art. 22 (b) and art. 27 par. 2(d) of the ZIFA Statutes to check the official minutes of the Congress.

---

Article **4** **Debates**

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- <sup>1</sup> Each discussion on the items on the agenda shall be preceded with a statement:

    - a) by the Chairman or the member designated by the Executive Committee for this purpose;
    - b) by the representative of a Committee specially appointed to make a report;
    - c) by the representative of a Member Association responsible for the inclusion of the same in the Agenda.
  - <sup>2</sup> The general discussion shall then be open to the delegates.
- 

Article **5** **Speakers**

---

- <sup>1</sup> The right to address the Congress shall be granted in the order in which it is requested. No speaker shall speak unless permission has been obtained. Speakers shall speak from their designated places and the rest shall remain seated.
  - <sup>2</sup> No permission shall be granted to any member to speak a second time unless all those who have obtained permission to speak have done so.
- 

Article **6** **Proposals and motions**

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- <sup>1</sup> All proposals and amendments shall be submitted in writing. Proposals which are not relevant to the subject under discussion shall be withdrawn from the debate.
  - <sup>2</sup> If a procedural motion is proposed, all discussions on the main question shall be suspended until a vote has been taken on the motion.
  - <sup>3</sup> A proposal to close the discussion shall be put to vote without debate. If the motion is approved, permission to speak shall be granted only to those members who have requested to do so before the vote was taken.
  - <sup>4</sup> The Chairman shall close the discussion unless the Congress decides otherwise by a simple majority.
- 

Article **7** **Voting**

---

- <sup>1</sup> No vote can be taken by secret ballot.
- <sup>2</sup> All proposals may be decided either by a show of hands (voting cards), the use of electronic equipment or by a roll call if requested by at least 30 of the Members present and entitled to vote. No one shall be compelled to vote.
- <sup>3</sup> All proposals without a vote against shall be adopted.
- <sup>4</sup> All proposals shall be put to vote in the order in which they are submitted.

<sup>5</sup> Before each vote, the Chairman or the person designated by him for the purpose shall read aloud the text of the proposal before voting and explain the voting procedure to the Congress.

<sup>6</sup> Voting cards shall be visibly held when voting is by a show of hands.

<sup>7</sup> Alterations to amendments shall be put to the vote before the amendments proper, and amendments before the main proposal.

<sup>8</sup> The Chairman shall verify and announce the results of the voting to the Congress.

<sup>9</sup> Silence shall be strictly observed during voting and until the result has been announced by the Chairman. No one may obtain permission to speak during voting and until the result has been announced.

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Article **8** **Elections**

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<sup>1</sup> All elections shall be carried out by secret ballot.

<sup>2</sup> The General Secretary, assisted by the scrutineers, shall conduct the distribution and counting of the ballot papers.

<sup>3</sup> The number of ballot papers issued shall be announced by the Chairman before the count.

<sup>4</sup> If the number of papers returned is equal to or less than that of the ballot papers issued, the vote shall be valid.

<sup>5</sup> If the number of ballot papers exceeds the number issued, the voting shall be declared null and void and another shall be taken immediately.

<sup>6</sup> If two or more votes are given in support of one candidate on one ballot paper, only one vote shall be valid. Blank or spoilt ballot papers shall be excluded. The simple majority is based on the number of valid papers returned. The Chairman shall announce the result of each ballot to the Congress.

<sup>7</sup> The General Secretary shall put the ballot papers that have been collected and counted into envelopes for this purpose and seal them immediately. The General Secretariat shall keep these envelopes and destroy these one hundred (100) days after the end of the Congress, or such later time as directed by the Executive Committee.

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Article **9** **Matters not provided for**

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All matters not provided for in the Standing Orders shall be resolved by the Executive Committee.



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Article **10** Enforcement

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The Standing Orders of the Congress of ZIFA were approved by the ZIFA Congress at ZIFA Assembly Extra ordinary meeting held at ZIFA Village in Harare on 28<sup>th</sup> September 2013 and will come into force on 5<sup>th</sup> October 2013.

For the Executive Committee of ZIFA:

.....

ZIFA President:  
**DR CUTHBERT ELKANA DUBE**

Date:.....

.....

ZIFA General Secretary:  
**MR JONATHAN MASHINGAIDZE**

Date:.....

This Constitution was registered with the Sports and Recreation Commission on the 18<sup>th</sup> of November 2013.

.....

ZIFA President  
**DR CUTHBERT ELKANA DUBE**

Date:.....

.....

ZIFA General Secretary  
**MR JONATHAN MASHINGAIDZE**

Date:.....

