



Republic of Zambia  
Ministry Education

# The Constitution and Bylaws

Of

The

**Language Teachers' Association  
of Zambia (LATAZ)**



Amended in March 2022

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## **Preamble**

We the teachers and lecturers of languages and literacy within the boundaries of the Republic of Zambia,

Whereas we realise that language is the backbone of all learning, instruction and communication. Desire to see a totally literate nation through the highest levels of instruction, research, collaboration, and discussion; acknowledge the need for a representative professional body to enhance our common ideals; form the Language Teachers' Association through which we; Commit ourselves to continuous professional development individually and collectively for effective delivery of language teaching.

Hereby give ourselves this constitution.

## **ARTICLE I Name**

The name of this association shall be the Language Teachers' Association of Zambia (LATAZ).

## **ARTICLE II Location**

The Headquarters of LATAZ, unless otherwise moved by a General Assembly vote, shall be the Ministry of Education Headquarters in Lusaka, off Independence Avenue, next to Lusaka Civic Centre.

## **ARTICLE III Affiliation**

Language Teacher Association shall be the official state affiliate of the International Association of English Language Teachers as a Foreign Language (IAETFL), the Africa English Language Teachers Association (Africa ELTA) and other international language teacher associations.

## **ARTICLE IV Code of Ethics**

1. LATAZ recognises the impact language teachers have on students:
2. Shall strive at all times to maintain the highest level of instruction, assessment, evaluation and instructional planning.
3. Will maintain an instructional environment that is conducive to learning.
4. Will strive to improve professional awareness, knowledge, and competence among its members.
5. Shall provide a safe and comfortable area for classes, and work to provide an empowering and supportive environment for students.
6. Will diligently strive to maintain the integrity of all testing media and grading.
7. Shall provide professional educational services in a non-discriminatory manner, respectful of the dignity of each individual regardless of gender, race, religion, or national origin.
8. As a professional association, LATAZ recognises its impact on students and co-workers as role models.
9. The Language Teachers' Association of Zambia shall conduct business in an ethical manner regardless of whether we are dealing with members, administration, the school board, corporate bodies, or the public.
10. Shall strive at all times to maintain the highest level of ethical integrity in its procedures and activities.
11. The officers will make every effort to remain abreast of changes in education and education law, policies and practices, and assist members whenever and wherever needed.
12. Each member is entitled to full freedom of speech and the right to participate in the democratic decisions of the association.
13. Subject to rules and regulations set forth in this Constitution and Bylaws, each member shall have the right to run for office, to nominate and to vote in free, fair and honest elections.
14. Membership meetings shall be held regularly, with proper notice of time and place and shall be conducted in an atmosphere of fairness. All association rules and laws must be fairly and uniformly applied. All members are invited to have a voice in the association and will be treated in an ethical manner.

## ARTICLE V Purpose

1. To work for the welfare of the school children, the advancement of language education, and the improvement of instructional opportunities for all.
2. To develop and promote the adoption of such ethical practices, personnel policies and standards of preparation that mark a profession.
3. To develop and promote a continuing programme to improve instruction, assessment, self-evaluation and record-keeping.
4. To stimulate closer relationships with professional teaching organisations and other stakeholders.
5. To improve the quality of instruction in language at all educational levels through innovation, technology and research.
6. To encourage research, experimentation, and investigation in the teaching of language.
7. To facilitate professional cooperation of the members and effective collaboration with organisations with shared interests.
8. To hold public discussions and programmes and conduct learner competitions aimed at improving language and literacy teaching and learning experiences.
9. To sponsor the publication of desirable articles and reports.
10. To integrate the efforts of all those concerned with the improvement of language and literacy instruction in Zambia.

## ARTICLE VI Membership

*The Association shall offer four types of membership:*

### 1. Ordinary Membership

- A. Ordinary Membership in the Association shall be open to all active, registered, licensed practising teachers and lecturers of language in Zambia.
- B. Ordinary Membership shall be continuous until the member leaves the school system, resigns from the Association in writing, has membership revoked under **Article V, Section 5**, fails to pay membership dues or dies.
- C. Additions and deletions to the permanent membership roll shall be submitted to the Secretary by March 31.
- D. Active affiliated members of the Association shall also be members of the Language Teachers' Association of Zambia's designated affiliates.

### 2. Associate Membership

- A. Associate members are language teachers or teacher trainers who retired from active teaching or who are on the association's preferred eligibility list and who are not eligible to become ordinary members.
- B. Associate members shall have all rights and responsibilities of ordinary members, except to vote or hold office.
- C. Associate members may serve on ad hoc and SIG committees.

### 3. Institutional membership

- A. Shall be open to all public, grant-aided and private institutions of learning from primary to university, which subscribe to ideals and share an interest in language and literacy teaching.

### 4. Honorary membership

- A. The Annual General Meeting, on recommendation by the National Executive Committee, may bestow honorary life Membership on any member in recognition of a special contribution to the Association or to the field of Language teaching.

### 5. Application for Membership

- A. Application for membership shall be lodged on the prescribed form with the Provincial Secretary, either directly or via the District Secretary.

- B. Two application forms shall be issued: (a) Individual Membership Application Form and (b) Institutional Membership Application Form.
- C. The Executive Committee shall reserve the right to admit applicants into membership.
- D. Copies of all membership application forms shall be forwarded to the National Executive Committee for filing and audit.
- E. Membership shall be approved upon successful completion of the application forms and payment of the prescribed membership fee.
- F. Membership Affiliation fees shall be paid annually by every member at the rate fixed by the National Executive Committee and approved by the National Council, and shall be shared in the ratio: 20% to the NEC, 30% to the PEC and 50% to the DEC.
- G. The district through the province shall submit membership rolls to the National Secretary before the end of the first quarter of each year.

### 6. Revocation of Membership

- A. According to procedures adopted by the General Assembly/National Council, the National Executive Committee may suspend or expel any member who has been found in violation of the ethics of the teaching profession, provided for in national statutes and the association's code of ethics.

## Article VII: Structure

### 1. The General Assembly/National Council

It shall be the supreme policy and decision-making body of the association.

### 2. The National Executive Committee

Shall run the affairs of the Association at the national level, which will be done in conjunction with the Permanent Secretaries in the Ministry of Education.

### 3. The Provincial Executive Committee

Shall, in conjunction with the office of the Provincial Education Officer, be responsible for the coordination and implementation of the Association's activities at the provincial level.

### 4. The District Executive Committee

Shall, in conjunction with the office of the District Education Board Secretary, be responsible for the coordination and implementation of the Association's activities at the district level.



## **ARTICLE VIII: THE Research Foundation**

### **1. Purpose**

The Association shall maintain an educational foundation, the purpose of which shall be the financial support of research studies in Language teaching, as well as other Association activities of the kinds enumerated in Article V of this Constitution.

### **2. Name**

The name of this Foundation shall be the Language Teachers' Association Research Foundation (LATAZ Research Foundation).

### **3. Trustees**

- A. Management of the Foundation shall be vested in seven Trustees, none of whom shall be at the same time members of the National Executive Committee, and whose policies shall be subject to approval by the Executive Committee.
- B. The term of office for the Trustees shall be four years. One or more Trustees shall be elected each year, as needed to maintain a total of five elected Trustees. The two additional Trustees shall be appointed by the five elected Trustees, for terms varying from one to five years each, at the discretion of the elected Trustees. Any Trustee who has served eight consecutive years may not serve again until at least three additional years have passed.
- C. Nomination and election of the Trustees shall be conducted in the same way as nomination and election of Association officers as described in Article VI, Section B4 of this Constitution.
- D. The duties and responsibilities of the Trustees shall be (a) to encourage gifts and special grants to the Foundation; (b) to manage the investment of funds not currently needed to carry on the work of the Foundation; and (c) to grant funds to qualified individuals, committees, and other groups, within or outside the Association, for specified projects of the sort for which the Foundation is established.
- E. Except for the payment of reasonable compensation for services rendered to or for the Foundation, none of the funds or earnings of the Foundation shall inure to the financial benefit of any Trustee or of any other private person or party but shall be used solely and exclusively for the objects and purposes of the Foundation and the Association.
- F. The Trustees shall not grant or make commitments to grant funds in excess of those currently in the treasury of the Foundation.

### **4. Contributions to the Foundation**

- A. After the election of the first Trustees, the Association shall transfer to the Foundation from its accumulated earnings a sum of money to be determined by the Executive Committee.
- B. Thereafter, the transfer of Association funds may be made as directed by the Executive Committee.
- C. Association members and other individuals, groups, or corporations shall be encouraged to make donations and bequests to the Foundation, such gifts to be used at the direction of the Trustees in accordance with the purpose of the Foundation. Donors or granters may specify the uses of their gifts if those uses fall within the purpose of the Foundation. Trustees shall be empowered to accept or decline any preferred gifts.

## **ARTICLE IX Officers and Their Duties**

### **1. The officers of the Association**

Shall be as follows: The President, The Vice President, The Secretary, The Publicity Secretary, The Treasurer, Three Committee Members as follows: Zambia French Association President (ZAFT) and two other members, Editors for English (1), Foreign Languages (2) Local Language (7)

### **2. President**

The President shall:

- A. Attend the meetings of the international and regional Language Teachers' meetings.
- B. To regularly meet with the Director of Educational Standards, Assessment and Evaluation/Permanent Secretary to discuss the operations of the association in the country.
- C. Administer all affairs and execute all policies of the association.
- D. Supervise all officers of the National Executive Committee.

- E. Preside at all meetings of the Executive Committee and General National Council meetings.
- F. Represent or delegate the representation of the LATAZ with all external groups and sign commercial and collaboration agreements and MOUs with corporate bodies.
- G. Establish committees and appoint committee chairpersons with the approval of the National Executive Committee.
- H. Call regular and special meetings of the Executive Committee and General Assembly/National Council.
- I. Stay abreast with national educational laws, policies, and statutory directives.
- J. Chair budget and projects committee.
- K. Serve as the first delegate to all affiliates.
- L. Act as an ex-officio member of all committees.
- M. Appoint a parliamentarian who shall interpret the Rules of Order for the Association on all questions not covered in the Constitution and Bylaws.
- N. Fulfil any and all such other duties as the office requires and as are consistent with the Constitution and Bylaws.
- O. Make appointments should any vacancies occur in the Executive Committee to fulfil the duration of the term, subject to the approval of the National Executive Committee.

### **3. Vice President**

The Vice President shall:

- A. Assume the powers and duties of the Chairperson in his/her absence.
- B. Help the Chairperson supervise and coordinate the activities of the committees and be responsible for the committee reports to the General Assembly if the chairperson is unable to attend.
- C. Serve as the Chairperson's alternate to all affairs.
- D. Perform such other duties as the President may designate.
- E. Fulfil any and all other duties as the office requires and as are consistent with the Constitution and Bylaws.
- F. Chair the disciplinary and membership committees.
- G. Chair the scholarship award committee and/or his/her appointee.
- H. Be the LATAZ alternate General/delegate to all the association's affiliate bodies' conferences and conventions in the absence of the President.

### **4. National Secretary**

The Secretary shall:

- A. Keep accurate records/minutes of the meetings of the Executive Committee, General Assembly/National Council and National Conference
- B. Maintain the official accurate current Constitution and Bylaws.
- C. Act as keeper of updated records for the LATAZ (membership register, attendance/newsletter articles).
- D. Distribute to members timely summaries of all Executive Committee and National Council meetings' decisions.
- E. Perform such other duties as the President may designate.
- F. Fulfil any and all such other duties as the office requires and as are consistent with the Constitution and Bylaws.
- G. Be the LATAZ alternate General/delegate to all provincial, national, or international conferences and conventions in the absence of the Vice Chairperson.
- H. shall be a signatory to the association bank account.
- I. Shall prepare annual reports of the association's activities for submission to the Ministry of Education, the National Conference, and the National Council.
- J. Shall be the custodian of the Association's Official Logo, date stamp and seal.

## 5. Treasurer

The Treasurer shall:

- A. Hold the funds of the LATAZ and disburse them upon authorisation of the Executive Committee and National Council.
- B. Keep accurate accounts of the receipts and disbursements.
- C. Report the status of those accounts at least quarterly to the Executive Committee and annually to the General Assembly/National Conference.
- D. Prepare and present an annual financial statement for publication to members as directed by the Executive Committee.
- E. Be a member of the budget committee.
- F. Notify the members and collect from them the appropriate yearly dues.
- G. Forward affiliate dues in a timely fashion.
- H. Advise the Executive Committee on possible feasible interest-earning activities.
- I. Develop, implement and review financial policy and commercial relationships agreements.
- J. Perform such other duties as the President/Chairperson may designate.
- K. Fulfil any and all such other duties as the office requires and as are consistent with the Constitution and Bylaws.
- L. Be bonded and maintain a petty cash fund of no more than K2,000.
- M. Make sure all cheques are co-signed by two association officers, preferably the Treasurer and President.
- N. Maintain a current roll of members' affiliations.
- O. Will supply the records for a yearly internal audit of the LATAZ financial records by a committee of 3.
- P. File appropriate statutory forms with government agencies.

## 6. Vice National Secretary

The Vice National Secretary shall:

- A. perform functions of the secretary in his/her absence
- B. Stay up to date with print, electronic and social media trends.
- C. Run/update all Association Social and Media platforms for the sharing of information.
- D. Advertise association programmes and projects to the public.
- E. Shall be the association's public relations officer and chair the publicity committee.
- F. Shall perform such other duties as shall be delegated by the President/Chairperson.

## 7. Editors

The Editors shall:

- A. Be members of the Planning and Projects Committee.
- B. Be member of the Editorial Board.
- C. Hold meetings and keep accurate records of project proposals/reports.
- D. Edit instructional materials, pamphlets, and supplementary readings in respective subject areas for quality control.
- E. Receive and cause to be published in the Newsletter articles written by members and learners.
- F. Produce, cause to be produced, educational broadcasting material.
- G. Conduct and coordinate research activities in respective language areas.

## 8. Committee Members (Trustees)

The Committee Members shall:

- A. Perform such duties as assigned to them by the President/Chairperson or the Executive Committee
- B. Shall represent, coordinate and report on the Special Interest Groups' activities.
- C. Shall be members of the planning committee.
- D. Shall sit on the Editorial Board and Planning Committee

## **9. Term of Office**

- A. The officers shall serve for a four-year term and may be re-elected without an intervening term.
- B. Each officer shall remain in office until his/her successor assumes office.
- C. All officers shall work on a voluntary basis but shall be entitled to subsistence allowances and transport refunds when performing association duties.
- D. Where the association has raised some money through fundraising projects, officers shall be entitled to a sitting allowance, which shall be determined by the Executive Committee while performing their duties.

## **ARTICLE X: The Executive Committee**

1. The Executive Committee shall consist of the elected officers in Art IX, a representative from the Head Teachers' Association (Ex-Official) and the Ministry of Education official responsible for language and literacy education, standards, assessment, and evaluation (Ex-Official).
2. It shall exercise Executive Authority over all the Association's affairs.
3. Shall supervise provincial committees and intervene to resolve leadership challenges that may arise.
4. Shall confer special recognition awards to individuals who have made outstanding contributions to the Association, subject to the provisions of this constitution.
5. Shall, within the policies established by the General Assembly, be responsible for the management of the Association.
6. It shall report its transactions to the members and suggest policies for the consideration of the General Assembly.
7. Shall draw and execute plans, conduct reviews, evaluations and prepare reports.
8. Develop, implement, and review policies and procedures for the effective achievement of the association's objectives.
9. Uphold ethical standards and deal with appeals on decisions of the disciplinary committee.
10. Whenever 20 per cent of the membership of each province or a majority of the General Assembly agrees that an officer has been grossly negligent in duties as defined in the Bylaws, or is incapacitated, the Executive Committee shall recommend to the general membership that the office be declared vacant. If the membership so votes, in a poll by a two-thirds majority of those voting, the general membership shall immediately elect a replacement for the unexpired term for the vacancy created.

## **ARTICLE XI: The General Assembly**

1. The General Assembly shall be the supreme decision-making organ of the Association.
2. Shall act on reports of committees and approve resolutions and other policy statements.
3. It may adopt such rules governing the conduct of the Association and the conduct of meetings as are consistent with the Constitution and Bylaws.
4. Powers not delegated to the Executive Committee, the officers or the general membership shall be vested in the General Assembly.
5. The legislative and policy-forming body shall be the General Assembly.
6. The General Assembly shall consist of the National Executive Committee, Provincial Executive Committees (10), District Executive Committees and HODs from member secondary schools.
7. Any member of the Association who is not a member of the General Assembly may attend its meeting, shall sit apart from the voting body, but may receive permission to speak.
8. The General Assembly may authorise compensation for Language Teachers' Association officials subject to annual approval by the general membership.

## **ARTICLE XII: The National Council/Conference**

1. There shall be a National Council comprised of National Executive Committee members and Provincial Chairpersons, Secretaries and Treasurers; Head Teachers' Association representatives, Provincial Resource Centre Coordinators and Senior Education Standards Officers – Language and Literacy.
2. The National Council shall be the policy-making body of the Association.
3. It will consolidate and approve plans and reports from the provinces and the National Executive Committee.
4. The National Council shall meet annually at the National Conference and when the need arises.
5. There shall be a National Conference at which public discussion on matters of language teaching policy, practice and theory shall be debated and resolutions made.
6. The Research Foundation shall present research findings of recently conducted and concluded studies on language teaching.
7. Special Interest Groups (SIGs) shall hold conference events and present reports of their online activities to promote them.

## **ARTICLE XIII Amendments**

1. The constitution may be amended by a two-thirds majority of the votes cast in a vote taken as in the procedure for the election of officers after a due presentation to the membership at the previous meeting.
2. Amendments can originate from:
  - A. File – Executive Committee recommendation
  - B. Routine Constitutional review process
  - C. Submission by half of the association's PECs.
3. The National Council shall deliberate on and approve all constitutional amendments.

## **ARTICLE XIV Finances and Fiscal Year**

1. For accounting purposes, the LATAZ fiscal year will be from October 1st to September 30<sup>th</sup>.
2. The Association shall open a bank account with a reputable commercial bank.
3. The association shall keep books of account in accordance with statutory financial regulations.
4. Association books of accounts shall be subjected to an audit annually and on demand.
5. All lower organs of the association shall open bank accounts as provided for in the Ministry of Education's Guidelines for the Management and Coordination of Subject Associations and Core-Curricular Activities - 2015.

## **ARTICLE XV Ratification**

The constitution replaces all previous Association constitutions as of the date of its ratification.

## **BYLAWS**

### **ARTICLE I Meetings**

1. The Executive Committee shall meet at the call of the President/Chairperson or at the request of two members of the Executive.
2. The National Council shall meet face-to-face annually and virtually when the need arises.
3. The General Assembly shall meet annually at the District/Provincial/National Conference or virtually when the need arises.
4. The President/Chairperson shall prepare the agenda for each meeting and shall include items on the agenda as requested by the Executive Committee or other members of the Association.
5. The prepared agenda shall be circulated to all the members of the General Assembly/National Council at least thirty (30) school days prior to the meeting so that Chairpersons shall have time to discuss it with the members in their provinces/districts in advance of the General Assembly meeting.
6. Special meetings of the General Assembly may be held at the call of the President/Chairperson, the Executive Committee, or upon written request to the Executive

Committees from three Six Provincial Chairpersons. Business to come before the meeting must be slated in the call, which shall be sent in writing to the chairpersons.

## **ARTICLE II Quorum**

1. Half of the members present shall constitute a quorum for all membership meetings.
2. At the General Assembly/National Council meetings, a quorum shall be one-half of the members with at least one member from each entity.
3. A majority of the members shall be a quorum at meetings of the committee and Executive Committee.

## **ARTICLE III Non-elected Association Officials**

### **1. Parliamentarian**

The Parliamentarian shall serve as an advisor to the officers regarding rules of procedure. This person shall attend all meetings where rules of order, adherence to the constitution and bylaws, and related questions might arise. This position shall be appointed and a non-voting position.

### **2. Association Historian**

The Association Historian shall provide a safe, efficient storage procedure for whatever materials the Association determines suitable for reference. This position shall be an appointed, non-voting position in the General Assembly.

### **3. Research Foundation Director**

Shall be responsible for the day-to-day running of the research foundation. It shall be an appointed position with no voting rights.

## **ARTICLE IV Standing Committees**

### **1. Structure**

- A. There shall be standing committees carrying out the specific functions outlined below.
- B. They shall be for a two-year term.

### **2. Meetings**

- A. Each standing committee shall meet regularly according to a calendar developed by the committee and submitted to the Executive Committee. Committees may hold face-to-face or virtual meetings at the call of the chairperson.

### **3. Reports**

- A. Each committee shall keep a continuing record of activities.
- B. Chairpersons shall file regular reports with the General Assembly for approval and shall submit an annual written report summarising objectives, action programs, gains, and unreach goals, which the Executive Committee shall file to become part of the continuing committee record of the Association files.

### **4. Titles and Duties**

- A. **The Educational Improvement/Teacher Education Committee** shall promote a sounder educational environment and a broader and deeper scholarship among teachers by fostering discussion, bringing lecturers, and cooperating actively with local and international associations. It shall also source and recommend members for the award of scholarships.
- B. **The Professional Practices, Rights, and Responsibilities Committee** in conjunction with the Membership Committee, shall educate the membership about rights and responsibilities. It shall protect and strengthen service to all members. It shall assure high professional standards by interpreting and implementing a code of ethics accepted by the Language Teachers' Association and the Teaching Council of Zambia. It shall recommend for special awards to members with outstanding service records to the Association.
- C. **Planning Committee** will draft harmonised plans and schedules of Association activities in liaison with other subject associations, affiliate bodies and the Ministry of Education.

- D. **Public Relations Committee** shall promote more positive communication between the Language Teachers' Association and the community. It shall consist of (a) Vice National Secretary (b) Provincial Vice Secretaries (c) SIG Online Events Coordinator
- E. **Social Committee** shall plan at least one Association social activity each year.
- F. **Editorial Committee:** The chairperson of the Editorial Committee shall be a non-voting member of the General Assembly. The Editorial committee shall be composed of the chairperson and all the Editors and Committee Members. The Committee shall plan, design, produce and market the Association's periodical Newsletter and other publications except for research results.
- G. **Membership Committee** shall solicit membership in the Language Teachers' Association and designated affiliates. It shall consist of the Vice President/Chairperson (Chairperson), Treasurer, Secretary, Vice National Secretary, and voluntary membership officers from provinces/districts. The Membership Committee shall map out and implement an effective membership recruitment exercise at the beginning of the year. It will also put in place strategies and measures for membership retention and active participation.
- H. **Special Interest Groups (SIG) Committees:** shall organise and carry out and report on activities of respective SIGs.

## ARTICLE VI Special Committees

Each year, the President/Chairperson may appoint ad-hoc committees such as an audit committee, a budget committee, and other such committees as may be necessary and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the General Assembly. No officer of the Association shall serve on the nominations and elections committee or the audit committee.

## ARTICLE VII Elections

### 1. Association Elections

- A. Association elections shall be held in the following order: National Executive Committee (NEC), Provincial Executive Committee (PEC) and then the District Executive Committee (DEC). Officers holding positions in a higher organ shall not be eligible for election at a lower organ.
- B. The Nominations and Elections Committee comprise education administrators (one from each province) and Chief Examiners of Language subjects or representatives and will be chaired by the National Senior Education Standard Officer (SES0) Language and Literacy or representative.
- C. Among the duties of the committee shall be overseeing the nomination and election of Association officers and Electoral College delegates.
- D. An Electoral College which shall comprise one member from each province/district/school and a member of the outgoing National/Provincial/District Executive Committee.
- E. The election of officers shall take place at the National/Provincial/District Conference held in the final year of the term.
- F. Members wishing to contest a position shall file their nomination papers supported by their respective provinces/districts at least twenty-four hours before the election.
- G. Where only one candidate has been nominated for a position, such a candidate shall be declared the winner unopposed by the presiding officer.
- H. If no one receives a majority of the votes for an officer, there shall be a run-off election between the two candidates receiving the most votes.
- I. Voting shall be by Secret Ballot.
- J. Members of the Provincial/District Executive Committee vying for national/provincial positions shall attend the Elective Conference in person or via a duly nominated proxy.
- K. Nominations for election shall be reserved for fully registered Ordinary Members only.
- L. Lower organs of the Associations shall apply this election procedure provided by this constitution.

## 2. Eligibility to Hold Office

- A. One must be a registered and fully paid-up member of the association.
- B. Only Language teachers, Heads of Department, lecturers, and NOT administrators (Deputy Headteacher and above) shall hold office in the association.

## 3. Vacancies

The association office shall become vacant when:

- A. the officer resigns or is dismissed from the teaching service,
- B. violets the code of ethics and is expelled from the association.
- C. dies or is incapacitated.
- D. Is declared medically unfit.
- E. the officer is promoted to a position higher than Head of Department/Lecturer.
  - (i) Where a vacancy occurs due to an officer being promoted, the officer is allowed to complete their tenure of office provided the Executive Committee is satisfied that he/she has and demonstrates the capacity to still discharge duties of the office effectively.
  - (ii) Where it is apparent the officer is unable to perform effectively, the vacancy shall be filled in as provided in (4) below.

## 4. Filling of Vacancies

When a vacancy occurs:

- A. at the National level, the National Executive Committee shall co-opt a member from any of the serving Provincial Executive Committees or one who has served at that level before to fill the vacancy for the remainder of that executive committee's term of office.
- B. at the provincial level, the Provincial Executive Committee shall co-opt a member from among the serving District Executive Committees (DEC) or one who has served at that level before to fill the vacancy for the remainder of that executive committee's term of office.
- C. at the district level, the DEC shall co-opt any active LATAZ member in the district to fill the vacancy for the remainder of that executive committee's term of office.

## 5. Handovers

- A. There will be a handover ceremony to orient all newly elected officers after the elections.
- B. Outgoing officers shall jointly work with the new officers for up to 60 days during the transition period as part of the handover process.
- C. All association documents, electronic records, website passwords, social media access codes and administrative rights shall be handed over to the new office bearers.

## ARTICLE VIII Authority

National Assembly rules shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the General Assembly/National Council may adopt.

## ARTICLE IX Bylaws Amendments


The Bylaws may be amended by a two-thirds majority of the votes cast in a vote taken using the same procedure as used for the election of officers after due presentation to the membership at the previous meeting.

## ARTICLE X: Affirmation

We hereby acknowledge and affirm this constitution.

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**National Secretary**

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**President**