



# CONSTITUTION

*Amended and adopted by the AGM, April 2012;  
Revised to align with AIZ Act No. 2 of the Laws of Zambia, April. 2017*

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## **PREAMBLE**

The Agricultural Institute of Zambia (AIZ) is the professional body for agricultural professionals and technicians, biological technologists and managers in the agricultural and allied industries, including forestry, food and technology, and the environment. In this context, “agricultural professionals and technicians” means those in the disciplines of animal, apiculture, aquaculture, crop and horticulture sciences/production.

Membership of the Institute shall provide a status that will be recognized throughout the world as an important career qualification. Members’ activities shall cover a broad technical and administrative spectrum in Agricultural research and testing; design, development and manufacture; marketing and sales; teaching; training; consultancy and farming. The institution shall also be responsible for Professional registration to qualified members.

Every member shall, at all times, so order his/her conduct as to uphold the dignity and reputation of the Agricultural profession. S/He shall at all times safeguard the public interest in matters of safety, health and otherwise. S/He shall at all times exercise her/his skill and judgment to the best of her/his ability and discharge her/his responsibility with integrity and due technical competence.

## **Section 1: NAME**

The name of the Institute shall be the Agricultural Institute of Zambia (hereinafter referred to as “The Institute” or for short as AIZ).

## **Section 2: GOVERNANCE**

- (1) The Institute shall be governed by this Constitution and Bye-Laws or others which shall be made from time to time under the Constitution.
- (2) The Annual General Meeting (AGM) shall be the supreme policy making organ of the Institute. All resolutions passed by the AGM shall be binding on each member and the Agricultural Council shall facilitate their immediate implementation. The AGM shall also serve as the final appeal organ for disciplinary cases involving members of the Agricultural Council.
- (3) The affairs of the Institute shall be managed by the Agricultural Council elected from its corporate membership at the AGM. The Council shall have:
  - (a) Full control of the activities of the Institute subject to the limitations of this Constitution and any amendment thereof.
  - (b) The power to recommend amendment or repeal of Bye-Laws and Rules in harmony with the Constitution to the AGM for discussion and decision.
- (4) There shall be a Secretariat headed by a Registrar who shall be the Chief Executive Officer and responsible for day-to-day running of the affairs of the Institute.

## **Section 3: OBJECTIVES**

- (1) The objectives of the Institute shall be:
  - a) To regulate the agricultural profession

- b) To provide advice to stakeholders in agriculture
  - c) To manage a scientific journal in agricultural sciences and encourage original research and publication for the advancement of knowledge
  - d) To promote the interface between the agricultural professionals and other disciplines
  - e) To enhance professional competence of the members
- (2) The Institute may approve or adopt any report, standard, code, formula or recommended practice but shall absolutely forbid the use of its name, emblem, or mark of any form to indicate official or implied approval of any commercial work or business except to indicate that such work or business is in conformity with its standards or recommended practices.

## **Section 4: MEMBERSHIP**

### **4.1. General**

- (1) All agricultural professionals shall be required to register and thereafter renewal of annual membership subscription shall be mandatory to all registered members of AIZ. The membership of the Institute shall consist of categories and classes as outlined in this Constitution.
- (2) A person shall be admitted to AIZ upon payment of the Membership fee and an annual subscription fee which shall be determined by the AGM.
- (3) Every member of the Institute wishing to practice shall be issued with a practicing certificate valid for one year upon paying practicing fees.
- (4) The rights and privileges of members shall not be transferable.
- (5) Each registered member shall be entitled to vote on any matter or issue before the Institute at any legally constituted meeting.
- (6) A member whether corporate or otherwise shall be that person who is a fully paid up member.
- (7) A member owing more than two annual subscriptions shall automatically be deregistered and have to reapply to become a member again.
- (8) Every person admitted to membership shall be subject to this Constitution and to any amendments that may be in respect thereof from time to time.

### **4.2. Membership Categories**

There shall be three main categories of membership, namely, Agricultural Professional Scientists, Agricultural Professional Technicians, and Agricultural Crafts Technicians. The fourth category shall be for Honourary and Life Membership.

### **4.3. Membership Classes**

- 1) The **Agricultural Professional Scientists** Category shall consist of the following Classes: **Fellow, Professional Member, and Graduate Member.**
- 2) The **Agricultural Professional Technicians** Category shall consist of the following Classes: **Certified Technician, Technician and Trainee Technician.**
- 3) The **Agricultural Crafts Technicians** Category shall consist of the following Classes: **Master Craftsperson, Craftsperson and Trainee Craftsperson.**
- 4) Two other Membership Classes shall be **Honorary Member** and **Life Member.**

### **4.4. Membership Qualifications and Requirements**

#### ***4.4.1. Agricultural Professional Scientists Category***

##### **Fellow**

A person may, on application to the Membership Committee, be admitted as a Fellow if that person:

- (a) Is a professional member of the Institute or has fulfilled the conditions for such membership.
- (b) Has attended a recognized university or college and holds a degree or other qualifications acceptable to the Agricultural Council for this class of membership.
- (c) At the time of application as a Fellow, the applicant has been:
  - i) engaged for not less than ten years in a senior position of responsibility in administration or operation of such important work which in the opinion of the Agricultural Council is within the practice of professional agriculture or an allied discipline; or
  - ii) in practice as a Consultant in her/his own account for not less than ten years and has acquired eminence in the profession; or
  - iii) teaching at a university or college in such responsible position and for such length of time of not less than ten years; or
  - iv) engaged in research of any approved nature for not less than ten years.

##### **Professional Member**

A person may, on application to the Membership Committee, be admitted as a Professional Member if that person:

- (a) Has attended a recognized university or college and holds a degree or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a Professional Member, the applicant has been:
  - i) engaged for not less than five years in a senior position of responsibility in administration or operation of such important work which in the opinion of the Agricultural Council is within the practice of professional agriculture or
  - ii) in practice as a Consultant in her/his own account for not less than five years; or
  - iii) teaching at a university or college for such length of time of not less than five years; or
  - iv) engaged in research of any approved nature for not less than five years.

### **Graduate Member**

A person may, on application to the Membership Committee, be admitted as a Graduate Member if that person:

- (a) Has attended a recognized university or college and holds a degree or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a Graduate Member, the applicant has not yet had the five years relevant post-qualification experience in agriculture or allied discipline.

### ***4.4.2. Agricultural Professional Technicians Category***

#### **Certified Technician**

A person may, on application to the Membership Committee, be admitted as a Certified Technician if that person:

- (a) Is a Technician Member of the Institute or has fulfilled the conditions for such membership.
- (b) Has attended a recognized agricultural or technical college and holds a diploma or other qualifications acceptable to the Agricultural Council for this class of membership.
- (c) At the time of application as a Certified Technician, the applicant has been working for not less than ten years.

#### **Technician**

A person may, on application to the Membership Committee, be admitted as a Technician if that person:

- (a) Has attended a recognized agricultural or technical college and holds a diploma or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a Technician, the applicant has been working for not less than two years.

#### **Trainee Technician**

A person may, on application to the Membership Committee, be admitted as a Trainee Technician if that person:

- (a) Has attended a recognized agricultural or technical college and holds a diploma or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a trainee Technician, the applicant has not yet had the two years relevant post-qualification experience in agriculture or allied discipline.

### ***4.4.3. Agricultural Crafts Technicians Category***

#### **Master Craftsperson**

A person may, on application to the Membership Committee, be admitted as a Master Craftsperson if that applicant:

- (a) Is a Craftsperson Member of the Institute or has fulfilled the conditions for such membership.

- (b) Has attended a recognized agricultural or technical college and holds a certificate or other qualifications acceptable to the Agricultural Council for this class of membership.
- (c) At the time of application as a Master Craftsperson, the applicant has been working for not less than ten years.

### **Craftsperson**

A person may, on application to the Membership Committee, be admitted as a Craftsperson if that applicant:

- (a) Has attended a recognized agricultural or technical college and holds a certificate or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a Craftsperson, the applicant has been working for not less than two years.

### **Trainee Craftsperson**

A person may, on application to the Membership Committee, be admitted as a Trainee Craftsperson if that applicant:

- (a) Has attended a recognized agricultural or technical college and holds a certificate or other qualifications acceptable to the Agricultural Council for this class of membership.
- (b) At the time of application as a Trainee Craftsperson, the applicant has not yet had the two years relevant post-qualification experience in agriculture or allied discipline.

## ***4.4.4. Honorary and Life Membership***

### **Honorary Member**

The Agricultural Council may elect any person, who is not a member of the Institute, **Honorary Member**. Such a member must have:

- (a) Made outstanding contribution to the agricultural profession.
- (b) Made exceptional services to the Institute.
- (c) Not been adjudged bankrupt.
- (d) A committee shall be constituted in accordance with the provisions of this constitution to look into the criteria for selection of such individuals or members.
- (e) Selected names of individuals shall be adopted and approved by the Annual General meeting.

### **Life Member**

The Agricultural Council may elect any person, who is or has been a Fellow, Certified Technician or Master Craftsperson, **Life Member**, for:

- (a) Distinguished work in agriculture.
- (b) Exceptional and important services relating to agriculture.
- (c) Exceptional and important services rendered to the Institute.

## **4.5. Designations of Members**

Based on their membership class, Members of the Institute shall be entitled to the following designations:

- 1) “Fellow”, as “Fellow of the Agricultural Institute of Zambia” with the initials “**FAIZ**”.

- 2) “Professional Member”, as “Professional Member of the Agricultural Institute of Zambia” with the initials “**PMAIZ**”
- 3) “Graduate Member”, as “Graduate Member of the Agricultural Institute of Zambia” with the initials “**GMAIZ**”.
- 4) “Certified Technician”, as “Certified Technician of the Agricultural Institute of Zambia” with the initials “**CTAIZ**”.
- 5) “Technician”, as “Technician of the Agricultural Institute of Zambia” with the initials “**TAIZ**”.
- 6) “Trainee Technician”, as “Trainee Technician of the Agricultural Institute of Zambia” with the initials “**TTAIZ**”.
- 7) “Master Craftsperson”, as “Master Craftsperson” of the Agricultural Institute of Zambia” with the initials “**MCAIZ**”.
- 8) “Craftsperson”, as “Craftsperson of the Agricultural Institute of Zambia” with the initials “**CAIZ**”.
- 9) “Trainee Craftsperson”, as “Trainee Craftsperson of the Agricultural Institute of Zambia” with the initials “**TCAIZ**”.
- 10) “Honorary Member”, as “Honorary Member of the Agricultural Institute of Zambia” with the initials “**Hon. MAIZ**”.
- 11) “Life Member”, as “Life Member of the Agricultural Institute of Zambia” with the initials “**LMAIZ**”

#### **4.6. Cessation of Membership**

Membership of the Institute shall cease under any of the following circumstances:

- (a) When a member dies.
- (b) If a majority of the Council members present and voting at a meeting of Council by resolution terminate the membership of any member whose conduct, in their opinion, has compromised the position of the Institute or brought the Institute into disrepute, breached this Constitution, AIZ Act or Code of Ethics. Such a person shall from the time of such resolution cease to be a member of the Institute, provided that before such resolution is proposed, such member shall have at least twenty one (21) days prior notice of such resolution and shall have the right to be heard at the meeting at which it is proposed.
- (c) A member is adjudged bankrupt.
- (d) A Member fails to pay Annual dues as per the rules and regulations.
- (e) The Agricultural Council is satisfied that the continuation of a person as a Member of the Institute will be prejudicial to the interests of the Agricultural profession.

#### **Section 5: FUNDS**

The Institute’s funds shall consist of the followings:

- (1) **(a) Membership Fees and Annual subscriptions:** The Membership and Annual dues for members in each Membership Class shall be as provided for in the Bye-laws. The AGM shall, by a two-thirds ballot vote of its members, change any existing schedule of Membership and Annual dues, and may provide for payment of dues in installments. Any increase in fees shall be proposed in writing to the members three



months before the annual general meeting and such increases shall be agreed upon at the AGM.

(b) Grants from internal and external sources approved by the Agricultural Council.

- (2) The deposit, investment and disbursement of all funds shall be subject to acceptable national and international financial standards and regulations, under the directives of the Agricultural Council.
- (3) The financial year of AIZ shall run from January to December of each year.

## **Section 6: THE AGRICULTURAL COUNCIL**

- (1) The Agricultural Council shall consist of **fifteen (15) elected members** as provided for in the AIZ Act. These officials are:
  - a) The President
  - b) Vice President
  - c) Information & Publicity Secretary
  - d) Treasurer
  - e) One representative from each province
  - f) One professional member

provided that at least one-third of the members should be of the opposite gender.

- (2) The Agricultural Council shall hold Office for a period of **three (3) years**, and any member of the Council can **seek re-election for the second and final term** of office. A member can only serve a **maximum of two terms** and shall not be eligible for a come-back at a later date.
- (3) The elections for the elected positions, by secret ballot, shall take place at the AGM. Each candidate shall be nominated and seconded by two eligible members. All nominations shall be submitted to the secretariat 21 days before the AGM and no nominations shall be allowed on the day of the AGM.
- (4) The Council shall be responsible for drawing up the annual programme of activities of the Institute for approval by the AGM.
- (5) The Council may, whenever there shall appear to be sufficient cause, co-opt any corporate member of the Institute to perform any duties required by them.
- (6) The Council shall provide for a complete yearly report of the affairs of the Institute, which shall be presented at and form a part of the proceedings at the AGM.

## **Section 7: FUNCTIONS OF THE AGRICULTURAL COUNCIL**

**The President** shall perform the following functions:

- i) Preside at all Council and General meetings of the Institute;
- ii) Represent and speak on behalf of the Institute at local and international fora to which the Institute is invited. Provided that the President shall nominate an appropriate member of the Council to represent the Institute whenever necessary;
- iii) Conduct, direct and co-ordinate the affairs of the Institute in the best interest of the Institute.

**The Vice President** shall perform the following functions:

- i) In the absence of the President, take charge of all the functions of the President;
- ii) Directing policy of the Institute;
- iii) Organization of the AGM in conjunction with the Secretariat;
- iv) Perform any other duties as prescribed or delegated to him/her by the President.

**The Information & Publicity Secretary** shall be the Spokesperson for the Institute and whose functions shall be as follows:

- i) In consultation with the President and the Agricultural Council, issue statements of a *public relations nature* to the general public;
- ii) To disseminate information to the general public regarding the professional and technical activities of the Institute.
- iii) To disseminate information to the general membership regarding internal activities of the Institute.
- iv) To perform such duties as may be delegated by the President or the Agricultural Council.

**The Treasurer** shall be the Principal Financial Officer and Advisor of the Institute, and whose functions shall be as follows:

- i) Ensure that proper accounts are kept up to date by adhering to the book-keeping principles and practice, and establish rules and regulations for good financial discipline;
- ii) Prepare and present a comprehensive audited financial report to the Annual General Meeting or at any other meeting called for the purpose when so demanded by not less than 50% of the total membership of the Institute.
- iii) Monitor and facilitate all financial matters of the Institute.

## **Section 8: THE AGRICULTURAL REGISTRATION BOARD**

(1) There shall be constituted a Registration Board appointed by the Minister, and whose function shall be to perform all the registration functions of the Institute.

The Board shall consist of fourteen (14) members as follows:

- (a) a person experienced in agricultural matters, as the chairperson;
- (b) a representative each of the Ministries responsible for—
  - (i) agriculture;
  - (ii) livestock and fisheries;
  - (iii) finance;
  - (iv) development planning;
  - (v) higher education; and
  - (vi) forestry
- (c) a representative of the Attorney-General;
- (d) a representative of a farmers' body;
- (e) a representative of a body representing research institutions;
- (f) a representative of an agricultural policy research institute;
- (g) a representative of the agricultural sector;
- (h) a representative of the Zambia Congress of Trade Unions;

and

(i) a representative of the Federation of Free Trade Unions of Zambia.

- (2) The Board members shall hold office for a period of **two years**, and may be re-appointed for a further and final two years.

## **Section 9: MEETINGS OF THE INSTITUTE**

- (1) There shall be three types of meetings, namely, the Annual General Meeting, to be held once every calendar year in the second half of the month of **August** at which the President shall present the Annual Report of the Institute, and at which meeting the Treasurer shall also present the Institute's audited financial report. Members shall receive **30 days'** notice of the AGM.
- (2) Extra Ordinary General Meeting, which may be held at any time when so requested by **two-thirds** of the membership.
- (3) Agricultural Council Meetings, which shall be held quarterly. **At least half of the total members** of the Council members must be present for the meeting to be valid. In the absence of the President or Vice President, the members present shall elect a chairperson from among themselves to chair the meeting. The President in consultation with the other Council members may invite any other member of the Institute if need arises to discuss a specific issue where valuable input of that particular member is required.
- (4) A Council member who misses **three (3) consecutive** Council meetings without reasonable excuse or explanation and neglects to tender his/her apologies shall cease to be a member of the Council. The Council shall co-opt any registered member to fill the vacancy so created up to the elective AGM. If the member was nominated, the organisation that nominated such a member shall nominate a replacement

## **Section 10: REGULATION OF ELECTIONS AT AGM**

- 1) There shall be constituted a Nominations and Elections Committee of the Institute chaired by the immediate past President.
- 2) Election of the Council members shall be done every three years at the AGM, in the month of August in the election year.
- 3) Only fully paid up and registered members of the Institute shall be eligible to contest any position and be eligible to nominate, be nominated or to second a nominee.
- 4) Only **fully paid up and registered members** of the Institute shall be entitled to vote at the AGM to elect the Council.
- 5) Each voting member shall cast only one vote for a particular position. Voting shall be by secret ballot.
- 6) The aspiring candidates shall lodge in duly completed nomination forms to the Nominations and Election Committee **21 days before** the AGM.
- 7) The Chairperson of the Nominations and Elections Committee shall declare the person with the most valid votes cast as the winner in the respective positions contested and shall give an allowance of **30 working days** to handover office to the incoming Council.

- 8) The Chairperson of the Nominations and Elections Committee shall disqualify any candidate in an election on any of the following grounds:
- (a) That the nomination was irregular
  - (b) That the candidate did not qualify as a candidate

### **Section 11: ESTABLISHMENT OF BRANCHES**

Each province of Zambia shall have a branch of the Institute and shall be called a Region. The Regions shall operate under the provisions of the Constitution, Bye-laws and Rules.

### **Section 12: PROFESSIONAL PRACTICE**

- (1) In all professional and business relations, the members of the Institute shall be governed by the Code of Ethics for agricultural professionals incorporated in the Bye-laws.
- (2) Any member who violates the provision or provisions of the Constitution of the Institute or is found guilty of conduct unbecoming of a member shall be dealt with as provided for under the National Disciplinary Committee in the AIZ Act.

### **Section 13: AMENDMENTS TO THE CONSTITUTION**

- (1) Any changes in the order of numbering of the provisions of the Constitution, the Bye-laws and Rules necessitated by any amendment, shall be made under the direction of the Agricultural Council.
- (2) The Agricultural Council shall direct the transition in the best interest of the Institute in all cases where a change of practice necessitated by an amendment may best be effected over a reasonable period of time.
- (3) This Constitution shall take effect from the date of the adoption by **two-thirds** of the votes of members voting at an Annual General Meeting or a Special Business Meeting convened for its adoption or notice thereof.
- (4) Any amendments to the Constitution can only be done at the AGM once discussed and adopted by two-thirds vote of members present. Proposed amendments should be sent to the Agricultural Council **21 days** before the AGM

### **Section 14: TRUSTEES**

- (1) The Institute shall have trustees who should take charge and look after properties.
- (2) The Institute trustees shall be elected by the AGM.
- (3) Trustees' tenure of office shall be **four (4) years**, renewable for the second and final term of office.
- (4) Whenever a vacancy occurs, a replacement shall be elected during the next AGM
- (5) The number of Trustees shall be two (2).
- (6) Only members or persons who have not been adjudged bankrupt shall be eligible.

### **Section 15: REGISTRATION OF INSTITUTE'S PROPERTIES**

The Institute shall register all its landed properties with the appropriate authority of the Republic of Zambia.