



**Information and Communication Technology  
Association of Zimbabwe (ICTAZ)**

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## **SCHOOL OF DIGITAL TECHNOLOGIES**

**STATUTES OF THE  
INFORMATION AND COMMUNICATION TECHNOLOGY ASSOCIATION OF ZIMBABWE  
SCHOOL OF DIGITAL TECHNOLOGIES (ICTAZ-SDTech)**

Section 1, Objects (ii) (v) and (x) of ICTAZ Deed of Trust (Reg 688/2013)

### **Article I - Establishment of the School**

1. A School of Digital Technologies (SDTech) (hereinafter called 'the School') is hereby established within the framework of the Information and Communication Technology Association of Zimbabwe (ICTAZ) Deed of Trust (Reg 688/2013).
2. The School shall be located in Mutare (Zimbabwe).
3. Within the above-mentioned framework, the School shall enjoy the functional autonomy necessary to achieve its objectives.
4. All activities carried out in exercise of the autonomy enjoyed by the School shall be in conformity with the Statutes, Articles and By-Laws as well as the relevant decisions of the Board of Trustees and the Management Council of ICTAZ.

### **Article II - Aims and functions**

1. The School shall contribute to the design and implementation of Research, Capacity Building and Training programs of ICTAZ in regards to architecting, deploying, building and managing Information and Communication Technologies (ICTs) in the ways that benefit society.

2. To that end, its functions shall be:
  - (a) to provide professional development programs focused on building and upscaling digital skills and competencies to individual citizens and communities through teaching, learning, research and knowledge dissemination founded on lifelong learning;
  - (b) to provide digital skills and competencies pre-and in-service training, including open and distance education, for educational personnel on the integration of information and communication technologies in education.
  - (c) to provide for or contribute to ICT integration into education and scientific research and development in Zimbabwe and beyond;
  - (d) to construct and administrate 21<sup>st</sup> ICT resource and vocational training centers in rural areas of Zimbabwe and beyond for the benefit of the public;
  - (e) to offer technical assistance based on research findings in the design of curricula and courses on the integration of information and communication technologies in education;
  - (e) to foster the development of ICTAZ's programs on the application of information and communication technologies in education.

### **Article III - Governing Board - Membership**

1. The School shall be administered by a Governing Board (hereinafter called 'the Board') consisting of 5 members, appointed by the Chairperson of ICTAZ with regard to gender balance and on a geographical distribution basis that is as equitable and as wide as possible. At least two of the members shall be Trustees of ICTAZ. Members shall be chosen for their eminence in the field and shall sit in a personal capacity.
2. The members shall be appointed for three years. They shall be eligible for a further term but shall not serve for more than two consecutive terms.
3. If any member resigns or is prevented from carrying out his/her duties, leading to an absence from three consecutive meetings, without leave of absence, the Chairperson of ICTAZ shall appoint a new incumbent for the remainder of the term of the person he/she replaces according to the same principles and procedures.
4. Chairperson of ICTAZ or his/her appointed representative shall take part in all Board's meetings without the right to vote. He/she may at any time make oral or

written statements to the Board concerning any questions under consideration by them.

5. Members shall not receive salaries in respect of their duties, but the expenses incurred on behalf of the School should be reimbursed to them.

#### **Article IV - Functions**

The functions of the Board shall be:

- (a) to determine the general policy and the nature of the School's activities within the framework of the general policy of ICTAZ, with due regard to the obligations resulting from the fact that the School has been established within the framework of ICTAZ;
- (b) to decide how the funds available for the operation of the School are to be used, in accordance with the provisions of Article VIII, and to approve the annual budget of the School on the basis of estimated resources;
- (c) to approve the acceptance of voluntary contributions and contractual revenues from sales of services or fees for special purposes as stated in Article VIII, paragraph 2;
- (d) to request the prior approval of the Chairperson of ICTAZ and the Board of Trustees, should the acceptance of contributions, gifts or bequests involve additional liabilities for the School;
- (e) to adopt and address to the Chairperson of ICTAZ an annual report on activities and to review progress in the work of the School with a view to achieving the aims of the School;
- (f) to examine the financial statement of account after it has been submitted by the Chairperson of ICTAZ for audit to the External Auditor of ICTAZ;
- (g) to assist the Chairperson of ICTAZ in his/her nomination of a Director of the School by submitting a list of three names from which his/her choice will be made;
- (h) to report, through its Chairperson, to the Board Council of ICTAZ on the activities of the School.

## **Article V - Procedure**

1. The Board shall elect its Chairperson and Vice-Chairperson from among its members for three year terms of the office. They shall be eligible for a further term of three years but shall not serve more than two consecutive terms.
2. The Board shall meet at least once a quarter and whenever necessary in the interest of the School or for the requirements of its business. It shall be convened by the Chairperson, who shall draw up the agenda, at least four weeks before the date of the meeting. The Chairperson must call a meeting if the Director or at least three members of the Board request it.
3. Decisions shall be taken by a simple majority. Each member of the Board shall have one vote.
4. Four members of the Board shall constitute a quorum including Chairperson of ICTAZ or his/her representative.
5. The Director of the School shall act as Secretary to its meetings.
6. Minutes of meetings shall be taken which shall record the resolutions passed and shall be signed by the Chairperson and Secretary.
7. The Chairperson shall represent the Board between meetings and supervise work together with the representative of the Chairperson of ICTAZ to the extent to which authority is delegated to him/her by the Board; he/she shall report to the Board on the actions taken.
8. The Board shall adopt its own Rules of Procedure.

## **Article VI - The Director**

1. The Director of the School shall be appointed by the Chairperson of ICTAZ, in consultation with the Board, for a term of office of maximum three (3) years.

### **Transitional provision**

1. bis. The current Acting Director shall remain in the post until the expiry of his contract. After the entry into force of the amended Statutes, the appointment of the Director shall be governed by the relevant provisions thereof, which shall also apply to the current Director, if re-appointed. [*This transitional provision shall be automatically deleted after its implementation has been completed*].
2. The Acting Director, within the lines laid down by the Board, shall conduct the business of the School.

3. In particular, the Acting Director shall prepare the programs and budget of the School in keeping with the general policy of ICTAZ, the resolutions of the Board of Trustees, the policy orientations and the main lines of emphasis of the education program of ICTAZ and the annual reports of activities.
4. The Director of the School, on behalf of the Chairperson of ICTAZ, shall appoint and manage Staff Members of the School in accordance with the delegation of authority in force under the legal administrative framework governing personnel matters at ICTAZ.

#### **Article VII - The staff**

1. The Director and the professional staff members of the School shall be regarded as officials of ICTAZ within the meaning of By-law 7, Sections b, c, d, e, g and h, of the Constitution and By-Laws of ICTAZ.
2. Members of the School's specialized staff may be authorized, under conditions laid down by the Director, to take part in research or in surveys organized by other international institutions or by governments on questions falling within the School's field of competence. In no case, however, may the loan of services of a staff member of the School entail interruption or serious delay in the accomplishment of the day-to-day activities of the School.

#### **Article VIII - Finance**

1. The financial year of the School shall begin on 1 January and end on 31 December in each year.
2. The funds set aside for the operation of the School shall consist of the financial allocations determined by the Board of Trustees of ICTAZ and contributions made by the Strategic Partners, in addition to subventions, gifts and bequests made to it by other NGOs, governments, public or private organizations, associations or individuals and fees collected for special purposes.
3. Funds received for the operation of the School shall be paid into a Special Account to be set up by the Chairperson of ICTAZ, in accordance with the relevant provisions of the Organization's Financial Regulations. This Special Account shall be operated and the School's budget administered in keeping with the above-mentioned provisions.

#### **Article IX**

1. The present Statutes may be amended only by a decision of the Board of Trustees of ICTAZ.