

Chartered Secretaries (Private) By-laws, 2015

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IT is hereby notified that the Minister of Justice, Legal and Parliamentary Affairs, in terms of section 25(3) of the Chartered Secretaries (Private) Act [*Chapter 27:03*], has approved the following by-laws made by the Council of the Institute of Chartered Secretaries and Administrators in Zimbabwe:—

PART I

PRELIMINARY

*Title*

1. These by-laws may be cited as the Chartered Secretaries (Private) By-laws, 2015.

*Interpretation*

2. In these by-laws—

“Act” means Chartered Secretaries (Private) Act [*Chapter 27:03*];

“branch or centre” means a local subdivision of members residing in an area as defined by Council;

“Council” means Council of the Institute of Chartered Secretaries and Administrators in Zimbabwe established in terms of section 6 of the Act;

“disciplinary tribunal” means a disciplinary body or committee set up by Council to carry out the disciplinary duties as set out in section 25;

“electronic form” means a document or information is sent or supplied in electronic form if it is sent or supplied—

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- (a) by electronic means (for example, by e-mail or fax); or
- (b) by any other means while in an electronic form (for example, sending a media storage device by post);

“electronic means” means a document or information is sent or supplied by electronic means if it is—

- (a) sent initially and received at its destination by means of electronic equipment for the processing (which expression includes digital compression) or storage of data; and
- (b) entirely transmitted, conveyed and received by wire, radio, optical means or by other electromagnetic means;

“member of a branch or centre” means a member who is resident in or belongs to that branch or centre;

“procedural resolutions” means all resolutions of a procedural nature (such as a resolution on adjournment of a meeting or a resolution on choice of a person to chair the meeting);

“substantive resolutions” means all resolutions other than procedural resolutions;

“writing” includes words which are wholly or partly produced by any legible and non-transitory visible substitute for writing;

“US\$” denotes the lawful currency of the United States of America from time to time;

“Zimbabwe” means the Republic of Zimbabwe.

*Power of the Council to delegate its powers*

3. (1) The Council may delegate any or all of its powers, authorities and discretions unless the Act or the by-laws specifically restrict this.

(2) The Council may, by passing a resolution, impose controls and safeguards and require supervision and may, in exceptional circumstances, exercise the power, authority or discretion concurrently.

(3) The Council may revoke any power, authority or discretion which it has delegated, at any time, without any restriction.

