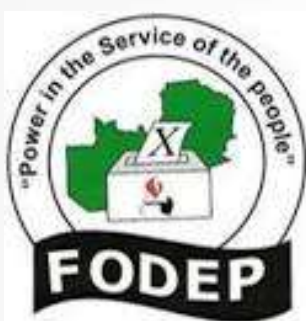




FOUNDATION FOR DEMOCRATIC PROCESS

MEMBERSHIP GUIDE

Thank you for choosing to be part of the consolidation of democracy in Zambia and beyond. Here is a picture of our relationship together.



PART ONE: ABOUT FODEP

The Foundation for Democratic Process (hereinafter referred to as “FODEP”

FODEP is a voluntary non-partisan, non-profit making, non-governmental organization set up in 1992 to monitor the democratic process in Zambia. FODEP was formed in 1992 as a successor to the Zambia Election Monitoring Coordinating Committee (ZEMCC), a consortium of civil society organizations that was formed to monitor Zambia's first round of multi-party elections in 1991 after the country's transition from a one-party state.

We remain dedicated to the promotion of democratic governance in Zambia through advocacy and civic education programmes aimed at strengthening democracy, the electoral process, local governance and development, and human rights.

FODEP's principal aim is to serve as a platform for the articulation of good governance, responsive leadership and democracy through credible elections, active citizen participation in decision making and other developmental processes.

FODEP is run and organized by volunteers, committed to the ideals of democracy and wanting to see Zambia become a model of democracy in Africa and the whole world. This is supported by full-time staff at the National Secretariat.

Our Motto

“SETTING A STANDARD FOR DEMOCRACY IN AFRICA; POWER IN THE SERVICE OF THE PEOPLE.”

Our Vision

A Zambia anchored on democracy, transparency and accountability

Our Mission

To promote democratic, economic and environmental governance and strengthen oversight institutions through research, advocacy and engagement on legal and administrative processes and systems.

Our Values

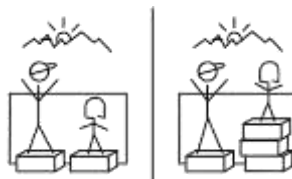
In performing its mission to contribute to the achievement of the organization's vision, the following core values shall guide the decisions and actions of FODEP:



Dignity



Inclusiveness



Equality & Equity



Transparency & Accountability



Professional & Ethical Conduct



Respect for Human Rights



Non-Partisanship



Sustainable Environment

Aims and Objectives

The basic aim of FODEP

1. Is to promote and strengthen the institutions and operations of democracy in Zambia.
2. For this purpose FODEP shall
 - Promote the evolution of a political culture based on civic responsibility of both leaders and local levels by:
 - Instilling a spirit of accountability in all leaders at different levels.
 - Fostering in citizens a duty of participation in the day-to-day affairs of national and local government as well as community-based initiatives.
 - Promote public awareness of human rights and endeavor to ensure that all categories of human rights are respected and enforced.
 - Speak out issues that may threaten the democratic process, and take up issues that would promote its objectives.
 - Encourage the free flow of information between government and civic authorities on the one hand and citizens on the other, by sponsoring seminars and workshops, and providing a non-partisan forum for the exchange of views.
 - Sustain popular commitment to democracy through programmes of public education.

“Democracy is never a thing done. Democracy is always something that a nation must be doing.”

- **Archibald MacLeish**

PART TWO: MEMBERSHIP TO FODEP

How to be a Member

According to the FODEP Constitution

1. Membership shall be open to individuals and Organizations and shall be either by application or invitation.
2. Each member or affiliated organization shall be determined by the Board of Directors.
3. Members MUST renew their membership subscription annually as prescribed to remain eligible for any FODEP activities.



Membership Termination

Membership of FODEP shall terminate when a member:

1. Resigns;
2. Is expelled owing to serious breach." Serious breach" shall mean conduct, which is incompatible with the aims and objectives of FODEP, committed either within or outside FODEP, and includes theft, fraud, openly campaigning for a political party, and gross misconduct, as outlined in the FODEP By-laws;
3. Fails to pay the membership subscription fee by June 30th every year;
4. Applies for a full-time position in FODEP;
5. Applies to join a political party.

Some Membership Do's & Don'ts

1. All members of FODEP shall endeavor, in their words and deeds to uphold the integrity of FODEP as a non-partisan, non-income generating and non-profit making, Non-governmental Organization.
2. Members of FODEP, therefore, though free to have political sympathies, and also free to vote in an election, are not allowed to express these sympathies in anyway, publicly.
3. No FODEP member shall take up a post in a political party or any organization whose objectives are in conflict with FODEP's objectives or mission. FODEP members should not carry symbols, membership cards or wear T-Shirts of political parties.
4. Press statements on FODEP policy can only be made by authorized Board members at National level and members of executives at provincial and district levels can do so on operational matters.
5. The spirit of volunteerism shall be the basis of involvement and participation in FODEP activities by its members.
6. Authority structures shall be from the convention to the lowest organs in the districts as established by the Constitution.
7. Ascending to any FODEP position of leadership at any level shall be the preserve of those who have been ordinary FODEP members for at least two years. Except where new FODEP structures are being established or where a new member is being co-opted in for their special skills.
8. No FODEP member shall hold two positions at the same time. When elected to an office while holding another post, the individual shall resign the lower post.
9. Every member of FODEP shall pay his/her membership and annual subscription fees.
10. The relationship of FODEP staff and volunteers shall be that of mutual respect as one cannot exist without the other, in addition, their roles will be complimentary to each other.

Disciplinary Procedure

1. Every FODEP organ shall have power to discipline erring members in accordance with the disciplinary rules prescribed by the Board of Directors.
2. In every disciplinary proceeding the rules of natural justice shall be scrupulously observed.
3. Every person against whom disciplinary action is taken shall have the right to appeal to a higher authority.

PART THREE: FODEP STRUCTURE

CONVENTION

BOARD OF DIRECTORS

**NATIONAL EXECUTIVE
COMMITTEE**

NATIONAL SECRETARIAT

PROVINCIAL COMMITTEES

DISTRICT COMMITTEES

CONSTITUENCY COMMITTEES

WARD COMMITTEES

**GENERAL MEMBERSHIP
(INDIVIDUAL &
ORGANIZATION)**

Structure Operations and Functions

CONVENTION

1. The convention; is the highest decision making body and decisions of the Convention are binding on all organs of FODEP.
2. The Convention shall meet once every three (3) years but may also meet in Extra-Ordinary Session when summoned at the instance of at least two third (2/3) of the members of the Convention in writing, or by two-thirds (2/3) of the members of the Board of Directors.
3. Quorum; the quorum of the Convention shall be two-thirds (2 /3) of its members.
4. Voting; the voting at the Convention shall be by secret ballot.
5. Chairperson; The President of FODEP is the chairperson of the Convention

BOARD OF DIRECTORS

1. Composition; The Board of Directors shall compromise 10 Provincial Chairpersons, The President, Vice President, National Secretary and National Treasurer.
2. Decisions; The Board is the highest policy-making organ in between Conventions and its decisions shall be binding on all the lower organs of FODEP.
3. Interprets the policies and programmes of the Organization and to ensure implementation of policies.
 - Formulate and provide clear Terms of Reference and conditions of service for staff.
 - Review and appraise FODEP's programmes.
 - Consider any proposed amendments or repeal of the FODEP Constitution and make appropriate recommendations to the Board and Convention.
 - Prepare the Agenda for the Convention Consider expulsion of members from FODEP.
 - To ratify any vacancy filled-in by the National Executive Committee at their earliest Board meeting.

NATIONAL EXECUTIVE COMMITTEE

1. Composition; then executive committee is composited of; The President; The; Vice President; The National Secretary; The Vice National Secretary; The National Treasurer; Chairpersons of sub-committees and Executive Director as Ex-official
2. Functions: The functions of the NEC include;
 - Coordinate the functions of the subcommittees
 - Review overall performance of organizational policy
 - Provide guidelines to secretariat through the executive committee in line with laid down procedures
 - Receive and approve financial reports on an annual basis
 - Appoint, terminate and set remuneration for the Executive Director.
 - Receive and review reports from the President and secretariat.
 - Fill any vacant position on the National Executive Committee

NATIONAL SECRETARIAT

1. The Secretariat is the core of the organization led by the Executive Director who shall be assisted by other members of staff.
 - Provincial Coordinators in each Province appointed by the Executive Committee on the recommendations of the Provincial Committee, who shall be responsible to the Executive Director for the execution of the functions.
 - The Executive Director and Provincial Committee receive copies of regular reports from the Provincial Coordinators on the operations of their offices.
2. Functions of the Secretariat Implement policies; Execute the day-to-day administration of FODEP affairs; implement projects and activities and solicit for funding and resource support from targeted donors.

PROVINCIAL COMMITTEE

Composition

1. Provincial Committees; established in every Province. Provincial FODEP Committee is the supreme organ of the organization at Provincial level. They comprise the Provincial Chairperson, Vice-Provincial Chairperson, Provincial Secretary, Vice Provincial Secretary, and Provincial Treasurer Three Committee Members.
2. The Provincial Committee shall be elected by representatives of districts and shall hold office for three (3) years. They meet quarterly or may also meet whenever necessary.
3. Functions; The Provincial Committee
 - receive and review reports from Districts Committee;
 - supervise FODEP programmes in the Provinces in liaison with the relevant departments, and the Provincial Coordinator;
 - Ensure that FODEP in the Province is functioning efficiently;
 - Promote the interest of FODEP; Mobilize funds to support operations and programmes of FODEP; Receive and consider disciplinary decisions and appeals from District Committees

OTHER ORGANS

**Note that other subsequent structures have the same leadership positions and similar functions as the Provincial committees.*

Meetings

Various organs are required to hold regular meetings. All organs are required to submit minutes of their meetings to the higher organ.

Trustees

1. The Board of Directors appoints three distinguished Zambian citizens as Trustees who shall act to protect the assets of the Foundation on behalf of the general citizenry.
2. The Trustees hold office for three years and are not members of the Board of Directors.
3. In the event of the dissolution of FODEP, the Trustees shall act to dispose of the Foundation's assets in ways that shall benefit the general citizenry of Zambia.

“What is really needed to make democracy function is not knowledge of facts, but right education.”

- **Mahatma Gandhi**

PART FOUR: ELECTIONS



1. All positions in FODEP shall, unless otherwise specified in the Constitution, be elective.
2. All elections shall be by secret ballot.
3. Only paid-up members are eligible to vote or be voted for +
4. Neutral persons shall be appointed as returning officers in every election. +
5. Election shall be held in accordance with rules prescribed in that behalf by the Board of Directors

PART FIVE: FINANCES

1. All funds raised under FODEP tag are the property of FODEP and their use shall be only on FODEP approved programs.
2. Funds raised through membership fees shall be remitted to FODEP National Office who shall in turn, remit back to provinces their share of the money.
3. Money raised from membership fees shall be appointed as follows; 30% to Secretariat, 20% to the Province and 50% to the Districts. Money raised from membership subscriptions will be distributed as follows; 30% for the Provinces, 70% for the District.
4. Misuse or misappropriation of any FODEP funds shall be one of the most serious offences in FODEP, which shall attract expulsion from the Organization or summary dismissal in the case of full-time staff. In severe cases, police may make consideration for prosecution.
5. The highest mode of transport for Board Members traveling to meetings should be a standard coach (Bus) and a standard train coach. If a member uses the mode of transport higher than prescribed, in the event of claiming refunds, the standard fare will be reimbursed.

PART SIX: ELECTION MONITORING

This is one of the major programs of FODEP and shall be done on voluntary basis by FODEP members. Monitoring shall only be done by trained and competent members of FODEP.





CONTACT US

Foundation for Democratic Process (FODEP)- National Secretariat
284-B Omelo Mumba Road, Rhodespark
P.O. Box 32387
Lusaka, Zambia

+260977450243
secretariat@fodep.org.zm

