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Statutory Instrument 4 of 2013.¹

[CAP. 25:19

Zimbabwe Youth Council (General) Regulations, 2013

ARRANGEMENT OF SECTIONS

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IT is hereby notified that the Minister of Youth Development, Indigenisation and Empowerment has, in terms of section 26 of the Zimbabwe Youth Council Act [*Chapter 25:19²*], made the following regulations:-

Title

1. These regulations may be cited as the Zimbabwe Youth Council (General) Regulations, 2013.

Application

2. These regulations shall apply to all youth associations that are directly or indirectly involved in youth activities.

¹ This SI was published in the Zimbabwean Government Gazette dated 18th January 2013.

² Soft copy of Act available from veritas@mango.zw

Interpretation

3. In these regulations, unless inconsistent with the context-

"Act" means the Zimbabwe Youth Council Act [*Chapter 25:19*];

"Council" means the Zimbabwe Youth Council established in terms of the Act;

"Minister" means the Minister responsible for Youth Development, Indigenisation and Economic Empowerment;

"registered club" means a club registered in terms of the Act as read with these regulations;

"registered youth association" means a youth association registered in terms of the Act as read with these regulations;

"youth, provincial, or district association" means any group or body of persons operating in Zimbabwe and having as its principal object the promotion or organisation on a youth, provincial or district basis of organised youth activities and shall include all other youth serving organisations.

Chief Executive Officer and other staff

4. (1) The Council shall-

- (a) appoint a Chief Executive Officer; and
- (b) in consultation with the Minister, employ such other staff as may be necessary for the proper exercise of its functions.

(2) The offices of the Chief Executive Officer and other members of staff shall be public offices.

(3) The Chief Executive Officer shall, subject to the general control of the Council-

- (a) be responsible for carrying out the decisions of the Council and the day-to-day administration and management of the affairs, staff and property of the Council; and
- (b) be the custodian of the Council's records; and
- (c) attend all meetings of the Council, but shall have no vote on any matter before the Council; and
- (d) perform such other functions as may be assigned to him or her by the Council.

Registration of youth associations

5. (1) No youth association shall operate without being registered.

(2) The Council shall be the registrar of all youth associations and shall keep and maintain a register of youth associations, which shall be open to all members registered at no cost.

(3) An application for registration as a youth association shall be made to the Council, in the prescribed form set out in Form ZYCO1 in the Schedule, within thirty days of the youth association having come into existence.

(4) A application for registration in terms of subsection (3), shall be accompanied by-

- (a) a copy of the constitution and rules of the association;

and

- (b) document or other memorandum showing the name, addresses and designations of the controlling body responsible for the affairs of the association; and
- (c) names, contact details and addresses of person(s) authorised to accept service of any proceedings, notices or other correspondence on behalf of the association; and
- (d) the prescribed registration fee as may be stipulated from time to time by the Council with approval from the Minister; and
- (e) recommendation letter from a legally recognised public entity.

(5) Upon receipt of an application for registration in terms of subsection (3), the Council shall consider the application together with supporting documents to satisfy itself as to—

- (a) the suitability of the constitution and rules of the youth association;
- (b) the good faith of the officers and members of the youth association *vis a vis* the objectives and goals of the association; and
- (c) whether or not the affairs of the association will be properly managed.

(6) In considering an application for registration, the Council shall without limitations to any other factors it may deem fit, have regard to all or any of the following factors-

- (a) the proposed objectives and aims of the youth association vis a vis the national youth policy; and
- (b) the proposed sector of operation;
- (c) the feasibility of the proposed programmes, projects or activities anticipated by the youth association;
- (d) any other factor as the Council may deem necessary;

(7) The Council shall also have special regard to the following-

- (a) the right of youth to participate in activities that affect them; and
- (b) the right of youth to participate in the economic, social and political development of the country.

(8) After considering an application for registration in terms of this section, the Council shall record and register the youth association in the appropriate sector.

(9) A certificate of registration as set out in Form ZYC03 of the Schedule shall be issued by the Council to a successful youth association.

(10) A certificate of registration issued to an association whose name is entered into the register shall be in the appropriate form set out in the Schedule.

(11) Every registered youth association shall display the certificate of registration on a conspicuous place at its principal registered office.

Work plans and budgets

6. (1) Every registered youth association shall as soon as practicable in any case not later than two months after the end of its financial year submit to the Council-

- (a) a report, as set out in Form ZYC02 of the Schedule of its activities during the previous year; and
- (b) an audited balance sheet and income and expenditure account for that year.

(2) Every registered youth association shall as early as convenient before the commencement of a new financial year and not later than one month in any case, submit to the Council estimates of income and expenditure account for the coming year and shall likewise submit any amendments to such estimates.

(3) The Council shall consider such reports and estimates as the case may be and satisfy itself as to whether or not they are in the best interest of the members of the youth association which submitted the report.

(4) If the Council considers a submitted report and budget is against the best interest of the members of the youth association concerned, it shall summon the controlling body to discuss the report and budget in order to find a common ground that takes into account the spirit and letter of government policy on youth.

Suspension and cancellation of registration of youth association

7. (1) The Council shall summon any registered youth association that fails to submit reports and budgets in terms hereof within a period of three weeks after expiry of the reporting period thereof to ascertain-

(a) the reason for not submitting the reports and budgets;

or

(b) the reason where applicable for the delay in submission of reports and budgets.

(2) Where the Council has afforded the concerned youth association an opportunity to make representation as to why it has not submitted its report and budget and the Council is of the opinion that the association is not *bonafide* in its failure or delay to submit the requisite report and budget it may-

(a) de-register the association concerned and the association shall cease forthwith to carry out any youth activities;

(b) direct the association to submit such reports and/or budgets within a specified period as the Council may deem fit;

(c) suspend the association and deal with it in terms of the disciplinary procedure as set out in the Act.

(3) Where the Council finds that a youth association is failing to abide by its constitution, the Council may-

(a) de-register the association concerned and the association shall cease forthwith to carry out any youth activities;

(b) direct the association to submit such reports and/or budgets within a specified period as the Council may deem fit;

(c) suspend the association and deal with it in terms of the disciplinary procedure as set out in the Act.

Annual levy

8. (1) In order for the Council to fully implement the Act, to co- ordinate, foster and supervise youth associations there shall be levied and charged upon all registered youth associations an annual levy.

(2) Every registered youth association shall pay to the Council an annual levy of three United States of America dollars for every member of registered clubs or other affiliate groups or such amount as may be prescribed by the Minister from time to time.

(3) The levy shall be so payable to the Council by every registered youth association at the beginning of the year and not later than the 15th of February of each calendar year.

(4) The annual levy for youth associations registered as youth serving organisations shall be payable for every member affiliated as-

- (a) trustee; or
- (b) board member; or
- (c) volunteer; or
- (d) employee; or
- (e) ordinary member.

(5) The annual levy shall be remitted by registered youth associations to the council together with any supporting documents as may be required from time to time by the Council.

(6) The Council shall have the power to demand and sue for the annual levy upon any defaulting youth association in any competent court of law.

(7) Where the Council is of the view that the registered youth association has not fully disclosed its membership in computing of the annual levy, it shall after carrying out necessary investigations, order the youth association to pay a fixed sum based on the approximate calculation of the membership as may be revealed by any such investigation and the membership as may from time to time be in the register of youth associations.

(8) If the Council is satisfied upon being supplied with evidence in terms of subsection (7), it shall order the youth association to pay the declared levy thereof.

(9) A registered youth association aggrieved by the decision of the Council referred in subsection (8) shall appeal to the Minister within ten working days after the making of the decision thereof.

(10) An appeal to the Minister in terms of subsection (9), shall suspend the decision of the Council pending the Minister's decision which shall be final.

(11) It shall be the responsibility of the controlling body of a registered youth association to ensure that the annual levy in terms hereof is paid to the Council in terms of these regulations.

Youth funding

9. (1) Any registered youth association shall be entitled to fund raise for its activities and may receive donations from well-wishers.

(2) No registered youth association shall receive any donation without first informing the Council in writing.

(3) The Council may advise any registered youth association with regards to policy issues and any such association shall take into account such advice before accepting a donation.

(4) No unregistered youth association shall accept a donation from anywhere.

(5) Every donor, well-wisher, person or other body who wishes to make a donation to a youth, provincial or district association as the case may be, shall ensure that the association is registered with the Council and shall likewise inform the Council of any such donation.

Trading and marketing activities

10. (1) Subject to the Act, the Council may undertake in order to raise funds for its operations, trading and marketing activities by itself or jointly with some other person, body or organisation, and such activities may include but shall not be limited to--

(a) acquisition and lease of properties; and

(b) farming; and

(c) buying and selling merchandise; and

(d) information and technology entrepreneurship; and

(e) manufacturing; and

(f) any other activity the Council in consultation with the Minister may deem fit.

(2) Proceeds from trading and marketing activities shall form part of the Council finance and shall be used for the purposes of day- to-day administration and management of the affairs and property of the Council.

SCHEDULE (Sections 5 and 6)
FORMS

Form ZYC01

ZIMBABWE YOUTH COUNCIL ACT [CHAPTER 25:19]
ZIMBABWE YOUTH COUNCIL REGULATIONS, 2013
Application for registration as a Youth Association
(to be submitted in triplicate)

Please tick appropriate box

TYPE	<input type="checkbox"/> Club	<input type="checkbox"/> Group	<input type="checkbox"/> Association
LEVEL	<input type="checkbox"/> Youth	<input type="checkbox"/> Provincial	<input type="checkbox"/> District

1. Name:

2. Address-

(a) Postal:

(b) Business:

3. Telephone: Fax:

Mobile: Email:

Website:

4. Contact persons-

(a).....

(b).....

5. Sector-

Please tick appropriate box

<input type="checkbox"/> a. Sports and recreation	<input type="checkbox"/> e. Environment and tourism
<input type="checkbox"/> b. Economic empowerment	<input type="checkbox"/> f. Advocacy, education and training
<input type="checkbox"/> c. Arts and culture	<input type="checkbox"/> g. Health and welfare
<input type="checkbox"/> d. Religious	<input type="checkbox"/> h. Youth in different circumstances

Other specify:

Please Note: This form must be submitted together with; a copy of constitution and rules of association; a list of names, particulars, addresses and contact details of members of the controlling body; the names of contact persons, the recommendation letter from public local authorities e.g. Ministry, schools, local councils, hospitals etc., and the prescribed registration fee.

I, the undersigned declare that the information provided in this form is true and understand that any misrepresentation of facts is an offence under these regulations.

 Name in full Authorised Signatory

Designation:

Date:.....

Form ZYC02

ZIMBABWE YOUTH COUNCIL ACT [CHAPTER 25:19]
ZIMBABWE YOUTH COUNCIL REGULATIONS, 2013
Application for registration as a Youth Association
(to be submitted in triplicate)

Name of association:

Submitted by:

Designation:.....

1. Introduction (In three to six lines please describe the basic thrust of this report):

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.....
.....
.....

1.1 Background (Describe the socio-economic background, focusing on specific developments in your area of operation:

.....
.....
.....

1.2 Project goal (State the overall goal {your club, group or association)-

.....
.....
.....
.....

1.3 Project specific objectives-

- (a).....
- (b).....
- (c).....
- (d).....
- (e).....

2. Project achievements

2.1 Planned activities (Outline the key activities that were planned for the reporting period here. Please remember to include planned Monitoring and Evaluation activities)

.....
.....
.....
.....
.....

2.2 Achievements on planned activities (Outline all activity achievements of the reporting period. Provide the detail on training content, processes used or attach the activity report here and please feel free to use your preferred presentation style including charts, graphs, etc. Please include a brief narrative where tables are used. Also include a success and sad story):

.....
.....
.....
.....
.....

2.3 Pending activities (Describe activities planned but not accomplished and give reasons for failure):

.....

3. Challenges

3.1 Organisational challenges (Describe challenges faced in the implementation of programmes and methods devised to address them):

.....

3.2 External challenges (Describe challenges encountered from the external operating environment and explain how you dealt with them):

.....

4. Lessons learnt (Explain lessons learnt from your experiences, including from innovations that you introduced):

.....

5. Recommendations (Give recommendations for addressing the challenges listed and any other ideas to ensure effective youth activism and empowerment)

.....

6. Future plans (List the activities planned for the next reporting period with the guide of the table below)

Planned activity	Targets	Budget (US\$)	Timeframe	
			December 20....-	January 20....

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I, the undersigned declare that the information provided in this form is true and understand that any misrepresentation of facts is an offence under these regulations.

Name in full

Authorised Signatory

Designation:.....

Date:.....

Form ZYC03

ZIMBABWE YOUTH COUNCIL ACT [CHAPTER 25:19]
ZIMBABWE YOUTH COUNCIL REGULATIONS, 2013
Certificate of Registration

Registration number:

This is to certify that..... is registered as a youth association in terms of the Zimbabwe Youth Council Act [Chapter 25:19], in the.....sector. Subject to the following conditions:

.....

