



NATIONAL
TRANSITIONAL JUSTICE
WORKING GROUP
ZIMBABWE

STATUTE

OF THE

NATIONAL TRANSITIONAL JUSTICE WORKING GROUP

ADOPTED BY THE ANNUAL MEMBERS CONFERENCE ON

3 December 2021

.....

Table of Contents

PREAMBLE	1
Article 1: Name of the Platform	2
Article 2: Definition of Terms	2
Article 3: Status and Nature of the Platform	2
Article 4: Vision, Mission and Values	2
PART 2: CONSTITUTIVE BODIES	3
Article 5: The Annual Members Conference	3
Article 6: The NTJWG Board	4
Article 7: The Chairperson	8
Article 8: The NTJWG Thematic Committees	9
Article 9: The International Advisory Board	10
Article 10: The Secretariat	11
PART 3: Members	13
Article 11: Attainment of the Status of Member	13
Article 12: Rights of Members	13
Article 13: Duties	14
Article 14: Disciplinary Regime	14
PART 4: FINANCES	15
Article 15: Finances and Mobilisation of Resources	15
PART 5: ADOPTION, INTERPRETATION AND AMENDMENTS	15
Article 16: Adoption of the Statute	16
Article 17: Amendments to the Statute	16
PART 6: DISSOLUTION	16
Article 18: Dissolution of the NTJWG	16
Annexure 1: The NTJWG Organogram	17
Annexure 2: Accompanying Forms	18
FORM 1: MEMBERSHIP APPLICATION FORM	18

PREAMBLE

WHEREAS in 1980, Zimbabwe became independent after bitterly fighting in a liberation war that killed thousands of the brave and heroic children of Zimbabwe, the new Republic of Zimbabwe, fully respecting the spirit of the liberation and inspired by its heroes and heroines espousing peace, justice and healing, embarked on the path to reconciliation;

AND WHEREAS the nation, since its independence, has failed to reconcile itself and has been faced with further violence, been confronted with more socio-economic and political conflicts, which polarised the nation and culminated into post-independence violence of the early 1980s, leading to the killing of thousands of innocent civilians in the Midlands and Matabeleland Provinces, the 1998 Food Riots, the electoral violence and mass displacements between 1999 and 2008, and the economic crimes that have impoverished the nation;

AND WHEREAS the overwhelming aspiration of the people of Zimbabwe for peace, justice and accountability resulted in the convening of several transitional justice conferences and the adoption of several resolutions over the years, initiating a number of campaigns which eventually culminated into the adoption of the 2013 Constitution in Zimbabwe which opened various avenues for transitional justice, especially through the establishment of the National Peace and Reconciliation Commission (Sections 251-253), the Independent Complaints Mechanism (210) and an expansive Bill of Rights creating possible remedies for victims;

ACKNOWLEDGING the work of justice and accountability undertaken by generations of human rights champions aimed at finding remedies and healing for the many victims and survivors of gross human rights violations in Zimbabwe;

AFFIRMING the centrality of the victims and survivors of many atrocities in Zimbabwe's national transitional justice processes that seek justice, healing, restoration, and guaranteeing non-recurrence, especially women, children and minority groups;

EMBRACING our obligations as citizens of Zimbabwe to make our contribution towards nation-building and reintegration in Zimbabwe;

INSPIRED by the commitment of the Zimbabwean people to peace and justice, truth, national healing, reconciliation and the general principles of human and people's rights as enshrined in the Constitution of Zimbabwe, the African Charter on Human and Peoples' Rights, the United Nations Charter and the Universal Declaration of Human Rights and other international conventions and protocols relating to the rights and protections of the people;

NOW, THEREFORE, it is established by this Statute, the National Transitional Justice Working Group (NTJWG) under the terms outlined.

PART 1: FOUNDING PROVISIONS

Article 1: Name of the Platform

The name of this platform shall be the National Transitional Justice Working Group (NTJWG).

Article 2: Definition of Terms

In this Statute:

“NTJWG Board” means a Board established in terms of article 6 of this Statute.

“Chairperson” means the Chairperson of the NTJWG elected in terms of article 7 of this Statute.

“NTJWG Thematic Committee” means a committee established in terms of article 8 of this Statute.

“Member” means an organisation admitted into the NTJWG in terms of article 11 of this Statute.

“Secretariat” means a constitutive body of the NTJWG established in terms of section 10 of this Statute.

“Secretary” means the Chief Executive Officer or Executive Director of the Secretariat.

“Programming Year” means the period from 1 January to 31 December.

“Financial Year” means the period from 1 January to 31 December.

Article 3: Status and Nature of the Platform

- 3.1** The NTJWG is a platform established by non-state actors for the advancement and coordination of Zimbabwe’s transitional justice agenda.
- 3.2** The NTJWG shall remain a platform of transitional justice stakeholders whose activities are coordinated through the NTJWG Board and Secretariat. The NTJWG can only sue or be sued in the name of the organisation acting as its Secretariat.
- 3.3** The NTJWG is not formed and does not exist to accomplish any business that has the making of gain or profit as its object, and the income and assets of the NTJWG shall be applied solely to promote the objectives for which it is established.

Article 4: Vision, Mission and Values

- 4.1** The vision of the NTJWG is a society that is peaceful, just, accountable and democratic.
- 4.2** The mission of the NTJWG is to create an inclusive space for the coordination of transitional justice stakeholders, share experiences and build synergies for a comprehensive, accountable, victim-centred and participatory transitional justice process in Zimbabwe.

- 4.3** The objectives of the NTJWG are:
- 4.3.1** To promote principles and processes of national accountability and justice in Zimbabwe.
 - 4.3.2** To catalyse the development and implementation of a victim-centred reparations policy in Zimbabwe.
 - 4.3.3** To contribute to the development of a national narrative and commemoration of Zimbabwe's past.
 - 4.3.4** To promote national transitional justice principles and strategies that prioritise gender narratives in Zimbabwe.
 - 4.3.5** To promote the principles and strategies of national truth-seeking in Zimbabwe.
 - 4.3.6** To catalyse key institutional reforms that lead to guarantees of non-recurrence of human rights violations.
 - 4.3.7** To promote the right to truth, justice, reparation, and guarantee non-recurrence of human rights violations.
- 4.4** In pursuit of its mission, the NTJWG shall be guided by the values of integrity, inclusivity and impartiality.

PART 2: CONSTITUTIVE BODIES

Article 5: The Annual Members Conference

5.1 The Annual Members Conference (AMC)

The Annual Members Conference (AMC) is the highest decision-making body in the NTJWG. The AMC shall meet once every calendar year. Between AMCs, the NTJWG delegates its powers for the day to day running of the NTJWG to the Board. In turn, the Board empowers the day to day running of the NTJWG to the Secretariat.

5.2 Composition

The AMC is composed of representatives of all the NTJWG members.

5.3 Competences

The AMC shall have the following functions and competencies:

- 5.3.1** To adopt the Annual Report. The Chairperson shall present the report and include all the NTJWG's activities, outcomes and impact achieved during the preceding financial year.
- 5.3.2** To adopt the NTJWG's financial report for the preceding financial year. The financial report shall be presented by the Chairperson of the Board and include a detailed description of the financial resources mobilised and utilised during the previous year.

- 5.3.3** To elect the Chairperson, the Vice-Chairperson and members of the Board. The AMC shall strive to achieve gender parity in the Board. To that end, the Chairperson and the Vice-Chairperson shall belong to different genders.
- 5.3.4** To consider and approve applications of organisations seeking to become members of the NTJWG.
- 5.3.5** To adopt the NTJWG Strategic Plan as well as propose or adopt amendments.

5.4 Meetings and Quorum

- 5.4.1** The AMC shall take place within six months after the end of the NTJWG's programming year. The Secretariat of the NTJWG shall announce the convening of an AMC with at least thirty (30) days of written notice specifying the date, time, place and proposed agenda. Members are invited through the same notice to suggest any changes to the agenda items, which shall be submitted fourteen (14) days before the date of the AMC. This meeting shall not be invalidated by an inadvertent omission to give a member notice of the meeting.
- 5.4.2** The convening of an Extraordinary Members Conference is possible if requested to the Secretary in writing by at least one third (1/3) of the Members. The promoting group shall propose the agenda for the meeting. The time limits in the previous subsection are to be observed unless the extraordinary members' conference is urgent, in which case they shall be dispensed with.
- 5.4.3** The AMC shall be officially constituted if at least twenty (20) per cent of the Members of the NTJWG are present in the meeting.
- 5.4.4** All members of the NTJWG shall be represented by their Executive Director or CEO or their representative duly authorised to vote on the member's behalf. The Executive Director or CEO may delegate the member's right to vote to another member of the NTJWG who will attend and vote as a proxy. The delegation shall be communicated in writing to the Chairperson and the Secretary before the commencement of the meeting.
- 5.4.5** Each member may attend the meeting with a maximum of two (2) representatives unless otherwise stated in the notice calling for the meeting. Exceptionally, members may request the Secretariat to attend the meeting with more representatives. Regardless of the number of representatives, each member retains the right to one (1) vote.
- 5.4.6** All decisions shall be obtained by a simple majority of the votes present in the meeting, except for those decisions for which a qualified majority is provided for in this Statute.

Article 6: The NTJWG Board

6.1 The NTJWG Board

The Board is the decision-making body between Annual Members Conferences. The Board is in charge of policymaking and providing strategic direction to the Secretariat.

6.2 Composition

The Board consists of transitional justice experts elected at the elective Annual Members Conference. The chairperson of the International Advisory Board shall be a member of the board for the duration of his/her tenure in that capacity and shall have all the rights and privileges which accrue to elected board members. Members of the Board serve in their personal capacity on a voluntary basis without expectation of remuneration beyond the reimbursement of expenses. The NTJWG shall strive to make sure that the Board reflects the diversity of the country and gender parity. The total number shall not exceed thirteen (13) members composed as follows:

- 6.2.1** Chairperson.
- 6.2.2** Vice-Chairperson.
- 6.2.3** Thematic Leader on the Promotion of Truth.
- 6.2.4** Thematic Leader on Justice and Accountability.
- 6.2.5** Thematic Leader on Reparations.
- 6.2.6** Thematic Leader on Institutional Reform.
- 6.2.7** Thematic Leader on Memorialisation.
- 6.2.8** Thematic Leader on Gender.
- 6.2.9** Thematic Leader on Knowledge Management.
- 6.2.10** Thematic Leader for the Survivors' Group.
- 6.2.11** Chairperson of the International Advisory Board.
- 6.2.12** Two experts for any other thematic areas which the Board or the AMC may decide on.

6.3 Competences

The Board shall have the following functions and competencies:

- 6.3.1** To adopt the calendar of ordinary meetings of the Board and the AMC.
- 6.3.2** To convene extraordinary meetings.
- 6.3.3** To be responsible for the overall planning, policy formulation and priority setting of the NTJWG.
- 6.3.4** To contribute to the formulation of the NTJWG Strategic Plan and propose amendments to the Strategic Plan before the AMC.
- 6.3.5** To table the applications of organisations seeking to become a member of the NTJWG before the AMC.
- 6.3.6** To provide strategic direction and guidance to the Secretariat.

6.4 Appointment Procedure

6.4.1 Nomination

- a. When a Board position falls vacant, the Secretary will notify all members of the vacant position at least thirty (30) days before the next AMC. The notice will invite members to make nominations for the position.
- b. For a person to qualify to be nominated as a member of the Board, they must be knowledgeable in one or more areas of transitional justice with a proven record of working on transitional justice. They must be a person of integrity, diligence, courage and a firm believer in justice and accountability.
- c. The nomination of members shall be submitted using **Form 2 in Annexure 2** accompanied by the nominee's Curriculum Vitae, at least ten (10) days before the date of the next AMC. The nomination must include the proposed position within the Board and be supported by a minimum of one member with voting rights in the next AMC.
- d. Nominated candidates shall express their consent to run for the proposed position by signing Section C of **Form 2 in Annexure 2** before the nominating organisation submits the form.
- e. The Secretary shall circulate the nominations to all members at least seven (7) days before the AMC.

6.4.2 Election

- a. The election shall be administered by an independent body appointed by the Board.
- b. Candidates nominated to several positions shall indicate their preferred position when they sign their consent form in **Form 2 in Annexure 2** ahead of the election process.
- c. Members present at the AMC will vote through a secret ballot for each of the nominated candidates. The candidate with the highest number of votes is deemed to be duly elected.
- d. Should any vacant positions remain available due to lack of nominations, the incumbent Chairperson shall seek in-meeting nominations to proceed and cover the vacant position/s.
- e. If the Chairperson or the Vice-Chairperson dies, resigns, becomes mentally incompetent or otherwise cease to hold office, the Board shall elect from among itself an interim Chairperson or Vice-Chairperson until the next AMC takes place.

6.5 Meetings and Quorum

6.5.1 Meetings

- a. The Board shall have ordinary meetings convened every quarter. These meetings shall oversee the implementation of activities during the previous quarter and adopt key strategic steps in line with the Strategic Plan. The

calendar of ordinary meetings shall be agreed upon at the first quarterly meeting of the year.

- b.** The last ordinary meeting of the year shall include an agenda item to review the major outcomes and impact achieved by the NTJWG. This evaluation shall form the basis of the Annual Report to be presented in the following AMC for adoption.
- c.** The Board shall have extraordinary meetings when urgent matters that cannot wait for the next ordinary meeting arise. These meetings are convened by the Chairperson either through a request of at least four (4) Board members or on the advice of the Secretary.
- d.** Should the Chairperson refuse to convene an extraordinary meeting at the request of four (4) Board members, the four proposing members shall proceed to convene the meeting, observing the required written notice to other members. Such meetings shall also comply with the requirements laid in this Statute, including quorum and decision-making processes.
- e.** The date, time and venue of all meetings shall be communicated to all Board members at least seven (7) days before the convening of the meeting. This communication shall be accompanied by the previous minutes, the agenda for the meeting and any other supporting documents.
- f.** All meetings of the NTJWG shall be recorded through minutes. The minutes of previous meetings shall be read and adopted in the following ordinary meetings. These minutes shall be duly stored in electronic format by the Secretariat.
- g.** The Secretariat of the NTJWG shall be represented at every Board meeting. The Secretariat is entrusted with the distribution of relevant documentation ahead of the meeting, minute taking and other facilitation activities that ensure the smooth running of the meetings.
- h.** The Chairperson or, in his/her absence, the Vice-Chairperson, shall preside over a meeting of the Board. In the absence of both, the Board members present shall elect one of its members to preside over the meeting with all powers entrusted to the Chairperson. These powers are limited to the current meeting.
- i.** All Board Members are obliged to attend all meetings called under this Statute. A Board Member who misses three consecutive meetings of the NTJWG meetings in one year, without just cause or apology after having received the required written notice of the meeting, shall be disqualified from being a Board Member. This decision shall be confirmed by a two thirds (2/3) majority in the following meeting.
- j.** All resolutions made by the Board are binding upon all its Members and the Secretariat.

6.5.2 Quorum

- a. A quorum shall be constituted if thirty per cent (30%) of the Board Members as it is constituted at the time of the meeting are in attendance.
- b. If a quorum is not constituted for a second time a meeting has been arranged, the Board Members present will automatically constitute a quorum.
- c. The Board may exercise its functions despite any vacancy in its membership or any defect in the election or appointment of any of its members, provided the requisite quorum is adhered to.
- d. Board members shall strive to make decisions by consensus. Where not possible, resolutions will require a simple majority of the present votes.
- e. Each Board member is entitled to one vote. In the event of an equal number of votes for and against, the member presiding over the meeting shall have an additional and casting vote. The delegation of attendance or votes is not possible.

6.6 Tenure

The tenure of members of the Board is four (4) years from the date of election. These positions are renewable once.

6.7 Removal from Office

6.7.1 Members of the Board can be removed from office if by one reason or another they become incapacitated, are unable to perform their duties, become implicated in serious misconduct or scandal that threatens the integrity of the NTJWG or a vote of no confidence in them is passed by two thirds (2/3) or more of the total membership of the Board. In such cases, the Board may pass a resolution to suspend the said member from the Board if two thirds (2/3) of the present members deem it appropriate.

6.7.2 The Board's resolution to terminate the status of an individual member of the Board must be ratified by two thirds (2/3) of members attending the following AMC. Where the AMC fails to ratify the decision, the member in question shall be reinstated with immediate effect with full rights

6.8 Interim Board

Pending the adoption of this Statute by the AMC, the existing Board as it is constituted shall be the interim Board until the first elective AMC convened after the adoption of this Statute.

Article 7: The Chairperson

7.1 The Chairperson

The shall be a Chairperson appointed by the AMC using the same procedure applicable to Board members and provided for in article 6.4.

7.3 Competences

7.3.1 The Chairperson is the highest representative authority of the NTJWG.

7.3.2 The Chairperson formally convenes and chairs the AMC and any ordinary or extraordinary meetings of the Board.

7.3.3 The Chairperson retains the use of the casting vote.

7.3.4 Subject to the approval of the Board, the Chairperson may invite any person to attend a meeting of the Board. This person may participate in the deliberations of the Board but is not entitled to cast a vote.

7.4 Tenure

The tenure of the Chairperson is four (4) years, renewable once.

Article 8: The NTJWG Thematic Committees

8.1 The NTJWG Thematic Committees

The NTJWG Thematic Committees are advisory structures where members of the NTJWG discuss topics and initiatives relevant to their area of expertise.

8.2 Appointment procedure

All members of the NTJWG may become members of one NTJWG Thematic Committee upon being admitted. All members shall indicate the committee they wish to be part of when they apply for membership using **Form 1 in Annexure 2**.

8.3 Composition

These Committees are led by the corresponding thematic leaders elected as members of the NTJWG Board. Each Committee is led by a Thematic Leader, who is a Board member, and each Thematic Committee leader, with the support of the Secretariat, shall strive to collaborate with all members who have indicated interest to work under his/her thematic area to advance the cause of transitional justice.

8.4 Competences

8.4.1 To meet at least twice a year to assess and discuss relevant transitional justice events occurring in each corresponding thematic area. The NTJWG Thematic Committee leader shall convene and chair the meetings.

8.4.2 To propose to the Board strategies and actions for the benefit of the thematic area.

8.4.3 To propose to the Board amendments to the Strategic Plan.

8.4.4 To respond to any request for opinion or technical support made by the Board.

- 8.4.5** The NTJWG Thematic Committee Leader represents the views and decisions made by the Committee during Board meetings.
- 8.4.6** Each Thematic Committee leader shall prepare a briefing to be presented at the following Board ordinary meeting for strategic reflection and discussion.
- 8.4.7** At the end of every programming year, each Thematic Committee leader shall produce a report of their engagements in their relevant area of expertise, which will form part of the NTJWG's Annual Report.

Article 9: The International Advisory Board

9.1 The International Advisory Board (IAB)

The IAB is an advisory and technical structure of experts that supports the NTJWG Board in keeping updated with the chief concerns of the diaspora and the major transitional justice developments occurring in the region and the globe.

9.2 Composition

- 9.2.1** The IAB is made up of seven transitional justice experts, including its Chairperson.
- 9.2.2** Members of the IAB must be Zimbabweans living outside of Zimbabwe who are appointed for their expertise in a transitional justice areas relevant to the work of the NTJWG.

9.3 Appointment Procedure

- 9.3.1** The election of the Chairperson of the IAB, as a member of the NTJWG Board, follows the same procedure of election as other members sitting on the Board.
- 9.3.2** The other members of the IAB are appointed by the NTJWG Board from a list of ten nominees prepared by the Secretariat in consultation with the NTJWG Board. Members of the NTJWG Board must aim to appoint the IAB experts by consensus. Failure to doing so will lead to a secret ballot vote.

9.4 Competences

- 9.4.1** To regularly meet to assess and discuss relevant transitional justice events affecting the diaspora and those occurring in the region and the globe.
- 9.4.2** To propose to the NTJWG Board strategies and actions.
- 9.4.3** To propose to the NTJWG Board amendments to the NTJWG Strategic Plan.
- 9.4.4** To respond to any request for opinion or technical support made by the NTJWG Board.
- 9.4.5** The Chairperson of the IAB represents the views and decisions made by the IAB during NTJWG Board meetings.
- 9.4.6** The Chairperson of the IAB shall prepare a briefing to be presented at the following NTJWG Board ordinary meeting for strategic reflection and possible adoption of resolutions. These briefings are not binding on the NTJWG Board.

9.4.7 At the end of every programming year, the Chairperson of the IAB shall produce a report of the IAB's engagements in its relevant area of expertise, which will form part of the NTJWG's Annual Report.

9.5 Meetings

9.5.1 The Chairperson of the IAB shall convene and chair meetings for the IAB at least twice every year. These meetings are convened by the Chairperson of the AIB via written notice circulated at least fourteen (14) days ahead of the meeting.

9.5.1 If required by the Chairperson of the IAB, the Secretariat may attend these meetings to assist with coordination, minuting and other supporting tasks.

9.6 Tenure

Members of the IAB are elected for a period of four (4) years. This position is renewable once.

Article 10: The Secretariat

10.1 The Secretariat

The Secretariat of the NTJWG is responsible for the day-to-day implementation of the NTJWG activities and the NTJWG Strategic Plan adopted by the AMC from time to time. The Secretariat is led by the Director or Chief Executive Office of the hosting organisation, who shall become the Secretary of the NTJWG Board. Members of the Secretariat have no voting rights at NTJWG meetings.

10.2 Appointment procedure

10.2.1 The NTJWG Board shall appoint a hosting organisation to provide it with a Secretariat to run the operational affairs and business of the NTJWG. This decision must be ratified by the AMC. The selection of the organisation shall be guided by factors such as a proven history in advancing and implementing transitional justice work in Zimbabwe, the ability to fundraise for the NTJWG and a legacy of diligence and professionalism.

10.2.2 If two thirds (2/3) or more of the total membership of the Board, at a duly convened meeting, pass a vote of no confidence in the Secretariat, the hosting organisation shall continue to serve as the Secretariat of the NTJWG until ratification of the resolution at the next AMC. Should the ratification prosper, the Board must propose an alternative hosting organisation to become the Secretariat of the NTJWG, which must be appointed by two thirds (2/3) majority of members present at the AMC.

10.3 Transfer of Secretariat

10.3.1 Should the AMC appoint a new hosting organisation to serve as the NTJWG Secretariat in terms of article 10.2.2, there shall be a six months' transitional period to facilitate

the transfer of NTJWG documentation and records to the new hosting organisation as well as orientation of the new hosting organisation.

- 10.3.2** After the appointment of a new hosting organisation, the outgoing hosting organisation shall continue implementing remaining NTJWG projects in terms of the existing donor agreements, if necessary in partnership with the new hosting organisation, until the finalisation of all the donor agreements.
- 10.3.3** Upon conclusion of all NTJWG projects by the outgoing hosting organisation, the outgoing hosting organisation shall hand over all remaining NTJWG documentation and records to the new hosting organisation.
- 10.3.4** During finalisation of outstanding NTJWG projects, the outgoing hosting organisation shall not undertake any fundraising activities for future NTJWG projects.

10.4 Composition

The Secretariat shall establish within its structures, subject to availability of resources, a department dedicated to serving the NTJWG with a full-time NTJWG Coordinator and other members of staff. This department shall be adequately resourced to advance the goals of the NTJWG and support the Secretary of the NTJWG Board. Members of the Secretariat are subject to the internal rules and appraisals conducted by the hosting organisation.

10.5 Competences and Duties

- 10.5.1** To implement activities in accordance with the directions provided in the Strategic Plan and the Board.
- 10.5.2** To regularly facilitate the different engagements between all the structures of the NTJWG and with third parties.
- 10.5.3** To facilitate engagements between the NTJWG and third parties such as groups of victims and survivors, other CSOs, Parliament and official transitional justice mechanisms.
- 10.5.4** To propose to the Board strategies and actions.
- 10.5.5** To propose to the Board amendments to the Strategic Plan.
- 10.5.6** To respond to any request for opinion or technical support made by the Board.
- 10.5.7** To review the applications of organisations seeking to become NTJWG members and make subsequent recommendations to the Board.
- 10.5.8** To solicit and procure sponsorships, aid, grants, or other financial assistance from individuals, institutions, government agencies, or other entities.
- 10.5.9** To rent or acquire any movable or immovable property to the benefit of the NTJWG and/or to advance its objectives.
- 10.5.10** To be responsible for the safeguarding of all finances and properties of the NTJWG.
- 10.5.11** To cause a proper set of books of account to be kept relevant to the affairs of the NTJWG, which shall be audited annually.

PART 3: MEMBERS

Article 11: Attainment of the Status of Member

Membership to the NTJWG is open to any organisation based in Zimbabwe with a track record of working on peace, justice and accountability. An organisation that wishes to become a member of the NTJWG may apply to the NTJWG Board using **Form 1 in Annexure 2**.

11.2 Becoming a Member of the NTJWG for Organisations

- 11.2.1** Any organisation intending to become a member of the NTJWG must make its application in writing by filing the prescribed **Form 1 in Annexure 2** and direct it to the Secretary.
- 11.2.2** The Secretary will prepare a detailed report to the Board making recommendations for or against admission.
- 11.2.3** The applying organisation must prove to have a track record in transitional justice work in Zimbabwe with a minimum of three years of existence from the date of establishment.
- 11.2.4** The applying organisation must have a good reputation and not have a history of abuse of funds, support for human rights violations or any associations that may bring disrepute to the NTJWG.
- 11.2.5** The applying organisation must have a well-established and clear structure to be able to perform the duties of what it claims to do.
- 11.2.6** The application must be supported by two existing Members of the NTJWG.
- 11.2.7** The following supporting documents must accompany the application form:
 - a.** The audited statements for the preceding 3 years;
 - b.** Annual reports for the preceding 3 years;
 - c.** Board or membership resolution from the applying organisation and the organisation's constitution or any documents showing its foundation, mission and legal status.
- 11.2.8** Upon receiving the recommendation, the Board from the Secretary will discuss the application and table the application before the AMC for consideration.

Article 12: Rights of Members

- 12.1** Members of the NTJWG have the following rights:
 - 12.1.1** To attend, vote and participate in discussions. This applies to duly convened AMC, Thematic Committee meetings, or any other duly convened meeting of the NTJWG.
 - 12.1.2** To nominate or be elected as members of the Board. This right is also extended to the nomination and election of hosting institution.
 - 12.1.3** To be invited and participate in the activities of the NTJWG where possible.

- 12.1.4** To be part of an NTJWG Thematic Committee.
- 12.1.5** To propose to the AMC, the Board or the Secretariat any initiative that they consider may contribute to the realisation of the mission, vision or values of the NTJWG more effectively.
- 12.1.6** To request and obtain from the Board or the Secretariat explanations on the administration and management of the platform.
- 12.1.7** To receive a copy of the Annual Report at least thirty (30) days before the AMC.
- 12.1.8** To receive the minutes of the meeting where they participated within seven (7) days of the holding of the meeting and at least seven (7) days before the next meeting.
- 12.1.9** To receive regular information about the activities of the NTJWG.
- 12.1.10** To convene an Extraordinary Members Conference in accordance with article 5.4.2 of this Statute.
- 12.1.11** To be heard prior to the adoption of disciplinary measures.
- 12.1.12** To propose amendments to this Statute.
- 12.1.13** To resign from being an NTJWG Member provided that this is duly authorised by the organisation's own membership or governing body. The organisation shall cease to be a member of the NTJWG with effect from the date on which the Chairperson receives the written notice.

Article 13: Duties

- 13.1** Members of the NTJWG have the following duties:
 - 13.1.1** To commit to the mission, vision and values of the NTJWG and actively strive towards their realisation.
 - 13.1.2** To attend, vote, and participate in discussions during duly convened AMC, Thematic Committee meetings or at any other duly convened meetings of the NTJWG.
 - 13.1.3** To abide and comply with the agreements validly adopted by the governing bodies of the NTJWG.
 - 13.1.4** To prepare and submit a report of all its transitional justice-related activities conducted in the year. The report must be shared with the Secretariat by 31 January of the following year to allow the Secretariat to use the information for the NTJWG Annual Report. An organisation that fails to produce and share this report shall automatically lose its voting rights at the next AMC.
 - 13.1.5** To comply with any other obligation resulting from the statutory provisions.

Article 14: Disciplinary Regime

- 14.1** The Board may declare that an organisation has ceased to be a member of the NTJWG if:
 - 14.1.1** The organisation has failed without just cause to attend three consecutive meetings of the Annual Members Conference or three consecutive meetings of its Thematic Committee, of which the organisation was given due notice. Before making such a

declaration, the Board shall inform the organisation of its intention to make the declaration and give the organisation a reasonable opportunity to explain the reiterated absence.

- 14.1.2** If at a duly convened meeting of the Board, two thirds (2/3) or more of the Board members in attendance resolve that a member organisation should be expelled on the ground that it has persistently or seriously undermined the reputation or the NTJWG's aims and objectives. The affected member must be given reasonable notice, in writing, of the intention to move the resolution and its reasons. A representative of the affected member may be permitted to attend and address the Board meeting where the resolution may be passed.
- 14.2** The NTJWG Board's resolution to terminate the status of a member of an organisation must be ratified by two thirds (2/3) of members attending the following AMC. If the AMC fails or refuses to ratify the decision, the resolution of the Board shall be deemed to have been reversed, and the affected organisation shall have its status of member restored with full benefits and privileges.
- 14.3** Any grievance between the NTJWG and one of its members or between members in matters relating to the NTJWG shall be addressed in writing to the Chairperson and any other party involved. According to the gravity and urgency of the matter, the Chairperson may convene an extraordinary meeting of the Board with the aim of hearing the conflicting parties and resolving the conflict.

PART 4: FINANCES

Article 15: Finances and Mobilisation of Resources

- 15.1** The financial affairs of the NTJWG shall be managed by the Secretariat through the internal financial management systems of the hosting organisation.
- 15.2** The finances of the NTJWG may be derived from grants, sponsorships, aids, donations and interest on investments.
- 15.3** The financial year of the NTJWG shall be a natural business year: from 1 January to 31 December of the same year.
- 15.4** The Secretary of the NTJWG shall ensure that full and proper accounts are kept in respect of all the NTJWG's transactions involving the receipt and expenditure of money and the acquisition of property.
- 15.5** The NTJWG's accounts shall be audited each year by registered as a public auditor and who is appointed through the Secretariat procedures for such purposes.

PART 5: ADOPTION, INTERPRETATION AND AMENDMENTS

Article 16: Adoption of the Statute

- 16.1** This Statute shall become operational upon adoption by the AMC.

Article 17: Amendments to the Statute

- 17.1** Any provision of this Statute may be amended by the AMC provided that such amendments are approved by at least two-thirds (2/3) of the member organisations present during the AMC.
- 17.2** A proposal to amend this Statute may be presented by any member, member of the Board or the Secretary. Such proposal must be communicated to the Secretary no later than fourteen (14) before the next AMC.
- 17.3** A proposal to amend this Statute must be supported by at least 2 different members. Such proposal shall be accompanied by a detailed draft of the proposed amendment/s.

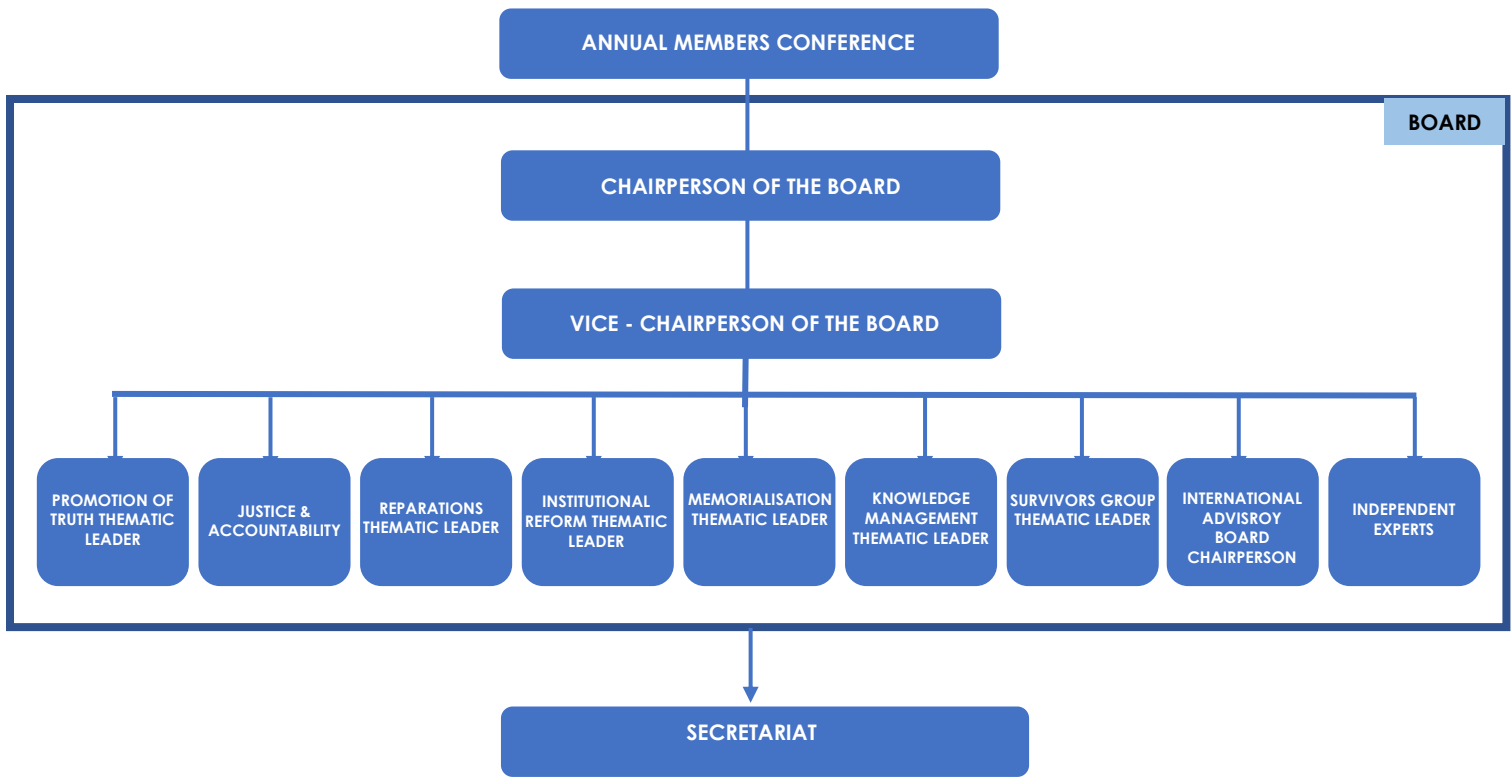
PART 6: DISSOLUTION

Article 18: Dissolution of the NTJWG

- 18.1** The NTJWG shall cease to operate if at least three-quarters (3/4) of the total membership of the NTJWG, voting at a duly convened AMC, decide that the NTJWG should be dissolved.
- 18.2** In the event of a dissolution, the assets of the NTJWG remaining after the discharge of its liabilities shall be disposed of by the Board in such manner as the Board may determine by a resolution. In such case, the assets of the NTJWG shall be given or transferred to some other institution involved in human rights work. The distribution of assets to any individuals, including members, is hereby prohibited.

END.

ANNEXURE 1: THE NTJWG ORGANOGRAM



ANNEXURE 2: ACCOMPANYING FORMS

FORM 1: MEMBERSHIP APPLICATION FORM

Membership Application Form

Name of Organisation: _____

Physical Address: _____

Email Address: _____

Phone Number: _____

Mobile Number: _____

Year of Establishment: _____

Category: NGO CBO
 FBO Academic Institution
 Other _____

Legal Status: _____

Website: _____

Brief Profile of the Organisation: _____

Leadership

Name of Director/Team Leader: _____

Email Address : _____

Phone Number: _____

Mobile: _____

Board Members

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____

For Purposes of Interaction with NTJWG

Name of the Focal Person for Transitional Justice: _____

Email Address : _____

Phone Number: _____

Mobile Number: _____

Which Thematic Committee would you like to join? Please select one.

- | | |
|---|---|
| <input type="checkbox"/> Promotion of Truth | <input type="checkbox"/> Justice and Accountability |
| <input type="checkbox"/> Reparations | <input type="checkbox"/> Institutional Reform |
| <input type="checkbox"/> Memorialisation | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Knowledge Management | |

List a minimum of one (1) Member of the NTJWG that supports your application:

Member organisation 1:

Name: _____

Contact person: _____

Email Address or Phone Number: _____

Attached documents

- | | |
|--|--|
| <input type="checkbox"/> Latest Annual Report | <input type="checkbox"/> Latest Audited Financial Statements |
| <input type="checkbox"/> Resolution of Your Organisation | <input type="checkbox"/> Registration / Founding Documents |

If you have any other information that you wish to share with NTJWG, please use the space below

I _____ confirm that _____
Director/Team Leader *Name of Organisation*

hereby submits the application to become a member of the National Transitional Justice Working Group (NTJWG).

Signed _____

Date _____

FORM 2: NOMINATION OF AN INDIVIDUAL TO BECOME A MEMBER OF THE NTJWG BOARD

a. Nomination by NTJWG Member

Name of the Nominating Organisation: _____

Nominated person: _____

Reason for Nomination: _____

Which thematic area are you proposing this person for? Please choose only one.

- | | |
|---|---|
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Vice-Chairperson |
| <input type="checkbox"/> Promotion of Truth | <input type="checkbox"/> Justice and Accountability |
| <input type="checkbox"/> Reparations | <input type="checkbox"/> Institutional Reform |
| <input type="checkbox"/> Memorialisation | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Knowledge Management | <input type="checkbox"/> Survivors Group |
| <input type="checkbox"/> International Advisory Board Chairperson | <input type="checkbox"/> Independent Expert |

I _____ confirm that _____

Director/Team Leader

Name of Organisation

hereby nominates the above-mentioned individual to become part of the NTJWG Board.

Signed _____

Date _____

b. Support of Nomination by NTJWG Member

I _____ confirm that _____
Director/Team Leader *Name of Organisation*

hereby supports the nomination of the above-mentioned individual to become part of the NTJWG Board.

Signed _____ Date _____

c. Consent to Nomination

I _____ do hereby consent to my nomination to
Name of Nominee

become a member of the National Transitional Justice Working Group (NTJWG) Board.

Should I be nominated for multiple positions my preferred position is:

(Please choose one option)

- | | |
|---|---|
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Vice-Chairperson |
| <input type="checkbox"/> Promotion of Truth | <input type="checkbox"/> Justice and Accountability |
| <input type="checkbox"/> Reparations | <input type="checkbox"/> Institutional Reform |
| <input type="checkbox"/> Memorialisation | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Knowledge Management | <input type="checkbox"/> Survivors Group |
| <input type="checkbox"/> International Advisory Board Chairperson | <input type="checkbox"/> Independent Expert |

Signed _____ Date _____

Attached documents

- Nominee's Curriculum Vitae