



PAMIBIA
UNIVERSITY
OF SCIENCE AND
TECHNOLOGY



Election Guidelines and Procedures



NUST ALUMNI ASSOCIATION

ELIGIBILITY CRITERIA AND NOMINATION REQUIREMENTS

In accordance with Section 12 of the NUST Alumni Association Constitution (V2 2026, approved by Council Resolution COUN-NUST/SP/2026/02/04/02), any person wishing to stand for election to the NUST Alumni Association National Executive Committee (NEC) must comply with the following eligibility criteria and nomination requirements.

1. Eligibility Requirements

A candidate must:

- Be a registered member of the NUST Alumni Association.
- Be a full, paid-up member of the NUST Alumni Association in good standing for at least one (1) continuous year before the date of the election (Section 12.3 read with Section 7.1.2).
- Be a graduate of the Namibia University of Science and Technology (NUST).
- Hold at least a bachelor's degree or an equivalent qualification awarded by NUST (Section 12.7).
- Not have served more than two (2) terms on the National Executive Committee (Section 8.4).

***Note:** In terms of Section 11.4 of the Constitution, a current NUST staff member is not eligible to serve as the President or representative of the NUST Alumni Association on the NUST Council. However, a current NUST staff member may serve on the NUST Alumni Association National Executive Committee in other capacities, subject to the applicable constitutional requirements.*

2. Good Standing and Conduct

A candidate must:

- Be a person of good standing within the community.
- Demonstrate honesty, integrity, and professional conduct.
- Uphold the values, reputation, and image of NUST and the NUST Alumni Association.
- Not have engaged in conduct that may bring NUST or the NUST Alumni Association into disrepute.

3. Citizenship or Permanent Residence

A candidate must:

- Be a Namibian citizen or hold a valid permanent residence permit for Namibia.
- Provide proof of citizenship or permanent residence if requested by the Election Committee or Alumni Office.

4. Election Administration

- Elections for members of the NUST Alumni Association's National Executive Committee shall be conducted during the Annual General Meeting (AGM).
- The election process shall be administered by the Office responsible for Alumni Relations and the Office of the Registrar (Section 12.14 of the Constitution).
- Members shall be informed in advance of the election timetable, including the call for expressions of interest, publication of prospective candidates, and voting dates and times.

5. Nomination Process

Note: In terms of the Constitution, formal nominations are submitted and accepted at the Annual General Meeting (Sections 12.8 and 12.10). The pre-AGM period is a preparatory phase in which prospective candidates may submit expressions of interest and supporting documentation for preliminary verification by the Alumni Office. No nomination is formally received, and no candidacy is confirmed, before the AGM.

Candidates must:

- Complete the prescribed nomination form.
- Be nominated by one paid-up member of the NUST Alumni Association who is present at the AGM (Section 12.8).
- Ensure that no nominator nominates more than two (2) candidates (Section 12.9).
- Submit all required supporting documentation together with the nomination form.

Candidates are encouraged to submit their completed nomination forms and supporting documentation to the Alumni Office before the AGM for preliminary verification and vetting. This advance preparation does not constitute a formal nomination.

6. Candidate Acceptance and Declaration

Each nominee shall confirm in writing that:

- They accept the nomination.
- They are willing to stand for election and serve on the National Executive Committee if elected.
- They satisfy all eligibility requirements.
- They have been a fully paid-up member of the NUST Alumni Association for at least one (1) continuous year prior to the date of the election.
- The information provided in the nomination documents is true and accurate.
- They will abide by the NUST Alumni Association Constitution, Code of Conduct, and responsibilities of the National Executive Committee.

Candidates are encouraged to submit their completed nomination forms and supporting documentation to the Alumni Office by 16:00 on Tuesday, 22 September 2026 for preliminary verification and vetting. **Formal acceptance of the nomination shall take place at the Annual General Meeting on 26 September 2026, in accordance with Section 12.10 of the Constitution.**

Note: The deadline of 22 September 2026 applies only to the submission of forms and supporting documentation for preliminary verification. It does not constitute a binding deadline for candidate acceptance. Candidates who have not submitted by this date may still be nominated and accept their nomination at the AGM, subject to verification of their eligibility.

7. Candidate Information and Election Process

- The Alumni Office shall publish the preliminary list of prospective candidates whose expressions of interest have been received and verified before the AGM.
- Each candidate shall submit a recent photograph and a brief profile or biography for publication.
- Where two or more candidates are contesting a position, each candidate may be allocated a stipulated amount of time during the AGM to introduce themselves and present their motivation for election.
- Following the candidate presentations, voting shall commence.
- Voting shall be conducted by secret ballot when two or more candidates are nominated at the AGM (Section 12.4).
- Ballot papers shall clearly display the names of all eligible candidates.

8. Verification of Nominations

The Alumni Office shall verify all nominations to ensure compliance with the Constitution and the Election Guidelines.



A nomination may be rejected if:

- The nomination form is incomplete.
- Required supporting documentation has not been submitted.
- The candidate does not meet the prescribed eligibility requirements.
- False or misleading information has been provided.
- Errors or irregularities are identified in the nomination documents.

9. Voting Eligibility

The following members shall be entitled to nominate candidates, vote in the National Executive Committee elections, and participate in the election process, subject to the Constitution:

- Paid-up Ordinary Members.
- Paid-up Associate Members, where applicable and permitted by the Constitution.
- Honorary Members, where permitted by the Constitution.

Note: Associate Members and Honorary Members may nominate candidates and vote in the National Executive Committee elections, where permitted by the Constitution, but are not eligible to stand for election or be nominated for any position on the Executive Committee (Section 12.3). The right of Associate and Honorary Members to act as nominators is subject to the interpretation of Section 12.8 and should be formally clarified by the Alumni Association EXCO.

10. Election Results

- The candidate receiving the highest number of valid votes for the relevant position shall be declared duly elected.
- In the event of a tie, the procedure prescribed by the NUST Alumni Association Constitution shall apply.
- The election results shall be announced at the AGM and communicated to members through the official NUST Alumni communication platforms.
- The elected National Executive Committee member shall assume office in accordance with the provisions of the Constitution.

Constitutional authority: NUST Alumni Association Constitution (V2 2026, approved by Council Resolution COUN-NUST/SP/2026/02/04/02), Section 12.

Reference: Revised Election Procedures and Timeline (Version 3.0); Compliance Vetting Report (18 September 2026).

NUST ALUMNI ASSOCIATION
NATIONAL EXECUTIVE COMMITTEE ELECTIONS
NOMINATION FORM FOR EXECUTIVE COMMITTEE REPRESENTATIVE

I, the undersigned member of the NUST Alumni Association of the Namibia University of Science and Technology (NUST), hereby nominate the following Alumni Association member for election to the National Executive Committee of the NUST Alumni Association.

Note: This nomination form must be completed and formally submitted at the Annual General Meeting (AGM) on 26 September 2026. Prospective candidates are encouraged to complete the form and prepare the required supporting documentation in advance for preliminary verification by the Alumni Office. No nomination is formally received, and no candidacy is confirmed, before the AGM (Section 12.8 read with Section 12.10 of the Constitution).

1. NOMINATION OF CANDIDATE

Candidate Details

Full Name (Please Print):

Student Number:

Qualification(s) obtained from NUST:

Note: At least a bachelor's degree or equivalent qualification from NUST is required (Section 12.7 of the Constitution).

Please attach proof of qualification(s).

Citizenship / Permanent Residence Status:

Please attach proof of citizenship or permanent residence.

Executive Committee Position Nominated For:

- ☐ President
- ☐ Vice-President
- ☐ Treasurer
- ☐ Executive Committee Member

Are you a current NUST staff member?

- ☐ Yes
- ☐ No

Note: In terms of Section 11.4 of the Constitution, a current NUST staff member is not eligible to serve as the President or representative of the NUST Alumni Association on the NUST Council. A current NUST staff member may serve on the National Executive Committee in other capacities, subject to the applicable constitutional requirements.

Member of NUST Alumni Association:

- ☐ Yes
- ☐ No



Membership Status:

Alumni Association

☐ Paid-up Member ☐ Not Paid-up Member

One-Year Continuous Paid-Up Membership Declaration:

- ☐ I confirm that I have been a fully paid-up member of the NUST Alumni Association for at least one (1) continuous year prior to the date of the election (Section 12.3 read with Section 7.1.2 of the Constitution).

Please attach proof of paid-up membership.

2. NOMINATOR

The nomination must be submitted by one eligible paid-up member of the NUST Alumni Association who is present at the Annual General Meeting (Section 12.8 of the Constitution).

Important: The nominator must provide proof of being a fully paid-up member of the NUST Alumni Association. Such proof must be attached to this nomination form. A nominator may not nominate more than two (2) candidates (Section 12.9).

Declaration by Nominator

I confirm that I am a paid-up member of the NUST Alumni Association and that I am eligible to nominate the above candidate in accordance with the NUST Alumni Association Constitution and Election Guidelines.

Name of Nominator:

Signature:

Date:

3. CANDIDATE ACCEPTANCE AND DECLARATION

Note: This section must be completed and signed by the candidate at the Annual General Meeting, in accordance with Section 12.10 of the Constitution. Where the candidate is not present at the AGM, a written declaration of acceptance must be presented to the AGM by the nominator.

I, (full name), hereby confirm that:

- ☐ I accept the nomination for election to the National Executive Committee.
- ☐ I meet all eligibility requirements prescribed by the NUST Alumni Association Constitution and Election Guidelines.
- ☐ I have been a fully paid-up member of the NUST Alumni Association for at least one (1) continuous year prior to the date of the election (Section 12.3 read with Section 7.1.2).
- ☐ I am willing to stand as a candidate and serve on the National Executive Committee if elected.
- ☐ The information provided in this nomination form and all supporting documentation is true and correct.
- ☐ I agree to comply with the NUST Alumni Association Constitution, Code of Conduct, and responsibilities of the National Executive Committee.
- ☐ I understand that my nomination is subject to verification and approval by the Alumni Office/Election Committee.

Candidate Signature:

Date:

Candidate Contact Number:

Candidate Email Address:



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Nomination Received By:

Date Received:

Time Received:

Supporting Documents Received:

- ☐ Proof of NUST qualification (bachelor's degree or equivalent)
- ☐ Proof of citizenship/permanent residence
- ☐ Proof of paid-up Alumni Association membership
- ☐ Candidate acceptance and declaration (signed at AGM)
- ☐ Recent photograph
- ☐ Candidate profile/biography
- ☐ Nominator's proof of membership

Eligibility Verification:

Verification Item	Result
One-year continuous paid-up membership verified	☐ Yes ☐ No
NUST staff status confirmed	☐ Yes ☐ No ☐ N/A
If staff: position applied for is eligible (Section 11.4)	☐ Yes ☐ No ☐ N/A
Term-limit check: not more than two terms (Section 8.4)	☐ Eligible ☐ Not Eligible
Bachelor's degree or equivalent verified (Section 12.7)	☐ Yes ☐ No
Nominator is a paid-up member	☐ Yes ☐ No

Verified by Alumni Office:

- ☐ Approved ☐ Not Approved ☐ Pending Further Information

Comments:

.....

.....

.....

Name of Verifying Officer:

Signature:

Date:

Constitutional authority: NUST Alumni Association Constitution (V2 2026, approved by Council Resolution COUN-NUST/SP/2026/02/04/02), Section 12.

Reference: Revised Election Procedures and Timeline (Version 3.0); Compliance Vetting Report (18 September 2026).

CANDIDATES' CHECKLIST OF THE REQUIRED DOCUMENTATION AND ELIGIBILITY REQUIREMENTS

Election of members of the National Executive Committee (EXCO) at the Annual General Meeting

Issued by	Alumni Officer, in conjunction with the Office of the Registrar (Clause 12.14)
Governing instrument	NUST Alumni Association Constitution (Addendum H to the NUST Statutes and Regulations)
AGM date	26 September 2026
Nomination closing date	26 September 2026

1. Introduction

- 1.1 The NUST Alumni Association elects the members of its National Executive Committee at the Annual General Meeting. If you are thinking of standing, this checklist tells you what the Constitution requires of you, what you must submit, and by when.
- 1.2 Five things decide whether you may stand. You must be a full member of the Association, paid up for at least one year before the election. You must hold at least a bachelor's degree or an equivalent qualification from NUST. You must be a Namibian citizen or a holder of a permanent residence permit. You must be of good standing and irreproachable conduct. And you must not already have served two terms on the Committee.
- 1.3 Three things decide whether your nomination stands. It must reach the Alumni Officer no later than three days before the election. It must be signed by a paid-up member who will be present at the AGM. And you must accept the nomination at the AGM itself, on the nomination form. An acceptance signed in advance does not satisfy the Constitution.
- 1.4 Read the requirement, tick the box, and set the proof aside. If you cannot tick an item in Parts A to D, you do not qualify, and your nomination will be rejected. Sort out any outstanding issues well before the nomination deadline, as membership arrears and missing certified copies cannot be resolved on the day.
- 1.5 Where a member of the Alumni Office asks you for something the Constitution does not require, this checklist says so. Those items are marked as administrative requests. They help the Association publish a proper candidate list, but a nomination that meets Parts A to D cannot be turned down because one of them is outstanding.

2. Purpose and how to use this checklist

- 2.1 This checklist allows you to verify, before the Annual General Meeting, whether you qualify to be nominated and elected to the National Executive Committee of the NUST Alumni Association.
- 2.2 Every requirement in Parts A to D is drawn from the NUST Alumni Association Constitution. The clause is cited next to each item. If you cannot tick an item in Parts A to D, you are not eligible and your nomination will be rejected.
- 2.3 Part E marks each supporting document as either mandatory or an administrative request. Part G sets out the administrative arrangements applied by the Alumni Office. Administrative requests are not constitutional requirements. They are marked so that you can distinguish between what you must do and what you are asked to do.
- 2.4 Complete Part H and submit this checklist with your nomination form and supporting documents. Part I is completed by the Alumni Office.

2.5 If anything in this checklist is unclear, contact the Alumni Officer before the nomination deadline. Where this checklist and the Constitution differ, the Constitution prevails.

3. Position, term and who administers the election

Item	Provision	Clause
Where the election is held	Elections for membership of the National Executive Committee are held during the AGM.	12.1
Term of office	Three (3) years, renewable once. No member may serve more than two terms.	8.2; 8.4
Voting method	A secret ballot where two or more candidates are nominated at the AGM.	12.4
Administration	The office responsible for Alumni affairs, in conjunction with the Office of the Registrar.	12.14
Who may vote	All alumni may attend the AGM. Only paid-up members may vote and stand as candidates.	14.8

PART A — Membership eligibility

Tick each item only if it is true on the date of the election.

✓	Requirement	Source	Proof required
☐	I am a graduate of the Namibia University of Science and Technology.	6.1.1(a)	Certified copy of qualification
☐	I am admitted as a FULL member of the NUST Alumni Association. Associate members and honorary members may not be nominated or elected.	6; 12.3	Membership record held by the Alumni Office
☐	I applied for membership on the prescribed form and paid the prescribed membership fee.	6.2.1	Proof of application and payment
☐	I have been a fully paid-up member for at least one (1) year prior to the date of the election.	12.3; 7.1.2	Membership and payment record
☐	My membership is current and has not been terminated by resignation or expulsion.	6.2.3	Membership record

Note on the one-year rule: the twelve months are counted backwards from the date of the election, not from the date on which you submit your nomination. Paying arrears shortly before the AGM does not create a year of paid-up membership.

PART B — Personal Eligibility

✓	Requirement	Source	Proof required
☐	I am a Namibian citizen or the holder of a permanent residence permit for Namibia.	12.5	Certified copy of ID or PR permit
☐	I can prove my citizenship or permanent residence at the time of nomination.	12.11	Certified copy of ID or PR permit
☐	I hold at least a bachelor's degree or an equivalent qualification from NUST.	12.7	Certified copy of the NUST qualification

✓	Requirement	Source	Proof required
☐	I am a person of good standing in the community and of irreproachable conduct.	12.6	Signed declaration (Part H)
☐	Only if standing for President: I am not a NUST staff member, whether full-time or temporary.	11.4	Signed declaration (Part H)

Note on Clause 11.4: the President automatically becomes the Alumni representative on the NUST Council for three years (Clauses 11.2 and 11.3). A NUST staff member may therefore not hold the office of President.

PART C — Disqualifications and term limits

✓	Requirement	Source	Proof required
☐	I have not already served two (2) full terms on the National Executive Committee.	8.4	Alumni Office records
☐	I am not seeking a third consecutive or cumulative term.	8.4	Alumni Office records
☐	I have not provided false or misleading information in my nomination documents.	12.13	Signed declaration (Part H)
☐	I have disclosed any interest that may conflict with service on the EXCO.	Administrative	Disclosure in Part H

PART D — Nomination requirements

✓	Requirement	Source	Proof required
☐	My nomination reaches the Alumni Officer no later than three (3) days before the election.	12.2	Date-stamped submission
☐	My nomination form is signed by a nominator who is a paid-up member of the Association.	12.8	Signed nomination form
☐	My nominator will be present at the AGM.	12.8	Attendance register
☐	My nominator has not nominated more than two (2) candidates.	12.9	Alumni Office verification
☐	I will accept my nomination at the AGM by completing the nomination form and confirming that I am willing to stand and serve if elected and that I meet the eligibility criteria.	12.10	Signature on the form at the AGM
☐	My nomination form is complete, accurate and free of errors or irregularities.	12.13	Alumni Office verification

Two points that catch candidates out:

- Clause 12.8 requires *your nominator to be present at the AGM*. If your nominator submits a nomination in advance and then does not attend, your nomination is *exposed to challenge*. Confirm your nominator's attendance before the day.
- Clause 12.10 requires you to *accept the nomination at the AGM*, on the *nomination form*. An acceptance signed in advance does not replace this step. You, or a duly authorised representative where the Alumni Office permits it, must complete the acceptance at the meeting.

PART E — Documents to submit

✓	Document	Status	Notes
☐	Completed and signed nomination form	Mandatory (12.8, 12.10)	Signed by the nominator; accepted by you at the AGM
☐	Certified copy of Namibian ID or permanent residence permit	Mandatory (12.5, 12.11)	Certification not older than six months
☐	Certified copy of the NUST qualification (bachelor's degree or equivalent)	Mandatory (12.7)	The Alumni Office may verify against NUST records
☐	Proof of full, paid-up membership for at least twelve months before the election	Mandatory (12.3)	Receipts or a membership statement from the Alumni Office
☐	Signed candidate declaration (Part H of this checklist)	Mandatory (12.6, 12.10)	Covers good standing, willingness to serve and accuracy
☐	This completed checklist	Administrative request	Assists verification; a nomination is not invalid without it
☐	Short candidate profile or biography (maximum 250 words)	Administrative request	For the publication of the candidate list
☐	Recent photograph	Administrative request	For the publication of the candidate list
☐	Curriculum vitae	Administrative request	Optional supporting information

Items marked "administrative request" are not required by the Constitution. A nomination that meets Parts A to D may not be rejected solely because an administrative item is outstanding.

PART F — Grounds on which a nomination may be rejected

Clause 12.13 provides that errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the Director responsible for Alumni affairs. In practice, a nomination will be rejected where:

- You are not a full member, or you have not been paid up for at least twelve months before the election (12.3).
- You do not hold a NUST bachelor's degree or an equivalent NUST qualification (12.7).
- You are not a Namibian citizen or a permanent residence permit holder, or you cannot prove it (12.5, 12.11).
- Your nominator is not a paid-up member or is not present at the AGM (12.8).
- Your nominator has already nominated two candidates (12.9).
- The nomination reaches the Alumni Officer later than three days before the election (12.2).
- You do not accept the nomination at the AGM on the nomination form (12.10).
- The nomination form is incomplete, or contains errors, irregularities, or false information (12.13).
- You have already served two terms on the EXCO (8.4).

If your nomination is rejected, you will be notified in writing with reasons. A dispute is handled under Clauses 17 and 18 of the Constitution: it is raised first at a National Executive Committee meeting, then with the Vice-Chancellor, and failing that a mediator is appointed by the NUST Council.



PART G — Administrative arrangements

Arrangement	Detail
Advance nomination window opens	... (administrative)
Advance nomination window closes	... (administrative; does not shorten the period allowed by Clause 12.2)
Constitutional nomination deadline	Three (3) days before the election (Clause 12.2):
Publication of the candidate list	... (administrative)
Nominations from the floor	Received at the AGM in accordance with Clauses 12.8 and 12.10
Submission address	Alumni Officer, NUST Alumni Office:
Enquiries	

Withdrawal: a candidate may withdraw by written notice to the Alumni Officer at any time before the ballot opens. Withdrawal after publication of the candidate list will be announced at the AGM.

PART H — Candidate declaration

I, the undersigned, declare that:

- I am a full, paid-up member of the NUST Alumni Association and have been paid up for at least one year prior to the date of the election.
- I hold at least a bachelor's degree or an equivalent qualification from NUST.
- I am a Namibian citizen or the holder of a permanent residence permit for Namibia, and I will submit proof to the Alumni Officer if elected.
- I am a person of good standing in the community and of irreproachable conduct.
- I have not served two terms on the National Executive Committee.
- I am willing to stand as a candidate and to serve on the National Executive Committee if elected.
- The information in my nomination documents and in this checklist is true and correct.
- I will comply with the NUST Alumni Association Constitution and the responsibilities of a member of the National Executive Committee.
- I have disclosed below any interest that may conflict with service on the National Executive Committee.

Disclosure of conflicts of interest (write "None" if not applicable):

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Full name of candidate	
Position contested	
Membership number	
Signature	
Date	

PART I — For official use: verification by the Alumni Office

Verification item	Verified	Not met	Initials
Full membership category confirmed (6.1.1; 12.3)	☐	☐	
Paid-up for at least 12 months before the election (12.3; 7.1.2)	☐	☐	
NUST qualification verified against university records (12.7)	☐	☐	
Citizenship or permanent residence verified (12.5; 12.11)	☐	☐	
Term limit checked against EXCO service records (8.4)	☐	☐	
Nominator paid up and has not exceeded two nominations (12.8; 12.9)	☐	☐	
Nomination received within the period allowed by Clause 12.2	☐	☐	
Nomination form complete and free of irregularities (12.13)	☐	☐	
Acceptance of nomination recorded at the AGM (12.10)	☐	☐	

Outcome	☐ Accepted ☐ Rejected ☐ Referred to the Director responsible for Alumni affairs
Reasons, if rejected	
Verified by (Alumni Officer)	
Countersigned (Office of the Registrar)	
Date	

Authority for this checklist

Every mandatory item in this checklist is drawn from the NUST Alumni Association Constitution, which is Addendum H to the NUST Statutes and Regulations approved by the NUST Council. Items marked "administrative" are procedures applied by the Alumni Office under Clause 12.14 and by the National Executive Committee under Clause 17 to decide day-to-day administrative matters that the Constitution does not expressly provide for.



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OF SCIENCE AND TECHNOLOGY

Election Guidelines and Procedures

Alumni Association
Namibia University of Science and Technology
Private Bag 13388
Windhoek
NAMIBIA

T: +264 61207 2657
E: alumni@nust.na

www.nust.na