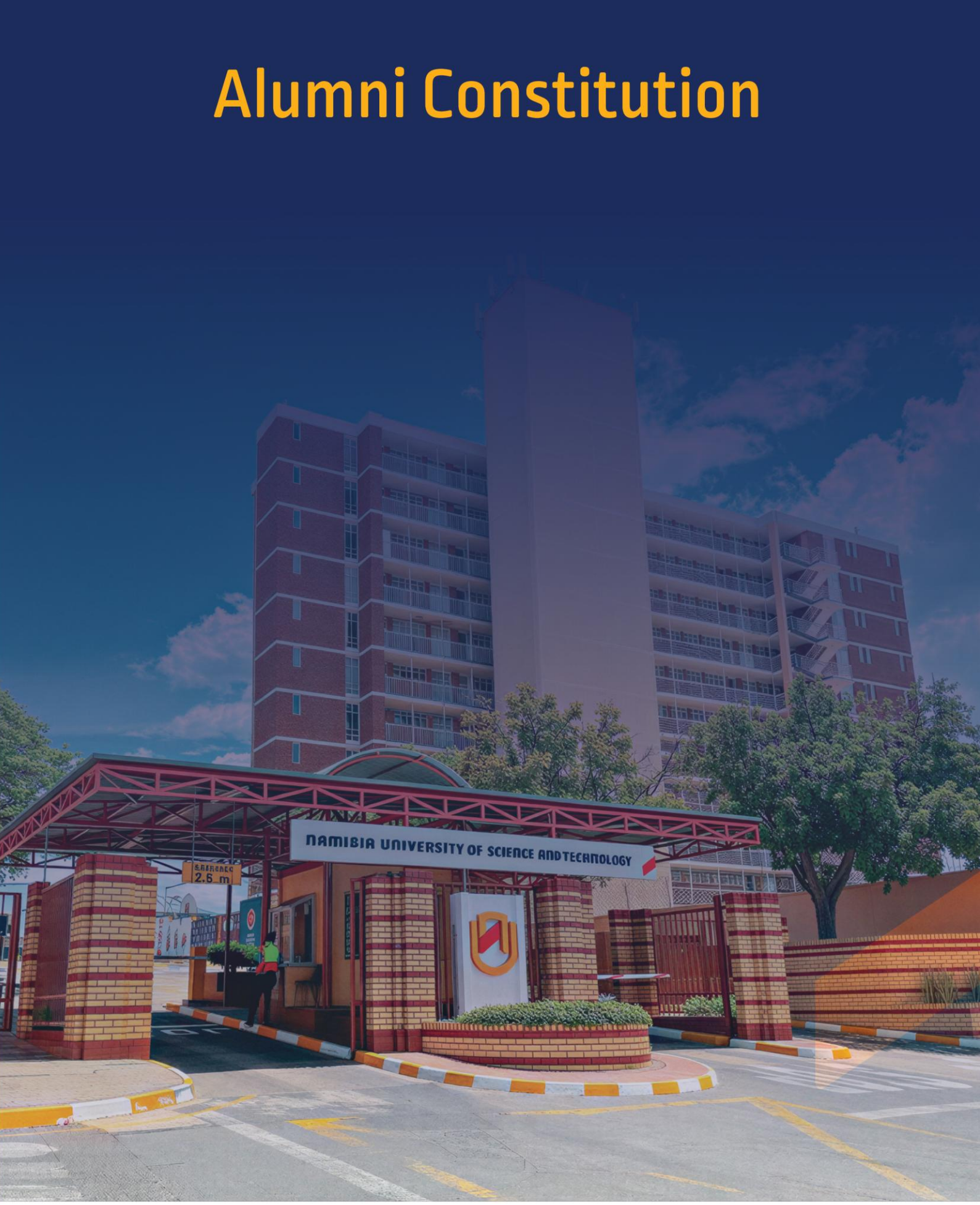
Alumni Constitution



NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

NUST ALUMNI ASSOCIATION

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1. Definitions

In this Constitution, unless otherwise expressed or implied:

"Association" refers to the Alumni Association of NUST.

"National Executive Committee" refers to the (NEC) National Executive Committee of the NUST Alumni Association.

"NUST" refers to Namibia University of Science and Technology.

"NUST Alumni" refers to graduates of NUST who have obtained certificates, diplomas and degrees, honorary degree recipients and those as determined by the National Executive Committee which also includes all predecessor institutions.

"University Management" refers to the Executive Management of NUST.

"The University" refers to the Namibia University of Science and Technology (NUST) as established under the NUST Act No. 7 of 2015.

"Staff" refers to the office bearers of NUST which are Administrative and Academic, who work for the university to fulfil the mission and goals of the association.

- Administrative staff are the staff appointed and support positions designated as such by the Council, including professional staff in the library and information technology services and technical staff.
- Academic staff are all persons employed by the University whose conditions of employment include the obligation to undertake teaching, including assessments, teaching development or research; or any incumbent of a post declared by the Council to be an academic post.
- **"President refers** to the head of governance of the NUST Alumni Association.
- **Chairperson refers to the head of the branches.**

2. The Name

The name of the Association shall be the Namibia University of Science and Technology (NUST) Alumni Association, to be called NUST Alumni Association.

3. Place of Business

Its place of business shall be at NUST Campus, 13 Jackson Kaujeua Street, Windhoek, or such other address as may subsequently be decided upon by the National Executive Committee.

4. Objectives

The purpose of the Association shall be to:

4.1 Promote the interests, welfare, and educational aims of NUST and its alumni. It will provide opportunities for alumni to remain connected to the University.

4.2 Establish and maintain a mutually beneficial relationship between NUST and its alumni and enhance the image and standing of the University as a premier technological university in the local, regional, and international education sector.

4.3 Encourage lifelong learning, intellectual enrichment and career growth.

4.4 Provide for the exchange of information and ideas between NUST and its alumni and provide opportunities for current students and alumni, to meet and serve as advocates

for the University. Additionally, the Association will initiate seminars, lectures, and other academic functions for the benefit of the alumni.

4.5 Seek to develop activities involving alumni in various areas of service to NUST and to promote and elevate the stature of the University within industry and society.

4.6 Uphold a healthy spirit of pride and loyalty amongst members and serve as a medium through which alumni may support and advance the pursuit of academic excellence at the University.

4.7 Where appropriate, cooperate in instituting and furthering policies and activities of NUST and recommend other policies and activities designed to promote the welfare of the University and its alumni.

4.8 Assist and support the efforts of the University in obtaining funds for development and to assist less-privileged students.

4.9 Guide and assist alumni who have recently completed their studies through networking opportunities and engage in productive pursuits useful to society.

5. Legal Status and Liability of Members of the Association and Members

5.1 **Association**

a. The Association is and shall continue to be a distinct and separate legal entity from its members, and body corporate with perpetual succession, with the power to acquire, hold and alienate property of every description whatsoever, and with the capacity to acquire rights and obligations.

5.2 The National Executive Committee may authorize any person(s) to act on behalf of the Association in all legal actions and proceedings, including but not limited to matters before the courts, in the name of the Association. Such authorized person(s) may sign all necessary documents and take all appropriate steps related to such proceedings.

5.3 **Members**

a. The liability of the members of the Association is limited to a subscription fee or other financial expenses owed to the Association.

5.4 The liability of the Association's members is limited to a subscription fee or other financial expenses owed to the Association.

6. Membership

Membership of the Alumni Association of NUST shall consist of:

a. Full Members
b. Associate Members
c. Honorary Members

6.1 **Eligibility Criteria:**

6.1.1 **Full Membership**

a. Any person who is a graduate of the University shall be eligible to apply for full membership of the Association.

b. An associate member, who has been a member for a continuous period of three years, shall be eligible to apply for full membership of the Association.

6.1.2 **Associate Membership**

a. Any former student of the University, who is not a graduate of the University but has successfully completed at least one (1) academic year at NUST.

b. Any former student who has subsequently discontinued his/her studies and has

made a significant contribution to the University and society shall be eligible for associate membership.

c. Any graduate of a recognised university who has been a member of the academic or administrative staff of the NUST for more than two years shall be eligible for associate membership.

6.1.3 **Honorary Membership**

a. Any person who is not eligible for full or associate membership but has rendered distinguished service to the University and/or the Association.

b. Any person who has been conferred a degree honoris cause by the University shall be eligible for honorary membership of the Association.

6.2 **Admission to Membership:**

6.2.1 Full Membership and Associate Membership

a. An application should be made to the Association on the prescribed form.

b. The membership fee prescribed in the by-laws should be paid.

6.2.2 **Honorary Membership**

a. Nomination by the Executive Committee of the Association.

6.2.3 **Cessation of Membership may occur due to:**

a. Death

b. Resignation

c. Expulsion as defined in the by-laws.

7. Membership

7.1 **General Provisions**

7.1.1 All membership categories shall have voting rights unless determined otherwise, specifically, or generally, by the Annual General Meeting (AGM).

7.1.2 An application for membership of the Association shall, even in the absence of specific reference to such undertaking, be deemed to include an undertaking by such applicant to subscribe to and bound by this Constitution, the Association's policies laid down (including general standards, the ethics and practice), its codes of practice, and all further and future policies, guidelines and directions that may be adopted by the Association from time to time. Note: To be elected to a position you must become a fully paid-up member for at least a year prior to the date of the election.

7.2 **Membership Fees**

7.2.1 There shall be a compulsory NUST Alumni Association annual membership fee, as required for the Association's effective operation. The amount payable shall be adopted through an AGM.

8. National Executive Committee

8.1. The National Executive Committee of the Board shall oversee the day-to-day running of the affairs of the Association. The National Executive Committee shall consist of seven (7) members who are organised as follows:

a. President

b. Vice-President

c. Treasurer

d. Two (2) additional members

e. Secretary to the Association (Alumni Officer, who is Ex Officio member) or nominee of the Director responsible for alumni affairs.

f. The Director responsible for alumni affairs, or his/her nominee, shall serve as a communication channel between the Association and the University Management.

8.2 The members in 8.1 shall be elected at the AGM of the Association for a period of three (3) years.

8.4. Any member so elected shall serve a term of three (3) years and may be re-elected for one further term of three (3) years. No member may serve more than two terms. It is an express provision of this Constitution, that the composition of the members should reflect diversity.

8.5. In the event of the death or resignation of any elected member, the Executive Committee may co-opt any other member to fill such position, who shall then serve until the next AGM of the Association.

8.6 **Special Committee**

The National Executive Committee shall appoint a committee of not more than three (3) or more members and their chairpersons for the purposes and duration indicated by the National Executive Committee. The responsibilities of special are generally as follows:

8.6.1 Study information and issues relevant to the National Executive Committee within the subject matter area of the committee.

8.6.2 Regularly inform the Executive Committee in writing of its findings

8.6.3 Explore such issues as may be assigned by the President and Executive Committee from time to time.

8.6.4 The Standing Committee consists of:

8.6.4.1 Finance Committee

This committee shall prepare and supervise the annual budget and be responsible for auditing all accounts and chapter finances.

8.6.4.2 Development Committee

This committee shall be responsible for implementing the Association's philanthropic efforts through grants, fundraising events and individual/chapter contributions which benefit the Executive Committee.

8.6.4.3 Membership Committee

This committee shall be responsible for monitoring membership status and recommending strategies for the recruitment, retention, and reactivation of members.

8.7 **Ad-Hoc Committee**

The National Executive Committee shall appoint a committee of not more than three (3) or more members and their chairpersons for the purposes and duration indicated by the National Executive Committee.

Responsibilities

The responsibilities of a standing or ad hoc committee are generally as follows:

8.7.1 Study information and issues relevant to the National Executive Committee within the subject matter area of the committee.

8.7.2 Regularly inform the Executive Committee in writing of its findings

8.7.3 Explore such issues as may be assigned by the President and or the Executive Committee from time to time.

8.7.4 The Committee consists of:

8.7.4.1 Finance Committee

This committee shall prepare and supervise the annual budget and be responsible for auditing all accounts and chapter finances.

8.7.4.2 Development Committee

This committee shall be responsible for implementing the Association's philanthropic efforts through grants, fundraising events and individual/chapter contributions which benefit the Executive Committee.

8.7.4.3 Membership Committee

This committee shall be responsible for monitoring membership status and recommending strategies for the recruitment, retention, and reactivation of members.

9. The Role of the National Executive Committee

The National Executive Committee shall have the power and authority to do all that is necessary to achieve the objectives of the Association, including, but not limited to:

9.1 Advising the University and the Vice-Chancellor, via the Alumni Office, on matters relating to the Alumni Association governance.

9.2 Advising the Office of the Alumni to develop dynamic and visible activities.

9.3 Have oversight on the establishment of the branches of the Association in and outside Namibia.

9.4 Supporting and maintaining respective portfolios.

9.5 Provide a financial report of the Alumni Association and present this at the AGM determining the policy and general direction of the Alumni Association.

9.6 Determine the policies and general direction of the Alumni Association for the AGM and Council's approval. Where it deems necessary, advise the Vice-Chancellor - to facilitate the promulgation of the general guidelines in terms of which the Alumni Association shall function.

9.7 Appointing a committee from its members with the power to co-opt any members and delegate any of its powers to such committee.

9.8 Generally, have oversight over the activities of the Alumni Association.

9.9 Approve and handle the alienation of assets on behalf of the Alumni Association subject to the Council's approval

9.10 The Alumni Association shall be responsible for identifying potential sources of funding and collaborating with the NUST Foundation's fundraising team to raise funds if it deems it necessary. Furthermore, the Association shall administer these funds, ensuring they are allocated appropriately and used in accordance with the objectives of the Association and the University's objectives as contained in the NUST ACT, Section 4 (2).

9.11 Approve a budget for the Alumni Association

10. National Executive Committee: Meetings and Powers

10.1 The Committee shall meet at least once (1) per semester or when necessary, the NUST Alumni Association President will/convene special meetings as matters arise.

10.2 A quorum at each meeting shall consist of 50% plus one (1).

10.3 In the event of there not being a quorum within fifteen (15) minutes from the scheduled time of the meeting's commencement, the meeting may proceed but cannot take decisions unless the President of the meeting deems it necessary for the continuity of Alumni Association activities.

10.4 In the event of there not being a quorum within fifteen (15) minutes from the scheduled time of the meeting's commencement, the meeting may proceed with such formal business as the Chairperson of the meeting may deem necessary for the continuity of Alumni Association activities.

10.5 The meetings of the Executive Committee shall be presided over by the NUST Alumni

Association President, or in his/her absence, the NUST Alumni Association Vice-President, or failing both, one of its members, elected from those present, for that meeting.

10.6 The representative of each branch of the Association or his/her duly appointed delegate may attend any meeting of the National Executive Committee on the invitation of the National Executive Committee.

10.7 Minutes of all Executive Committee meetings shall be deposited with the office of the Alumni.

10.8 The Association and the National Executive Committee shall always receive assistance from the office of the Alumni and the alumni officer, who shall act as secretary to the National Executive Committee and be responsible for keeping minutes of its meetings and should always be present at all meetings.

10.9 The National Executive Committee may receive seating fees for every NEC meeting. Staff members who are employed by NUST do not qualify for this benefit. The President or the Council Representative for the Alumni Association shall not qualify to receive NEC seating fees if he/she receives a seating or retainer fee at the Council level.

10.10 The National Executive Committee may receive discounts on their tuition fee when studying at NUST upon the approval of the NUST Council.

10.11 The NUST Finance department shall keep and supervise all funds of the Association.

10.12 The National Executive Committee shall direct the office of the Alumni on any funds that need to be utilised for activities of the association and branches.

10.13 The National Executive Committee shall receive and consider all reports from branches.

10.14 The National Executive Committee may discipline/suspend any member of the branch should it be in breach of any of the terms of this Constitution, after having in writing required the said member to remedy such breach within thirty (30) days and such members having failed, without good cause, to do so.

11. Duties of National Executive Committee

11.1 The functions of the Executive Committee are:

- strategy formulation
- policymaking
- supervising committee activities
- accountability
- Corporate transparency
- The delegation of executive functions to management
- Balancing the executive's performance and conformance roles, etc.

11.2 The President shall automatically be the Alumni representative to the NUST Council and represent the Association on the NUST Council.

11.3 The President, who is the representative of the Alumni Association on the NUST Council, shall serve for the duration of three years on the NUST Council, in line with the NUST Council term or duration.

11.4 The President or representative of the Alumni Association on the NUST Council shall not be a NUST staff member on either a full-time or temporary basis.

11.5 The Vice-President shall assist the President and deputise for him or her in his or her absence.

12. Election of National Executive Committee and Voting Procedures

12.1 Elections for membership of the National Executive Committee shall be held during the AGM.

12.2 Nominations for the National Executive Committee should reach the Alumni Officer within

three (3) days before the election.

12.3 Only full members of the Association and those who are paid-up members for at least a year prior to the elections may be nominated for the National Executive Committee and be elected as such.

12.4 The voting procedure shall be by secret ballot when two or more candidates are nominated at the AGM.

12.5 Candidates must be a Namibian citizen or the holder of a permanent residence permit in Namibia.

12.6 Candidates must be a person of good standing in the community and of irreproachable conduct.

12.7 Candidates must hold at least a bachelor's degree or equivalent qualification from NUST.

12.8 Nomination forms must be signed by the nominator present at the AGM and who are paid-up member of the Alumni Association.

12.9 A nominator may not nominate more than two (2) candidates.

12.10 Nominees must accept their nomination at the AGM on the nomination form and indicate that they are willing to stand as candidates for election and to serve if elected and that they meet the eligibility criteria.

12.11 Candidates shall prove that they are Namibian citizens or holders of permanent residence permits in Namibia at the time of nomination and that they will submit proof of such to the Alumni Officer should they be elected.

12.12 If there are more than two nominees, nominees should at the AGM motivate to the delegates of the AGM why they should be elected to a certain position. Thereafter, the nominee's name shall be placed on the ballot paper by the Alumni Officer for the election process to be conducted.

12.13 Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the Director responsible for Alumni affairs.

12.14 The election process shall be administered by the office responsible for Alumni affairs in conjunction with the office of the Registrar.

13. Financial Matters

13.1 The Association shall generate its income from:

a) Membership fees and subscriptions.

b) Contributions by well-wishers and strategic partners.

c) Donations and grants from governments, donors, non-governmental organisations and the private sector. Fundraising activities shall be taken under the authority of the Executive Committee.

13.2 Audit and Financial Year:

13.2.1 Two (2) voting members, who are not members of the Committee, shall be elected as honorary auditors at the AGM. Accounts of the Association shall be audited by NUST Auditors.

13.2.2 The Association's financial year shall coincide with the University's financial year.

14. Annual General Meeting

14.1 The Association's powers are vested in an AGM of the members. The AGM must be held annually and within three (3) months from the close of the Association's financial year.

14.2 The AGM, depending on circumstances at hand, shall extend the tenure of EXCO members for a period of not more than 1 year after each AGM.

14.3 The agenda of the AGM shall include:

14.3.1 A report by the President of the Association that includes the association membership, dues, governance, events, and activities carried out.

14.3.2 Election of five (5) National Executive Committee members, when there is a vacancy and the appointment of Auditors for the following term.

14.3.3 Consideration of the motions submitted to the AGM.

14.3.4 Any other competent business for the AGM.

14.3.5 The previous financial year's accounts and annual report of the Executive Committee.

14.4 Notice of the Annual General Meeting shall be given by the alumni officer to all branches of the Association and by notice on the NUST website, and by email to alumni, not less than a month before the date of the Annual General Meeting.

14.5 Notice of any motion for consideration at the Annual General Meeting shall be given in writing to the alumni officer not less than twenty-one (21) working days before the date of the Annual General Meeting. The alumni officer shall forthwith cause notice of the motion to be placed on the NUST website.

14.6 A quorum at the Annual General Meeting shall be a minimum of 50 members plus one (1).

14.7 The Annual General Meeting shall be presided over by the President or in his or her absence, the Vice-President or failing a member of the Association elected by those present at the meeting.

14.8 At the Annual General Meeting, all alumni, regardless of membership payment status, are eligible to attend the AGM. Only paid-up members are eligible to vote and to stand as candidates.

14.9 After each AGM, an Annual Report and minutes shall be published on the NUST and Alumni website after 60 working days.

15. Special Annual General Meeting of the Association

15.1 A Special Meeting shall be called on requisition thereof by not less than twenty (20), or at the instance of the Directors in consultation with the Vice-Chancellor for the purpose of considering any motion of which notice has been given to the alumni officer. Such notice shall accompany the requisition for the meeting.

15.2 The provisions of clauses 10.3 above shall apply, with the necessary changes in context, to all Special General Meetings.

16. Branches

16.1 A branch of the Association may be established:

16.1.1 In any town in the Republic of Namibia, or in any town or country outside of the Republic of Namibia where there are at least twenty (20) members.

16.1.2 Provision for branches of interest such as Harold Pupkewitz Graduate School of Business, Namibian German Centre of Logistics and others.

16.1.3 By, or on application by such members to, the National Executive Committee which shall, facilitate the election of a Branch Chairperson of that branch.

16.1.4 The functions of a branch shall be to promote the objects of the Association by arranging reunions of, and social/educational functions and activities for, its members, either alone or in conjunction with other branches. All branches shall be assisted in carrying out their functions by the Office of the Alumni and the Alumni officer.

16.3 The affairs of the branch shall be managed by a branch committee consisting of an elected branch Chairperson, a Secretary, a Treasurer and two additional members.

16.4 The branch committee shall call at least two meetings of members of the branch in each calendar year.

16.5 The branch committee meetings may be combined with any reunion or social/educational function the committee may arrange.

16.6 The branch committee shall:

16.6.1 Keep minutes of all its meetings and meetings of members.

16.6.2 Be empowered to collect subscription fees from members of the branch in consultation with the alumni officer and National Treasurer.

16.6.3 Collect and deposit the money into the NUST account.

16.6.4 Keep records of all financial transactions.

16.6.5 Report annually to the President of the Association on its activities during the past year, which report shall include a full financial statement. Such a report shall be furnished to the AGM.

16.6 This constitution is subject to the NUST ACT, statutes, rules, and regulations. Each branch shall:

16.6.1 Be constituted as a Voluntary Association in terms of a constitution to be approved by the National Executive Committee, which shall make provision for such branch to have separate legal personality from its members and to be responsible for its own debts and liabilities apart from either its members or the Association itself.

6.6.2 Be suspended by the National Executive Committee of the Association as set out in this constitution or be dissolved by a two-thirds majority of members of that branch at a Special Meeting convened for that purpose.

16.6.3 Should a branch be dissolved the balances of the funds owned by it shall be forfeited to the National Executive Committee for such use as the branch may decide or failing such decision, to the Association.

16. Suspension, Expulsion or Removal of Branches

16.2 Section 1: Local Branches – Suspension

16.2.1 Failure to Report

If a local branch fails to submit its annual report for two (2) consecutive years.

16.2.2 Inactivity

A local branch may be suspended by the National Executive Committee (EXCO) pending AGM ratification.

16.2.3 Violations

A local chapter shall be suspended when a flagrant commission/omission occurs while operating under the national and/or local branch Constitution, the sanctioned guidelines and/or programmes of the NUST Alumni Association.

16.3 Section 2: Note of Suspension

16.3.1 A local branch must be notified in writing of any violations, which carry a suspension penalty as set for above.

16.3.2 A branch shall have thirty (30) calendar days to correct any such infractions, failing any such will lead to a full hearing before the Executive Committee.

16.3.3 Thereafter, if the National Executive Committee determines the suspension to be in the best interest of the Association, such suspension shall be effective immediately.

16.3.4 At such time, the branch shall seal all records and cease branch activity (not to be resumed until authorised in writing by the National Executive Committee).

17. Interpretation

In the event of any questions of matters pertaining to the day-to-day administration, which is not expressly provided for in this Constitution, the National Executive Committee shall have the power to use their own discretion to make decisions. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

18. Dispute

In the event of any dispute arising amongst members, members shall attempt to resolve the matter at a National Executive Committee meeting in accordance with this Constitution. Should the National Executive Committee fail to resolve the matter, they may bring the matter to the Vice-Chancellor. Should all the efforts fail, a mediator shall be appointed by the Council to handle the dispute involving the Association. All legal matters shall be addressed through the appropriate process.

19. Amendment of the Constitution

19.1 Notice for the amendment of the Constitution shall be submitted three (3) months prior to the next AGM. The secretary to the National Executive Committee shall receive the notice.

19.2 Proposed amendments shall be tabled to the National Executive Committee during the AGM.

19.3 The Constitution shall be amended only by a two-thirds majority of those members present and entitled to vote at an Annual or Special General Meeting of the Association if notice has been given of the proposed amendment as required in terms of this constitution.

19.4 Any amendments made to the constitution only come into effect upon the approval of the NUST Council.

20. Dissolution of Association

20.1 The Association may only be dissolved by a decision of the AGM, after the endorsement of the NUST Council.

2.1.2 Passing of or adoption of the resolution by a two-thirds majority of active and subscribing members.

21.4 Upon dissolution of the Association if there remains any property or asset whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to NUST.

Notes

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

NUST ALUMNI ASSOCIATION

Alumni Constitution

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