



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY



MINING AND PROCESS ENGINEERING STUDENT SOCIETY

CONSTITUTION



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1. PREAMBLE

The mining and processes industry is the backbone of the Namibian economy at large, hence it is inextricably linked to our socio-politico and economic development nationally and internationally. Namibia is ranked as the best mining investment destination on the African continent by the Frasier Institute (Africa has 52 countries), and over the years more mining companies have flocked to Namibia for exploration and exploitation of minerals. This demonstrates the significance and job opportunities the mining sector creates directly and indirectly for the Namibian society.

However, Namibia continues to suffer from the dire shortage of human expertise for the mineral industry. Mining and Processes engineers continue to be in short supply for a rapidly expanding industry, and this has been identified as a major threat to the industry growth.

The NUST Mining and Processes Society (here after referred to as ‘the society’) in the Namibia University of Science and Technology wants to ensure that the standard of communication amongst members is upheld on and off campus.

The society also wants to ensure that every student pursuing a career in the field of Mining and Processes engineering is taught and trained to be the best candidate for stakeholders in the mineral exploration and exploitation field.

The society strives to create and maintain a communication link between students and the industry.

Article 1: MISSION, VISION AND STRATEGY

1.1 MISSION

The mission of the society is to assist, guide, motivate and support students studying Mining and Processes Engineering to be responsive and competitive for the present and future market demand.

1.2 VISION

Maintain the high standard of technical capability and personal upgrade to students in the meadow of mineral exploration and exploitation; by extracting opportunities i.e.



exchange programs, internships and conferences for our members to prepare themselves for the future demands in the field of mineral exploration and exploitation.

Article 2: OBJECTIVES

The objectives of the society are to:

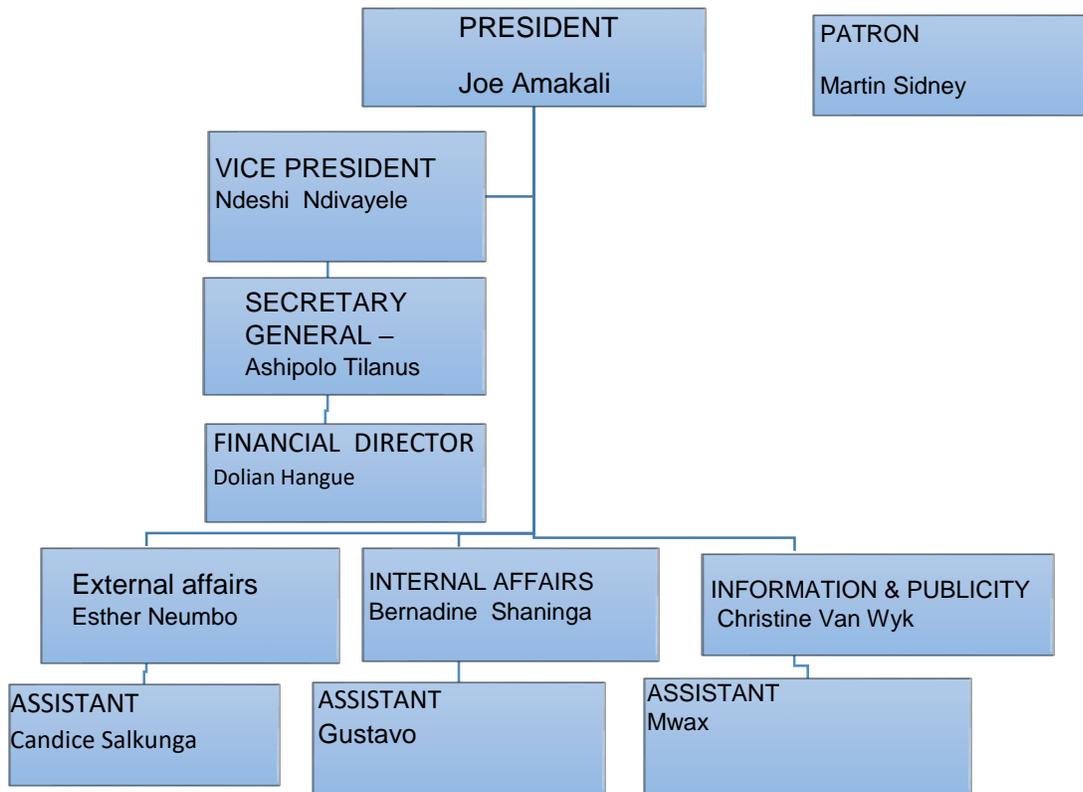
1. Acquire more knowledge about the Mining and Processes through programs e.g. exchange programs and motivational conferences.
2. Research and provide students with extra information and skills in the field of Mining and Processes, areas of decision making, Policy Analysis, Public Speaking.
3. Seek internship and practical opportunities for members of the society.
4. Expose and market the society to the Mining and Processes industry as a whole.
5. To become representatives of the Mining and Metallurgical Engineering course in general.
6. To seek financial support and sponsorship for the society's activities

Article 3: SPECIFIC AIMS

The specific aims of the society are to

1. Provide the platform for public lectures and seminar aimed at educating students with related courses about the current events in the management world.
2. To create out-reach programmes for potential school learners who want to pursue a career in Mining and Processes engineering.
3. Unite students to co-operate towards identifying and solving issues faced in the field of Mining and Processes.
4. To create a pertaining passion for Mining and Processes within the society's members.

Article 4: THE STRUCTURE OF MINING AND PROCESSES SOCIETY



Article 5: DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

(a) *PRESIDENT*

The President shall:

- Preside over the operations of the society and ensure effective smooth running of the society.
- Act as an official ambassador of the society
- Report on semester basis, to members or any interested party on the progress of the society and its plans ahead.
- Will have the co-signing right to withdraw money from the society's account. ➤ Initiate projects to realize aims and objectives of the society.
- With the help of the treasurer approves the budget of the society.
- Delegate tasks to any member of the management committee whenever necessary.



- Be the Society's spokesperson

VICE-PRESIDENT

The Vice-President shall:

- Assist and deputize for the President
- Be of assistance to every member.
- Be available at all times for assistance to panel members
- Organise elections
- Be the Society's spokesperson

(b) SECRETARY GENERAL

The Secretary General shall:

- Be responsible for overall administration of the society.
- Notify members of meetings at least one week before the actual date of the meeting two weeks in advance for the annual general meeting.
- Record minutes of ALL meetings.
- Be responsible for all correspondence internally or externally in collaboration with the Internal and external affairs officers. ➤ Keeps the records of the society.

(c) FINANCIAL DIRECTOR

The financial director shall:

- Report on an ongoing basis to the Management Committee and/or other interested party on the financial position of the society.
- Draw the financial budget of the society.
- Plan fundraising activities of the society, in conjunction with the Public Relations Officer organizer.
- Have the co-signing right to withdraw fund from the society's bank account.



- Work in consultation with the entire management team to conduct any external relation with any interested and relevant party.

(d) INTERNAL AFFAIRS OFFICER The

Spokesperson shall:

- Promote of the society inside and outside the campus.
- Establish relations on behalf of the society with organizations that serve the same purpose.
- Address any queries correspondence regarding the society.
- Maintain a membership drive and encourage more members to join the society.

(e) EXTERNAL AFFAIRS OFFICER

The PRO shall:

- Promote of the society inside and outside the campus.
- Bookings
- Organise Events
- Link the society to the external environment
- Transport and sponsorship arrangements

(f) THREE OTHER MEMBERS

- There should be three additional members in the committee without portfolios, in case of vacancies arise in the Management Committee.
- Assist in any other portfolio delegated to them by the President.



(h) PATRON

The Patron Shall:

- Be a supporter of the Mining and Metallurgy Student Society and must promote the mission, values, aims and objectives of the society at every opportunity.
- The responsibility of the Patron is to act and serve in accordance with what the Mining and Metallurgy Student Society is expecting from them, these expectations must reflect the aims and objectives of the Mining and Metallurgy Student Society.
- The Patron's authorial duties must be outlined to them when they take up the position of Patron.

Article 6: ELECTIONS OF THE MANAGEMENT COMMITTEE

6.1 Members of the Management Committee shall be elected at the AGM, and shall serve in the office until the next annual general meeting.

6.1.1 Candidates eligible for election, President, the Financial Director, and Secretary General must:

- i) Have served on the Management Committee of the Society before.
- ii) Have obtained an average of 65% and above for the first semester.

6.1.2 Anyone shall be nominated for a Management portfolio given that:

- i) He/she is a member of the society
- ii) He/she obtained an average of 60% and above for the first semester
- iii) He/she is a second year or above

6.2 Members of the Management Committee shall be eligible for re-election in their previous portfolio for a period of TWO years, provided that they are being productive.

6.3 Management Committee shall be non-discriminatory in areas of gender, race etc.



6.4 Elections of Management Committee shall take place in the following manner;

- 6.4.1 An electoral officer who is not a member of the outgoing Management Committee, and who is not a nominee for such portfolio shall be elected by two third majority of the AGM.
- 6.4.2 The Electoral officer shall receive manifestos for the incoming Management Committee two weeks in before elections.
- 6.4.3 The successful nominees shall then be given a platform to present their manifestos.
- 6.4.4 Any nominee that de-campaigns another nominee in any way will face immediate disqualification.
- 6.4.5 Members of the society shall then through ballot papers vote the nominees into their respective portfolios.

Article 7: POWERS AND DUTIES OF MANAGEMNET COMMITTEE

7.1 Members of the Management Committee shall:

- 7.1.1 Manage all the business affairs of the society and shall have full power and Authority to carry out the objectives of the society, except when such duties or Powers are to be carried out in the AGM.
- 7.1.2 Network and liaise with any relevant organization, operate a banking account with any bank selected it in the same name of the society
- 7.1.3 Register the name and if necessary the constitution and rules of the society.
- 7.1.4 Approve admission to members or any person, who apply for membership, has the power to expel any member from the membership, subjected to the rules and regulations of the society.
- 7.1.5 Reject admission to members or any person, who apply for membership, has the power to expel any member from the membership, subjected to rules and regulation of the society.



Article 8: MEETING OF THE MANAGEMENT COMMITTEE

- 8.1 Meetings of the Management Committee shall be convened by the secretary or any member of the Management Committee.
- 8.2 All the meetings of the Management Committee shall be chaired by the President or the in his absence the Vice President/ Secretary General. In the absence of all three, any other selected member of the Management Committee elected by the members shall chair the meeting.
- 8.3 Management Committee members shall meet at least twice a month. One week before any such meeting and agenda shall be circulated to all members of the Management Committee.
- 8.4 Failure to attend three consecutive meetings without a valid reason and proof shall render a member of the Management Committee liable for removal from the office or face disciplinary hearing.
- 8.5 For a meeting to take place there shall be a minimum number of 6 members [60%] of the Management Committee.

Article 9: MEMBERSHIP

Members of Mining and Metallurgy Society shall:

1. Be a registered students for Mining and Processes Engineering.
2. Have strong interests in the field Mining and Processes.
3. Have paid a membership fee of (\$.....) subjected to change.
4. Gain every benefit of the society equally.



Article 10: APPLICATION PROCEDURE

Any Mining and Processes student can apply for membership of the society by completing the prescribed application form.

Management Committee shall have sole discretion as to whether to admit or not admit any student as a member of MINING AND PROCESSES SOCIETY.

Article 11: FINANCES

- The society will undertake fundraising activities, which include the registration fee of new members as provided for by the office of the Dean of Students.
- Furthermore, the management of the society shall ensure that there is a mother [main] sponsor for the society to fund the major events that the society will undertake.
- No money shall benefit the individual; it shall benefit all members of the society.

Article 12: MEMBERSHIP FEES

The annual membership fees shall be determined from time to time by the Management Committee, in conjunction with the Dean of Students.

Article 13: DISCIPLINARY COMMITTEE

All disciplinary hearings shall be done according to the SDR7 of the University. Any member found guilty shall face consequences based on the offence committed as provided under the SDR of the Dean of Students.

Article 14: MEETINGS

Annual General Meeting (AGM):

The AGM shall be held each year at such a venue as determined from time to time by the Management Committee and the notice shall be given to members in not less than a month.



Article 15: CODE OF CONDUCT

All members of the society shall:

- Be conversant with the Act, Statutes and Regulations and other governing documents of the University
- Familiarize themselves with the Constitution of The society, accept it, and be consistent with it in word and action.
- Attend all society meetings.
- Refrain from any divisionism tendencies that might result in disunity within the society.
- Conduct themselves above reproach.
- Be an example of dedication and commitment as students.

Article 16: PROCEEDINGS

- Receive and consider Management Committee reports and financial statement for the presiding year.
- Receive and consider each committee member's report for the proceeding.
- Elect members of the Management Committee for the coming year.
- Consider any notice of motion, which has been submitted to the secretarial.

Article 17: AMMENDMENT OF THE CONSTITUTION

- Founders of the society shall be consulted in events of constitution amendment.
- To amend the constitution, 75% of those present shall be in favor of the amendment.
- Amendment of this constitution shall be done in consultation with the Advisory Council of the Society.



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Article 18: THE TITLE

This Constitution shall be titled “The Constitution of the Namibia University of Science and Technology Mining and Processes Student Society”.



NNAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY



SIGNED BY THE:

{PRESIDENT}

{VICE-PRESIDENT}

{SECRETARY GENERAL}
