



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

## **PUBLIC MANAGEMENT SOCIETY (NUST-PMS)**

### **CONSTITUTION (2018)**

#### **ARTICLE 1**

##### **1 Name of the Society**

1.1. The name of the society shall be **Namibia University of Science and Technology Public Management Students' Society (NUST-PMS)**.

##### **1.2. Vision of the Society**

As a student society for Public Management students within the Institution, we work to represent student interests when dealing with university faculties, external organisations, and other student associations on campus. We are committed to providing students with a forum to network, learn, and grow and to prepare them adequately for a profession in the Public Sector.

#### **ARTICLE 2**

##### **2.1. PURPOSE AND OBJECTIVE**

2.1.1. It shall be the purpose of **Namibia University of science and Technology Public Management Society** to grow skills, promote teamwork, build networks and participate in community development projects.

2.1.2. **Act** as the primary interface between the Public Management Students and the Namibia University of Science and Technology.

2.1.3. **Undertake** review and enhance Public Management systems, processes, procedures and policies using the principles of continuous quality improvement and excellent and seamless client service.

2.1.4. **Inform** as well as educate students in fundamental and current Public Management issues including practicing ethnological aspect of being a Public Manager through outreach programs.

2.1.5. **Develop** networking relationships with Public Management professionals and other Public Management Student Societies from other higher education institutes such as UNAM and IUM.

2.1.6. **Develop** a group of future Public Management professionals who have a common interest in the development of the Public Management profession.

2.1.7. **Equip** students to enter the job market and be competitive in the Public Management labour market.

2.1.8. **Encouraging** students to participate fully in Public Management activities in order to avail themselves in emphasizing their responsibilities within the life and mission of the Public Management career.

2.1.9. **To** do such lawful activities not directly mentioned or indirectly in this Constitution which are in the interest of the society and its members.

### **ARTICLE 3**

#### **3.1. THE VENUE**

The Namibia University of Science and Technology Public Management Society offices shall be operating in the institution (The Namibia University of Science and Technology) in Windhoek or at any place that is agreed upon by the Society executive members.

### **ARTICLE 4**

#### **4.1. BENEFITS FOR JOINING THE SOCIETY**

4.1.1. **Develop** student's leadership and teamwork skills through the experience of chartering leadership in an organisation.

4.1.2. **Network** with business leader organisation's and make contacts that can help manage student's career positively.

4.1.3. **Experience** the "real world" of Public Management through interactions with Public Management practitioners in the industry.

4.1.4. **Assistance** with resources that will guide us in managing our studies.

4.1.5. **Acknowledgement** as a member of the executive committee.

4.1.6. **Awarded** a certificate of participation in activities and projects.

## **ARTICLE 5**

### **5.1. MEMBERSHIP**

5.1.1. Membership is open to any student from the Namibia University of Science and Technology registered for a **Public Management degree**.

5.1.2. Membership is open to students who are motivated to lead and develop a culture of change for the NUST-PMS.

### **5.2. MEMBERSHIP FEES**

5.2.2. Membership's fee is **N\$50.00** inclusive membership card for the specific academic year. Executive members are entitled to pay extra **N\$50.00**, due to more privileges. Fees are subject to change at the end of every academic year.

## **ARTICLE 6**

### **6.1. TERMINATION OF MEMBERS**

6.1.1. The Namibia University of Science and Technology Public Management Executive excluding the SRC-Disciplinary Committee have the right to discipline, suspend or terminate an individual from being a member in case of gross misconduct on the aims and objectives of the society.

6.1.2. The period for suspension will be at the discretion of the NUST-PMS- Executive board and the SRC-Disciplinary Committee.

## **ARTICLE 7**

### **7.1. THERE SHALL BE AN ESTABLISHMENT OF THE FOLLOWING BOARD**

- 7.1.1. Executive Board
- 7.1.2. Organising Board & Representatives
- 7.1.3. Disciplinary Board
- 7.1.4. Board of the Advisors

### **7.2 THE EXECUTIVE BOARD**

7.2.1. The NUST-PMS – Executives shall have (10) ten elected/appointed board, which shall include:

- 7.2.1.1. Society's Patron/Matron
- 7.2.1.2. The Facilitator
- 7.2.1.3. The President
- 7.2.1.4. The Vice-President
- 7.2.1.5. The Secretary
- 7.2.1.6. Vice-Secretary
- 7.2.1.7. Treasurer
- 7.2.1.8. Vice-Treasurer
- 7.2.1.9. Public Relation Office
- 7.2.1.10. Project Coordinator

7.2.2. A member on NUST-PMS-Executive board being absent for two (2) consecutive meetings without any valid reason shall be withdrawn from the Board and shall not be eligible to sit for the remainder to the yearly season, unless reasonable excuses shall be made to, and accepted by the Executive Board and the SRC-Disciplinary Committee.

7.2.3. Any vacancy on the NUST-PMS-Board during the board's term shall be filled by the elected person from the ordinary member to serve for the remaining period of the office.

### **7.3. ORGANISING BOARD AND REPRESENTATIVE**

7.3.1. There shall be an Organising Committee to organise the activities in hand.

7.3.2. There shall be one representative from each level of the course e.g. Public Management 1<sup>st</sup> year, 2<sup>nd</sup> & 3<sup>rd</sup> year (in total there shall be three (3)).

#### **7.4. THE DISCIPLINARY COMMITTEE**

7.4.1. The disciplinary Committee shall be NUST-PMS-Board (executive, Organising board and representatives)

### **ARTICLE 8**

#### **8.1. ELECTION**

8.1.1. Election of officials shall be held in **May** annually. The candidates who receives majority votes will be elected for designated position. A neutral body (lecturers) and individuals who will not form part of the election of the newly executive committee will conduct the election. The outgoing members of the executives may take part in the election of the newly executives committee. Any violation with sufficient evidence (cheating, bribing or conspire) will be disqualified immediately. The newly elected members of the executive committee shall be notified within 24 hours and election results will be made available through public announcement and through a members meeting.

#### **8.2. APPOINTMENTS**

8.2.1. The new office bearers will be appointed based on the procedures explained in 8.1. If any vacancies occur, in the case of the positions that have a vice, they will take precedence, and therefore the vice position of the eminent position will be re-advertised and elections held. Any other position that do not have a vice will qualify to hold elections again, and the positions should be filled within 6 working days.

#### **8.3. RESIGNATION**

8.3.1. Any executive member who may wish to resign from the board must inform the committee in writing at least two weeks before resignation to allow election for a potential replacement.

#### **8.4. DUTIES OF THE EXECUTIVES MEMBERS**

##### **1. PRESIDENT**

1.1. Chairs management meeting.

1.2. Prepare agenda of the meetings with the Secretary.

1.3. Represents the body at Student Parliament conferences or appoints someone on their behalf.

- 1.4. Corresponds with other societies on behalf of the body.
- 1.5. Is responsible of the activities of the body and sees to it that the management committees are carrying out their duties.
- 1.6. Keeps order in the society.
- 1.7. Maintaining committee enthusiasm, being passionate.
- 1.8. Read and respond to society emails.

## **2. THE VICE-PRESIDENT**

- 2.1. Acts in the absence of the President.
- 2.2. Be a monitor of the finances run by the Treasurers.
- 2.3. Produces periodical reports on the state of the finance to the President
- 2.4. Understands all of the committee roles and adapts to support other roles accordingly.
- 2.5. Be impartial in support to all other executives.
- 2.6. Know everything the chair does and support them every step of the way.

## **3. SECRETARY**

- 3.1. The Secretary shall be responsible for keeping the minutes of all meetings of the executive board.
- 3.2. The Secretary will provide a copy of the minutes for each officer through mails and keep a master file.
- 3.3. The Secretary shall maintain a complete and accurate account of attendance and membership status.
- 3.4. Shall fulfill all administrative duties and keep them up to date.
- 3.5. Notifies Management Committee member about the agenda before the next meeting.
- 3.6. Organises reports on the programs and progress of the body.
- 3.7. Attend Society Officer Training and Society Annual General Meeting (AGM).
- 3.8. Take care of the Society administration.
- 3.9. Organises AGM.

## **4. VICE-SECRETARY**

- 4.1. Know everything the Secretary does and support/assist them.
- 4.2. Act and takes duties in the absence of the Secretary.
- 4.3. Organise Socials events for the executive and rest of the Society.

## **5. TREASURER**

- 5.1. The Treasurer shall keep a current record of all financial transactions.
- 5.2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them to all board members.
- 5.3. The Treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
- 5.4. The Treasurer will perform other duties as directed by the President
- 5.5. Signature rights-mentor.
- 5.6. Attend Society Officer Training, Treasurer-specific training and Society AGM.
- 5.7. Organise Fundraising or Sponsorship for the Society.

## **6. VICE-TREASURE**

- 6.1. Attend Society Officer Training, Treasurer-specific training and Society AGM.
- 6.2. Learn and understands the Student's Society Financial system.
- 6.3. Apply for the annual initial grant and extra funding special grant from the Society.
- 6.4. Keep track of all income or expenditure.
- 6.5. Submit claims forms with receipts/invoices regularly when necessary.
- 6.6. Keep the committee and members informed of the society's financial situation.
- 6.7. Organise Fundraising or Sponsorship for the Society.
- 6.8. Countersign every claims form.

## **7. PUBLIC RELATION OFFICER (PRO)**

- 7.1. Advertises the body's activities through various ways on campus, such as notice boards, NUST FM etc.
- 7.2. Manages all Board media press releases and advertising.
- 7.3. Handle external & internal communication into the society.
- 7.4. Maintain the confidentiality of internal information.
- 7.5. Advertise Meetings and Events
- 7.6. Take Photos for the Website

## **8. PROJECT COORDINATOR**

- 8.1 Securing and contracting space and lodging for weekly Society meetings.
- 8.2 Supporting and collaborating with members in securing sponsorships.
- 8.3 Identify activities and projects in collaboration with the executive committee.
- 8.4 Plan, organise, coordinate and supervise various educational recreational, social and cultural students' events (in collaboration with the executive committee).
- 8.5 Attends events to facilitate operations and responds to emergency problems.
- 8.6 Compiles material for event programs, maintains mailing lists for distribution of events calendar or other pertinent notices (in collaboration with the executive committee).
- 8.7 To calculate a budget for proposed events in collaboration with the Treasurer, Vice-Treasurer.

## **9. THE PATRON/MATRON**

“Patrons are generally non-members. They tend to be someone who agrees to lend their name to your organisation as a way of supporting you, usually because they are well known and able to get media coverage for your organisation and bring in donations”

- 9.1. He/she acts as the guardian of the Public Management Student Society.
- 9.2. Being the messenger/spokesperson of the society, in high-ranking offices as any need may arise.
- 9.3. Help and advice the society on how to acquire financial assistance.
- 9.4. Being the relation officer between the Society and the industry.
- 9.5. The Patron is expected to attend the AGM and avail him/herself for meetings when the need arises.

## **10. THE FACILITATOR**

“A Facilitator is someone who engages in the activity of facilitation. They help a group of people understand their common objectives and assist them to plan how to achieve these objectives. In doing so, the Facilitator gets others to assume responsibility and take the lead”

- 10.1. The advisor and motivator of the Society and Public Managements' students in general.
- 10.2. Help the executives to follow the protocol observed by the management.
- 10.3. Communicates and updates the academic staff members about the projects of the society.
- 10.4. Rally involvement from the academic department.
- 10.5. Intervene in matters where the executives may fail to get help from any office at NUST.



10.6. The Facilitator is expected to attend the AGM, and weekly meetings (if time allows for it).

10.7. The Facilitators' first responsibility is towards his/her academic commitments as the Society involvement is on a voluntary base and not incorporated into staff workload.

## **ARTICLE 9**

### **9.1. FINANCE**

9.1.1. The body's source of funds shall be:

9.1.1.1. Members of the Society (executives N\$ 100.00)

9.1.1.2. NUST (Student Affairs)

9.1.1.3. Fundraising activities

9.1.1.4. Interested people (sponsors)

9.1.1.5. The Facilitator (N\$ 100.00 annually)

9.1.1.6. The Patron/Matron (N\$100.00 annually)

9.1.2. There shall be a stipulated amount for membership fees for **N\$50.00** payable by each registered member annually and **N\$50.00** extra to executives' members, subject to Article 5.2.1, section B including Patron/Matron and the Society's Facilitator.

9.1.3. There shall be a receipt book and the file to hold all paperwork and receipts/copies of invoices of the society's transactions.

9.1.4. Three (3) Executive boards, the President, Secretary and Treasurer shall counter sign all withdrawn and deposits made and must be accountable for them.

9.1.5. Withdrawals shall only be made of the body (society) purposes not to satisfy individual needs and must be transparently known to all executive board for approval.

### **9.2. POWER**

9.2.1. The body shall have the power to:

9.2.1.1. A disciplinary procedure

9.2.1.2. Should seek financial support; accept donations

9.2.1.3. Apply funds to achieve the objectives of the society.

9.2.1.4. Enter into contracts or engagements to open and operate banking accounts or building society accounts.

9.2.1.5. Do such other things as may be considered incidental or conducive to the achievement of its objectives.

9.2.1.6. Appoints sub-committee for a particular purpose with or without plenary powers. An assistant Secretary, Treasurers and other officials for specific duties.

## **ARTICLE 10**

### **10.1. MEETING AND PROCEDURES**

10.1.1. There shall be two meetings held weekly when necessary (Tuesday and Thursday).

Tuesday meetings are compulsory to all executive members between 12:30-13:00.

10.1.2. If a member of the executive (including the Patron/Matron and Facilitator) are unable to attend, the Secretary should be informed in writing through the available communication channels.

10.1.3. There shall be one General meeting monthly for all PMS students.

10.1.4. A member on the NUST-PMS executive being absent for two (2) consecutive meetings without a valid reason (provided to the Secretary in advance) shall be withdrawn from the committee subject to clause on article.

10.1.5. The agenda of all upcoming meetings shall be communicated at least two days before the meeting.

10.1.6. Special or emergency meetings may be called with not less than 24Hours' notice by the board through any method of communication that will reach and inform members.

10.1.7. Meetings shall be held as scheduled in a classroom designated by the NUST.

## **ARTICLE 11**

### **1.1 AMENDMENT OF THE CONSTITUTION**

11.1.1. The two-thirds majority of the annual general meeting or special meeting or must approve amendment to the Constitution. A quorum of at least 20 members (excluding executives) should be present to vote for an amendment.

11.1.2. Any amendment shall only have the force or effect once amendeds and signed by:

11.1.2.1. The President

11.1.2.2. The Vice-President

11.1.2.3. The Secretary

11.1.2.4. The Facilitator

## **ARTICLE 12**

### **12.1. DISSOLUTION**

12.1.1. In the case that the body is dissolved, any funds or assets that may have accrued to the body must be paid over to another society or body of similar activities to be decided and agreed upon by the committee.

## **ARTICLE 13**

### **13.1. AFFILIATION**

13.1.1. NUST-PMS shall be affiliated to:

13.1.1. Other societies or organisations of any familiar activities.

13.1.2. Incorporate with other societies or organisation of similar activities.

## **ARTICLE 14**

### **14.1. INTERPRETATION**

14.1.1. The interpretation of the Namibia University of Science and Technology Public Management Society Constitution lies entirely with the Namibia University of Science and Technology (NUST).