
Namibian University of Science and Technology



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

NUST Economics Student Society (NUST - ESS)

Constitution 2019



NUST Economics Student Society (NUST - ESS)

1. NAME:

NUST Economics Student Society (ESS)

2. VISION:

Our vision is to:

- 2.1.** Have well qualified students prepared to face economic challenges in the Namibian economy.
- 2.2.** Have future graduates that will make meaningful contributions to the Namibian economy and the world at large.

3. MISSION STATEMENT

NUST - ESS is a student organization for all economics students at the Namibian University of Sciences and Technology interested in the world of economics. NUST-ESS will serve as an information source aiming to provide all economics students and interested individuals, with the opportunity to become directly involved in the economic activities of the community outside the classroom.

4. OBJECTIVES

NUST-ESS seeks to achieve the following objectives:

- 4.1.** Promote interest and interest in the field of economics students at NUST
- 4.2.** Exchange of economic insight by providing public lectures, discussions and excursions on economics and other business related issues.
- 4.3.** Create relationships with companies for appropriate job attachments for the members.
- 4.4.** Provide information on financial assistance to support the ready students.
- 4.5.** Broadcast helpful information and provide interested students with activities including meetings and a forum for ideas in the field with which to contribute to the advancement of economic science.
- 4.6.** Provide information on different career opportunities in the economics field.

5. RIGHTS

The Society shall have the right to:

- 5.1.** Accept any grants or donations given to the society.



- 5.2. Make payments from its funds to promote its objectives.
- 5.3. Enter into agreements to build up the society and its members.
- 5.4. The Executive Committee shall have the power to include/involve other members of the society for particular purposes.
- 5.5. Do such other things as may be considered conducive to the attainment of the NUST-ESS objectives.

6. **EXECUTIVE COMMITTEE**

- 6.1. The Executive Committee shall include a President, Vice President, Secretary and deputy, Publicity (PRO) and deputy, Treasurer and deputy, Event organizer and deputy and four additional members made up of representatives from all the respective years (first year, second year, third year and honor's).
- 6.2. The members of the Executive Committee shall be in office for a period of 1 year and may seek re - election.

7. **DUTIES OF EXECUTIVE COMMITTEE**

7.1. **President**

The President shall act as the chief administrative officer of the NUST-ESS during his/her term of office. The President shall have powers to execute the word and spirit of this constitution not expressly listed or denied by this constitution to the best benefit of the members of NUST-ESS. His/her **responsibilities shall include:**

- Chairing all meetings of NUST-ESS.
- Delegate responsibilities to the officers to further the student organization in the best possible manner.
- Call at least 2 meetings per semester.
- Handle corporate relations and arrange for excursions for the members.
- Identify community projects per semester that the NUST-ESS can participate in.
- Replace any office bearer in consultation with the executive committee if an officer is removed or resigned from office.
- Provide all new officers a copy of this constitution before the FIRST official meeting each year.
- Create the agenda for each meeting with the assistance of the secretary at least 7 days before the said meeting.
- Compile a detailed report at the end of the year on NUST-ESS activities. All paid up members should have access to this report.
- Inform the Patron of the activities of NUST-ESS and ensure his/her presence at official activities of the society.

- Call all other meetings.

7.2. Vice-President (VP)

If the President is unavailable or unreachable, the V.P will act in the interests of the office of the President. His/Her general **responsibilities will include:**

- Chair all meetings in the absence of the President.
- Secure a venue for NUST-ESS meetings and informing the secretary about it.
- Plan and organize transportation for all office visits/excursions.
- Coordinate all events and meetings with companies and/or their representatives.
- Upon cancellation of a speaker, must make every effort to find a replacement (e.g. Dean).
- Maintain a corporate database.

7.3. Secretary and deputy secretary

The Secretary shall be responsible for correspondence of NUST-ESS. His/her **responsibilities include:**

- Take minutes at the AGM and the general meetings.
- Circulate minutes to all members after approval by the executive committee.
- Collect the contact details of speakers and send this information to the Vice President to include in NUST-ESS Corporate Contact Database
- Send “Thank You” notes to speakers and office visits/excursions within 14 days
- Maintain stationary and a file containing all the societies’ correspondences as well as copies of minutes.
- Organize certificates to be presented to paid - up members of this association at the end of the year.
- Keep updated record of attendance at all meetings, socials, community service, and other NUST-ESS events.

7.4. Treasurer and deputy treasurer

The Treasurer will be responsible for managing all funds, maintaining all financial records and information for NUST-ESS. His/her **responsibilities include:**

- Have an up to date list of paid members at every NUST-ESS meeting.



- Prepare a budget at the beginning of each semester in conjunction with the Executive Committee
- Make payments, with the approval of the President and keep receipts and invoices for all money coming in and out.
- Collect membership fees and any other money collected on behalf of the association and issue receipts to members
- Advise on the organization's fundraising strategy
- Ensure use of funds complies with conditions set by funding bodies
- Ensure costs allocated to various activities remain within budget.
- Make all deposits into the society account at the Bursar's office.

Note:

- The NUST-ESS will operate its amounts/funds through the NUST Accounting System (Bursar's office).
- All monies collected will be immediately deposited in the NUST-ESS accounts kept in the office of the bursar. (Copies of deposit slips and receipts should be filed in the NUST-ESS finance file kept and updated by the Treasurer)

7.5 Publicity (PRO) and deputy

The publicity shall be responsible for all the internal and external correspondence of NUST-ESS as directed by the president. His/her responsibilities include:

- Make sure that all the posters are available at the notice boards for the meeting for the society.
- Informing all members about the meetings for the society.
- Provides secretarial support for other secretaries as needed
- Maintains computers and office equipment in good working order
- Utilizes volunteers for assistance whenever possible

7.6 Event Organizer and deputy

The event organizer is responsible for the conception, planning and execution of events from start to finish:

- Make arrangement for all the events agreed upon by the Executive Committee
- Promote and organize suitable arrangements for all events which the club is involved in
- Act as the main contact for events and competition information and advice
- Ensure all members are informed of dates and venues of forthcoming events which the club is involved with

- Ensure the club committee is informed of any planned events
- Manage the arrangements for the event to ensure the health and safety of the public and participants.
- Ensure proper and effective coordination and cooperation for health and safety between the various parties involved in the event e.g.
- Communicate the appropriate safety information and arrangements to those involved.
- Recruitment of any additional help needed at NUST-ESS events.

7.7 Additional members

Additional members are general members of the Executive Committee. **Their responsibilities include:**

- Helping the executive committee members to execute their roles

8. MEMBERSHIP

- 8.1.** Membership shall be open to and is limited to all economics students of NUST regardless of their year of study, race, nationality, creed, or political affiliation, sex, sexual orientation, religion, age, disability, or veteran's status.
- 8.2.** Membership fees shall be paid yearly.
- 8.3.** Any member may be suspended or expelled for misconduct.
- 8.4.** All members are entitled to attend and all NUST-ESS activities, unless denied by the Executive Committee.
- 8.5.** All members are required to contribute towards the effective running of the society. This may include but not limited to, assistance at fundraising events, marketing of the society, attendance of NUST-ESS activities and informing the Executive Committee about any potential upcoming events

There shall be two classes of members:

8.6. Paid - up members

Such members shall pay membership fees determined annually. This membership fee will contribute to the expenditure of the society. Membership certificates will be issued to paid-up members who have not missed any meeting or at least three meetings with valid reasons.

8.7. Non paid - up member



All economics students are welcome to attend the meetings and events of the NUST-Economics Student Society, unless otherwise specified at the meeting / event.

9. ANNUAL GENERAL MEETINGS

- 9.1. The AGM shall be held not later than 1 October each year.
- 9.2. The AGM shall carry out all business specifically entrusted to it in terms of this constitution and rules and all other matters properly before it.
- 9.3. The Secretary shall give 14 days' notice of the AGM by posters and advertisements to all members
- 9.4. All matters submitted by members for inclusion in the agenda for the AGM shall reach the Secretary not later than 21 days before the AGM.

10. VOTING AND PROCEDURES AT MEETINGS

- 10.1. The secretary shall record all proceedings in a minute book.
- 10.2. The quorum for all meetings including the AGM shall be 50% of paid up members.
- 10.3. If for any reason the quorum is not present at the meeting or the AGM, the meeting shall be adjourned until another meeting is arranged where all members are present or a quorum is present.
- 10.4. All decisions at meetings shall be taken on a ballot.

11. MISMANAGEMENT OF FUNDS

- 11.1. The Executive Committee shall be held liable for mismanagement of funds committed during their term of office.

12. MATTERS NOT COVERED IN THE CONSTITUTION

Should any point arise at an AGM which is not covered by this constitution; such matters shall only be valid if passed by two thirds majority of those present to make the necessary addition to the constitution and rules to cover the matter under issue, provided that any such additions shall be reported at the next succeeding AGM for discussion and determination.

13. REMOVAL OF EXECUTIVE COMMITTEE MEMBER(S)

All officers should fulfill their outlined responsibilities. If they fail to meet any of their responsibilities, the officer is automatically removed and if he/she misses three or more meetings without a valid reason.

For the position of President, failure to fulfil the duties listed above will result in an emergency meeting of all paid – up members. The paid – up members must uphold a vote of no confidence. If the measure passes with a 3/4 majority, the President will be removed.

- If the President is removed, the Vice-President will assume the office of President.
- If the Vice-President is removed or becomes President due to the removal of the President, the acting President will appoint an acting Vice President in consultation with the Executive Committee. Paid – up members have a say in this matter.
- All other positions will be temporarily filled by appointment by the President. The position will be temporary until the members agree to make it permanent. No elections will be necessary.
 - All deputies shall take over responsibilities in event of their positioned superior being unavailable due to unforeseen circumstances.

14. ELECTIONS

14.1. Students campaigning for the positions of President, Vice President should meet the following requirements:

- Second, third or fourth year Bachelors of Economics student
- Paid – up member of the NUST-ESS
- Have and maintain a strong academic record
- Have leadership qualities
- Be self disciplined

14.2. Term Limits

Office bearer may seek re-election after completion of his/her year.

14.3. Electoral Rules and Procedures

- A lecturer from the department of economics should be present to conduct the elections.
- Elections shall be held each year for all Executive Committee positions.
- Elections shall be held in February for the following **yearlong positions**.
- Candidates should be in good standing to run for office.
- To be elected, it shall take a simple 50% majority of present, paid-up members in good standing to vote.
- All votes will be by secret ballot.
- Paid - up members must be checked in at the door to receive their ballot papers.
- Candidates for office shall deliver their speeches to the members of NUST-ESS.
- Once speeches have concluded for any given position, the candidates will ask questions in front of the assembly and any paid – up member may ask questions.
- Elections may be contested if any of the rules above have been violated.

15. METHOD TO AMEND THE CONSTITUTION

To rectify the constitution, it shall take a three quarter majority of the paid-up members to approve the amendment.

16. ELECTED EXECUTIVE COMMITTEE

All officers of the NUST-ESS must read and sign an updated version of the NSUT-ESS constitution and rules upon commencement of their term of office. Their signature indicates that they have read the NUST-ESS constitution, understood the rules and responsibilities therein, and agree to abide to the said rules and regulations.

President

Date

Vice President

Date

Secretary and deputy

Date



Treasurer and deputy

Date

Events Coordinator and deputy

Date

Publicity (PRO) and deputy

Date

Additional Member (first year)

Date

Additional Member (Second year)

Date

Additional Member (Third Year)

Date



Addition Member (Fourth Year)

Date

