



**ΝΑΜΙΒΙΑ UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**



## ***NUST LGBTQ+ SOCIETY CONSITUTION***

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## **PREAMBLE**

The purpose of the NUST LGBTQ+ Society is to create awareness regarding different sexual orientations and to further educate interested parties on all related LGBTQ+ discussions. Moreover, the NUST LGBTQ+ Society enables a network where one is to meet like-minded persons with the NUST Community, in particular, and Windhoek, in general. To create a prejudice free zone for all members.

Whereas, to create a safe space for all students, regardless of sexual orientation, sex, race, religion, creed or political affiliation, gender identity and gender expression.

## **DEFINITIONS**

In this constitution, the following definitions shall apply unless stipulated or the context indicates otherwise.

“LGBTQQIAAP” means Lesbian, Gay, Bisexual, Transgender, Transsexual, Queer, Questioning, Intersex, Asexual, Ally and Pansexual.

“Constitution” means the Constitution of the NUST LGBTQQIAAP Society.

“NUST” means the Namibia University of Science and Technology.

“Executive Members” mean all members who are executives for the NUST LGBTQ+ Society.

“Ordinary Members” mean all registered students at NUST, and any other higher learning institution, in Namibia, who do not sit on the Executive Committee.

“Graduates” mean all former registered students, who graduated, from NUST, and/or any other higher learning institution, in Namibia.

“Faculty Staff/Administrators” mean all NUST staff.

## **ARTICLE 1 – NAME**

The official name of the society shall be; the *NUST LGBTTQQAAP Society* or *NUST LGBTQ+ Society*, for short.

## **ARTICLE 2 – EMBLEM AND MOTTO**

The society shall undertake to have an emblem. The emblem consists of rainbow colours, in the form of puzzle pieces to show that doesn't matter who we are or how different we may be, we are all a part of the same picture, and that united we will overcome all challenges.

## **ARTICLE 3 – LANGUAGE**

1. The official language of the NUST LGBTQ+ Society shall be English.

## **ARTICLE 4 – AIMS AND OBJECTIVES**

1. To work closely with all LGBTQ+ networks and organisations;
  - a. to have further joint social events and campaigns
  - b. providing volunteering opportunities for all members
2. To invite activists and professional speakers onto campus for motivational and/or guest speaking events.
3. To secure an environment in which its members feel safe and can meet other like-minded persons.

## **ARTICLE 5 – MEMBERSHIP**

1. Membership to the NUST LGBTQ+ Society shall be open to all persons registered as students at NUST;
  - a. And any other person who is professionally and officially connected with NUST.
2. Membership shall consist of;
  - a. Executive Members
  - b. Ordinary Members
  - c. Graduates
  - d. Faculty Staff
  - e. Administrators
3. Honorary membership may be awarded to any former member of the NUST LGBTQ+ Society, including former executive members, who are no longer studying on a full time basis, at the discretion of the Executive Committee.
4. All persons who accept the aims and objectives, and rules and regulations of the NUST LGBTQ+ Society shall be eligible for membership for the NUST LGBTQ + Society.
5. All members shall pay an upfront annual membership fee, as determined by the Executive Committee, for the promotion of the aims and objectives of the NUST LGBTQ+ Society.
6. The minimum number of members is subject to the rules and regulations of NUST.

## **ARTICLE 6 – RIGHTS AND OBLIGATIONS OF MEMBERS**

1. All members shall have the right to participate, directly or indirectly, through democratically elected representatives in the decision making processes of the NUST LGBTQ+ Society.
2. All members are subject to the rules and regulations with regards to conduct whilst attending meetings, excursions and/or any further activities organised by the NUST LGBTQ+ Society;

- a. or any other rules and regulations prescribed by the Executive Committee, as they deem fit.
3. Any member making himself/herself liable by way of wrongful conduct as set forth in this Article shall be dealt with in terms of the general rules and regulations of the NUST

### **ARTICLE 7 – TERMINATION OF MEMBERSHIP**

All members may be terminated by:

1. A letter of resignation addressed to the Executive Committee of the NUST LGBTQ+ Society, via the Secretary General –
  - a. which shall consist of the reasons for such resignation;
  - b. at least two (2) weeks in advance.
2. A unanimous decision of and supported by the Executive Committee with clear justifying reasons, which include, but are not limited to;
  - a. Serious violations of the NUST LGBTQ+ Society Constitution
  - b. Gross ethical and/or professional misconduct
3. Regulations set out by the Dean of Students of NUST.
4. Deregistration of the said member from NUST.

### **ARTICLE 8 – POWERS OF THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall be vested with the power:
  - a. To create standing rules and regulations pertaining to the conduct of all members, generally.
  - b. To terminate membership as set out in Article 7
  - c. To elect the Faculty/Staff Member (known as the “Society Adviser”) for the NUST LGBTQ+ Society.

- d. To take decisions to further the aims and objectives of the NUST LGBTQ+ Society, as they deem fit.
  - e. To impeach fellow Executives Members and/or Ordinary Members on the grounds of;
    - i. Inconsistency;
    - ii. Breach of confidentiality;
    - iii. Ineffectiveness;
    - iv. Absence without reasons;
    - v. Failure to execute tasks effectively;
    - vi. Embezzlement of funds; and
    - vii. Any and all forms of bullying
  - f. To appoint an acting Executive Member where one has resigned and/or was removed.
2. A two-third (2/3) majority vote shall be required to constitute a binding decision by the Executive Committee.

## **ARTICLE 9 – COMPOSITION OF THE EXECUTIVE MEETING**

1. The Executive Committee shall consist of the active undergraduate students registered at NUST;
  - a. Half (1/2) of the Executive Committee must be full-time students.
2. The Executive Committee shall occupy the following portfolios of the NUST LGBTQ+ Society –
  - a. The President
  - b. The Vice-President
  - c. The Secretary General
  - d. The Treasurer
  - e. The Public Relations Officer

## **ARTICLE 10 – FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE**

### 1. The President shall:

- a. Be the Chief Executive Officer, and supervise the day-to-day running of the NUST LGBTQ+ Society and its office bearers.
- b. Chair all meetings.
- c. Ensure the observance of the NUST LGBTQ+ Society Constitution and standing rules of meetings.
- d. Be vested with the power to engage the NUST LGBTQ+ Society in binding commitments which serve the aims and objectives of the society.
- e. Convene meetings, and cede this duty to the Vice President, when necessary.
- f. Be the co-signatory to all financial documents, alongside the Treasurer –
  - i. Except for NUST Finance Office finance documents, where he/she shall have sole signing discretionary power.
- g. The term “President” shall be used to refer to the Head of the NUST LGBTQ+ Society.

### 2. The Vice President shall:

- a. Co-operate with the President in any way to carry out the work of the NUST LGBTQ+ Society, and in the absence, removal, or incapacity of the President shall assume duties of the chair thereof and be referred to as “Acting President”.
- b. Chair meetings in the absence of the President.
- c. Maintain the image of the NUST LGBTQ+ Society, internally and externally.
- d. Co-ordinate other portfolios of the Executive Committee.
- e. Provide support for the development of the society activities planned by the Executive Committee.
- f. Assist the Treasurer, alongside the Secretary General, in establishing budgets.

### 3. The Secretary General shall:

- a. Be the Chief Administration Officer for the day-to-day activities, internally and externally.

- b. Be responsible for the handling of all internal and external correspondence.
  - c. Keep proper records and transcripts of –
    - i. Meetings;
    - ii. Requests for meetings;
    - iii. Executive meetings attended;
    - iv. Registered members
    - v. Annual reports to the governing body.
  - d. Maintain good relations between the NUST LGBTQ+ Society and other stakeholders.
  - e. Be responsible, under the direction of the Executive Committee, for the transaction of all business of the NUST LGBTQ+ Society, and generally perform such duties as may be necessary for effective functioning of the NUST LGBTQ+ Society.
  - f. Assist the Treasurer, alongside the Vice-President, in establishing budgets.
  - g. Assume the duties of the President and Vice-President in their absence.
  - h. Administer all property of the NUST LGBTQ+ Society.
4. The Treasurer shall:
- a. Report on the financial position of the NUST LGBTQ+ Society to the Executive Committee.
  - b. Perform all financial tasks as follows;
    - i. Book keeping;
    - ii. Dealing with the financial account of the NUST LGBTQ+ Society;
    - iii. Keep all financial records;
    - iv. Prepare the budget for the financial year of the NUST LGBTQ+ Society;
    - v. Prepare budgets for all activities;
    - vi. Prepare monthly reports on funds.
    - vii. Prepare the annual financial report and present it to the Executive Committee.
    - viii. Be co-signatory on all financial documents, alongside the President.
5. The Public Relations Officer shall:
- a. Publicise information relating to the Executive Committee meetings.



- b. Liaise, negotiate and promote co-operation and harmony with other societies, associations, organisations and individuals, internally and externally.
- c. Communicate with the NUST Management, wholly.
- d. Organise and market events hosted by the NUST LGBTQ+ Society, alongside the Executive Committee.
- e. Be in charge of procuring sponsorship and fundraising for the NUST LGBTQ+ Society.

### **ARTICLE 11 – ANNUAL GENERAL MEETINGS AND GENERAL MEETINGS**

1. The Annual General Meeting shall;
  - a. Be held in orderly sessions, annually.
  - b. Allow members to discuss matters included in the agenda by the Executive Committee.
  - c. Allow members to elect the Executive Committee for the following academic year.
  - d. Allow members to review and revise the duties and functions of the Executive Committee.
    - i. A decision to that effect shall be taken by a simple majority vote of all members present.
2. Quorum for meetings shall be simple majority.
3. Two (2) general meetings, at least, shall be held each academic year, excluding the AGM.
  - a. One (1) general meeting shall be held in February of each academic year, with the sole purpose of reviewing and establishing the NUST LGBTQ+ Society Constitution and the aims and objectives of the society.
4. The Executive Committee shall meet regularly to discuss the aims and objectives of the NUST LGBTQ+ Society.
5. Extraordinary meetings may be called by the Secretary General at the discretion of the President –
  - a. Notice of the said extraordinary meeting shall be provided at the earliest possible time and the purpose thereof must be stated.

- b. A simple majority of members present at the meeting constitutes quorum.
  - c. Valid reasons must be given in a reasonable time prior to a meeting for the absence of an Executive Member.
6. Reasonable notice of absenteeism must be provided prior to all meetings by all members.

## **ARTICLE 12 – ELECTIONS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall be elected annually at the AGM.

1. Elections shall be held annually during the AGM, which shall be determined by the Executive Committee at the discretion of the President, prior thereto.
2. Nominations shall open two (2) weeks prior to elections:
  - a. Only active registered students at NUST shall be eligible for elections as Executive Committee members.
  - b. Prospective member of the Executive Committee shall be nominated by the members of the NUST LGBTQ+ Society.
  - c. There shall be at least two (2) nominations for each vacancy;
    - i. Alternatively, in the absence of a second nomination, such candidate shall be elected unanimously.
    - ii. The nomination shall be seconded by at least one other member of the NUST LGBTQ+ Society.
    - iii. Any member may nominate only one member for a specific vacancy.
    - iv. A nominee may either accept or decline such a nomination.
    - v. No member shall be nominated or elected, if absent, unless reasonable grounds acceptable to the present Executive Committee are supplied.
3. Elections shall take place by secret ballot, which shall be tabulated by the Society Adviser.
4. After such declaration, the newly elected Executive Committee shall come into office and be guided and facilitated by the outgoing Executive Committee, until the closing date of NUST, or alternatively decided by the outgoing Executive Committee.
5. Simple majority is quorum for the elections.

### **ARTICLE 13 – FINANCE**

1. Any income and/or property of the NUST LGBTQ+ Society shall be applied solely towards the promotion of its aims and objectives.
2. No portion of the income and/or property shall be paid or be transferred, whether directly or indirectly, to any member of the NUST LGBTQ+ Society unless it is in payment of debts.
3. An account shall be kept with the NUST Finance Office or any other institution as per the rules and regulations of NUST to which only the President, and in some cases the Treasurer, shall have authorising rights.
4. The financial year shall commence on the first day of March and end on the last day of February of each year.

### **ARTICLE 14 – SOCIETY ADVISOR**

1. The Executive Committee shall choose an advisor from the staff of NUST, whom shall have the purpose of building and ensuring relations between the University and NUST LGBTQ+ Society.
2. The Society Advisor shall;
  - a. Advise the Executive Committee.
  - b. Act as electoral commissioner during elections.
  - c. Have no voting rights.

### **ARTICLE 15 – POLICY COMPLIANCE**

The NUST LGBTQ+ Society shall abide by all university policies, rules and regulations, and it agrees to not initiate, support, or encourage any events and/or situations that endanger the mental, physical and/or emotional health or safety of any student (and person) for any purpose including, but not limited to the initiation or admission into or affiliation with this society or organisation.

## **ARTICLE 16 – AGENCY CLAUSE**

The NUST LGBTQ+ Society is not an agent of the University Students' Council of NUST and its views and/or actions do not represent the NUST.

## **ARTICLE 17 – AMENDMENT OF THE CONSTITUTION**

1. This Constitution is binding to all the members of the NUST LGBTQ+ Society.
2. This Constitution shall only be amended by a two-thirds (2/3) majority vote of all members at the AGM.
  - a. Amendments may be proposed prior via the Office of the Secretary General through emails.
  - b. Discussions and debating shall take place during extraordinary meetings, whereas adoption of these amendments shall take place during the AGM.
  - c. In the event of constitutional amendments, the founder (s) of the NUST LGBTQ+ Society shall be consulted, first.
    - i. In a case where the founder (s) is nowhere to be found, incapacitated and/or dead, after all avenues have been exhausted, the current President and Society Advisor in consultation with a legal aid can consult on the amendments.

## **ARTICLE 18 – DISSOLUTION**

1. The NUST LGBTQ+ Society shall be dissolved by a two-thirds (2/3) majority vote of all its members at the AGM.
2. After such a decision is made, it must be approved by the Executive Committee, in consultation of the founder (s), by a unanimous vote, in order to have a binding effect.
  - a. In a case where the founder (s) is nowhere to be found, incapacitated and/or dead, after all avenues have been exhausted, the current President and Society Advisor in consultation with a legal aid can consult on the dissolution.

### **ARTICLE 19 – SHORT TITLE**

The Constitution shall be known as the *NUST LGBTQ+ Society Constitution*.

### **ARTICLE 20 – COMING INTO EFFECT OF THE CONSTITUTION**

The Constitution shall come into effect on the day of the registration of the NUST LGBTQ+ Society.