

MODEL CONSTITUTION FOR NMU STUDENT SOCIETIES

(SAMPLE)

CONSTITUTION OF AIDED SOCIETY OF THE NELSON MANDELA UNIVERSITY

1. Name

The name of this body shall be the AIDED Society of the Nelson Mandela University (hereinafter referred to as the Society).

2. Purpose

As members we noticed the subtle division that is within members in the university. Mainly the focus being the gap between members with disabilities and those without.

2.1 The purpose of the society is to advance the education of the students of the NMU by:

- Raising awareness on social exclusion and finding ways to bridge it.
- Advocating for differently abled members and every other student who has ever felt marginalized within the university.
- Empower members.

2.2. MISSION

- Members from different walks of life acknowledging the gap between different groups within their environment and working together to bridge it.

2.3. VISION:

- To see able and differently abled members coexisting in an environment that is friendly and conducive to both parties.

3. Definitions

In this constitution, unless the context otherwise indicates:

“Society” means the AIDED (example) Society;

“University” means the Nelson Mandela University;

“student” means a registered student of the Nelson Mandela University;

“members” means the paid up and registered members of the society;

4. Affiliation

AIDED is not part of the Universal Accessibility & Disability Services unit but both may work hand in hand should there be a need.

4.1 It shall be a condition of affiliation to that the society must have 50 numbers of paid up registered members, as may be determined from time to time by the dept of Student Governance and Development.

4.2 Representatives of affiliates should attend all Student Governance and Development society meetings failure to attend three consecutive meetings shall result in an affiliate losing its recognition as an affiliate and will have to apply again for the following year.

4.3 Affiliates are expected to present audited financial statements and reports at the Annual General Meeting. Failure to adhere to this stipulation could result in affiliates losing their status.

5. Membership of Society

5.1 Membership of the society is open to all registered students of the NMU:

- who support the purpose of the society
- pay the membership fee

5.2 The Secretary shall keep a register of members which shows the date on which each member last paid their membership fee.

5.3 Members may resign in writing to the Secretary.

5.4 Honorary Membership: Any duly elected and deserving person may be granted honorary membership by the Society.

5.5A suspended member has a right of appeal at an Annual or Extraordinary General Meeting.

6. Voting Rights

- All members who have completed one semester shall have the right to vote at meetings and elections of the Society.
- The Executive Committee shall have the power to co-opt additional members to fill vacancies or for some other purpose provided that the maximum number of Executive Committee members does not exceed.

7. General Meetings of Members

- The Executive shall hold at least one general meeting per year preferably no later than the 30 September and may freely hold any further meetings as deemed necessary.
- Notice of a general meeting must be given seven days before the meeting. The agenda must accompany the notice.
- 30 per cent of the members shall constitute a quorum.
- The Chairperson shall chair general meetings. If the Chairperson is not present and the Vice-Chairperson is present then he/she shall chair the meeting, If neither is able to chair the meeting, the meeting must elect another member.
- Each member present has 1 vote. Proxies are not allowed. Questions are decided by a simple majority of those present and voting. Decisions shall be made on consensus, but in the event of a deadlock. Voting shall take place and if necessary, the chair shall have a casting vote.
- Only AGM's may make society policy when properly tendered.
- The business of the AGM shall include:
 - A statement of the results of the ballot for Executive Committee members for the ensuing year.

- receipt of the Committees' report on the activities of the Society during the preceding year.
- receipt of the Society's statement of accounts for the year together with a report of the independent examination of the Society's accounts
- d) approval of the statement of accounts.
- e) appointment of the Independent Examiner of the Society's statement of accounts for the forthcoming year.

6.1 The AGM

6.1.1 The AGM must be held by the end of September. Its business includes:

- a) To confirm the minutes of the last AGM and any subsequent general meetings;
- b) To consider reports from Executive members, including the Treasurer's financial report;
- c) To elect the Executive; and
- d) Any other business of which notice has been given to amend the constitution and adopt policies

6.1.2 Notice of an AGM must be given at least seven days in advance. The agenda must accompany the notice.

6.1.3 50 plus one of the members shall constitute a quorum

6.1.4 Should the quorum not be met, the meeting is postponed for 48 hours. Members present at the next meeting form a quorum.

6.2 Extraordinary General Meetings

6.2.1 The Executive may call a special general meeting at any time on receipt of a written request by a minimum of 20 members stating the business to be considered. The special general meeting must be held within 21 working days of an Executive member receiving the request.

7. Executive Positions

7.1 The Executive of the society shall consist of the following positions:

- a) Executive Chairperson,
- b) Deputy Executive Chairperson
- c) Executive Administration & Logistics Officer (Secretary)
- d) Deputy Executive Administration & Logistics Officer (Deputy Secretary)
- e) Executive Financial Officer (treasurer),
- f) Executive Marketing Officer (Public Relations)

7.2 A general meeting may establish other Executive positions.

7.3 Executive members may only hold 1 Executive position at a time.

7.4 Members of the committee may be re-elected.

8. Election and Term of Office of Executive

8.1 Only members who are current students or staff are eligible to be elected to and hold Executive positions.

8.2 Executive members may serve an unlimited number of terms.

8.3 All Executive positions must be elected by secret ballot at the AGM.

8.4 Executive members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.5.

8.5 Executive members cease to hold office if they:

- a) resign in writing to the Secretary (or, in the case of the Secretary, to the Chairperson);
- b) cease to be a current student;
- c) are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a general meeting; or
- d) fail to attend 2 consecutive meetings of the Executive without giving apology to the Executive.

8.6 The Executive may fill a single vacancy in its membership by co-option. If there is more than 1 vacancy, the Executive must convene a general meeting to fill the vacancies by secret ballot.

9. Responsibilities of Executive

9.1 The Executive is responsible for the management of the society, including its financial management.

9.2 The Executive must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 10.3(e).

9.3 The Executive is responsible for:

- a) organizing society activities;
- b) representing the society and its members within the NMMU; and
- c) recommending policy

10. Proceedings of Executive Members

10.1 The Executive shall meet at least twice during semester.

10.2 Executive meetings will be organized by the Chairperson or any 2 Executive members.

10.3 **Notice:** At least 5 academic days in writing of the date, time and place of Executive meetings must be given to each Executive member.

10.4 A quorum shall be fifty percent plus one, including either the chairperson, vice-chairperson and secretary.

10.5 The Executive may establish committees and delegate its powers as it deems appropriate.

11. Duties of Executive Members

11.1 The duties of the Chairperson include:

- a) to co-ordinate society activities;

- b) to be the chief spokesperson for the society; and
- c) to chair general and Executive meetings.

11.2 The Chairperson shall compile a written report at the end of each year and forward it to the Head Student Development and Governance.

11.3 The Vice-Chairperson shall assist the Chairperson where required

11.4 The duties of the Financial Officer include:

- a) to record all income received and payments made by the society.
- b) to keep a register of all assets held by the club/society;
- c) to prepare an annual budget for the club.
- d) to present a current financial report at each Executive meeting.
- e) to present a financial report to the AGM for:
 - (i) the last financial year, and
 - (ii) to keep the financial records of the club.
- f) to submit a budget for the forthcoming year to the Head of Arts & Culture before the end of November

11.4 The duties of the Secretary include:

- a) to keep a register of members.
- b) to arrange general and Executive meetings.
- c) to take minutes of all general and Executive meetings.
- d) to keep the records of the society (other than its financial records).
- e) to communicate between the committee and the members

11.5 The duties of the Marketing Officer include:

- a) to coordinate marketing initiatives of the Society
- b) ensure success positive representation of Society to the Students

11.6 The duties of the Logistics Officer include:

- a) to coordinate and ensure the technical support of an activity.

12. Publications

Publications must conform to the NMU's image and corporate look.

13. Amendment

This constitution may only be amended:

By a resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.5 (including the proposed amendment) has been given

14. Dissolving the society

Should the society be dissolved, all apparatus and documents shall be entrusted to the care of the Arts & Culture Department until such time as the Society is revived.

