

FCI Society

Faculty of Computing & Informatics Society

Constitution

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1. PREAMBLE

Computing and Informatics is the driving force behind our technological and economic development; hence it is intimately linked to our daily lives. The Vision of the Faculty is to provide the best regional practical-oriented tertiary education, in Information and Communication Technology and computer studies, through internationally recognized programs, research and service to enable students to be professional leaders within the national, regional, and global knowledge-based society.

The Faculty of Computing and Informatics (FCI) Society of the Namibian University of Science and Technology wants to ensure that the standard of communication is upheld on and off campus.

The FCI Society aims to ensure that every student pursuing a career in the field of Computing and Informatics is well informed, to be one of the best candidates in the ever-growing field of Information and Communication Technology.

The FCI Society also aimed at creating and maintaining a much-needed communication between the students and the industry. It will continue to strive for a well-informed group of potential students that are part of FCI and the University at large.

2. ARTICLE 1: MISSION AND VISION

2.1. VISION

Producing well-informed students, with the intellectual and technical capabilities to take on challenges both in their studies and the industry.

2.2. MISSION

The mission of the society is to assist, guide and support students in the FCI to be well versed into their fields of study by exposing them to available opportunities, and to create awareness of the field to potential students.

3. ARTICLE 2: OBJECTIVES

The objectives of the society are to:

- i) Becoming the representatives of the Faculty of Computing and informatics
- ii) Acquire knowledge about the Computing and Informatics industry via programs.
- iii) Research and provide students with extra information in the field of Computing and informatics.
- iv) To provide members of the society with exposure to the industry early on.
- v) To expose potential students (High scholars) to the availability of the field.
- vi) To seek internship and practical opportunities for members of the society.
- vii) To seek academic finance for sponsorship, for experiential events.

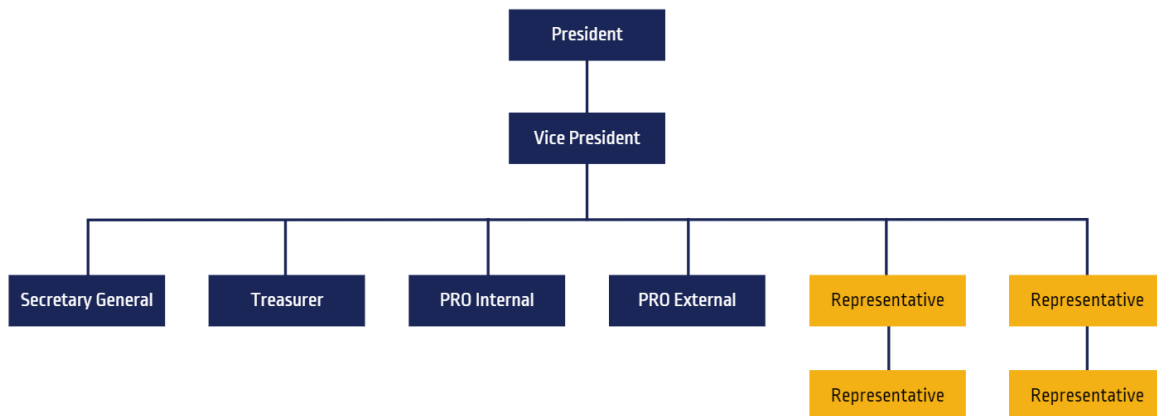
4. ARTICLE 3: SPECIFIC AIMS

The specific aims of the society are to:

- i) To provide multiple platforms for students aimed at educating them on current events in the field of Computing and Informatics.
- ii) To provide active involvement of students in Faculty decisions.

- iii) To create awareness of the field of Computing and informatics and bring exposure to the learners of High Schools.

5. ARTICLE 4: THE STRUCTURE OF SCI SOCIETY REPRESENTATIVES



6. ARTICLE 5: DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

6.1. PRESIDENT

The President shall:

- i) **BE A SECOND-YEAR FULL-TIME STUDENT (SEMESTER 3)**
- ii) Preside over the operations of the society and ensure effective smooth running of the society.
- iii) Act as an official ambassador of the society
- iv) Report on semester basis, to members or any interested party on the progress of the society and its plans.
- v) Will have the co-signing right to withdraw money from the society's account.
- vi) Initiate projects to realize aims and objectives of the society.
- vii) With the help of the treasurer, approve the budget of the society.

6.2. VICE-PRESIDENT

The Vice-President shall:

- i) **BE A SECOND-YEAR FULL-TIME STUDENT (SEMESTER 3)**
- ii) Assist the President
- iii) Perform duties and responsibilities of the President in his/her absence.
- iv) Event Co-ordinator (Booking venues, Organization of transport)

6.3. SECRETARY GENERAL

The Secretary General shall:

- i) Be responsible for overall administration of the society.
- ii) Notify members of meetings at least one week before the actual date of the meeting 3 weeks in advance for the annual general meeting.
- iii) Record minutes of various meetings.
- iv) Have the co-signing right to withdraw fund from the society's bank account.
- v) Be responsible for all correspondence internally or externally in collaboration with the Public Relations Officers.
- vi) Keeps the records of the society.

6.4. TREASURER

The Treasurer shall:

- i) Reports on an ongoing basis to the Management Committee and/or other interested party on the financial position of the society.
- ii) Draw the financial budget of the society.
- iii) Plan fundraising activities of the society, in conjunction with the Public Relations Officers and the Vice-President.
- iv) Have the co-signing right to withdraw fund from the society's bank account.
- v) Work in consultation with the entire management team to conduct any external relation with any interested and relevant party.

6.5. PUBLIC RELATIONS OFFICER: INTERNAL AFFAIRS

- i) Promote of the FCI to the high schools
- ii) Events organising and Marketing (Transport and sponsorship arrangements) in conjunction with the Vice-President.
- iii) Responsible for Faculty communications
- iv) Link the Society to the Faculty's management.

6.6. PUBLIC RELATIONS OFFICER: EXTERNAL AFFAIRS

- i) Promotion of the society externally
- ii) Procurement of internship opportunities
- iii) Events organising and Marketing (Transport and sponsorship arrangements) in conjunction with the Vice-President.
- iv) Link the Society to the Industry

6.7. PUBLIC RELATIONS OFFICER: HIGH SCHOOL AFFAIR

- i) Promote of the FCI to the high schools
- ii) Events organising (Transport and sponsorship arrangements) in conjunction with the Vice-President.
- iii) Link the Society to the High Schools

6.8. REPRESENTATIVES

There should be four additional members in the committee without portfolios, in case of vacancies arise in the Management Committee.

These are in favourable conditions:

- i) Two (2) First year students
- ii) A Part Time student
- iii) An international student

7. ARTICLE 6: ELECTIONS OF THE MANAGEMENT COMMITTEE

- i) Members of the Management Committee shall be elected at the AGM and shall serve in the office until the next annual general meeting. Members of the Management Committee shall be eligible for re-election for the period of one year, provided that they are being productive.
- ii) Management Committee shall be non-discriminatory in areas of gender, race etc.
- iii) Elections of Management Committee shall take place in the following manner:
 - a) 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.
 - Electoral officer shall receive nominations for the incoming Management Committee three or four weeks in advance.
 - Member shall feel free to nominate him/herself or be nominated by others.
 - Where less than 11 members have been nominated to the Management Committee, all the nominees shall be automatically elected to the Management Committee, unless a seconded objection to raise to the automatic installation of a nominee in which case the nominee objected to must be elected in a secret ballot by two thirds majority at the meeting.
 - Candidates eligible for election, President, the Treasurer, and Secretary General must have preferably served on the Management Committee of the Society before.
 - b) The list of candidates
 - Candidates are to express interest a month before the 2nd AGM (End of Second semester).
 - No Limits to number of candidates.
 - c) Electoral process.
 - The Election may take place during the course of the week of the 2nd AGM or during the AGM itself.
 - Member vote from all the candidates.
 - The 7 highest voted candidates are selected for titled management positions. And thereafter the selection of the 4 Representatives.

8. ARTICLE 7: POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

- i) Members of the Management Committee shall 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 AGMs.
- ii) Network and liaise with any relevant organization, operate a banking account with any bank selected in the same name of the society.
- iii) Register the name and if necessary, the constitution and rules of the society.
- iv) 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.
- v) 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.

9. ARTICLE 8: MEETING OF THE MANAGEMENT COMMITTEE

- i) Meetings of the Management Committee shall be convened by the secretary or any member of the Management Committee.
- ii) Attendance by President, Vice-President and Secretary General is compulsory.
- iii) All the meetings of the Management Committee shall be chaired by the Public Relations Officer Internal. In their absence, any other selected member of the Management Committee elected by the members shall chair the meeting.
- iv) Management Committee members shall meet at least once a month. One week before any such meeting and agenda shall be circulated to all members of the Management Committee. Urgent meetings may take place within 24 hours.
- v) Failure to attend three consecutive meetings without a valid reason and proof shall render a member of the Management Committee liable for demotion from the office. Penalties are:
 - Warning for first offenders,
 - a N\$ 100.00 penalty fee for second time offenders.
- vi) For a decision to take effect, at least 2/3 of the votes should be for the certain decision.
- vii) For a meeting to take place there shall be a minimum number of 8 members of the Management Committee.

10. ARTICLE 9: MEMBERSHIP

Members of FCI Society:

- i) **MUST BE REGISTERED IN THE FACULTY OF COMPUTING AND INFORMATICS**
- ii) Have strong interests in the field of Computing and/or Informatics entirely.
- iii) Have been duly accepted as provided in the constitution.
- iv) Have paid a membership fee of (N\$ 50.00) subjected to change.
- v) Complete a registration form.
- vi) Shall be on the mailing list to receive first-hand information directly.
- vii) Gain every benefit of the society equally.

10.1. MEMBERSHIP BENEFITS

- i) First preference to information.
- ii) Discounts on items on sales.
- iii) Involvement in decision making concerning the faculty.
- iv) Have voting power.
- v) Eligible to be a member in management.
- vi) Exposure to industry.

11. ARTICLE 10: APPLICATION PROCEDURE

Any FCI student can apply for membership of the society by applying in the prescribed application form.

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

12. ARTICLE 11: FINANCE

- i) 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.
- ii) No money shall benefit the individual; it shall benefit all members of the society.
- iii) All fees are paid to the treasurer.
- iv) Transparent booking by the treasurer, any account of the society should be open for investigation or inspection to any member of the society.
- v) Access of finances by the Treasurer, President and Secretary General \emptyset Statements to be provided for every monthly meeting.
- vi) Finding of sponsorships.

13. ARTICLE 12: SUBSCRIPTION FEES

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

14. ARTICLE 13: MEETINGS

Annual General Meetings (AGMs):

The AGMs shall be held 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.

3 AGMs are expected yearly:

- One during or just after Orientation Week,
- another end of Semester 1
- and finally, another at the beginning of Semester 2.

15. ARTICLE 14: PROCEEDINGS

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

16. ARTICLE 15: AMMENDMENT OF THE CONSTITUTION

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