



**BIUST ENGINEERING STUDENTS ASSOCIATION
CONSTITUTION**

***APPROVED BY BIUST SRC;
MINISTRY OF SPORTS AND
RECREATION 2014***



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PREAMBLE

We the students of Botswana International University of science and Technology want to be partakers in the accomplishment of the founding vision of BIUST SRC which is in line with the Vision BIUST, to be entitled to an active role in deciding its policies and priorities. We hereby constitute a society under the clubs and societies of the SRC whose name shall be BIUST ENGINEERING STUDENTS ASSOCIATION herein also referred to as BESA. This society shall promote academic excellence, encourage research, reach out to the Community as well as to create a forum for the expression and exchange of student ideas and opinions, marching forward to accomplishing the founding values of the SRC as well as well as the founding vision of the BIUST.

BESA will constitute of all clubs and/or association registered by SRC under the College of Engineering and Technology, and act as the mother body for such clubs and associations. Thus, the leadership of such clubs or associations defined here automatically becomes part of the BESA Executive body as supporting members (*see Article 11 for details*).

Article 1 Definitions

For the purpose of this document, the following definitions apply:

1.1 “Student Body”: means any registered a student of Botswana International University of Science and Technology;

1.2 “BESA”: means BIUST Engineering Students Association;

1.3”General meeting”: Meetings in which the Student Body are invited;

1.4”Mass Meeting”: means a public meeting of registered full-time or part – time students of the University(The Student Assembly) and which may include



by attendance persons who are not registered students and who shall have no right to speak or vote unless invited by the Chairperson of the meeting;

1.5”SRC”: means the Student Representative Council

1.6 “Clubs and/or associations”: Any group or organization of students sprouting from the College of Engineering & Technology (CET).

Article 2: Objectives

2.1 To be the gateway for engineering students to be exposed to their respective areas of specialty;

2.2 To promote academic excellence, promote research and create a forum for the expression and exchange of student ideas and opinions;

2.3 Establish links and maintain cordial relationships with other engineering students within and outside Botswana which share the ideals and the aspirations of the Botswana International University of science and Technology.

Article 3 Committee

BESA committee is open to all BIUST registered engineering students. The portfolios within BESA shall be:

3.1 President

3.2 Vice President

3.3 Secretary general

3.4 Treasurer

3.5 Public Relations officer

3.6 Administrative Secretary

3.7 Additional members



Article 4 Executive

4.1 The committee shall comprise of the President, Vice President, Secretary General, The treasure, Public Relations Officer, Administrative Secretary;

4.2 The executive shall;

4.2.1 Approve all reports from BESA subcommittees before they could be presented to the student body;

4.2.2 Manages the financial affairs of BESA;

4.2.3 The Treasurer, the President, Secretary general shall be signatories to all cheques;

4.2.4 Subject to the provisions of this Constitution, the Executive may regulate its own procedures by rules formulated by it.

Article 5 BESA President

5.1 The BESA President shall be the Chief executive officer of BESA;

5.2 The President shall preside at all meetings of the BESA, the Executive and the Student Body;

5.3 The President or any member of the BESA nominated by him shall represent the BESA and BIUST Engineering student Body at all official functions;

5.4 During any temporary period of absence of the President, the Vice President shall be the Acting President;

5.5 In the event the President and the Vice-President are absent, the Secretary General shall be the acting President;

5.6 In the absence of the President, the Vice President, Secretary General, any other member of the Executive may be appointed Acting President by a simple majority of an ordinary meeting of the BESA committee;

5.7 An acting President may only be appointed for a cumulative period of 90 day in any term of office of the President.



5.8 The President may, after consultation with the Vice President, at any time he/she deems fit, or on instruction of the Executive of the BESA, issue Press statement for and on behalf of the BESA and Student body: Provided that any member of the BESA may issue a press statement with the prior approval of the President;

5.9 The President may call an Extra-ordinary meeting of the BESA or of the Executive Committee on 24hours notice;

5.10 The President in consultation with the Executive, may from time to time appoint ad hoc Committees;

5.11 In consultation with the Executive, the President may take Disciplinary measures against any member(s) of the BESA;

5.12 The President shall by virtue of his/her office, be a member of every Committee of the BESA;

5.13 The President shall be responsible to the BIUST Engineering Student Body for maintaining good order and efficiency of the BESA;

5.14 At the last Student Body meeting, the President shall deliver the state of Student address to give the BESA annual Report;

5.15 The President shall have such Powers as are necessary or expedient for him to perform duties under this article of the constitution.

Article 6: Vice President

The Vice-President shall:

6.1 Deputize for the President as appropriate as is de facto the Acting President in the absence of the President;

6.2 Act as liaison between the SRC, BESA and University Administration and update BESA on the University Management and student community issues;

6.3The Chair –person of the Disciplinary Committee;

6.4Be familiar with the disciplinary procedures and always refer to the Code of Conduct



6.5 Undertake such other Projects as assigned by the executive;

Article 7: Secretary General

The Secretary General Shall:

7.1 Act as the President in the absence of the President and the Vice President;

7.2 In consultation with the President, Prepares all agendas for the BESA, the executive and the Student Body;

7.3 Circulates notices, agendas and previous minutes of BESA meetings to all members of the BESA;

7.4 Keep record of all BESA related matters.

Article 8: Treasure

The treasure shall:

8.1 be responsible for the formation of the Financial committee and serve as its chairperson. Members of the Committee shall be from the additional members;

8.2 be the Chair Person of the Fundraising Committee of BESA;

8.3 Prepare and keep all financial records of the BESA;

8.4 Represent the student Assembly in any Finance liaison meeting within the University and Student life Committee;

8.5 Submit an interim financial Report to BESA and to the Student Body, seven days before the Student body meeting.

8.6 Promptly deposits all moneys accruing to the BESA in the Bank;

8.7 Have a general oversight over all BESA properties.



Article 9: Public Relation officer

- 9.1 Collect and distribute accurate information to student;
- 9.2 Create a forum for the expression and exchange of student ideas and opinions;
- 9.3 Be responsible for inviting speakers from within and; outside the university to address and/or to share ideas with students on matters of mutual concern;
- 9.4 Be responsible for promoting and advertising BESA activities;
- 9.5 liaise with the communications department of the University and the communication and publicity committee of the SRC.
- 9.6 Establish links and maintain cordial relations with students of other Universities, educational and voluntary institutions within Botswana;

Article 10: Administrative Secretary

The administrative Secretary shall:

- 10.1 record all minutes of BESA, the Executive and the Student body meetings;
- 10.2 Publish minutes of all meetings on notice boards within ten days after the meeting and these minutes shall be remaining there for not less than 14 days.
- 10.3 During the temporary Vacancy in the Office of Secretary General, the Administrative Secretary becomes the Acting Secretary General.

Article 11(a): Supporting members

- 11(a).1 This will constitute of all the presidents or chairpersons of all clubs and association registered by SRC under the College of Engineering and Technology;



11(a).2 These supporting members shall work with the Executive Committee to accomplish the vision of BESA;

Article 11(b): Additional Members

11(b).1 BESA will constitute of 5 additional members.

11(b).2 Two of the additional members shall be the Events Manager;

11(b).2.1 He/she make sure that all the events run smoothly as planned insuring that events start and finish on time;

11(b).2.2 Also, he/she is responsible for making all the preparations necessary to make the events successful;

11(b).3 Two of the additional members shall become liaison officers;

11(b).3.1 He/she is responsible for maintaining the relationship between BESA and external bodies;

11(b).4 One of the additional members will be the Assistant PRO;

11(b).4.1 He/she will be responsible for helping the PRO, his/her duties are the same as the those one of the PRO;

Article 12: Functions

The functions of BESA shall be but not limited to:

12.1 Represent BIUST Engineering students in all bodies that BESA affiliates to;

12.2 Appoint such committees as it may deem fit for the efficient management of the affairs of registered members;

12.3 Be a bridge between the industry and BIUST Engineering students;

12.4 Create forums for the exchange and expression of student ideas and opinions;

12.5 Organise academic trips to the Industry;



12.6 To arbitrate in disputes involving any of its members.

Article 13: Meetings of BESA

13.1 Other than in exceptional circumstances, an ordinary meeting of BESA must be held at least once a week during term time.

13.2 The date and time for each subsequent BESA meeting is fixed at the preceding meeting.

13.3 At least one ordinary meeting of the Student Assembly must be held every semester, consistent with provisions of this constitution.

13.4 Any person is entitled to attend and to address, but not to vote, at any BESA meeting provided that:

13.4.1 Any Student accordingly present at an BESA meeting may be required by the chairperson to show his/her student registration card and to record his/her surname and forenames, College and year of study in a register kept for that purpose by the Secretary; and

13.4.2 Any person who is not a student may only be admitted to a meeting of the BESA (with or without the right to speak) with the permission of two thirds of the members of the BESA present and voting, provided that the identity of the person and purpose of the visit is declared to the meeting; and

13.4.3 The chairperson of the meeting, with a motion carried by a simple majority of the members of the BESA present and voting may require any person who is not a member of the BESA to leave the meeting; and

13.4.4 The BESA may be empowered by a motion carried by two thirds of the members present and voting to appoint students as observers in which instance such students are appointed in accordance with the provisions of the Standing Orders and have such rights as are laid down in the Standing Orders; and

13.4.5 The BESA is empowered, by a resolution of a simple majority of the members present, to withdraw the speaking rights of any non-SRC member.



13.5 Subject to the provisions of this constitution, every appointment and election and every other action, decision or resolution of the BESA is by a simple majority of the members present, constituting a quorum, and voting at a meeting and must be recorded in the BESA minutes.

13.6 The chairperson of any BESA meeting has a deliberative and further a casting vote, in the event of an equality of votes, but is not obliged to exercise his/her casting vote.

Article 14: BESA Special Meeting

Special meetings shall be convened:

14.1 on request of the President, and during his/her absence, by either the Vice – President and/or the Secretary;

14.2 when the resolution to this effect is passed by the BESA;

14.3 when a written request, signed by not less than six members stating the business to be considered, is made to the Secretary General.

Article 15: BESA Quorum

Six (6) members shall form a quorum of the BESA meetings provided that two (2) shall be members of the Executive. Three (3) members shall form a quorum of an Executive meeting.

Article 16: BESA Standing Orders

16.1 The BESA shall by an absolute majority make Standing Orders to regulate its meetings and deliberation activities, actions and operating protocols.

Article 17: Committees and Subcommittees

17.1 The BESA may establish standing committees, standing sub-committees, ad hoc committees or ad hoc sub-committees for any function which the BESA is competent to perform, at any meeting of the BESA or BESA Executive.



17.2 The composition of BESA Committees is determined in accordance with the Standing Orders and membership need not consist entirely of the members of the BESA.

17.3 The BESA shall appoint a BESA member who has responsibility for an existing portfolio to chair a sub-committee where the purpose of the sub-committee is related to that portfolio and each sub-committee shall elect a vice-chairperson from among its members.

17.4 Membership of BESA standing sub-committees, ad hoc committees or ad hoc sub-committees is not limited to persons who are also members of the SRC, provided that either the chairperson or at least one of the members of the executive committee of any standing sub-committee is also a BESA member.

17.5 The BESA may create commissions to investigate matters which fall within the functions which the BESA is competent to perform, by resolution approved at an ordinary meeting or at a special meeting called for this purpose; in each case special notice must be given of the motion.

17.6 The BESA may Create or abolish existing standing committees and sub-committees by resolution approved by a two-thirds majority at an ordinary meeting or at a special meeting called for this purpose; in each case special notice must be given of the motion.

Article 18: Powers and duties of the Sub-Committee

18.1 A Sub-Committee is accountable to the BESA.

18.2 A Sub-Committee must refer all resolutions and all decisions that may affect the broader student community to the BESA and must communicate matters affecting students within its respective constituency to the BESA;

18.3 A Sub-Committee must submit minutes of its meetings to the BESA;

18.4 A Sub-Committee may make representations and/or presentations on particular matters to the BESA, and where so instructed or authorized by the BESA, make representation(s) and presentation(s) on particular matters to the Student Assembly;

18.5 A Sub-Committee may convene and conduct its own meetings in terms of the Standing Orders;



18.6A Sub-Committee may cease to exist when the purpose or business for which it was established, has been concluded.

Article 19: Term of Office

19.1 The term of office of members of the BESA is for one year.

Article 20: Cessation of membership

20.1 A member of the BESA ceases to hold office if and when:

20.1.1 He/She ceases to be a student of the University;

20.1.2 He/She tenders his/her resignation in writing to the President of the BESA; and such resignation is accepted;

20.1.3 He/She has had two (2) motions of censure passed on him/her during a single term of office by the BESA on one or more of the following grounds:

20.1.3.1 He/She absents himself/herself, without reason considered satisfactory by a two-thirds majority of the members present at a meeting of the BESA, from two successive ordinary meetings of the BESA during his/her year of office; or

20.1.3.2 Failure, without an excuse acceptable to the BESA, to carry out duties entrusted to him/her by the BESA; or

20.1.3.3 Failure to submit reports as required in Standing Orders, to BESA; or

20.1.3.4 He/She is found guilty of misconduct in terms of the Student Code of Conductor

20.1.3.5 He/she cries, he/she is unable to handle academic pressure

20.2 The BESA committee shall cease to hold office if at least two-thirds of its members resign.



Article 21: Removal from Office

21.1A member of BESA who has been appointed to an office specified in this Constitution or any office specified in the Standing Orders, or BESA as a whole, may be removed from his/her office by resolution approved by a two thirds majority of the members present at an ordinary meeting or a special meeting called for this purpose on special notice.

21.1.1 Where a special meeting of the student body is requested by the student body in order to table a motion of no confidence in the President, a member or members of the BESA, or the BESA as a whole, at least fifty Percent (50%) students must sign such a meeting request and present it to BESA at an ordinary meeting of BESA.

21.1.2 Where BESA receives a petition to call a special meeting to table a motion of no confidence in the President, a member or members of the BESA as a whole, the BESA is obliged to do so within fourteen (14) days of receiving the petition, and shall do by publishing notice of the meeting and the agenda instantly upon calling the meeting.

21.2 Any member of the Executive Committee may be removed from his/her executive office by resolution approved by a two thirds majority of the total possible number of members of the BESA at an ordinary meeting or at a special meeting called for this purpose.

21.3 The President, or member or members and/or BESA as a whole may be removed from office only by way of a motion of no-confidence in terms of article 21.1 above.

21.4 In each case special notice of the motion must be given. The member concerned must be given reasonable written notice (including by electronic means) not less than five (5) clear days before the date of the meeting.

21.5 In the event of any executive or other office falling vacant, BESA must elect one of its members to such office by not later than the next ordinary meeting.

21.6 The SRC and the Dean of Students must be notified of any cessation of membership, resignation or removal from office



Article 22: Annual Election of BESA

22.1 BESA Elections must take place annually by ballot or through electronic vote in accordance with regulations laid down by the SRC and in the manner prescribed in the SRC Constitution.

22.2 The annual election of BESA Committees, including the President, in terms of the Electoral regulations of the SRC must take place not later than the first week of April each year (starting April 2014).

Article 23: Eligibility for Election

23.1 A candidate for the BESA must:

23.1.1 Be a full-time student;

23.1.2 Have completed at least one year of study at the University;

23.1.3 Not have been found guilty of misconduct by a student Disciplinary Committee;

23.1.4 Have a minimum CGPA of 3.0

Article 24: Amendments of the Constitution

24.1 Proposal for amendments to this Constitution may be made by resolution of two-thirds of the Student Assembly present and voting at a meeting called for this purpose.

24.2 Written notice of the meeting must be given at least seven (7) days prior to the meeting.

24.3 The proposed amendments must be published on the SRC official notice boards for at least seven (7) days prior to the meeting.



24.4 Voting at the meeting may be by show of hands or secret ballot provided that the exact results of the voting are recorded; and that register of attendance was kept.

24.5 All amendments must be submitted to the SRC for approval.

Article 25 Membership

25.1 Membership of BESA is open to all Engineering students;

25.2 There shall be a registration fee of P20.00 which is paid once;

25.3 Upon registration of BESA membership, by default he/she will be registered under Botswana Institute of Engineers (BIE).