

SCIENCE
ENGINEERING
&
TECHNOLOGY
STUDENT
ASSOCIATION
[SETSA]

Vision

To develop world class students' leaders in Science, Engineering and Technology through addressing students needs

Mission

To provide immediate and quality response to students needs and develop them through implementing creative programmes

COLLEGE OF SCIENCE, ENGINEERING & TECHNOLOGY
Executive Dean: Prof Mamokgethi Setati, PhD (Wits); MASSAf

Science Engineering and Technology Student Association

Message from Executive Dean

Executive Dean: Prof Mamokgethi Setati, PhD (Wits); MASSAf

Apart from the many fascinating phenomena waiting to be discovered and explained, studying the natural sciences fosters the important skills of analytical and creative thinking. Qualifications offered in the College of Science, Engineering and Technology are internationally recognised and open the door to a variety of exciting and rewarding careers in industry, education, and basic or applied research.

In addition to teaching, many Unisa lecturers are actively engaged in researching their subjects. The College has 15 NRF rated scientists who are world leaders in their fields of study. This expertise helps to ensure the high standard of science at Unisa. Many of our past students hold key positions in government, industry and other universities.

The College is home to the School of Science with four departments, the School of Engineering with three departments and the School of Computing. Degrees ranging from BSc degree to Doctoral degree level are offered through an Open Distance Learning model.

In order to achieve our vision of excellence through innovation we aim to offer training in the development of a variety of scientific skills, knowledge and insights in a way that is accessible to all.

Science Engineering and Technology Student Association

Constitution

For

Science Engineering and Technology Student Association

Of

The University of South Africa

[SETSA]

We, the Science, Engineering and Technology Students Association of the University Of South Africa (UNISA), Acknowledge our loyalty to UNISA as a unique institution of higher learning, with an objective to promote excellence in teaching, research and community involvement and to create equal opportunities for all.

We commit ourselves to the principles and practices of democracy and prohibition of racial, gender and other forms of discrimination.

We adopt this constitution for Science, Engineering and Technology Students Association in order to build unity amongst all Science, Engineering and Technology students at UNISA and to ensure the general welfare of students and provide, within our means services and assistance to all Science, Engineering and Technology students.

Science Engineering and Technology Student Association

Article 1: Name and Status

- 1) The name of the association is Science Engineering and Technology Student Association, hereinafter referred to as “The Association”.
- 2) The Association shall be a legal person, with a legal existence separate from its members and with the capacity of acquiring and alienating in its own name assets and property, including immovable property.
- 3) The Association recognizes the autonomy and nature of communication and academic discipline and the autonomy of the College of Science Engineering and Technology at UNISA as a teaching college.

Article 2: Aims and Objectives

The Association shall be entitled to pursue any aim and objective relating to the interests of students of science, engineering and technology in particular.

- 1) To breach the gap between theory and practice
- 2) To promote science, engineering and technology as a career among students
- 3) To expose science, engineering and technology students to the corporate world
- 4) To organize workshops and seminars for science, engineering and technology students
- 5) To organize research focused competitions
- 6) To render a service to the community and be involved in educational projects
- 7) To assist science, engineering and technology students with the acquisition of bursaries and scholarships

Science Engineering and Technology Student Association

Article 3: Membership

- 1) Membership shall be open to any student registered in the College of Science Engineering and Technology at UNISA, whether at undergraduate or postgraduate level and there will be no cost that will be paid for membership.
- 2) The executive committee may recommend to the General Meeting of the Association that any deserving person not registered as a student according to sub-article (1), be admitted as a member of the Association.
- 3) Membership of the Association is terminated when a member:
 - (a) Ceases to be student in the College of Science Engineering and Technology at UNISA or
 - (b) Is expelled from the University on proper disciplinary grounds; or
 - (c) Tenders his or her resignation to the Executive.

Article 4: Management of the Association

- 1) The day to day management of the Association shall be vested in the Executive Committee, subject to the control of the General meeting.
- 2) The Executive Committee shall consist of:
 - (a) The Chairperson
 - (b) The Vice Chairperson
 - (c) The General Secretary
 - (d) The Deputy Secretary
 - (e) Treasurer
 - (f) Project coordinator
 - (g) The Public Relations Officer
 - (h) Three additional

Science Engineering and Technology Student Association

- 3) All members of the Association in good standing are entitled to vote in the election of the Executive Committee and they are also entitled to contest to be in the executive committee of the Association.
- 4) The election of the Executive Committee shall take place at the Annual General Meeting of the Association.
- 5) The election of the Executive Committee shall be conducted and supervised by the electoral panel of not more than three non-members of the Association, elected or nominated for this purpose by the General Meeting of the Association.
- 6) Candidates for the Executive Committee shall be duly nominated and seconded in writing and such nomination shall be accepted in writing
- 7) The election of the Executive Committee shall be by secret ballot
- 8) A member of the Executive Committee shall serve for the term of twelve months, at expiry of which he or she is eligible for one further term of office.
- 9) A member of the executive Committee who fails to attend 3 Consecutive meetings of the Executive Committee without apology shall cease to hold office.

Science Engineering and Technology Student Association

Article 5: Duties of Executive Committee

In addition to any duty assigned to them by the General Meeting of the Association, the members of the Executive Committee shall perform the following functions and duties:

1) **The Chairperson** shall be the chief executive of the Association, shall preside at all meetings of the Association and shall together with other office-bearers.

Bearers, represent the association at all official functions.

2) **The vice chairperson** shall act as the chairperson in the absence of the chairperson and shall assist with the day to day administration of the association.

3) **The General Secretary** shall be responsible for the safe custody and control of the records and property of the Association, for the correspondence of the association, and the management of notices, agendas and minutes of all meetings.

4) **The Deputy General Secretary** shall act for the General Secretary during his or her absence, and shall assist the General Secretary with his or her duties.

5) **The Treasure** shall be the accounting officer of the association, shall be responsible for all financial matters of the association, and shall present a financial report of the association to the Executive Committee and the General meeting.

6) **The Project Coordinator** shall, subject to the directions of the executive Committee, be responsible fore the development, execution and control of the projects approved and undertaken by the association.

7) **The Public Relations** officer shall publicise the association and raise its profile, and shall, in consultation with the chairperson, liaise with the media.

Science Engineering and Technology Student Association

8) **The three additional members** shall assist the Executive Committee in accordance with the directions of the Committee

9) **The Executive Committee** shall be responsible for liaison with the management of the College of Science Engineering and Technology of UNISA.

Science Engineering and Technology Student Association

Article 6: The General Meeting of the Association.

- 1) The General Meeting of the association consists of all members of the Association.
- 2) The General Meeting is the final controlling body of the Association to which all members and the Executive Committee are accountable.
- 3) The General Meeting is called by the Executive Committee or at the written instance of ten paid –up members of the association, but at least once every twelve months for the purposes of the annual general meeting for the specific meeting.
- 4) The General Meeting is chaired by the chairperson of the Executive Committee or, in his or absence by a person elected by the General Meeting for the specific Meeting.
- 5) Audited financial statements of the Association shall be submitted to the annual General Meeting of the Association.

Article 7: Meeting procedures

- 1) A quorum of the Executive Committee shall be formed by six members; the quorum of the General meeting shall be one third of all members.
- 2) Subject to any- other provision of this constitution, all decisions of the Association shall be taken by a majority of all the votes present at a meeting : provided that the Chairperson shall , in addition to his or her normal vote , have a casting vote in the event a deadlock of votes.

Article 8: Finance

- 1) All monies held by the Association shall be deposited into the account in the name of the association, held at a registered banking or other financial institutions, and all withdrawals and disbursements from such account shall be made under the signature of the Chairperson, the Treasurer and one other member of the Executive Committee Designated by the General Meeting.

Science Engineering and Technology Student Association

Article 9: Code of conduct.

1) No members of the Association shall abuse office property, or at meetings, outings or any recognised event

- a) Involve him –or himself in a physical with any other person present; or
- b) Use abusive language toward any other person present.

2) No member of the Association shall:

- (a) Knowingly give wrong information about the Association;
- (b) raise money for personal use by using the name of the Association, its official stamp, and letterhead or any other means;
- (c) Misappropriate the Association’s money.

3) Any member found guilty after fair and proper disciplinary or criminal proceedings Of conduct referred to (1) or (2), may be suspended or expelled from the Association by the Executive Committee: provided where the circumstances justify, legal action may taken against the offender to safeguard the interests of the Association.

4) The Association shall conduct its entire affair in an open and accountable manner, and member shall be entitled to any information, books records, and financial statements of the Association to enable members to exercise his or her membership rights to the full.

Science Engineering and Technology Student Association

Article 10: Amendment

This constitution may be amended at a properly constituted general meeting of the Association, with due written notice of the proposed amendment and by a decision taken by a third majority of all members of the Association.

Article 11: Dissolution

A decision to dissolve the Association shall be taken in the same manner as a decision for the amendment of the constitution, and upon dissolution, all assets of the Association shall be transferred to the Convocation Fund of Unisa to be used for scholarship for needy and deserving students.

Science Engineering and Technology Student Association

ADOPTION OF THE CONSTITUTION

This amended constitution was adopted at the Inaugural meeting of the Science Engineering and Technology Student Association on the __ of _____ 20__

Venue:

Chairperson Signature

Deputy Chairperson Signature

Secretary Signature

Executive Dean Signature
