

POLYTECHNIC OF NAMIBIA

Transforming into

Namibian University of Science and Technology



THE CONSTITUTION

OF THE

POLYTECHNIC STUDENTS AGAINST CRIME

(POLYSAC)

SECTION: CRIME PREVENTION

Office of the Dean of Students

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Elifas Helao Andreas



Micheal Kauseb

Foreword by the Founders: Elifas Helao Andreas & Michael Kauseb.

During June exams in 2013 at the Polytechnic of Namibia, we experienced theft on campus, when our cellphones, USB and money was stolen from the locker where we locked it while we were writing exams. We were unable to believe it because we found the locker locked the same way we left it.

This theft was already proving that there are people (students) that come to the institution to do nothing else but to steal other student's property. We reported the case to one of the security guards and we were told that we were not the only ones who had experienced such a situation. Many students had their belongings stolen from them in the same manner.

We cannot afford to keep on losing our items.

So we came up with an idea on what we have to do in order to prevent this kind of crime from happening on our campus. We came up with the idea of constituting with a society that will influence students to be interested in crime prevention. Although there are already security guards in charge of this matter, there is also need for students to take part in crime prevention, through the education and hosting of crime awareness programs etc.

We are not undermining the duties of security officers; no, we are just hoping that with students' intervention in crime prevention, it will only make their work easier.

We therefore welcome this constitution with hope that it will go a long way to decrease the crime rate on campus once it is taken into action. Upon implementation, we would like to see how POLYSAC is progressing in crime prevention, whether there will be a decrease or an increase in crime. We mostly focus on educating students on how to prevent crime amongst themselves. We students are tomorrow's leaders and we don't want to be ignorant leaders in an environment with crime.

To realize this goal, we will therefore have an 'Occurrence Book' in which we will record the workings and effectiveness of POLYSAC.

Acknowledgements

POLYSAC acknowledges the unique contribution and support from:

- Ms. Lizelle Miller, Social Worker: Office of the Dean of Students; PoN, for her valuable contribution as from the beginning of the idea until the implementation of POLYSAC. We are grateful for her mentoring, instruction and advice concerning POLYSAC.
- Mr. John Kangowa, Lecturer: PoN for his detailed and valued input and for his mentoring and advice to the Society.
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- In drafting this constitution, special thanks go to Elifas Helao Andreas, Julia Shanghala, Joseph Kaula, Junias Junias, Ananias Katofa, Eliaser Abraham, Zaa Katumbo, Anna Shihepo, Simon Parata, Berthold Malyata, Alfonsina Sinvula, Edna Rebeiro and many others who devoted their time in the drafting of this Constitution.
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PREFACE

Crime is of national concern hence the need to protect yourself and your valuables (Namibian Police: SAFETY AND CRIME PREVENTION TIPS, p.1). Crime affects everybody, it does not discriminate, whether you are a police officer, a commander-in-chief, a smart student, a criminal justice student or lecturer. It affects all segments and economic sectors of our society.

We therefore think that it is every person's duty to prevent crime. If we leave the duty only in the hands of Police and Securities, crime will never decrease in our country.

Let us stop talking about crime. We have said enough about it already, all we need now is to act and prevent it. Let's all take part in crime prevention. We can transform Namibia into the real Namibia which is a free crime country. If we unite and act as one, we shall make it. Let's fight crime for love and peace to triumph.

We, students are future leaders, we therefore need to clear our way to leadership. We need to be transformed and start contributing to serious issues that affect the development and economy of our country at large.

The Society shall collaborate with the Namibian Police Force and the City of Windhoek Police in the prevention of crime.

Finally, with the following theme; CRIME DOES NOT PAY! BUT COMBATTING CRIME IS REWARDING, we believe that through combatting crime, we would be able to live and stay in a safe environment for studying without any fear of criminal offences against ourselves and belongings. We believe that we can bring change that we want as students at varsity. Students at the Polytechnic of Namibia, therefore accept this constitution as a guide in all we do while serving as POLYSAC members.

The founding members do hereby establish the Constitution of the POLYSAC Club.

The Permanent Special Advisors to the Club shall be

1. Ms Lizelle Miller, Social Worker: Department: Students' Services
2. Inspector Ms Christina Fonseca, Khomas Regional Community Affairs, NamPol
3. Mr Calicious Nawa, Assistant Bursar, Department Facilities.
4. Mr John Kangowa, Lecturer, Department of Human Resources

ARTICLE 1: NAME

The Name of the society shall herewith be referred to as **POLYSAC**. **POLYSAC** is an acronym for **POLYTECHNIC STUDENTS AGAINST CRIME**.

COLLABORATION

POLYSAC shall collaborate with:

- Polytechnic of Namibia Campus Control
- Namibian Police
- City of Windhoek Police

ARTICLE 1.1 VISION

POLYSAC vision statement is:

- 1.1.1 To eradicate crime on campus and prepare students for a crime free country.
- 1.1.2 To be a premier society strive to be a professional, continuously improving Polytechnic of Namibia in terms of peace, devoted to making our campus a safer place to live, learn, and work.

ARTICLE 1.2 MISSION

POLYSAC mission statement is:

- 1.2.1 To provide safety tips to students through education campaigns, encourage them to prevent crime and help the Polytechnic Campus control in combating crime on campus.
- 1.2.1 To promote, protect and serve the campus's expectation of a peaceful and safe existence, while affording dignity and respect to all persons.

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of the society shall be;

- a) To prepare students for a crime free country.

- b) To minimize and eradicate crime amongst students, e.g. stealing of phones and laptops.
- c) To educate students on crime prevention.
- d) To encourage students to participate in crime prevention.
- e) To assist the Polytechnic Campus Control in its activities.

ARTICLE 3: CODE OF ETHICS

- a) All members shall refrain from engaging in any conduct that offends the dignity and decorum of any person, or the Society.
- b) All members shall avoid impropriety and the appearance of impropriety and shall not engage in any conduct that would adversely affect his/her fitness to be a standing member. Such conduct may include, but is not limited to: violence, dishonesty, the interference with the administration of justice, unruly and disrupting behavior on campus, and sexual harassment.
- c) Members shall be respectful of all rules and procedures.
- d) While representing the POLYSAC at any function, all members will uphold and advance the honor and dignity of the Polytechnic in keeping with the highest standards of ethical conduct. .
- e) A violation of any of these ethics is basis for expulsion from the Society.

ARTICLE 4: REGULAR MEMBERSHIP

- a) Membership shall be open to all enrolled Polytechnic of Namibia students.
- b) Interested candidates shall register with the Secretary.
- c) Each school shall have a representative(s).
- d) Every member will pay an annual membership fee of N\$ 25-00! However this may change on an annual basis.
- e) Every member shall pay his/her membership fee within 3 months counting from the 1st day he/she joined the society.

ARTICLE 4.1 BENEFITS TO MEMBERS

- a) All members shall have membership cards.
- b) Members shall have a uniform that will make them identifiable them from other students when on duty.
- c) All members shall receive a certificate of membership at the end of every year.
- d) Members shall receive training that might assist them in the fight against crime.

ARTICLE 4.2 HONORARY MEMBERSHIPS

Members are encouraged to participate actively, in the society in order to qualify for nomination as honorary Member.

- a) Honorary membership may be given to individuals who are founding members of the society.
- b) Active participation of members will result in an automatic nomination by executive members.
- c) Nominations for honorary membership will be made depending on the active participation of members and attendance.

ARTICLE 5: TERMINATION OF MEMBERSHIP

Any member found to have been committing conduct unbecoming a member and a representative of the society shall be dismissed and deprived of their membership. Such expulsion requires a three-fourth majority vote of the Executive Committee

ARTICLE 6: ORGANISATION

The governing body if the Association shall be the Executive Committee of the Society. At the inception of the Society, the founding members shall take office of the Chairperson, Vice-Chairperson, Treasure, Secretary and spokesperson after a period of 1 year these positions will be taken by duly elected members.

ARTICLE 7: THE EXECUTIVE COMMITTEE

7.1 COMPOSITION

The executive Committee shall consist of a;

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Treasurer;
- e) Public Relation Officer(PRO)/Spokesperson;
- f) Crime Prevention Coordinator;
- g) Representatives (2 per school);
- h) Special Advisors;
- i) Patron.

7.2 TERMS OF REFERENCE

- a) The Executive committee shall serve as executive authority of the POLYSAC meetings.
- b) The Executive committee shall act as decision making body of the Club.

7.3 DUTIES AND RESPONSIBILITY OF THE EXECUTIVE MEMBERS

7.3.1 PRESIDENT

The President shall:

- a) Represent the club at major negotiations/events.
- b) Carry out the spirit and detail of Constitution.
- c) Preside at all meetings of the club and be responsible for the activities of the club.
- d) Be the chief coordinator of the club.
- e) Be the main link between the POLYSAC club and the Office of the Dean of Students, Polytechnic of Namibia, collaborating partners (Polytechnic Campus Control & Auxiliary Services) as well as outside parties.
- f) Perform such other duties as may be required by the Club.
- g) Delegate responsibilities and duties to Club Members and make sure those management committee members are carrying out their duties.

7.3.2 VICE - President

The Vice-President shall:

- a) Assist the President in the performance of his or her duties.
- b) Assume the duties and responsibilities of the President in his/her absence.
- c) Organize elections.

7.3.3 SECRETARY

The secretary shall:

- a) Be the chief administrator of the club;
- b) Be responsible for keeping the minutes of all meetings;
- c) Distribute and read a summary of the minutes of all meetings, after finalization;
- d) Compile reports on the programs and progress of the Club;
- e) Register all members in the club;
- f) Be responsible for circulating the attendance register for members to sign at a meeting;
- g) Be responsible for keeping the membership register;
- h) Be responsible for membership recruitment drives;
- i) Record all criminal incidences in the Occurrence Book together with clear proof of such incidences.

7.3.4 TREASURER

Shall;

- a) Be responsible for administration of all financial transactions of the society.
- b) Collect annual membership fees.
- c) Prepare monthly income expenditures transactions and the financial annual report.
- d) Be responsible for depositing of all funds at Finance Department of the Polytechnic of Namibia.
- e) Organize fund-raising activities.
- f) Perform other duties as delegated by the president.

7.3.5 PUBLIC RELATIONS OFFICER(PRO)/SPOKESPERSON

Shall;

- a) Market the club's activities;
- b) Be responsible for the posting of announcements/press releases on Notice Boards;
- c) Solicit a wide variety of information on what; serve as nerve center for internal and external information of the club;
- d) Transmit information received from outsiders and from other members to members of the organization;
- e) Transmit information to outsiders on the club's plans, policies, actions and results;
- f) Be responsible for the motivation and direction of members;
- g) Record, register and control the investigation of complaints from members.

7.3.6 CRIME PREVENTION COORDINATOR

The coordinator shall;

- a) Organize crime prevention programs.
- b) Be creative and be on the lookout for possible assistance and opportunities for POLYSAC.
- c) Alert members on upcoming events that needs POLYSAC assistance, both on and off campus, such as Students Orientation, Welcoming Bash, Career Fair, Cultural Festival, etc.
- d) Solicit information from Polytechnic Campus Control about events that will need assistance.

7.3.7 REPRESENTATIVES

Representatives shall;

- a) Consist of 2 members per school; however only 1 representative shall be a member of the Committee and have a Seat on the Executive Committee meetings on a regular basis.
- b) Be responsible for providing information to other students in their school or departments.
- c) Collect complaints, ideas such as changes and improvement in the club from members and submit it to the Executive Committee.

7.3.8 SPECIAL ADVISORS

The special advisor shall;

- a) Be persons that assist in the implementation of the club.
- b) Be staff members at the Polytechnic of Namibia and members of NAMPOL and City Police.
- c) Advise and encourage members of the Club.
- d) Assist the club in making decisions.
- e) Automatically are members of the Executive Committee.
- f) Campus control and Auxiliary services shall be the special Advisors to the club.

7.3.9 PATRON

The Patron Shall;

- a) Assist the society materially and financially.
- b) Be an organization or an individual.
- c) Be informed of all plans of the society.
- d) Be knowledgeable in crime prevention issues.

ARTICLE 8: SUBSTITUTION OF COMMITTEE MEMBERS

- a) In the event of a committee member resigning, any vacancy on the Executive Committee must be announced to the members.
- b) Interested candidates shall apply in writing, from which the best candidate for the Portfolio will be appointed.
- c) A co-opted member should be an active member.
- d) Any member of the committee absent for 3 consecutive meetings, without providing any notice or valid reason shall lose his/her seat.

ARTICLE 9: MEETINGS

- a) At least 7 days' notice shall be given for each general meeting.
- b) The executive meeting shall meet twice (2) a month or as often as deemed necessary by the Chairperson.
- c) The General meeting for all members shall be twice (2) a month, unless the need to convey critical information arises.
- d) Meetings of the Society shall be informal

- e) Decisions will be made in every case by a simple majority vote, with the exception of amendments to the Constitution. Thirty (30) percent of active members present shall constitute a quorum for the transaction of business in any general meeting of the Association.
- f) Special meeting or emergency meetings may be called with no less than 24 hour notice by the Executive Committee.

ARTICLE 10: ELECTIONS & VOTING

- a) Once a person has paid his/her membership fees, the person must be added to the membership list. He/she will then have voting rights on any clubs issues.
- b) All Executive officers shall be elected at the Annual General meeting of the club, from and by members of the club.
- c) Elections shall be held at the end of every first semester.
- d) All committee members are elected for a period of one year, however they may be re-elected to the same office for the following year.
- e) Members participating in election will be interviewed to evaluate their competence.

ARTICLE 11: AMENDMENT TO THE CONSTITUTION

- a) The constitution shall be amended by (2/3) two third majorities of POLYSAC members.
- b) The proposal for amendments must be submitted in writing to the Executive Committee.
- c) Special advisors are welcome to give their inputs in any proposed amendments.
- d) All amendments shall be in effect immediately upon approval.

ARTICLE 12: DISSOLUTION

- a) The club may be dissolved at any time by a resolution passed by the Polytechnic of Namibia Council.

ARTICLE 13: CONSTITUTION ADOPTION

The Constitution shall be considered adopted when it has received a simple majority vote of approval from the Executive Committee and the Rector of the Polytechnic of Namibia.

Signatures:

For the Executive Committee

President

Secretary

Approved:

Rector

Signed at..... on the.....Date.....Month.....Year

<u>Title</u>	<u>Name (in Full)</u>	<u>Student No.</u>	<u>Department</u>	<u>Year</u>	<u>Signature</u>	<u>Cell phone No:</u>
President	Elifas Helao Andreas	2120080 80	Human Resources	3		081-4817883
Secretary	Edna Rebeiro	21108069 1	Accounting & Finance	3		081-4875163
	Berthold Malyata	212112317	Land Man	3		081-3916365
PRO	Simon Parata	2130935 88	Human Resources	3		081-6963407
Crime Prevention Coordinator	Eliaser Abrahan	2130724 75	Human Resources	3		081-6313308