

UNIVERSITY OF PORT ELIZABETH

CONSTITUTION OF THE CONSTRUCTION MANAGEMENT STUDENT SOCIETY  
OF THE UNIVERSITY OF PORT ELIZABETH

1. DEFINITIONS

- 1.1 “Society” means Construction Management;
- 1.2 “University” means the University of Port Elizabeth;
- 1.3 “Students” means a registered student of the University;
- 1.4 “A.G.M.” means the Annual General Meeting referred to in article 7.3;
- 1.5 “members’ means the paid up and registered members of the Society;
- 1.6 “S.M.C.” means the Society Management Committee;
- 1.7 “General Meeting” a meeting with the members of the Construction Management Society as explained in article 7.1
- 1.8 “Committee” the elected committee of the Construction Management Society as specified in the constitution.
- 1.9 “Academic Year” the period from the beginning of the first semester at UPE of a specific year to the official end of the second semester of that same year.
- 1.10 “School” the school of architecture and associated disciplines.
- 1.11 “Student Official” the Administration Official of Student Affairs at the University of Port Elizabeth.

2. NAME

The name of this society shall be CONSTRUCTION MANAGEMENT Society of the University of Port Elizabeth (hereinafter referred to as the Society).

### 3. OBJECTIVES

The objectives of the Society shall be the following:

- 3.1 To attend to the interests of the students at the school and to promote communication among themselves and with other associated groups or persons.
- 3.2 To contribute to the general awareness of construction.
- 3.3 To work in the interests of UPE and the school of architecture and associated disciplines

### 4. AFFILIATION

- 4.1 Subject to approval by the Society Management Committee any affiliation may take place as long as it contributes to the aims in article 3 above in this constitution.

### 5. MEMBERSHIP

Only registered students at UPE who are studying Construction Management of a post-graduate in Construction Management and personnel members of Construction Management who support the aims of the society, are entitled to membership.

The abovementioned persons become members after paying the prescribed membership fees.

### HONORARY MEMBERS

With ordinary majority of membership votes during a general meeting the society can elect deserving persons as honorary members, subject to approval by the committee.

### TERMINATION OF MEMBERSHIP

A person is no longer a member of the society once the chosen committee, as mentioned in this constitution receives a written resignation from the person who is a member of the society or, if a member is expelled according to a unanimous decision by the committee.

Membership is determined at the end of the academic year during which membership fees were paid and can be renewed yearly.

### 6. VOTING

Subject to the stipulations in article 3.1 (a) as well as 5(b) of the constitution of the Student Union at the University. All members that have had at least one

semester of tuition for the above mentioned degree in article 5 at the university, have the right during meetings and elections to vote for the society.

Members who do not have the right to vote as in article 6.1 above obtain, subject to the stipulations in article 3.1 (a) with article 5 (b) of the constitution of the Student Union of the Society with the completion of one semester at the university, as in article 5.

Together, the committee has the power, or if majority consensus can be reached among themselves, to unanimously decide that any members voting rights may be suspended if found guilty of any misconduct.

## 7. MEETINGS

### General Meetings

- (a) Besides the Annual General Meeting described in article 7.3 of this constitution. The society must, except for the stipulations in article 7.1 (c), have at least one general meeting per semester.
- (b) Notice of a general meeting must be placed on all relevant notice boards seven days before the meeting.
- (c) 50% of the members form a quorum.

### Special General Meeting

- (a) A special general meeting must be called if a written request is presented by ten members.
- (b) Notice of such a meeting must be placed on all relevant notice boards 48 hours before the meeting.

### 7.3 Annual Meeting

- (a) Subject to the stipulations in article 7 (3) (c) an Annual General Meeting must be held during the months of August or September.
- (b) Notice of an Annual meeting must be placed on all relevant notice boards seven (7) days before such a meeting. An agenda must accompany this notice.
- (c) 50% of the members form a quorum.

### 7.4 Arrangements if there is no quorum

In case no quorum can be attained the chairperson can postpone the meeting to a later date within 8 (eight) consecutive days, but not before the course of 48 hours

after such a meeting and he simultaneously decides the place and time of the meeting.

The members with voting rights that are present at the meeting will make up the quorum. If such a quorum is less than half (½) of the required quorum in the first instance, the meeting will disband.

#### 7.5 Decisions

Decisions are only made at a meeting and only with a majority of votes.

#### 7.6 Minutes

7.6.1 The secretary of the committee or in his/her absence another member of the committee that has been appointed, must draw up a written summary of the proceedings at all general meetings.

7.6.2 The minutes of a general meeting must be read and approved at the following meeting of the society.

#### 7.7 Attendance Register

An attendance register will be circulated among the members at a general meeting and must be signed.

### 8. COMMITTEE

#### 8.1 Composition of Committee (Officials)

- (a) Honorary President
- (b) Chairperson
- (c) Vice-Chairperson
- (d) Secretary
- (e) Treasurer
- (f) DIRECTION COMMITTEE: Editor and Sub-Editor
- (g) Five co-opted members, one from each year

#### 8.2 SELECTION OF THE COMMITTEE

- (a) The committee members are selected at the Annual General Meeting in August/September.

- (b) Members of the committee may be re-elected.
- (c) Nominations are proposed according to 8.1 above.
- (d) According tot the stipulations of article 6, all members are eligible for election for the committee.

### 8.3 Responsibilities of officials

#### (a) Honorary President

- i) The Honorary President of the Society is elected at the Annual General Meeting in August/September as per article 8.2
- ii) Position to be held by the Head of the Department of Construction Management.
- iii) According to the principles of articles 5 (4) (1) and 6 (3), the Honorary President serves in an advisory capacity and his/her presence is not a pre-requisite for committee meetings.

#### (b) Chairperson

- i) The leadership and greatest responsibility regarding the affairs of the society rests on the chairperson.
- ii) The chairman may act independently where immediate action is required and his decisions are valid, subject to the support given by the committee at the subsequent meeting.
- iii) The chairman shall compile a written report at the end of each year and forward it to the Student Officer.
- iv) The chairman shall have a casting vote, as well as a deliberate vote.

#### (c) Vice-Chairperson

All the responsibilities delegated to him/her by the chairperson.

#### (d) Secretary

- i) ...shall keep proper minutes, copies of which are to be forwarded to the Student Officer for filing.
- ii) ...shall distribute notices.
- iii) ...shall deal with correspondence.

iv) ...shall draw up and distribute the agenda for each meeting.

(e) Treasurer

i) ...shall be responsible for all financial matters pertaining to the society.

ii) ...must submit a budget for the forthcoming year to the Student Officer before the end of November.

iii) ... must draw up a report for the financial year during which he was in office, before the A.G.M. in August/September.

iv) ...must collect all subscription fees at the beginning of the academic year.

8.4 Functions of the Committee

(a) The committee shall organize the activities of the Society.

(b) The actions of the committee shall be subject to the decisions of the general meetings.

(c) Vacancies on the committee may be filled by means of an election held at a mass meeting of the students, organized by the committee.

(d) The committee may elect subcommittees if necessary.

(e) The annual subscription fee is decided on by the committee in accordance with the constitution of the Society Management Committee.

(f) A quorum of the committee consists of four (4) members.

(g) The committee shall be responsible for all equipment belonging to the Society.

8.5 Committee Meetings

(a) Once per month as a committee.

(b) Once per month as independent subcommittees

(c) Twenty-four hour prior notice of meetings is essential for committees and subcommittees.

9. Finances

All financial matters for the society must be in accordance with the constitution of the Society Management Committee.

10. Archives

In accordance with the stipulations in article 8.3 (d), the secretary is responsible for the safe-keeping of all documents, photos, etc.

11. Publications

Should be in accordance with the code of student publications.

11.1 “DIRECTION” Journal

- i) The Committee for “DIRECTION” is a subcommittee of the society.
- ii) The funds generated by the journal will be allotted to fund the final year’s study tour and other society activities.
- iii) The Committee will advise on allocation of the funds generated for the study tour.
- iv) “DIRECTION” subcommittee may only approve expenses directly related to the publication of the journal. Any other withdrawals must be approved by the committee.

12. CONSTITUTIONAL AMENDMENTS

- (a) The constitution may be amended only at a General Meeting with seven (7) days prior notice.
- (b) An amendment shall be adopted only if at least two-thirds of the members present at the meeting vote in favour of the proposed amendment.
- (c) Any amendment to the constitution is subject to approval by the Council on request of the Society Management Committee.

13. DISSOLVING THE SOCIETY

In the event of the society being dissolved, all apparatus and documents must be handed to the Student Officer for safekeeping until such time the Society is re-established.

14. This constitution and all amendments thereto are subject to the Student management Committee constitution and such rules given by the Society Management Committee.

15. This constitution and all amendments thereto are subject to the approval of the Council.
16. Any decisions made in consequence of this constitution may be over-ruled by the Council.

AB/dvg  
25 August 1994