



**For further information,
please contact:**

Northern Region

Mr S. Ntinda
NAMCOL NR Office
Marula Street
P.O. Box 80002
Ongwediva
Tel: (061) 3205507
Email: ntinda@namcol.edu.
na

Southern Region

Mr. C. Hinanifa
NAMCOL SR Office
Jetu Jama Centre, Katutura
P/Bag 13275,
Windhoek
Tel: (061) 320 5272/36
Email: hinanifa@namcol.
edu.na

North-Eastern Region

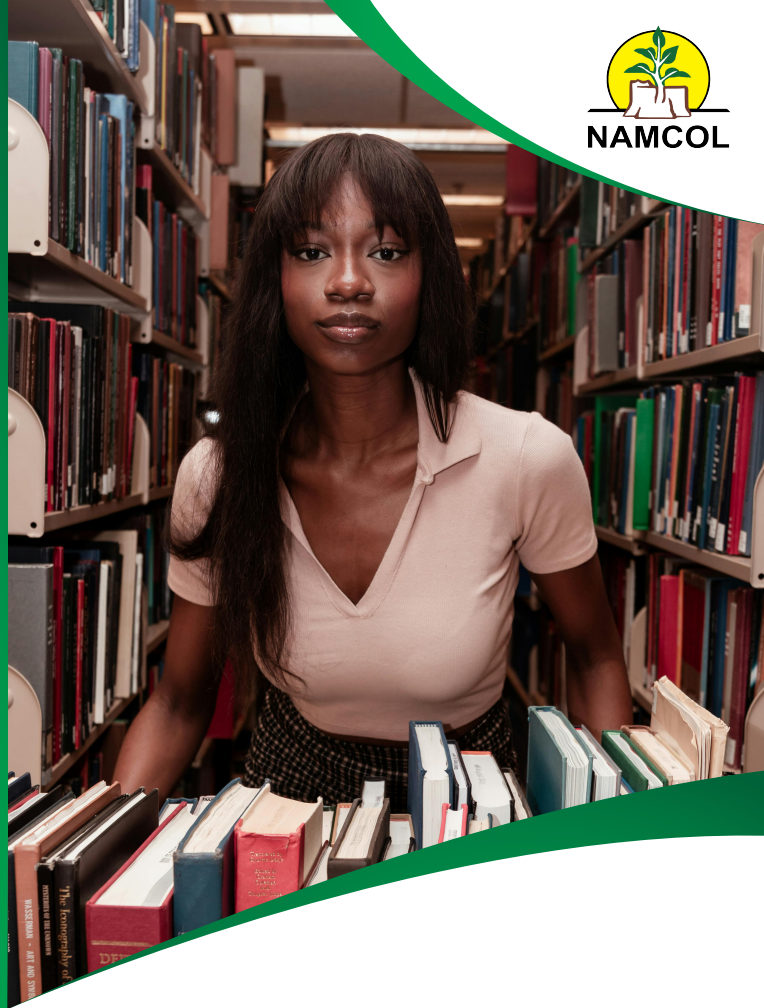
Mr E. Adriano
NAMCOL NER Office
Independence Avenue
P/Bag 2123, Rundu
Tel: (061) 03205553
Email: adriano@namcol.
edu.na

Sub-Regional Offices

Gobabis
Tel: (062) 564 321
Keetmanshoop
Tel: (063) 222 100
Walvis Bay
Tel: (064) 205 990
Eenhana
Tel: (065) 263 848
Omuthiya
Tel: (065) 247607
Opuwo
Tel: (065) 273021
Katima Mulilo
Tel: (066) 253 065

Central Region

Mr L. Bock
NAMCOL CR Office
P. O. Box 2006
Cnr of Waterberg & Prosit
Str Otjiwarongo
Tel: 067 304 358
Email: bock@namcol.edu.na



2026

**Student
Representative Council
Constitution**



Visit our website
www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE

Visit our website
www.namcol.edu.na



ACRONYMS

SRC	Student Representative Council
NC	National Conference
NEC	National Executive Committee
REC	Regional Executive Committee

DEFINITIONS

Student

Any student/trainee/learner registered at NAMCOL for any studies.

Simple majority

means 50+1% constituting members of the specific meeting.

Student formations

Student representative organisations, clubs and societies that represent political, religious and cultural interest.

Student governance

Student Representative Council and its decision-making processes, operational procedures and structural processes to ensure student representation on the relevant structures of the College.

PREAMBLE

NAMCOL affirms the principle of inclusive governance by recognising the Student Representative Council (SRC) as a vital part of its management structures. The formal inclusion of the SRC is based on the understanding that students, as key beneficiaries of the institution's mandate, have both the right and the duty to participate meaningfully in decision-making processes that influence their academic and social environment. In line with established governance practices and the College's commitment to transparency, accountability, and shared responsibility, the involvement of the SRC guarantees that student interests are properly considered in institutional policies, strategies, and operational frameworks. Including student leadership in management structures not only supports democratic values but also offers an important platform for nurturing future leaders who are rooted in principles of service, representation, and ethical governance.

ARTICLE 1

NAME

The name of the body shall be the Students' Representative Council of the Namibian College of Open Learning (NAMCOL).

ARTICLE 2

HEAD OFFICE

The head office of the SRC is located at the Head Office of NAMCOL.

ARTICLE 3

STATUS OF CONSTITUTION

The Constitution is formulated in terms of the NAMCOL Act (Act No. 1 of 1997), section 17. (a) and approved by the Board of Governors of NAMCOL, in terms of section 17(b) to guide the affairs of student governance at the College.

This Constitution binds the SRC and their structures including subcommittees, student societies and other student structures.

ARTICLE 4

AIMS AND OBJECTIVES

The aim and objectives of this constitution are to:

- a. promote maximum representation, transparency, inclusiveness and accountability to student structures.
- b. commit to the process of fundamental transformation of our institution.
- c. render service of the highest quality to all students.
- d. foster and promote ideals that enhance the image of students of the College.
- e. promote a culture of openness and tolerance in practice for the benefit of students.
- f. encourage students to participate in community development work.

ARTICLE 5

MEMBERSHIP & FEES

A student registered at NAMCOL for any formal qualification is eligible for membership and election to the SRC, All registered students are required to pay an annual membership fee as determined by the Board of Governors from time to time for SRC activities. The amount determined for 2021 academic year 2021 is N\$10.00.

ARTICLE 6

TERM OF OFFICE

The term of office shall not be more than 12 months annually.

ARTICLE 7

ORGANISATIONAL STRUCTURES OF THE SRC

THE SRC SHALL CONSIST OF THE FOLLOWING ORGANISATIONAL STRUCTURES:

7.1 NATIONAL CONFERENCE (NC)

- a. Delegates to the NC shall be drawn from the four (4) NAMCOL Regions.
- b. Secondary education students will be represented by their respective Chairpersons, Vice Chairpersons and Regional Secretaries.
- c. Students enrolled for Tertiary Programmes will be represented by their respective Regional Representatives.
- d. Technical, Vocational Education and Training shall be represented by their respective regional representatives of the Central, Northern and North-Eastern Region; whilst the Southern Region shall be represented by their respective Trade Representatives.
- e. The National Conference shall be convened once annually during the first term.
- f. The annual National Conference shall be convened and chaired by a NAMCOL official as designated by the CEO, until the election of a Chairperson.
- g. The National Conference shall elect the National Executive Chairperson (NEC) who shall automatically become the student

representative on the NAMCOL Board of Governors.

7.2 NATIONAL EXECUTIVE COMMITTEE (NEC)

- a. The members of the NEC are elected by the delegates of the NC.
- b. The NEC shall be managed by a National Chairperson and Executive Team that shall fulfil the executive function of the SRC as outlined in the SRC operational guidelines.
- c. The NEC shall meet twice annually, its first meeting being in term 1 and the second meeting being in term 2.

7.3 REGIONAL EXECUTIVE COMMITTEE (REC)

- a. The members of the REC are elected by delegates drawn from the various fields of study and trades registered with NAMCOL and based at the Central, Northern, North-Eastern and Southern Regional Offices.
- b. The REC shall be managed by a Regional Chairperson and Executive Team that shall fulfill the executive function of the regional SRC structure.
- c. The REC shall meet on a bi-monthly basis.

ARTICLE 8

QUORUM

- a. A quorum for all SRC structures shall be a simple majority of the constituting members.
- b. Any student who is registered with NAMCOL and who complies with the provisions of article 10 is eligible to hold office. (constitution is loaded on NAMCOL website).
- c. Students registered for a qualification (courses less than 6 months) will be excluded to hold office.

ARTICLE 9

REMOVAL FROM OFFICE

- a. The National Chairperson may only be removed from office through an official motion of no confidence approved by the National Conference through a simple majority. A person is removed from office as a member of the NEC or the REC through a motion of no confidence. Such a motion must be supported by two thirds of members, who constitute the NEC and REC.

ARTICLE 10

ELIGIBILITY TO HOLD OFFICE

- a. Any student who is registered with the NAMCOL and who complies with the provisions of article 5 is eligible to hold office.
- b. Learners registered for a non-formal qualification (courses less than 6 months) will be excluded to hold office.
- c. Staff members who are registered as student are not eligible for SRC.

ARTICLE 11

FILLING OF VACANT SEATS ON THE BOARD OF GOVERNORS

- a. The National Chairperson once elected shall automatically be the student representative on the Board of Governors.
- b. In the event that the National Chairperson resigns or vacates his/her office, the Deputy National Chairperson shall assume office.

ARTICLE 12

POWERS TO MAKE GUIDELINES

The National Conference shall have the right or the power to make guidelines to matters that, in their opinion is necessary or expedient to give effect to the provisions of this constitution, including the power to make guidelines on the establishment of the National Executive Committee and Regional Executive Committee

ARTICLE 13

INTERPRETATION OF CONSTITUTION

Interpretation of this Constitution vests in the College's Company Secretary/Legal Advisor.

ARTICLE 14

AMENDMENTS TO THE CONSTITUTION

- a. All amendments to this Constitution will be recommended by the REC's to the NEC.
- b. Proposed amendments must be circulated to all members of the NC two weeks before its meeting annually for consideration and decision.
- c. All proposed amendments made by the NC or NEC shall be communicated to the Board of Governors of the College, through the Management Committee of the College for approval.

ARTICLE 15

TRANSITIONAL PROVISIONS

- a. Once approved by the Board of Governors, this Constitution repeals all existing constitutions or similar documents of the SRC and comes into operation with immediate effect;
- b. This Constitution regulates all student activities related to student governance.

ARTICLE 16

DISSOLUTION

In the event of any need to dissolve the SRC, the NEC will be convened to discuss, debate and vote on such contemplated dissolution.