



Association of Consulting Engineers of Namibia



Young Consulting Engineers of Namibia

YCEN Constitution 2024

Prepared by:

YCEN:

YCEN Council Members 2024-2026



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PREAMBLE

This constitution outlines the structure, duties, and regulations for the Young Consulting Engineers of Namibia, referred to as ‘YCEN’. YCEN aims to empower young engineering professionals by fostering a supportive community that facilitates professional growth and knowledge sharing across Namibia.



1.0 THE GROUP

1.1 NAME

The name of the group shall be “Young Consulting Engineers of Namibia”

The Young Consulting Engineers of Namibia is a group under the Association of Consulting Engineers of Namibia.

1.2 OBJECTIVES

- To represent and advocate for the interests of young consulting engineers in Namibia.
- To promote and raise awareness of consulting engineering as a profession
- To provide a platform for professional development, mentorship and knowledge sharing.
- To organize training programs, workshops, and networking events in collaboration with consulting firms.



3.0 MEMBERSHIP

3.1 ELIGIBILITY

- Membership is open to all young engineers who are under the age of 35 years working or aspiring to work in the consulting engineering field in Namibia.
- Prospective members must work for an ACEN member firm.
- Prospective members must be registered on the YCEN database.

3.2 ELECTIONS

Members of the Council shall be elected as follows:

- Each member of YCEN will be given an opportunity to nominate a maximum of two individuals registered in the YCEN database, to fill any vacancies of the Council which occur at the end of the current year.
- The members of the Council shall be elected at the Annual General Meeting and shall thereupon take office for the ensuing year.
- The term of office for Council members shall be two years, with the possibility of re-election.

3.3 CESSATION OF MEMBERSHIP

A member shall cease to be a member upon the happening of any of the following:

3.3.1 The Council

- Upon missing three consecutive council meetings without reason.



3.3.2 Members

- If a member is no longer part of a firm that is a member of the Association of Consulting Engineers of Namibia (ACEN).

3.4 RIGHTS AND DUTIES

- Members have the right to vote, hold office, and participate in all council activities.
- Members are expected to uphold the values and objectives of the council and contribute to its initiatives.
- Members must adhere to the code of conduct and actively participate in council activities.



4.0 COUNCIL STRUCTURE

4.1 THE COUNCIL

The Council shall comprise of the following:

1. The President
2. Vice President
3. Secretary
4. Event Coordinator
5. Additional members (up to four), each from a different engineering discipline (i.e., civil, mechanical, electrical, mechatronics)

4.2 DUTIES AND OBLIGATIONS OF THE COUNCIL MEMBERS

4.2.1 President

- Provide overall leadership and direction for the Council.
- Organise leadership development for the Council
- Seek opportunities to improve Council reach and engagement
- Represent the Council at official functions and liaise with external organizations.
- Chair all meetings and oversee the implementation of Council decisions.
- Oversee the Council's activities align with its objectives.

4.2.2 Vice President

- Assist the President in their duties and stand in for the President when necessary.
- In charge of disciplinary issues of the Council.
- Functions as a treasurer for Council.
- Coordinate the work of subcommittees and oversee specific projects or initiatives as assigned by the President.



4.2.3 Secretary

- Maintain accurate records of meetings and council activities.
- Handle correspondence and communication within and outside the council.
- Primary contact for council communications.
- Keeps an updated list of members.
- Manages the Council's documents and archives.

4.2.4 Event Coordinator

- Plan and organize events, workshops, and training sessions.
- Liaise with consulting firms and other organisations to facilitate events.
- Promotion and marketing of events.
- Ensure events run smoothly and meet their objectives.

4.2.5 Additional Members

- Support the work of the Council Committee and participate in subcommittees.
- Take on specific roles and tasks as delegated by the Council Committee.
- Provide input and feedback on Council activities.



5.0 MEETINGS

5.1 ANNUAL GENERAL MEETINGS

- Annual General Meetings shall be held yearly to discuss council activities and future plans of YCEN.
- Annual General Meetings will consist of Council members (mentioned in Section 4.1) and members of YCEN.

5.2 COUNCIL MEETINGS

- The Council shall meet monthly to plan and coordinate activities.
- Minutes of meetings shall be recorded and made available to Council members.
- Assist YPs with attaining professional and personal goals for continued development.
- Present and discuss current and future industry trends as well as new technology developments and network with other YPs.

5.3 SPECIAL MEETINGS

- Special meetings may be called by the President or upon the request of at least one-third of the Council.
- Notice of special meetings shall be given at least five working days in advance.

5.4 MEETING PROCEDURES

- Members will be given a grace period of 15 minutes after the scheduled meeting time, thereafter members who have not arrived will be regarded as a no-show.
- Members must inform the secretary at least one hour before the meeting if they are unable to attend and provide a reason for their absence.



- If a Council member misses 3 consecutive meetings, they will be demoted from the Council with immediate effect.
- A Member who misses a third of the meetings held in the year will be given a warning.



6.0 BY-LAWS

6.1 SOCIAL GATHERINGS

- The Council shall organise social gatherings to foster camaraderie among members.
- These events may include mentorship, business development, networking, informal meetups, and recreational activities.

6.2 TRAINING OF ENGINEERS

- The Council shall facilitate training programs in collaboration with consulting firms.
- Training may include workshops, seminars, site visits, and mentorship programs.

6.3 CODE OF CONDUCT

- YCEN will adhere to the ACEN code of conduct
- Members are expected to conduct themselves professionally and ethically.
- Any breach of conduct shall be addressed by the Council and may result in disciplinary action.



7.0 AMENDMENTS

7.1 PROPOSAL OF AMENDMENTS

- Amendments to the constitution may be proposed by any member of the Council.
- The Constitution will be reviewed every two years (next review is June 2026).

7.2 ADOPTION OF AMENDMENTS

- Amendments shall be adopted by a two-thirds majority vote at the Annual General Meeting.
- The amended constitution shall take effect immediately unless otherwise specified.



8.0 DISSOLUTION

8.1 PROCEDURE FOR DISSOLUTION

- The council may be dissolved by a two-thirds majority vote at a special meeting called for this purpose.
- In the event of dissolution, any remaining assets shall be distributed to a non-profit organisation with similar objectives.

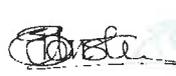


9.0 RATIFICATION & SIGNATURES

This constitution was adopted by the Council of Young Consulting Engineers of Namibia on the 07th of July 2024.

 24/07/2024

Ycen President (Kutlo Modie)

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ACEN Representative