

Policy on Societies

Document type: *Policy*

Document number: *Rt 459/10*

1. PURPOSE

1.1 Background

As part of its commitment to the development of students the University of Pretoria (UP) supports and recognises the role and function of student societies in student life and student governance. Broader participation by students in the activities of UP is necessary for the transformation of the institution in general.

The University of Pretoria strives to:

- support a healthy student life structure through participation in societies;
- ensure that the interests of societies are protected;
- support and protect the different religious, language, cultural and other beliefs of members of societies; and
- structure societies to render a service to the student community.

1.2 Aim of the policy

The main aim of the policy is to regulate and structure societies within the ambit of organised student life. Societies are defined as student structures that have the main purpose of advancing the academic, political, religious, cultural or social interests of students.

The objectives of the policy are to:

- create a procedure and system through which students can establish and affiliate their societies to the SRC;
- provide a framework through which a relationship between the SRC and the recognised student societies can be regulated and support can be provided to such societies;
- facilitate societies' participation in student governance through the establishment of the Society Sub-Council;
- ensure that they comply with the Code of Conduct applicable to societies
- ensure compliance with the requirements of all relevant UP policies and institutional rules;
- ensure responsible use of UP facilities (e.g. offices) allocated to societies;
- ensure the fair allocation of funds to societies; and
- contribute to good overall student governance.

Any entity asserting to be a society and who is not registered as one does not have a claim to such status or to any benefits of whatever nature. Such an entity may also not recruit support from amongst students.



It is desirable that societies should strive to be inclusive of all UP students. A lack of progress in this regard over time may impact on the re-registration of a society in subsequent years, while the behaviour of a society and its impact on campus life are factors that will be taken into account when considering the re-registration of a society.

1.3 Strategies

The registration and re-registration of societies are regulated and all registered societies form part of the Society Sub-Council.

The SRC and the DSA play an important role in this process. In order to achieve the objectives mentioned above, the SRC, assisted by the DSA, will –

- ensure that all student organisations, including societies, are treated equitably;
- ensure that the student societies are accountable to their members and the student body;
- update the guidelines for the registration or re-registration of societies on a regular basis;
- monitor the activities of the societies;
- review the Constitution of the Society Sub-Council as necessary;
- offer administrative support to societies; and
- deregister a society if its track record proves that it is economically and administratively not viable and/or it has not complied with the institutional rules and policies of the University.

2. ORGANISATIONAL SCOPE

This is a university-wide policy which applies to all students who wish to register or re-register a society with the Student Representative Council (SRC). After registration the policy is applicable to all societies, whether of an academic, a political, religious, cultural or social nature.

3. POLICY STATEMENT

3.1 Underlying principles

All aspects of organised student life, including societies, must be aligned with the vision and mission of the UP, and based on the following values:

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Institutional pride
- Relevance

3.2 Policy guidelines

- 3.2.1 The documents containing the detailed guidelines related to the establishment, recognition and management of societies are listed under ASSOCIATED DOCUMENTS and are appended to this document. These guidelines must be read in conjunction with this policy.

3.2.2 These guidelines or procedures may be amended from time to time as the need arises by the Department of Student Affairs (i.e. the Dean of Students)¹, in consultation with the relevant student structures and in accordance with the prescribed procedures.

3.2.3 The guidelines or procedures are contained in the following appended documents:

- General guidelines for societies
- Guidelines for the registration of new societies
- Guidelines for the registration of existing societies (re-registration)
- Code of conduct applicable to societies

4. DEFINITIONS/ABBREVIATIONS

| | |
|---|---|
| Academic complaint: | A complaint relating to anything that pertains to formal academic programmes and courses. |
| Academic staff: | Full-time and part-time lecturers at UP. |
| Class representative: | An elected or appointed student representing a class, subject, year group or language group in a specific field of study as a voluntary leader. |
| Communication channel: | Official complaints protocol prescribed by UP to assist students in resolving academic or non-academic complaints effectively. |
| Constitution for Student Governance: | The Constitution for Student Governance is intended to reflect the principles and values of the Constitution of the Republic of South Africa, the Higher Education Act 101 of 1997, as well as the vision, mission and strategic plan of the University. The purpose of the Constitution is to provide structure and procedures for student governance at UP. |
| Constitutional Tribunal: | The Constitutional Tribunal (formerly known as the Student Court) is the judicial arm of student governance at UP. |
| Day house: | An official student structure that serves as a vehicle for day students to participate actively in student life activities. |
| Day house guardian: | A permanent, full-time academic member of staff appointed by the DSA in consultation with the house committee. |
| Day student: | A registered student who lives in accommodation other than an officially recognised UP residence. |
| DSA: | The Department of Student Affairs which includes the Office of the Dean of Students, the Student Development Division and the Student Support Division. |
| Executive Committee: | The student committee that is responsible for the day-to-day management of each of the Student Service Providers. |
| Faculties: | There are nine faculties at UP: Faculty of Economic and Management Sciences; Faculty of Education; Faculty of Engineering, Built Environment and Information Technology; Faculty of Health Sciences; Faculty of Humanities; Faculty of Law; Faculty of Natural and Agricultural Sciences; Faculty of Theology; and Faculty of Veterinary Science. |
| Faculty house: | An official student structure which is organised along faculty lines to which all registered students belong by default. |
| Faculty house guardian: | A permanent, full-time academic member of staff appointed by the faculty to serve as a voluntary advisor to the faculty house committee. |

¹ In this document and its appendices the reference to Dean of Students could also apply to the Director: Student Affairs as designated by the Vice-Chancellor and Principal.

| | |
|---|--|
| House committee: | The student committee that is responsible for the day-to-day management of the faculty house, day house or residence. |
| Non-academic complaint: | A complaint relating to anything that occurs outside the classroom at UP. |
| Organised Student Life Structures: | Structures that are officially recognised by UP via the SRC. |
| Perdeby: | Official student newspaper (Service Provider). |
| Residence student: | A student who lives in an official residence of UP. |
| Service providers: | Official student substructures which form part of the DSA and which provide specific services to the student community, namely <i>Perdeby</i> , TuksFM, StudentSport, Student Culture and TuksRag. |
| Societies: | Society means any organised student society at UP of an academic, social, political, cultural, religious or whatever other nature, including subdivisions or departments of faculties, but excluding day houses and faculty houses. |
| SP: | The Student Parliament, which is elected on a constituency basis and is the representative body to which the SRC is accountable. |
| SRC: | The Student Representative Council is the executive body responsible for the day to day governing of student affairs and is accountable to the SP. |
| Student: | Any full-time or part-time student duly registered for an undergraduate or postgraduate degree or a diploma approved by Senate, but excludes a distance-education student, a student registered for subjects or programmes for non-degree purposes or a student registered for a course at the campus company Continuing Education at University of Pretoria (CE at UP). |
| Student Life: | Organised or officially recognised student activities which are aimed at striking a balance between a student's academic and social development. |
| Student Sport: | Service Provider for Student Sport (not TuksSport). |
| Stuku: | Service Provider for Student Culture. |
| Tukkiewerf: | Building in which certain offices of the DSA are based. |
| TuksFM: | Official student radio station (Service Provider). |
| TuksRag: | Service Provider for "Reach out and Give". |
| TuksRes: | The Department of Residence Affairs and Accommodation is a stand-alone business unit, with various management teams serving residence students. |
| TuksToonbank: | Division of the Department of Finance based at Tukkiewerf which offers financial services to all student organisations. |
| UP: | University of Pretoria. |

5. ASSOCIATED DOCUMENTS

5.1 Governing documents

- Strategic Plan of the University of Pretoria
- Policy on Organised Student Life (*Rt 456/10 (amended)*)
- Constitution for Student Governance
- Constitution of the Society Sub-Council

5.2 Related documents (Appendices)

- General guidelines for societies (Appendix A)
- Guidelines for the registration of new societies (Appendix B)
- Guidelines for the registration of existing societies (re-registration) (Appendix C)
- Code of conduct applicable to societies (Appendix D)

6. RESPONSIBILITY FOR IMPLEMENTATION

The Dean of Students.

7. POLICY LIFE CYCLE

The policy may be revised every two years or as the need arises.

8. DOCUMENT METADATA

| | |
|--|--|
| Document | |
| Number: | <i>Rt 459/10</i> |
| Version: | <i>Final</i> |
| Role players | |
| Owner: | <i>Department of Student Affairs</i> |
| Author: | <i>Prof MT Speckman</i> |
| Entity of author: | <i>Dean of Students</i> |
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| Recommended | |
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| Date: | <i>2010-10-05 (Rt 464/10) & 2010-10-19 (Rt 483/10)</i> |
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| Last review date: | |
| Last reviewer: | |
| Successions | |
| <i>Superseded (this document has been replaced):</i> | <i>New document</i> |
| <i>Supersede (this document replaces):</i> | <i>New document</i> |
| Revoke | |
| Cancellation date: | |

9. APPENDICES

ASSOCIATED DOCUMENTS: REGULATIONS, PROCEDURES AND FORMS RELATED TO SOCIETIES

CONTENTS

- APPENDIX A: GENERAL GUIDELINES FOR SOCIETIES
- APPENDIX B: GUIDELINES AND FORMS FOR THE REGISTRATION OF NEW SOCIETIES
- APPENDIX C: GUIDELINES AND FORMS FOR THE RE-REGISTRATION OF EXISTING SOCIETIES
- APPENDIX D: CODE OF CONDUCT FOR SOCIETIES

GENERAL GUIDELINES FOR SOCIETIES

1. Definition

A society is defined as an organised group with the sole purpose of representing the academic, social, political, cultural, religious etc interests of students at the University of Pretoria. Societies may include formal groupings of students associated with a specific study programme or academic department within a faculty, but excludes day houses and faculty houses.

A society is normally initiated by students and recognised by the SRC. It is therefore a voluntary service rendered by students to fellow students. Therefore, serving on its executive or management committee carries no financial benefits or rewards.

2. Funding

Registered societies qualify for limited benefits from the SRC such as the use of office accommodation and university venues necessary for the execution of their duties subject to the availability thereof and on condition that the procedures and regulations with regard to the booking and use of such venues are adhered to. Societies that do receive office space should display their office hours on the doors of their offices.

The activities of societies will be partially financed by UP through the SRC allocation, in accordance with the provisions of the SRC's *Regulation for the allocation of funds*. These allocations may change from year to year subject to the available funds in the budget.

External funding must be declared and the University reserves the right to restrict the extent of such funding.

Additional funds should be generated by societies through membership fees and fund-raising efforts.

Societies receive extensive training from the TuksToonbank on how to use the funds allocated to them.

3. Training

The Dean of Students will designate an appropriate person in the Student Development Division of the DSA to provide leadership development training to the various student structures, including to Societies registered with the SRC. (Please refer to the *Policy on Student Leadership Development and Training* in this regard.)

4. Constitution

Each society will be allowed to draft its own constitution, which may only come into effect after it has been officially recognised by the SRC through the office of the SRC Member for Societies.

A template may be provided by the SRC for those societies that do not have their own constitution.

5. Recognition and registration

A society will be recognised as such and allowed to operate **conditionally** provided it meets the following criteria, namely that it should –

- have no less than 60 registered members;
- submit a constitution that is in line with the Bill of Student Rights and the Constitution for Student Governance;
- submit a Plan of Action and budget each year; and
- submit an alphabetical name list of members with contact and student numbers.

Societies determine their own programmes.

Societies have to register on an annual basis and will retain their status as long as they conform to the prescribed criteria for recognition as a society. Societies are divided into two categories depending on the number of membership forms handed in at registration, i.e. Category A (60 – 99 members) and Category B (100+ members). Monitoring by the SRC shall take place annually with a particular focus on the documents to be handed in at registration:

6. Requirements for re-registration

Minutes of the re-registration meeting
Attendance list of the re-registration meeting (with student numbers)
A detailed Plan of Action for the year ahead
Application form for re-registration
Membership forms of the society
A detailed budget for the year ahead
An alphabetical name list (with student numbers) of all the members of the society)
An indication of whether a constitution was submitted.

7. Termination by the SRC

It is the prerogative of the SRC to allow a society to operate on campus. It is also the prerogative of the SRC to withdraw the recognition of a society on the following grounds:

- Non-adherence to the registration criteria.
- If the society becomes dysfunctional.
- If there is mismanagement of resources and facilities.
- For any other reason requiring such action by the SRC.

A society that has been dissolved may lodge a written appeal with the Dean of Students, stating the grounds for the appeal. The decision of the Dean of Students is final.

If a society fails to meet the annual re-registration criteria, such a society will only be allowed to register the following year, but must then register as a new society.

8. Meetings of the Society Sub-Council

With a view to strengthening the relationship between the SRC and societies, meetings of the Society Sub-Council must be held on a quarterly basis. Attendance of Sub-Council meetings is compulsory for all registered societies.

GUIDELINES AND FORMS FOR THE REGISTRATION OF NEW SOCIETIES

Please read this letter carefully and ensure that you hand in all the documents listed in Paragraph 6 as incomplete or late applications will not be considered!

Dear Prospective Chairperson

GUIDELINES FOR THE REGISTRATION OF NEW SOCIETIES

To be registered as a new society, the following steps should be taken:

1. Firstly, a founding meeting should take place and at least two-thirds of the members of the society to be founded, must be present at this meeting.
2. The SRC Member responsible for Societies must be informed in writing at least **seven (7) days prior to the meeting of the date, time and venue of the meeting** and he/she should be invited to attend the meeting
3. The Member for Societies (or his/her representative) must be present at this meeting to monitor the founding of the society and to ensure that the management of the society is elected according to the guidelines set out in the constitution of the Society Sub-Council as well as the constitution of the proposed society.
4. An executive committee consisting of at least the following members should be elected during or before this meeting:
 - Chairperson
 - Deputy Chairperson
 - Secretary
 - Treasurer
5. An attendance list (with student numbers) must be circulated at the meeting and all the members present must ensure that they fill in and sign this list **personally.**
6. The following documents must be handed in to the Member for Societies after the founding meeting:
 - The constitution of the society
 - The attendance list of the founding meeting (with student numbers)
 - A detailed plan of action
 - An application form for the registration of the society
 - The completed membership forms (**Please note that you may not use your own membership forms – use the form provided and make enough copies for everyone to fill in. Also ensure that the forms are signed and dated.**)
 - A detailed budget for the year ahead.
 - An alphabetical membership list (with student numbers).

The documents mentioned above must be placed in an envelope clearly marked with the society's name, the name of the chairperson and the contact number of the

chairperson and personally handed in at Tukkieurf as we cannot take responsibility for documents placed in a post box.

7. Categories of societies

- A society with 60 – 99 members will be classified as a Category A society.
- A society with 100 or more members will be classified as a Category B society.

It remains the responsibility of the society to ensure that they hand in the correct number of forms and that all forms are signed and dated.

Should you have any further queries, please do not hesitate to contact the member responsible for Societies in Tukkieurf.

All the best!

SRC MEMBER FOR SOCIETIES

**AANSOEKVORM: REGISTRASIE VAN NUWE VERENIGINGS/
APPLICATION FORM: REGISTRATION OF NEW SOCIETIES**

| | | | |
|---|------------------|---|--|
| Naam van vereniging/ Name of society | | Aantal lede/ Number of members | |
| Visie/ Vision: | | | |
| Doel/ Aims: | • • • | | |
| Doelwitte/ Goals: | • • • | | |
| Kort beskrywing van aktiwiteite/Short description of activities: | | | |
| BESTUUR/MANAGEMENT | | | |
| Portefeulje/Portfolio | Naam/Name | Kontaknr./Contact no. | |
| Voorsitter/Chairperson | | | |
| E-posadres/Email address | | | |
| Penningmeester/Treasurer | | | |
| E-posadres/Email address | | | |
| Sekretaris/Secretary | | | |
| E-posadres/Email address | | | |

Dui asseblief aan in watter kategorie die vereniging val (kies asseblief een)/
Please indicate the category of the society (please choose one):

- Akademies/ Sosiaal/ Polities/ Godsdienstig/ Ander/
Academic Social Political Religious Other

Hiermee doen ek, (naam van voorsitter), aansoek om bogenoemde vereniging te registreer en verstaan dat indien bedrog, korrupsie of aktiwiteite wat nie in lyn met die Grondwet vir Studentesake en Studentebestuur aan die Universiteit van Pretoria is nie, ontdek word m.b.t. die aansoek, dit daartoe sal lei dat bogenoemde vereniging nie geregistreer sal word nie en dat dissiplinêre stappe teen die betrokke persone geneem sal word.

I (name of chairperson), hereby apply for registration of the above-mentioned society with the understanding that should any fraud, corruption or activities contrary to the provisions of the Constitution for Student Affairs and Student Governance at the University of Pretoria be discovered in our efforts to register as a society, the said society will not be allowed to register and disciplinary action will be taken against the relevant people.

.....
VOORSITTER/CHAIRPERSON

.....
DATUM/DATE

**AANSOEKVORM VIR LIDMAATSKAP VAN 'N VERENIGING/
APPLICATION FORM FOR MEMBERSHIP OF A SOCIETY**

| | |
|---|---|
| Naam van vereniging/ <i>Name of society:</i> | |
| Studenteno./ <i>Student no.</i> | |
| Van/ <i>Surname:</i> | |
| Volle naam/ <i>Full name:</i> | |
| E-posadres/ <i>Email address:</i> | |
| Graad- of Diplomakursus/ <i>Degree or Diploma Course</i> | |
| Adres/ <i>Address:</i> | |
| | Poskode/ <i>Postal code:</i> |
| Kontaknommer/ <i>Contact number:</i> | |
| Is jy 'n lid van 'n ander geregistreerde vereniging?/ <i>Are you a member of another registered society?</i> | Ja/Yes <input type="checkbox"/> Nee/No <input type="checkbox"/> |

Hiermee verklaar ek dat bogenoemde inligting waar en juis is en as 'n geregistreerde student van die Universiteit van Pretoria onderneem ek om te hou by die reëls en regulasies van die Universiteit. Ek verstaan verder dat my my lidmaatskap van bovermelde vereniging opgeskort kan word indien dit bewys kan word dat bogenoemde inligting vals is.

I hereby declare that the above-mentioned information is true and correct, and as a registered student of the University of Pretoria, I undertake to abide by the rules and regulations of the University. I furthermore understand that, should it be proven that the above-mentioned information is false, my membership of the above society will be terminated.

.....
HANDTEKENING/*SIGNATURE*

.....
DATUM/*DATE*

GUIDELINES AND FORMS FOR THE RE-REGISTRATION OF EXISTING SOCIETIES

Please read this letter carefully and ensure that you hand in all the documents listed in Paragraph 2 as late or incomplete applications will not be considered!

Dear Chairperson

GUIDELINES FOR THE REGISTRATION OF EXISTING SOCIETIES

To be registered as a society, the following steps should be taken:

1. All existing societies should annually apply for re-registration (usually during March of each year). Societies who wish to re-register must comply with the following requirements:
 - 1.1 A re-registration meeting **must** take place and at least two-thirds of the members of the society to be re-registered should be present at this meeting. The aim of the re-registration meeting is to hand out the membership forms so that members can fill it in.
 - 1.2 The SRC Member for Societies must be informed in writing (and invited to attend the re-registration meeting) at least seven (7) days before the proposed meeting, and the invitation should state the date, time and place of the meeting.
 - 1.3 The SRC Member responsible for Societies (or his/her representative) must attend this meeting to monitor the re-registration of the society and to ensure that the management of the society is elected according to the guidelines as set out in the constitution of the Society Sub-Council as well as the constitution of the relevant society.
 - 1.4 The executive committee of the society should be elected during this meeting and it should at least consist of the following portfolios:
 - Chairperson
 - Deputy Chairperson
 - Secretary
 - Treasurer
 - 1.5 An attendance list (with student numbers) must be circulated during the meeting and all the members present must ensure that they **personally** fill in and sign this list.
 - 1.6 An alphabetical name list (with student numbers) of all the members of the society must be attached to the re-registration documents.
2. On re-registration the following documentation must be placed in an envelope with the contact details of the chairperson (the documents must be personally handed in at Tukkiwerf as we cannot take responsibility for documents placed in a post box):
 - Minutes of the re-registration meeting
 - Attendance list of the re-registration meeting (with student numbers)
 - A detailed Plan of Action for the year ahead

- Application form for re-registration
 - Membership forms of the society (**Please note that you may not use your own membership forms – use the form provided and make enough copies for everyone to fill in. Also ensure that the forms are signed and dated.**)
 - A detailed budget for the year ahead
 - An alphabetical name list (with student numbers) of all the members of the society
 - You should also indicate whether or not a constitution was handed in before and should do so if one has not yet been submitted.
3. The re-registration of a society will be denied if more than 40% of the members of the relevant society are also members of another registered society.
 4. At registration, societies are divided into small (60-99 members) or large (100+ members) societies, depending on the number of membership forms handed in at re-registration. **It remains the responsibility of the society to ensure that they hand in the correct number of membership forms and that all forms are signed and dated.**
 5. Existing societies who fail to re-register by the closing date will have to register as **new** societies the next year on condition that they adhere to the regulations as set out in the information document applicable to new societies.
 6. The chairperson may not be chairperson of more than one society.

Should you have any further queries, please do not hesitate to contact the SRC Member responsible for Societies.

All the best!

SRC MEMBER FOR SOCIETIES

**AANSOEKVORM: REGISTRASIE VAN BESTAANDE VERENIGINGS/
APPLICATION FORM: REGISTRATION OF EXISTING SOCIETIES**

| | | | |
|---|---|---|--|
| Naam van vereniging/ Name of society | | Aantal lede/ Number of members | |
| Visie/ Vision: | | | |
| Doel/ Aims: | <ul style="list-style-type: none"> • • • | | |
| Doelwitte/ Goals: | <ul style="list-style-type: none"> • • • | | |
| Kort beskrywing van aktiwiteite/Short description of activities: | | | |
| BESTUUR/MANAGEMENT | | | |
| Portefeulje/Portfolio | Naam/Name | Kontaknr./Contact no. | |
| Voorsitter/Chairperson | | | |
| E-posadres/Email address | | | |
| Penningmeester/Treasurer | | | |
| E-posadres/Email address | | | |
| Sekretaris/Secretary | | | |
| E-posadres/Email address | | | |

Dui asseblief aan in watter kategorie die vereniging val (kies een asseblief)/
Please indicate the category of the society (please choose one):

- Akademies/ Academic**
 Sosiaal/ Social
 Polities/ Political
 Godsdienstig/ Religious
 Ander/ Other

Hiermee doen ek, (naam van voorsitter), aansoek om bogenoemde vereniging te registreer en verstaan dat indien bedrog, korrupsie of aktiwiteite wat nie in lyn met die Grondwet vir Studentesake en Studentebestuur aan die Universiteit van Pretoria is nie ontdek word m.b.t. die aansoek, dit daartoe sal lei dat bogenoemde vereniging nie geregistreer sal word nie en dat dissiplinêre stappe teen die betrokke persone geneem sal word.

I (name of chairperson), hereby apply for registration of the above-mentioned society with the understanding that should any fraud, corruption or activities contrary to the provisions of the Constitution for Student Affairs and Student Governance at the University of Pretoria be discovered in our efforts to register as a society, the said society will not be allowed to register and disciplinary action will be taken against the relevant people.

.....
VOORSITTER/CHAIRPERSON

.....
DATUM/DATE

**AANSOEKVORM VIR LIDMAATSKAP VAN 'N VERENIGING/
APPLICATION FORM FOR MEMBERSHIP OF A SOCIETY**

| | |
|--|---|
| Naam van vereniging/Name of society: | |
| Studenteno./Student no. | |
| Van/Surname: | |
| Volle naam/Full name: | |
| E-posadres/Email address: | |
| Graad- of Diplomakursus/Degree or Diploma Course | |
| Adres/Address: | |
| | Poskode/Postal code: |
| Kontaknommer/Contact number: | |
| Is jy 'n lid van 'n ander geregistreerde vereniging?/ Are you a member of another registered society? | Ja/Yes <input type="checkbox"/> Nee/No <input type="checkbox"/> |

Hiermee verklaar ek dat bogenoemde inligting waar en juis is en as 'n geregistreerde student van die Universiteit van Pretoria onderneem ek om te hou by die reëls en regulasies van die Universiteit. Ek verstaan verder dat my lidmaatskap van bovermelde vereniging opgeskort kan word indien dit bewys kan word dat bogenoemde inligting vals is.

I hereby declare that the above-mentioned information is true and correct, and as a registered student of the University of Pretoria, I undertake to abide by the rules and regulations of the University. I furthermore understand that, should it be proven that the above-mentioned information is false, my membership of the above society will be terminated.

.....
HANDTEKENING/SIGNATURE

.....
DATUM/DATE

CODE OF CONDUCT FOR SOCIETIES

1. By signing this Code of Conduct you indicate that you have received and read the Code of Conduct, that you understand the contents of this Code of Conduct and agree to abide by the rules as set out therein.
2. Societies should uphold the Constitution of the Society Sub-Council and the Constitution for Student Governance at UP, particularly the Bill of Student Rights, and must act in accordance with its principles and provisions.
3. Societies must base all their decisions relating to student governance and service to students on the following principles:
 - Professionalism
 - Good client service
 - Promptness
 - Friendliness
 - Respect
 - Helpfulness
 - Tolerance
 - Open-mindedness
4. Societies are accountable to the University and the student community for their actions as elected or appointed student leaders and must execute all such actions in accordance with commonly accepted principles of sound governance.

5. **Minimum requirements**

Societies must comply with certain minimum requirements in respect of the following:

5.1 **Meetings**

The attendance of Society Sub-Council meetings is **compulsory**.

Fines will be imposed on the Society for failure to attend meetings:

- Failure to attend a meeting will result in a fine of R50,00 per meeting and this amount will be deducted directly from the Society's account at TuksToonbank without prior notice immediately after such meeting.
- If a society is absent from a meeting **without** apology an amount of R50,00 will be deducted from the society's account at TuksToonbank.

5.2 **Computer room**

The computer room in Tukkieurf is available for **official use** by the EC members of all societies from 08:00 to 16:00 only.

Fines will be imposed on the Society if the computer room is abused, i.e. used for personal work, etc. and the relevant society will forfeit the right until such time as the right has been restored at the discretion of the EC member and the portfolio committee.

5.3 **Booking of venues**

Registered societies may book UP facilities/venues free of charge on a “first come first served” basis, subject to availability.

The society receives a proof of registration as formal student structure from Tukkieurf, which is used to make the booking for a venue at the Department of Facilities Management.

Academic programmes remain a priority and the booking and use of a venue for other activities should at all times be subject to its impact on any academic programme that is presented in close proximity.

The person booking the venue takes responsibility for keeping the venue in a satisfactory condition. Fines may be imposed if booked venues are abused in any way or damages incurred and the society will forfeit the right to use University facilities until such time as the right has been restored.

5.4 **Post boxes**

All societies are requested to empty their post boxes on a regular basis. This is the official means of communication and if you do not empty your post box regularly, important information may be lost.

Exceptions will not be made to those societies who do not hand in requested information on time because they did not empty their post boxes regularly.

5.5 **Office space and telephone use**

5.5.1 **Office space**

The allocation of office space takes place in accordance with the SRC's *Regulation for the Allocation of Office Space*.

Applications for office space must be handed in annually and only those societies who qualify, may apply for office space.

All societies with office accommodation must conduct office hours for at least 10 hours per week and office hours must be displayed on the office door. Spot checks will be carried out on a regular basis to make sure that the society is indeed keeping such office hours.

Offices should be used for official purposes only and should be kept neat and tidy at all times. Members should be courteous to one another. Respect for fellow office members is a prerequisite. In addition, the level of noise must be kept to the minimum required to function effectively.

Office furniture and equipment is the property of the University and under no circumstances may any furniture be removed from the office.

Fines will be imposed on the Society in the following instances:

- **Misuse of offices (i.e. not using the office as designated, parties, smoking, sleeping in office, conducting non-society business, leaving keys unattended).** The office may be taken away at the discretion of the EC member for Societies after following due process in this regard.

- **Non-attendance of office hours**
 - First offence: A warning will be issued.
 - Second offence: A fine of R50,00 will be issued and this amount will be deducted from the society's account at TuksToonbank without prior notice.
 - Third offence: The office may be taken away at the discretion of the EC member for Societies after following due process in this regard.

5.5.2 Telephone use

Societies with telephones must display care regarding their use and provision should also be made in the society's budget for telephone costs. Telephone costs are deducted from the society's account at TuksToonbank on a monthly basis, and the society should therefore ensure that they stay within the budgeted monthly amount. If the society overspends, their telephone will be locked until such time as money is again available.

5.6 Finances

Funds are allocated to registered societies bi-annually but it is the responsibility of the relevant society to ensure that funds are not mismanaged as there are **no overdraft facilities** available.

Fines will be imposed if receipts, financial reports, reports of funds received from the Projects Pool and management reports are not handed in timeously. This will also result in the freezing of the society's account at TuksToonbank until such time as the said receipts/reports have been submitted.

5.7 Management reports

Societies are required to submit an annual management report.

6. This **Code of Conduct** must be read in conjunction with the Constitution of the Society Sub-Council.

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT

I,, Chairperson of (Name of Society), hereby acknowledge having received a copy of the Code of Conduct applicable on registered societies.

I furthermore acknowledge that I have read the Code of Conduct, understand the provisions of the Code and agree that the above-mentioned society will abide by it.

.....
SIGNATURE OF CHAIRPERSON

.....
DATE