

ACADEMICS FOR DEVELOPMENT, STELLENBOSCH



Academics for Development

CONSTITUTION

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PREAMBLE

We, the members of the Academics for Development Stellenbosch,

strive to give all students the opportunity to enrich themselves and have durable social impact through a hands on, multidisciplinary, and cross-cultural entrepreneurship experience;

commit ourselves to justifiable and transparent conduct towards any individual or group of individuals;

recognise the right to freedom of speech, association, assembly and protest of all the members of the University, as long as the rights of others are not affected;

reject any unfair discrimination against any member of the University society.

SECTION 1: DEFINITIONS

In this Constitution, unless the context indicates otherwise

1. **“AFD Board”** refers to registered members who are appointed to fulfil organisational and administrative functions for the society during their term of office;
2. **“common majority”** means at least fifty (50) percent of the members present who are voting;
3. **“end of office”** means the date on which the members of a given year’s board cease to be members of the AFD Board, and a new AFD Board is appointed. This will be the date on which the annual general meeting is held.
4. **“extraordinary meeting”** refers to a society meeting which is not the annual general meeting.
5. **“general application”** means an application process held at the end of the term of office of a AFD Board in order to appoint a complete AFD Board consisting of persons available for the following term of office.
6. **“applicant”** refers to a registered member who applies for a position on the board.

7. **“notice in writing”** means a notice served either by electronic mail, or typed or printed script;
8. **“postal vote”** means a call for votes by way of electronic mail for or against a given motion.
9. **“quorum”** refers to the percentage of the total membership of the society partaking in a vote, either tacitly or expressly, which is required in order for such a vote to carry force;
10. **“registered member”** refers to anyone who has become a member of the union in a manner described in section 4.
11. **“registered voter”** refers to any member of AFD Stellenbosch who has been registered as a fully paid member of AFD Stellenbosch for at least one semester;

SECTION 2: MISSION STATEMENT

As a student society founded on social entrepreneurship, AFD Stellenbosch strives to give:

1. Local communities, organisations and companies entrepreneurial and knowledge support.
2. Students the opportunity to have social impact and develop themselves through exchanging knowledge, and immersive cross-cultural and hands-on practical experiences in a multidisciplinary setting.
3. Students the ambition and inspiration to take initiative to make a difference for society.

SECTION 3: COAT OF ARMS

The coat of arms of this society consists of the letters “A”, “F” and “D”, together “AFD” which is the abbreviation of Academics for Development. The letters are written in dark green (colour code #107b36) with a white background. The leaf depicted in the middle of the logo, which forms part of the “A” and “F”, is light green (colour code #8dc045) and represents the sustainability aspect which is inherent to who we are and what we do.

SECTION 4: MEMBERSHIP

1. General

- a. Registered students and lecturers of the University of Stellenbosch become members of the society upon payment of membership fees as prescribed by the AFD Board.
- b. Membership lasts as from the first day of the academic year and terminates on the first day of the following academic year. Should a person join during the course of the year, membership fees will be paid in full regardless of the time already expired.
- c. The AFD Board may further approve applications for membership to the society from members of the general public, provided such membership would promote and further the society and its stated goals, and that the total percentage of these members is no greater than 15%.
- d. The AFD Board reserves the right to bestow honorary lifelong membership on past members and members of the general public for exceptional service to the society.

2. Specific

- a. Any person is allowed to attend the gatherings of the society and participate in its official events.
- b. All registered students of the university may attend the annual general meeting, subject to section 5(2)(d) and (e).
- c. Only registered members may attend extraordinary meetings, unless a specific request is made to the AFD Board, in writing, for an individual to attend. Should any member of the AFD Board object to the request, the request will be denied. This is subject to section 6(2)(d) and (e).

SECTION 5: MEETINGS

1. Annual general meeting (AGM)

- a. The annual general meeting (AGM) will be held on a date which must be decided by that year's board, in compliance with the requirements of the SRC, or anybody which is delegated by them to determine these requirements.

- b. The AFD Board will host the AGM in any format which might suit them.
- c. At the AGM the president, treasurer and project coordinator are to submit an annual report, in which recommendations are to be made which should serve as guidelines for the new AFD Board. Reports presented at the AGM may be preliminary, subject to the provision that full reports are made available in writing within two weeks.
- d. Members are to be notified in writing of a pending annual general meeting at least seven (7) days in advance.

2. Extraordinary meetings

- a. An extraordinary meeting will take place in the event of the president or the AFD Board requesting it, or if at least twenty (20) members request such a meeting from the president in writing.
- b. Only motions in writing are allowed to be submitted to the assembly.
- c. Motions of mistrust of a member of either the society or the AFD Board must be made available to all parties concerned.
- d. If there is a motion of mistrust in the president, then the meeting will be chaired by the deputy president or treasurer.
- e. In all other aspects, rules, regulations and powers are the same as for that of the annual general meeting as set out in section 5(1), *mutatis mutandis*.

3. AFD Board Meetings

- a. The AFD Board shall attempt to meet at least once every two weeks during times when the university is in session.
- b. The president must issue a notice to AFD Board members at least twenty-four (24) hours in advance of a meeting.
- c. Should there be an appointed or fixed time for such meetings, section 5(3)(b) lapses and is no longer applicable. Additional meetings are to be arranged on

a consensual basis.

- e. AFD Board members are only allowed to excuse themselves from a meeting with the prior consent of either the president or vice president.
- f. Decisions are taken by means of a common majority of votes of the members present. Half of all the members of the AFD Board plus one constitutes a quorum. The president holds a common vote, as well as a casting vote.

SECTION 6: MANAGEMENT

1. Composition of the AFD Board

- a. The AFD Board comprises of no less than 4 and up to ten (10) members which must include a president, treasurer, secretary and project coordinator.
- b. The provisional size of the AFD Board is decided by the outgoing Board, taking into consideration the number of applications, as well as whether any applicants have portfolio preferences.
- c. The incoming president and the rest of the incoming Executive Board will be appointed through an application and interview process overseen by the previous AFD Board. Any member may apply for one of these positions. Board members who are applying for an additional term may not partake in the interviewing of candidates due to a potential conflict of interest.
- d. Should the number of appointed board members be less than the provisional size set in subsection (b), then they may either set the final size equal to the number of appointed board members, or they may declare a number of board positions to be vacant. In the latter case, such vacant positions are governed by section 7(3). The number of positions declared to be vacant will be equal to or less than the difference between the number of appointed members and the provisional size. The sum of the number of appointed members and the number of positions declared vacant will be the final board size.

SECTION 7: TERMINATION OF MEMBERSHIP

1. General

- a. A member ceases to be part of the society when such a person submits a written resignation to the president.
- b. The AFD Board retains the right to terminate or suspend the membership of any member of the society should such a person be found guilty by the AFD Board of any serious misconduct towards the society or its good name.
- c. Any registered member of the society has the right to appeal to the Student Court concerning the suspension or termination of his membership.

2. Termination of AFD Board Membership

- a. A member ceases to be part of the AFD Board when such a person:
 - i) submits a written resignation to the president; or
 - ii) is discharged from an office in terms of a valid motion of mistrust.
- b. In order for a motion of mistrust to be regarded as valid, it must be duly motivated by the registered member proposing it, must be seconded by at least five (5) members of the society, and must be approved by a common majority of registered voters at an extraordinary meeting or AGM. Should a quorum not be formed at the particular AGM or extraordinary meeting, the motion of mistrust must be approved by means of postal vote.
- c. The AFD Board retains the right to take disciplinary action against, or dismiss, any member of the AFD Board who neglects to carry out any duty assigned to him in terms of his office as set out in section 8. Such disciplinary action may include revocation of some subset of the duties assigned to that board member, banning from society activities, or in general the termination of any of the active benefits that that board member enjoys as a member of the society.
- d. The AFD Board retains the right to dismiss from office any member who misses two consecutive AFD Board meetings without any official or prior leave or pardon.
- e. Any member of the AFD Board has the right to appeal to the Student Court concerning his/her dismissal from the AFD Board.

- f. A member of the AFD Board who is being dismissed must be informed of their right in (f).

3. Vacancies

- a. If a vacancy in the AFD Board arises, the society must be notified in writing, and the AFD Board has the right to then appoint a new member to the AFD Board.
- b. The AFD Board must notify the society in writing of the newly appointed member.
- c. In the case of the termination of membership of the president, the vice-president or project coordinator shall automatically become the new president, and a new vice-president shall be appointed from within the ranks of the remaining members of the AFD Board.
- d. In the case of the termination of membership of the vice-president, a new vice-president shall be appointed from within the ranks of the remaining members of the AFD Board.

SECTION 8: POWERS AND DUTIES OF THE AFD BOARD

1. General powers and duties of all AFD Board members

- a. Each and every member of the AFD Board is directly responsible towards the president and the society members for maintaining, enforcing and promoting the spirit of this constitution.
- b. Each member of the AFD Board is directly responsible and liable towards the president and the society members for performing the duties required by the portfolio assigned to him/her.
- c. All members of the AFD Board are expected to actively assist, in any manner possible, any other member(s) of the AFD Board.
- d. *Ad hoc* member(s) may be appointed for a specific project or purpose. This appointment must be:
 - i) due to a request by a member of the AFD Board; and

- ii) confirmed by a common majority of votes within the AFD Board.

These *ad hoc* member(s) will carry a similar status to that of a member of the AFD Board for the duration of the project or duty for which he / she has been appointed. This member will only have voting powers in relation to the specific purpose or project they have been appointed for.

- e. Each member of the AFD Board is expected to:

- iii) Attend all functions and events organised by the society unless unable to do so owing to academic commitments;

- iv) Read and act timeously on minutes and action lists;

- f. Each member of the AFD Board is to assist in drawing up the following year's calendar of events which is to be completed no later than the third week of the fourth quarter.
- g. Each member of the AFD Board is to submit a year-end report to the president within a reasonable time after the conclusion of their term of office.
- h. The AFD Board may implement and bestow any awards or prizes that they deem to be applicable upon individuals that are considered deserving of such awards or prizes.
- i. If the society must be represented or has a seat in any structure or forum, with the exception of management of the society, the AFD Board must nominate a member for this purpose.

2. The president

- a. General duties

- i) The president is to see to it that the members of the AFD Board carry out their duties and will facilitate meetings.
- ii) The president will, when and if nominated, represent the society in negotiating and co-operating with other societies, and with the

students' representative council (SRC).

- iii) The president sees to it that the society complies with the regulations of the students' representative council and will compile a year-end report for submission to the students' representative council as per their regulations.
- iv) The president shall officially open all functions and introduce the master of ceremonies for each function.
- v) The President attends the weekly board meetings and show a general commitment to the organisation

b. Specific duties

- i. The President is the communicational link between the AFD Leuven and Stellenbosch
- ii. The President is in charge of general year planning, along with the full board
- iii. The President is responsible for ensuring the continuation of AFD Stellenbosch as an organisation on campus
- iv. The president shall represent the society in official capacity regarding University matters.

3. The vice president

- a. The vice president shall act on behalf of the president in his/her official capacity in his/her absence. In the case of the absence of the president, the vice president shall have all the according powers and duties of the president.
- b. The vice president shall endeavour to assist the president in any which way he/she seems fit.
- c. The vice president shall be responsible for the resolution of any disputes within the AFD Board. If the vice president is party to the dispute then a member of the board who is not party to the dispute will be appointed by those members of the board who are not party to the dispute.

4. The treasurer

- a. The treasurer must have insight into the financial records and bookkeeping system of the University, and is responsible for the settlement of accounts.
- b. The treasurer shall liaise with the University of Stellenbosch's budget control department and shall administer the society cost point account.
- c. The treasurer shall collect membership fees, and will administer the extraction of membership fees from student accounts liaising with the University's Student Monies department.
- d. The treasurer must submit an audited financial report to the president at the conclusion of the last AFD Board meeting.
- e. The treasurer is to assist the president in representing the society to all existing or potential sponsors and donors. The treasurer is furthermore responsible for providing donors/sponsors with reports on the application of the funding that they provide, should it be requested.
- f. The treasurer is to set up a budgeted amount for incomes and expenditure relating to the various portfolios of the AFD Board and must, along with the AFD Board as a whole, set up the annual society budget.
- g. The treasurer is part of the finance support group that helps project students with problems in the financial/fiscal field and guides them in grant applications
- h. The treasurer is actively involved in setting up/maintaining the financial plan of the organisation.
- i. The treasurer attend the weekly board meetings and show a general commitment to the organisation

SECTION 9: AMENDMENTS

This constitution may be provisionally amended or altered by a two-thirds majority of the AFD Board. Such an amendment shall be declared valid by a two-thirds majority of all registered

voters present at an annual general meeting or extraordinary meeting. All registered members must also be presented with the provisional amendment(s) by means of notice in writing at least two (2) weeks before the AGM or extraordinary meeting. Should no quorum exist at the aforementioned AGM or extraordinary meeting, a postal vote requiring a two-thirds majority of all registered voters shall be needed in order to invalidate any and all provisional amendments or alterations.

SECTION 10: INTERPRETATION

1. This entire constitution is subject to the regulations and procedures regarding students and society members as laid out in the Student Union Constitution of the University of Stellenbosch, the constitution of the Societies Council, and the Rules for Students at the University of Stellenbosch.
2. Should a dispute arise concerning the interpretation of a clause in this constitution, any registered member of AFD Stellenbosch may approach the Student Court for a declaratory order. The Student Court should, insofar as is possible, interpret this constitution by using the standard rules of interpretation, subject to the principles of natural justice.

SECTION 11: REVOCATION AND RETRACTION

This constitution revokes all previous constitutions of Academics for Development Stellenbosch.

Signed by:

AFD Board:

President:

Other members:

Date:

Place of Signature: