



Stellenbosch University

Constitution of the Academic Affairs Council

[Amended on 8 April 2015 and accepted on 12 May 2015](#)

1. Name

- 1.1. The name of the body that adopts this constitution will be the Academic Affairs Council (AAC).
- 1.2. All committees, of which the students of such committees will comprise the membership of the AAC, will be known as faculty committees.

2. Composition

- 2.1. The following people comprise the membership of the AAC:
 - 2.1.1. The chairperson of the AAC and the deputy chairperson of the AAC.
 - 2.1.2. The following faculty committees each appoint two representatives as members of the AAC, provided that one of the two representatives of each faculty committee will be the chairperson of said faculty committee and serves as student representative on that faculty's faculty board:

- 2.1.2.1. Agrisciences Student Association (ASA)
- 2.1.2.2. Economic and Management Sciences Student Committee (EBSK)
- 2.1.2.3. Engineering Students' Representative Council (ISR)
- 2.1.2.4. Juridical Society (JV)
- 2.1.2.5. Arts and Social Sciences Student Committee (BASK)
- 2.1.2.6. Science Student Committee (NSK)
- 2.1.2.7. Education Student Committee (OSK)
- 2.1.2.8. Theological Student Committee (TSK)

2.1.3. The Tygerberg Academic Affairs Council (TAAC) appoints two representatives, of whom one is the chairperson of the TAAC and the other a member of the executive committee of the TAAC.

2.1.4. The Faculty of Military Science may approach the AAC every year to become part of the Academic Affairs Council, with the decision to grant them membership resting with the chairperson of the AAC and the Executive Committee (SRC). Regardless of this decision they still may request time to speak at the AAC to discuss any academic issues regarding Stellenbosch University.

2.1.4.1. The chairperson of the AAC is obliged to inform the Student Captain of the MILAK Students' Representative Council of the existence of section 2.1.4.

2.2. Additional membership:

2.2.1. In terms of the Student Constitution, membership of the AAC may be awarded to any other persons for whom provision is made in this constitution.

2.2.2. The final decision on whether such membership will be awarded rests with the AAC (Executive Committee). The final decision still needs to be confirmed by the AAC.

2.2.3. Such additional membership is subject to the provisions of this constitution.

3. Purpose

- 3.1. The AAC represents the academic interests of all students in the respective faculties of Stellenbosch University in the Students' Representative Council, and in the University administration and management.
- 3.2. The AAC has all the rights and powers that are required for the execution of these duties, and as set out in the Student Constitution and the Rules for Students.
- 3.3. The AAC facilitates the discussion and addressing of academic and other matters of communal interest that fall within the sphere of academia at Stellenbosch University, and empowers the members of the respective faculty committees to represent and inform students effectively.
- 3.4. The AAC ensures the organised and fair election of class, departmental and faculty representatives on an annual basis by means of close co-operation between the management of the AAC and every faculty committee.
 - 3.4.1. First-year class representatives must be elected in the second academic week of the first term and the third term (for second-semester modules). Seniors must be elected in the third academic week of the first term and the third term (for second-semester modules).

- 3.5. The AAC commits itself to effective communication with all students in order to make them aware particularly of those rights that they have that are applicable to academia in order to ensure just and fair conduct towards all students.

4. Functioning and Duties

4.1. Chairperson

- 4.1.1. The chairperson is elected before or during the period of the SRC elections from the current ranks of the Academic Affairs Council at a meeting facilitated by the SRC election convenor. The outgoing chairperson convenes the meeting and remains chairperson of the AAC up until the expiry of his / her term of office as SRC member for academic affairs, as stipulated in the Student Constitution.
- 4.1.2. The outgoing chairperson is responsible for a just and timely nomination procedure. Voting will take place by way of a secret ballot.
- 4.1.3. If only one candidate stands for the position of chairperson of the AAC, that candidate still needs to be voted in by the current ranks of the AAC through a motion of confidence, which will entail a 2/3 majority vote.
- 4.1.4. If no candidate makes himself available for the position of chairperson of the AAC, the Election Convenor, in consultation with the current executive committee of the AAC and in terms of the Student Constitution, will decide on a fair and just procedure.
- 4.1.5. During his / her term of office, the chairperson of the AAC may not be a member of any faculty committee.

4.1.6. The chairperson of the AAC is an *ex officio* member of the Students' Representative Council, with the portfolio of AAC: chairperson / academic affairs, and his /her term of office will run concurrently with that of the SRC.

4.1.7. The SRC and other obligations of the chairperson of the AAC are set out in the Student Constitution. In terms of aforementioned constitution, the chairperson of the AAC cannot be compelled to accept any other portfolios in the SRC, unless such practice is fair and just.

4.1.8. The chairperson of the AAC, in consultation with the rest of the executive committee of the AAC, convenes the meetings of the AAC and is responsible for all administrative arrangements, including:

4.1.8.1. minutes of meetings;

4.1.8.2. compilation and dispatch of agendas to members;

4.1.8.3. all official correspondence from and to the AAC;

4.1.8.4. passing on the minutes to the SRC chairperson;

4.1.8.5. annual report of the AAC.

4.1.9. The chairperson is responsible for the orderly course of meetings.

4.1.10. The chairperson has to ensure that the AAC nominates two candidates for the SRC elections every year in its own right and name.

4.2. Deputy Chairperson

4.2.1. The deputy chairperson of the AAC is elected from the current ranks of the AAC as soon as possible after the election of the chairperson of the AAC. The outgoing chairperson of the AAC is responsible for the procedure that is followed, provided that it is equitable in its fairness and justness to the election of the chairperson of the AAC. Voting will take place by way of a secret ballot.

4.2.2. If only one candidate stands for the position of deputy chairperson of the AAC, that candidate still needs to be voted in by the current ranks of the AAC through a motion of confidence, which will entail a 2/3 majority vote.

4.2.3. If no members of the current AAC make themselves available for this position, the election of the deputy chairperson of the AAC will take place from the ranks of the next AAC within a reasonable period of time, but subject to the discretion of the new chairperson of the AAC.

4.2.4. The deputy chairperson of the AAC may not be a member of any faculty committee during his / her term of office.

4.2.5. If the deputy chairperson of the AAC is elected from the ranks of the new AAC, the faculty committee concerned of which the newly elected deputy chairperson of the AAC was a member will be compelled to appoint a new member, provided that the chairperson of the AAC can make special arrangements if the faculty committee concerned cannot appoint a new member.

4.2.6. The deputy chairperson of the AAC acts as chairperson of the AAC in the absence of the chairperson of the AAC, provided that the chairperson of the AAC gives express

notice to the deputy chairperson of the AAC of his intended absence. In such a case, the duties and powers of the deputy chairperson of the AAC are limited to what is dealt with in this document as the functioning and purpose of the AAC.

4.2.7. The deputy chairperson of the AAC may act as *secundus* of the chairperson of the AAC, where appropriate.

4.3. Executive committee (EC)

4.3.1. The executive committee consists of the chairperson, the deputy chairperson and three additional members elected from the ranks of the new AAC. The secretary, if one is appointed, also has a seat on the executive committee, subject to section 4.4.3.

4.3.2. The additional members of the EC are elected during a normal meeting of the new AAC as soon as is possible and fair, and the election is facilitated by the chairperson of the AAC. Voting will take place by way of a secret ballot.

4.3.3. The members of the executive committee represent the AAC on the standing and *ad hoc* committees of Senate and other University bodies/committees, with the final discretion being that of the chairperson of the AAC; provided that representation on such committee and bodies is not limited to members of the EC (AAC).

4.3.4. Meetings of the executive committee are left to the discretion of the chairperson of the AAC.

4.4. Secretary

- 4.4.1. The chairperson of the AAC, together with the deputy chairperson of the AAC, may, if the need arises, appoint a secretary for the AAC. The secretary does not have to be appointed from the previous or current ranks of the AAC.
- 4.4.2. The AAC enjoys a contractual working relationship with the secretary, with the chairperson of the AAC who is responsible for the formulation, whether oral or in writing, of such contract.
- 4.4.3. The secretary serves on the executive committee of the AAC on an *ad hoc* basis, but has no right to vote at meetings of the EC (AAC), the full AAC or any other business of the AAC. However, the secretary may be granted time to speak.
- 4.4.4. The primary duties of the secretary entail the administration of the AAC and AAC meetings, internal communication, personalia and any other business that might be allocated to the secretary by the EC (AAC).

4.5. Other Members

- 4.5.1. The functioning and duties of the other members of the AAC are stipulated by the chairperson of the AAC at the beginning of his / her term of office, provided that such duties fall within the purpose of the AAC, and are reasonable and fair.
- 4.5.2. Every faculty committee must bring any changes in the constitution of the specific faculty committee to the attention of the chairperson of the AAC in writing and have the changes ratified by a meeting of the AAC, provided that such amendment is not contrary to the Constitution of the AAC or the Student Constitution.

5. Meetings

5.1. Ordinary meetings

5.1.1. Ordinary meetings are held when the chairperson, in consultation with the AAC or of his own volition, convenes a meeting.

5.1.2. An ordinary meeting will be held at least three times per quarter.

5.1.3. A quorum entails one representative of at least six faculties and a minimum of ten members physically present at the meeting.

5.1.4. Written notice of four university days needs to be given for ordinary meetings.

5.1.5. The agenda and / or order of business must reach members no later than 24 hours before the meeting.

5.1.6. All members of the AAC are compelled to attend all meetings, unless written apology is given to the chairperson of the AAC 24 hours before the start of the meeting, accompanied by a valid reason.

5.1.7. The chairperson of the AAC may make special arrangements regarding the attendance of meetings by members of the TAAC and other people who have been granted membership in terms of section 2.2.

5.2. Extraordinary meetings

5.2.1. Extraordinary meetings are held if the chairperson of the AAC requests so, or if five members of the AAC request the chairperson in writing to do so.

5.2.2. Such extraordinary meeting must be held as soon as is possible and fair, and may not be postponed for longer than four university days.

5.2.3. Notice of extraordinary meetings must reach members no later than twelve hours before the start of the meeting.

5.2.4. The agenda of the extraordinary meeting will be finalised at the start of the meeting.

5.3. Voting

5.3.1. A motion can be tabled according to normal practice during any meeting of the AAC, and can be accepted by a simple majority.

5.3.2. Only members as defined in section 2.1 have a right to vote.

5.3.3. Any member, including the additional members in terms of section 2.2, may make themselves available for any position in the AAC, except for the position of chairperson and deputy chairperson of the AAC, which positions may only be filled by the persons mentioned in section 2.1.

5.3.4. Any member who has a right to vote in terms of section 5.3.2 is entitled to one vote. In the case of a split vote, the chairperson of the AAC casts the deciding vote.

6. Disciplinary procedure

- 6.1. If a member is absent without a valid reason from three AAC meetings, makes himself / herself guilty of serious dereliction of duty, or brings the good name of the AAC, SRC or Stellenbosch University into disrepute, disciplinary measures must be instituted against such member.
- 6.2. The AAC can appoint a disciplinary committee on an *ad hoc* basis.
- 6.3. The AAC disciplinary committee consists of the chairperson of the AAC, the deputy chairperson of the AAC and two additional members, elected in a fair, just and representative manner.
- 6.4. Once the matter has been investigated thoroughly, the AAC disciplinary committee has power to dispose of the matter in terms of which it may give a ruling that could include, but is not limited to, temporary suspension of membership or permanent expulsion.
- 6.5. The procedure followed by the AAC disciplinary committee must be just at all times, the member concerned must be informed of all action, and an appeal may be lodged with the Student Court once a ruling has been made.
- 6.6. The member does not have a right to representation at the AAC disciplinary committee.
- 6.7. If a member is expelled, the specific faculty committee from which that person came has a duty to appoint a new member to the AAC.
- 6.8. If confidence is lost in the chairperson of the AAC or the deputy chairperson of the AAC, a motion of no confidence may be instituted against such person.
 - 6.8.1. A motion of no confidence must be brought to an extraordinary meeting convened in

terms of section 5.2 by a proposer and five (5) seconders.

6.8.2. A motion of no confidence must be passed by a 2/3 majority vote.

7. Powers, Duties and Competences of the Academic Affairs Council

- 7.1. The powers, duties and competences of the AAC, as authoritative decision-making and policy-making body in terms of academia, are contained in the Student Constitution and the Rules for Students of Stellenbosch University.
- 7.2. Any decision taken by the AAC with regard to general academic policy, or any standpoint supported by the AAC as a body, will be binding on the respective faculty committees.

8. Finance

- 8.1. The activities of the AAC, as central representative body of the academic affairs of every student, must not be limited by financial ties as far as is possible and fair.
- 8.2. The AAC may approach donors itself only if the donor agreement is in line with any decision or policy regarding donors that was instituted by the SRC or Stellenbosch University.

- 8.3. The AAC is entitled to a portion of the budget of the SRC, as determined by the chairperson of the SRC, the treasurer of the SRC and any other party involved in the process.

- 8.4. Further to section 8.3, membership fees are levied from each faculty committee, as set out in section 2.1.2.
 - 8.4.1. These fees entail a levy of R2.50 per undergraduate student in the faculty of the specific faculty committee.

 - 8.4.2. The amount is payable to the AAC as soon as facilities are available for it, as long as it is paid by a reasonable time before the end of the term of office of the AAC.

 - 8.4.3. Additional donations or administrative fees may be accepted from faculty committees, as long as these are disclosed to the AAC.

- 8.5. Every member of the AAC, as set out in section 2.1, comes into consideration for a leadership bursary, provided that the Division for Bursaries and Loans enjoys absolute power with regard to the awarding of leadership bursaries.
 - 8.5.1. The leadership bursary is a concession, and members who are not actively involved in the activities and the execution of duties of the AAC will not come into consideration to receive the bursary, or a portion thereof.

 - 8.5.2. An evaluation of the amount to which each member, as defined above, may lay claim will take place in terms of the following points, although not limited to these:
 - 8.5.2.1. Timely response to internal communication;

8.5.2.2. Punctuality and preparation for meetings, as well as the number of meetings missed without submitting a valid excuse in time;

8.5.2.3. Execution of instructions received from the chairperson of the AAC and other members of the EC (AAC);

8.5.2.4. Execution of other duties assigned to the member by this, as well as the constitutions of the respective faculty committees.

8.5.3. The discretion for the awarding of leadership bursaries, on the basis of the criteria stipulated in section 8.5.2, lies with the EC (AAC).

8.6. Every member of the EC (AAC), as contained in section 4.3, comes into consideration for an honorarium.

8.6.1. The same provisions apply here as are contained in 8.5.2, with the finale decision resting with the chairperson of the AAC, in consultation with the Senior Director: Student Affairs.

8.7. The chairperson of the AAC must report in detail on the state of the AAC's finances to the AAC on a quarterly basis.

9. Amendment to the Constitution

9.1. Any amendment to this constitution must be approved by a two-thirds majority.

9.2. Motions for the amendment of this constitution should reach the chairperson at least 48 hours before the given meeting at which they will be discussed.

9.3. All amendments to the constitution of the AAC must be ratified by the Students' Representative Council.

Signed:

AAC CHAIRPERSON : Name :
: Signed : _____

AAC DEPUTY CHAIRPERSON : Name :
: Signed : _____

AAC MEMBER : Name :
: Signed : _____

AAC MEMBER : Name :
: Signed : _____

DATE :