

CONSTITUTION

of the

MATIES BALLROOM AND LATIN AMERICAN DANCE SOCIETY



LIVELOVEDANCE

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CONSTITUTION OF THE MATIES BALLROOM AND LATIN AMERICAN DANCE SOCIETY (MBLDS)

The ethos of MBLDS at Stellenbosch University (SU):

1. is aimed at the promotion of Ballroom and Latin American dance at Stellenbosch and Tygerberg campuses;
2. binds us to responsible and transparent conduct towards any individual or group of individuals;
3. acknowledges the right to freedom of speech, association, assemblies and protest of all members of the university - on condition that the rights of other individuals are not violated;
4. rejects any discrimination towards any member of the university community.

Article 1: Definitions

The explanations of certain terms and phrases, as used in the constitution, are given below. Any other interpretation will be explained within context of the respective clause.

“Accept”, “decide” or “elect”: with an ordinary majority of votes.

“Committee”: consisting of students of the SU and when approved by the committee, non-executive committee may exist of members that are not students of the US.

“Ex-Officio”: former Chairperson of the Society.

“Proper announcement”: an announcement that affords all interested parties a reasonable opportunity (in terms of time) in which to familiarise themselves with all the important elements of the matter being announced.

“Ordinary majority”: at least fifty (50) percent of the attending members participating in the vote (applies to committee and general society meetings).

“Voter”: any committee member of the society (committee meetings) or any society member (general meetings).

“Interversity”: The annual South African national student ballroom and Latin-American social dance competition.

Articles 3 to 6 apply exclusively to the Committee and Society members of Stellenbosch Main Campus.

Articles 7 to 10 apply exclusively to the Committee and Society members of Tygerberg Campus, unless reference is explicitly made to content within Article 3 to 6..

All articles other than articles 3 to 10 apply to both Committees and all Society members across both campuses.

Unless otherwise stated, all voting shall be done by show of hands.

Article 2: Name

The society is known as the Maties Ballroom and Latin American Dance Society (MBLDS), formerly known as Maties Dance Society (MDS).

Stellenbosch Main Campus (Articles 3-6)

Article 3: Membership

1. Interested parties become members of the society by payment of membership fees as determined by the committee in consultation with the societies council. No member is allowed to reclaim membership fees once they have been paid, unless a valid written excuse is handed in to the Chairperson and which is accepted by the Chairperson and Vice-Chairperson.
2. Annual membership is valid from the first to the last day of the dancing term (End of year function).
3. Single semester membership is valid from the first day of either the first or the second semester to the last day of the respective semester. Special permission is required for single semester membership from the Chairperson and Vice-chairperson. The cost of single semester membership is half that of the full year membership price.
4. The committee reserves the right to temporarily or indefinitely suspend membership of any member if such a member, at the discretion of the committee, is guilty of any misconduct toward the society, such as:
 - (a) Repeated, intentional disruption of dance classes.
 - (b) Disregard for society "*do's and don'ts*" rules as communicated to members.
 - (c) Acts of insubordination towards the Coach or committee.

A member is to receive two verbal warnings before suspension of any kind can be considered. After two verbal warnings, a written notice must be issued to the offending member with regard to their potential suspension. The written notice (to be issued a minimum of one (1) week prior to a hearing) will notify the offending member of a hearing to be held to discuss the issue at hand and to decide on a course of action. In the event of a dispute, all parties will be afforded

the opportunity to state their case. A vote of the committee will then be carried out, whereby any decision to (temporarily or indefinitely) suspend membership must be supported by an ordinary majority of votes. In the event of suspension of membership, the Executive must inform the suspended member of their rights in the matter and of their right to appeal to the Student Court within 30 days of the committee's suspension decision. In the event of suspension of membership, no refunds of membership fees will be given.

5. In the case of a double payment, members are only entitled to reimbursement of the cash amount, once they provide proof of payment on their student account, with an official authorised signature from the university administration.
6. The members of the committee, including non-executive members, are entitled to free membership for the duration of their term of office.
7. In the case of cash payments, in agreement with the Chairperson, two equal instalments at the start of each semester is acceptable. In the case of Adult members, in agreement with the Chairperson, four equal instalments at the start of each term is acceptable.
8. Membership will only be approved if all outstanding fees from previous years are paid in full. Members will be blacklisted until full payments are made. Membership will then be approved by the committee.
9. Full-year registered students will only be allowed to pay membership fees via their student accounts. If students need to pay in cash they will need to submit a written appeal to the Chairperson and Vice-chairperson. The appeal will then be considered by the Chairperson and Vice-chairperson and accepted or rejected.
10. For student cash signups a formal signup sheet will be completed and the full annual signup fee must be paid at first signup, subject to Sub Article 3.7.
11. Membership ID is provided at signup and will need to be shown in order to participate in dance class.
12. Membership of non-Stellenbosch University registered persons may be refused, should the society's membership consist of less than 85% Stellenbosch University-registered students, as per the Societies Constitution.
13. Members may voluntarily terminate their membership by submitting a written notice to any of the Committee Executive.

Article 4: Meetings

1. Annual General Meeting (AGM)
 - (a) The committee shall organise and host an AGM at the end of their term (as established by Student Council statutes). The Chairperson must present an annual report and the Treasurer a preliminary or final financial report (after consulting the Secretary's final report).
 - (b) According to Article 5.2, the current committee appoints the new committee at least seven (7) days prior to the AGM.
 - (c) A verbal announcement of the new committee members must be made to society members at the AGM.
 - (d) All society members are expected to attend the AGM, therefore written notice must be communicated to all members of the AGM time and venue, as well as any proposed constitution amendments.

2. Unscheduled Meeting (UM)
 - (a) UMs can take place at the request of the committee or if at least ten (10) members of the society request it in writing, subject to the approval of the committee. If the grievance is directly related to the actions or decisions of the committee, 10 or more members can approach the coach to request an UM. Attendance, by society members, of this meeting is also subject to approval by the committee or coach, as appropriate.
 - (b) Following the request, the UM must take place within ten (10) calendar days. Information regarding time, date, venue and agenda of the UM must be made available to all parties concerned at least seven (7) days prior to such an UM.
 - (c) Formal meeting procedures are applicable at all times and only written motions, submitted in advance, will be addressed in the meetings, except when the committee desires otherwise. All rules and authority are applicable as for the AGM (Article 4.1).

3. The meetings of the society may be attended by non-members after such approval has been consented to by the committee.

Article 5: Committee

Note: A full account of the time allocation for duties and responsibilities of prospective committee members must be described on committee application forms. These include:

- (a) At least one compulsory weekly committee meeting of roughly one hour duration.
- (b) Generally, two hours of class duty per week, subject to committee numbers (minimum 2 committee members per class).
- (c) At least one executive member has to be present at every class.

(d) Compulsory attendance of all MBLDS socials.

1. Composition

The committee is comprised of an executive committee (of 4 members) and additional non-executive members. The executive committee consists of the Chairperson (CH), Vice-Chairperson (vCH), Treasurer, and Secretary.

2. Application/Election

a) Each enrolled member of the society may avail himself/herself as a candidate to serve on the committee by completing a committee application form and handing it in to the CH. Thereafter, the candidate must take part in an interview with the existing committee.

b) Committee applications must open within the first three weeks of the second semester. Applications must be open for a minimum of two weeks and close at latest fourteen (14) calendar days prior to the AGM. Candidates must be notified of their candidate interview a reasonable time period before the interview is scheduled to begin (usually, at least two (2) days before, depending on when the candidate hands in their application)

c) The committee must clearly communicate the available portfolios when applications open.

d) Where possible, nominees for the position of CH should have served on the committee for at least one (1) year.

e) All potential committee members are to be voted in by an ordinary majority vote by the existing committee.

3. Vacancies

(a) A person is no longer a member of the committee when such a person:

i) Submits a written resignation (where reasonably possible, a month in advance) to the CH or

ii) Is exonerated from official duty in terms of Article 5.3 (b).

(b) The committee reserves the right to exonerate any committee member of official duty (after warnings have been issued as per Article 5.7) by means of a two-thirds majority vote (excluding the Committee member under consideration):

i) In the event that such a member is absent from two (2) consecutive committee meetings without an excuse as per Article 5.5.

ii) When the committee is officially informed that such a member is guilty of gross misconduct against the Society e.g. repeated failure to perform class duties, blatant disregard for "*do's and don'ts*" rules displayed in class or acts of insubordination towards the Coach. The exonerated committee member may only appeal to the Student Court on procedural grounds within 30 days of exoneration.

- (c) Should a vacancy for a portfolio exist, it may be filled according to the protocol in Article 5.2 (a) & (e).
 - (d) Any committee member exonerated of his/her duty has the right to appeal to the Student Court within 30 days of exoneration however, only on procedural grounds.
- 4. External Representation
 - (a) The CH should be the representative of the society, unless another committee member is nominated as the representative by the CH.
 - (b) The nomination referred to above must be seconded by the nominee and two current committee members.
- 5. Excuses

Committee members must inform the vCH, if and when they are unable to attend any meeting via e-mail or acknowledged instant message 24 hours before the meeting. In the case of an emergency, exception will be made but the vCH should still be informed as soon as possible. Failure to communicate a valid excuse will result in a warning to the absent committee member from the vCH.
- 6. Complaints
 - (a) If a society or committee member wishes to lay a complaint against the society and/or committee, a formal letter of complaint should be sent directly to the vCH, who will bring the matter to the attention of the committee for discussion. The committee shall, internally, make an informed decision towards resolving the matter.
 - (b) In the event of the vCH being the subject of the complaint, the formal letter of complaint must be submitted to the CH.
 - (c) If the matter persists, the formal letter of complaint must be submitted to the Ex-Officio who will deal with the matter at his/her discretion.
- 7. Warnings
 - (a) If a committee member does not fulfil his/her duties as stipulated in the constitution, said member must receive a formal warning.
 - (b) One (1) written, formal warning must be given. The committee will be informed of any such issued warnings. Any subsequent formal warnings will result in the member in question being brought to the committee for a formal disciplinary hearing as detailed in Article 5.3b).
 - (c) The warning shall be lifted when the committee member does not receive any further warnings within a period of six (6) months.
- 8. Committee Meetings
 - (a) After the election, announced at the AGM, the newly appointed committee gathers at least once per week, unless the Chairperson deems it unnecessary, based on negligible meeting agenda.

- (b) The Chairperson must submit a proper announcement to committee members at least forty-eight (48) hours before each meeting and the date of the next meeting will be discussed in the meeting.
- (c) Official excuses (via email or acknowledged instant message) for absenteeism may only be made to and approved by the Vice Chairperson. For an excuse related to class duty, a class duty replacement must be included in the correspondence.
- (d) Decisions are made by means of a majority of votes of the attending committee members. The quorum is 75% of the full committee. The Chairperson retains a normal as well as a decisive vote.
- (e) No proxy voting will take place unless the matter was discussed before hand and approved by the Chairperson or Vice Chairperson.

Article 6: Duties of committee members

1. General committee duties
 - (a) Attendance of all meetings, socials and fulfillment of class duties are compulsory for all committee members unless a valid excuse is given to the vCH at least 24 hours in advance. Only the executive committee has signing rights for all documentation.
 - (b) Each committee member is answerable to the CH for upholding and applying the constitution as approved by the Student Council.
 - (c) The executive committee, in accordance with the entire committee, will award a portfolio to each committee member. The executive and non-executive members of the committee are assigned respective portfolios.
 - (d) Each committee member is answerable to the CH for the execution of tasks required in the respectively appointed portfolios.
 - (e) A committee member not actively engaged in a project may assist fellow committee members in the execution of tasks.
 - (f) Each committee member is responsible for submitting a report two (2) weeks before the AGM.
 - (g) An ad hoc member may be appointed for a specific project or goal, but does not have the status or operating capacity of a committee member. This appointment must:
 - i) Be at request of a committee member and
 - ii) Be enforced by means of an ordinary majority of votes.

2. Chairperson (CH)
 - (a) Informs all committee members of their duties at the start of their respective terms, as set out in the constitution.
 - (b) Ensures that all committee members perform their duties.
 - (c) Negotiates and cooperates, on behalf of the society, with other societies and the student council, subject to the stipulations of Art. 5.4.
 - (d) Handles general student affairs, subject to the stipulations of Art. 5.4.

- (e) Ensures that the society complies with the regulations of the Student Council.
 - (f) Liaises with the coach on a regular basis regarding the management of classes.
 - (g) Organises regular meetings.
3. Vice-Chairperson (VCH)
- (a) Assumes responsibility in absence of the CH.
 - (b) Responsible for all disciplinary action within the committee and the society.
 - (c) Is in charge of maintenance of the office.
 - (d) Oversees the marketing portfolio.
 - (e) Oversees the setting up of class schedules.
 - (f) Responsible for organising venues for classes and events in consultation with the committee.
4. Treasurer
- (a) Responsible for the finances of the society.
 - (b) Ascertains knowledge of the University's auditing system and is held responsible for the payment of accounts.
 - (c) Keeps precise record of income and expenditure.
 - (d) Reports, on a regular basis, to the CH about the society's financial position.
 - (e) Submits a financial report to the CH at least two (2) weeks before the AGM.
 - (f) Authorises all payments, but may not procure quotes/invoices/etc. (for purposes of separation of responsibility).
5. Secretary
- (a) Responsible for taking minutes at all meetings and distribution thereof within forty-eight (48) hours.
 - (b) Updates the archives of the society. This includes all agendas, minutes and membership registrations to be documented in one central and accessible location.
 - (c) Works closely with the Treasurer and the I.T. portfolios.
 - (d) Assists with and regulates paperwork pertaining to the society.
 - (e) Responsible for the processing of membership forms.
 - (f) Responsible for purchasing of stationery and office stock, inventory control in the office.
 - (g) Data control as well as the composition and updating of member registration.

Non-Executive Committee Members

6. Intervarsity Coordinator
- (a) Liaises with competitors and principal coach on a regular basis.
 - (b) Organises Intervarsity when Stellenbosch University hosts the event.
 - (c) Works closely with the Treasurer to draw up a budget for Intervarsity.

- (d) Motivates members to get involved.
 - (e) Works closely with the coach to start approaching prospective participants early in the year. A database of all participants must be compiled.
 - (f) Medal Test – Recruiting members to participate, organise music, judge refreshments and order of events for the day.
7. Public Relations Officer (PRO) & Sponsorship
- (a) Acts as the main coordinator for fundraisers for Intervarsity (IV).
 - (b) Responsible for acquiring sponsorships and donations for the society.
 - (c) Shall represent the society along with the CH with regards to all sponsors and donors and must keep them informed about the activities of the society and how their contributions and donations are being utilised.
 - (d) Represents the society to all sponsors and donors and keeps them informed about activities and how their funds are utilised. The PRO also communicates all other requirements of the sponsors and donors to the committee.
 - (e) Responsible for writing thank you letters to sponsors and donors.
 - (f) Liaises with external parties, residence and private student organisation (PSO) committees for, but not limited to, Welcoming Programme (Skakels) and workshops.
 - (g) Maintains list of sponsors and donors.
8. Marketing
- (a) Involves the marketing of the society as well as the marketing of all functions and events held by the society through various social and printable media.
 - (b) During the first few months of the year, an extensive marketing campaign must be held to advertise the society.
 - (c) Must be creative and proficient in design software.
 - (d) All media and press coverage, visual coverage and photographic material in storage to be updated.
9. Socials & Events
- (a) Responsible for initiating ideas for socials. Must work closely with the Treasurer regarding budgets.
 - (b) Organising and coordinating the following events (among others) decided upon during the year:
 - i) Opening function – provide light snacks and drinks.
 - ii) Organizes all workshops and social events during the year (Sokkie, Salsa, line dances).
 - iii) Formal Ball/End of Year Function – Look for venues, organizes and arranges tickets, DJ, catering and decorations.
10. Communications

- (a) Receives e-mails and forwards them to relevant committee members, e.g. to the Treasurer with regards to financial matters, or answers the e-mail where possible, e.g. general queries about the society.
 - (b) Responsible for the administration of the database of the e-mail addresses of all society members.
 - (c) Works closely with the Marketing and Socials & Events portfolios. Responsible for the weekly newsletter email to the whole society regarding latest news and events.
 - (d) Communicates information to society members via all electronic channels.
 - (e)
11. Website & sound
- (a) Design, maintenance and regular updating of the website with latest news and events.
 - (b) Responsible for maintenance of sound equipment.
 - (c) Organises music for all events.
12. Merchandise
- (a) Responsible for the procurement and management of Society related merchandise.
 - (b) Such merchandise is not limited to Society branded goods.
 - (c) Keep detailed records of merchandise procurement and procedures.

Tygerberg Campus (Articles 7-10)

Article 7: Membership

1. Interested parties become members of the society by payment of membership fees as determined by the committee in consultation with the societies council. No member is allowed to reclaim membership fees once they have been paid.
 - (a) If a member who has paid their membership fees in cash has a valid excuse for reclaiming fees, the member may submit a written excuse to the Chairperson. The Committee will then decide at their discretion whether or not to refund the member.
 - (b) If a member has registered via their student account and has a valid excuse for reclaiming the membership fee, the member will have to make an arrangement with the administration department regarding de-registration. The Committee will not be liable to refund these members.
2. Annual membership is valid from the first to the last day of the dancing term, as determined by the Committee.

3. Single semester membership is not available. However, Second Intake will be opened to new prospective dancers in August. A partial membership fee will be determined by the Treasurer and Chair based on how many weeks of class are remaining. This membership fee will only be payable in cash.
4. The committee reserves the right to temporarily (or indefinitely) suspend membership of any member if such a member, at the discretion of the committee, is guilty of any misconduct toward the society. A hearing with the committee and all parties involved will be called if necessary.
5. In the case of a double payment, members are only entitled to reimbursement of the cash amount, once they provide proof of payment on the student account, with an official authorised signature from the university administration.
6. In contrast to Article 3.6., the members of the Tygerberg Society Committee will not be entitled to free membership for the duration of their term in office due to the financial standing of the Tygerberg Society not being able to support it.
7. In the case of cash payments, a member, Chairperson and Treasurer can come to an agreement regarding paying in instalments, depending on the member's needs.
8. Membership will only be approved if all outstanding fees from previous years are paid in full. Members will be blacklisted until full payments are made. Membership will then be approved by the committee.
9. Students are allowed to pay either in cash or via their student accounts by means of the online sign-up process. Non-students are only allowed to pay in cash and sign ups are done manually on an excel sheet.
10. Membership ID in the form of a sticker is provided when the member signs up and will need to be shown in order to participate in dance class.

Article 8: Meetings

1. Annual General Meeting (AGM)
 - (a) The Tygerberg Committee Members will not be required to arrange the AGM. The Tygerberg Committee Members are expected to be present at the AGM. They will, however, not be required to give any reports.
 - (b) According to Article 5.2, the current committee appoints the new committee at least seven (7) days prior to the AGM.
 - (c) A verbal announcement of the new committee members must be made to society members at the AGM.

- (d) Attendance of the AGM is not compulsory for Tygerberg society members. However, the Committee is expected to attend as representatives of the Tygerberg society.

Article 9: Committee

1. Composition
 - (a) In contrast with the Stellenbosch Committee, all Tygerberg Committee members act in the capacity of executive committee.
 - (b) The Tygerberg Committee consists of a Chairperson, Vice Chairperson, Treasurer, Secretary, Media and Marketing and Intersociety Coordinator. Depending on the number of available applicants, there may be two members under the Media and Marketing portfolios.
2. Application/Election
 - (a) Any registered member of the society may avail himself/herself to serve on the committee.
 - (b) Candidates apply via email and are required to send in the following information:
 - i) Full name
 - ii) Cell number
 - iii) Student number
 - iv) Preferred portfolio
 - v) A short motivation is optional
 - (c) Committee applications must open within the two weeks following Intersociety. Applications must be open for a minimum of two weeks and close at latest fourteen (14) calendar days prior to the AGM.
 - (d) The committee must clearly communicate the available portfolios when applications open.
 - (e) Wherever possible, candidates applying for the position of Chairperson are required to have served on the committee for at least one (1) year.
 - (f) All new committee members are to be voted in by an ordinary majority vote by the outgoing committee.
3. Vacancies
 - a) A person is no longer a member of the committee when such a person:
 - i) Submits a written resignation (where reasonably possible, a month in advance) to the CH or
 - ii) Is exonerated from official duty in terms of Article 5.3 (b).
 - b) The committee reserves the right to exonerate any committee member of official duty by means of a two-thirds majority vote (excluding the Committee member under consideration):

- i) In the event that such a member is absent from two (2) consecutive committee meetings without written excuses at least twenty-four (24) hours before each of the meetings.
 - ii) When the committee is officially informed that such a member is guilty of gross misconduct.
 - c) Should a vacancy for a portfolio exist, it may be filled according to the protocol in Article 5.2 (a) & (e).

- 4. External Representation
 - (a) The CH should be the representative of the society, unless another committee member is nominated as the representative by the Chairperson.

- 5. Excuses
 - (a) Committee members must inform the Chairperson if they are unable to attend any meetings via e-mail or acknowledged instant message 24 hours before the meeting. In the case of an emergency, an exception will be made but the Chairperson should still be informed as soon as possible.

- 6. Complaints
 - (a) If a society or committee member wishes to lay a complaint against the society and/or committee, a formal letter of complaint must be sent directly to the vCH, who will bring the matter to the attention of the committee for discussion. The committee shall, internally, make an informed decision towards resolving the matter.
 - (b) In the event of the vCH being the subject of the complaint, the formal letter of complaint must be submitted to the CH.

- 7. Warnings
 - (a) If a committee member does not fulfil his/her duties as stipulated in the constitution, that member will receive one formal verbal warning upon his/her first offence. Upon a second offence, one formal written warning will be given. The committee will be informed of any such issued warnings.
 - (b) Any subsequent formal warnings will result in the member in question being brought to the committee for a formal disciplinary hearing.
 - (c) The committee should then decide, at their discretion, whether to exonerate the member in question from the committee.
 - (d) The warning shall be lifted when the committee member does not commit any further offences within a period of six (6) months.

- 8. Committee Meetings
 - (a) The committee will meet formally once per academic term and informally once per academic term during the quarterly Committee Bonding Outings. Other arrangements and discussions will be communicated electronically.

- (b) The Chairperson must submit a proper announcement to committee members at least forty-eight (48) hours before each meeting announcing the time and venue of the meeting.
- (c) The Secretary must make the agenda available to the members 24 hours before the meeting, and it is the responsibility of the committee members to familiarise themselves with the agenda.
- (d) Official excuses (via email or acknowledged instant message) for absenteeism may only be made to and approved by the Chairperson.
- (e) Decisions are made by means of a majority of votes of the attending members. The quorum is 75% of the full committee. The Chairperson retains a normal as well as a decisive vote.
- (f) No proxy voting will take place unless the matter was discussed before hand and approved by the Chairperson or Vice Chairperson.
- (g) Tygerberg Committee Members are expected to read through the minutes received from the Stellenbosch Committee Secretary so as to be informed of what has been discussed at those meetings.

Article 10: Duties of committee members

1. General

- (a) At least one Tygerberg Committee Member is required to be present per practice. All Committee Members are encouraged to attend as many classes as possible to set a good example for other society members and to be available when needed. Based on availability, arrangements will be made weekly via acknowledged instant messaging to decide which committee members can be present at the Wednesday classes.
- (b) Each committee member is made aware of all the duties that fall under their specific portfolios at the start of their term. Any additional duties are communicated and delegated by the Chairperson as soon as the duty arises
- (c) Each committee member is answerable to the CH for upholding and applying the constitution as approved by the Student Council.
- (d) Each committee member is answerable to the CH for the execution of tasks required in the respectively appointed portfolios.
- (e) A committee member not actively engaged in a project may assist fellow committee members in the execution of tasks.

Portfolios

The duties of the respective portfolios of the Tygerberg Committee are as follows:

2. Chairperson (Chair)

- (a) Coordinate and lead the committee.
- (b) Ensure that each member is fulfilling their duties.

- (c) Delegate roles to other committee members for events.
- (d) Oversee all events, socials and dance classes.
- (e) Approve any decisions taken by any individuals on the committee.
- (f) Make decisions for the society, with the help of the rest of the committee.
- (g) Chair meetings (in person as well as electronically).
- (h) Communication with:
 - i) Main campus committee
 - ii) Tygerberg Societies Council (TSC)
 - iii) TSC Administrative Head
 - iv) Principal Coach
 - v) Relay information to the rest of the Tygerberg Committee.
 - vi) Attend TSC meetings.
 - vii) Speak to Residence House Committee Members about getting involved with O-week events (e.g. skakels).

3. Vice chairperson

- (a) Communication with the society.
- (b) Weekly messages, news and updates.
- (c) Manage society Whatsapp group.
- (d) Help the Chair coordinate within the committee.
- (e) Fill in for the Chair where Chair might not be able to fulfil their role.
- (f) General support of Chair.
- (g) Give input when approving/making decisions.

4. Treasurer

- (a) Pay the Principal Coach every 3 months and forward the Principal Coach and the Secretary the proof of payment.
- (b) Pay for the hiring of the sports hall once a year once the email requesting payment has been received - Usually done at the end of the year for the following year.
- (c) Reimburse committee members when they pay out of their pocket. Committee members are to keep slips in order to receive reimbursement – important that only the items that are to be reimbursed are on the slips and no other personal items are found on the slip.
- (d) Keep the money box and manage a cashflow. Keep a good and thorough record of cash flow.
- (e) Manage cash payments for signups and second intake and hand in at the cashier, keep track of people who have and have not paid and follow up with those who have outstanding payments.
- (f) Manage finances for all events.
- (g) Approve/deny any expenses.
- (h) Keep track of cost point and inform the committee about financial status.
- (i) Complete a financial report at the end of their term (31 August).

5. Secretary

- (a) Collect all committee members' contact information.

- (b) Take minutes at committee meetings and send them to the committee.
- (c) Forward minutes from the main campus committee's weekly meetings to the Tygerberg committee members.
- (d) Keep track of all signups: Create a spreadsheet of society members with their details as they sign up. Work with Treasurer to keep record of those who have and have not paid including both electronic and manual sign-ups and payments.
- (e) Add new members to the society Whatsapp group as they sign up.
- (f) Run the committee email account and forward emails relevant to the respective committee members.
- (g) Set up an outlook email group for the committee members to make use of.
- (h) Any additional society admin (e.g. hoodie order forms and payment follow-up, etc.).
- (i) Communication with main campus alongside the Chair and the Intervarsity Coordinator.

6. Intervarsity Coordinator

- (a) Explain Intervarsity (IV) to the society members so that everyone is fully informed about the event.
- (b) Update the society on any information regarding IV.
- (c) Arrange and coordinate signups: Communicate with main campus in this regard. Motivating people to sign up for IV.
- (d) Get involved with the main campus committee's planning of the event and get them to arrange work load distribution between the societies.
- (e) Serve as a link between main campus and Tygerberg for all IV related topics.
- (f) Coordinate the Tygerberg competitors: Payments, coordinate transport and logistics and ensure that they are well informed.
- (g) Answer any IV related questions or see to any IV related problems that society members might have.

7. Media and Marketing

- (a) Designing, printing and distribution of posters for all events. Note: Print at Sunmedia and keep the slips for reimbursement.
- (b) Advertising on Tygerberg Campus, including advertising main campus society's events on Tygerberg Campus. Also ensure that the Tygerberg Campus Society's events are advertised on Stellenbosch Campus.
- (c) Managing the society related social media platforms: Facebook, Instagram & Twitter
- (d) Help to plan events and socials that promote the society and that are fun for society members. Be sure to advertise these events and socials to the main campus society.

- (e) Getting the society involved and excited for socials and events through advertising and social media.
- (f) Keep up to date with campus events (e.g. House Dances, other res dances, society fairs) in order to time promotions optimally.
- (g) Encourage and promote more unity between main campus and Tygerberg socials: Work with Chair to ensure that the main campus committee does not arrange their socials during the Tygerberg Society class times.

Article 11: Amendments

This constitution can only be amended once per year by means of a two-thirds majority of votes by the committee. Members of the society must be informed of such amendments, at the same time as when notice is given of the AGM. Any amendments must be ratified by a two-thirds majority vote of the voting pool of members present at the AGM (Members present at the AGM that do not cast a vote will not be considered as being part of the voting pool). The Stellenbosch and Tygerberg committees are responsible for updating their respective sections of the constitution. This constitution was ratified by a 2/3rds majority vote of the voting pool present at the AGM on 20th September 2018.

Article 12: Recall

This constitution recalls all previous constitutions of the society.

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