



## **Constitution**

### **1. Preamble**

We, Maties PAW (Promoting Animal Welfare), accept this document as the Constitution of Maties PAW and bind ourselves to the principles set out in the Constitution, as well as the principles set out in the Societies Council Constitution.

Accepted by PAW:

Ratified by the Student Representative Council:

### **2. Mission statement**

2.1 The primary mission of Maties PAW is to raise awareness concerning animal related issues and to undertake projects concerning animal welfare on the Stellenbosch campus. We accomplish this mission through the following:

2.1.1 Organising fundraising events

2.1.2 Planning and executing projects addressing the needs of animals on Stellenbosch campus

2.1.3 Undertaking awareness campaigns in support of animal welfare.

2.2 A further mission of PAW is to support the Animal Welfare Society in Stellenbosch and to raise awareness of the needs of this Society to the students at the University of Stellenbosch. We accomplish this mission through the following:

2.2.1 Organising fundraising events

2.2.2 Supporting this Society in their fundraising events

- 2.2.3 Assisting this Society in the maintenance and cleanliness of their facilities for the animals
- 2.2.4 Assisting this Society in exercising the animals
- 2.3 Maties PAW will also aim to extend a service of pet population control and support amongst the students. We accomplish this service through the following:
  - 2.3.1 Monitoring, as far as possible, the students' intake of pets in the residences, student housing and student flats.
  - 2.3.2 Providing advice with regards to the care of the pets
  - 2.3.3 Emphasizing the responsibility of owning a pet to the students

### **3. Definitions**

- 3.1 Simple majority – 50% plus 1 of members present who are voting.
- 3.2 General or ordinary member – registered student who fits the profile of membership to the society.
- 3.3 Associate member – a non-student who expresses the desire to work with the society in forms of promotion and/or other support.
- 3.4 Honorary member – a patron or donor of the society.

### **4. Membership**

- 4.1 Any registered student of the University of Stellenbosch who genuinely cares about animals and who professes a sincere intention to be part of Maties PAW can become a member. In the case of honorary or associate membership, the Executive Committee will make the decision regarding the membership should someone express interest in becoming such a member.
- 4.2 An annual membership fee must be paid by each member of Maties PAW. If a member pays the membership fee and during the year terminates membership or is expelled from PAW, this membership fee (or part of it) is non-refundable.
- 4.3 Voluntary termination of membership:

4.3.1 If any of the members of the society no longer wants to be a member of Maties PAW, he or she must notify in writing a member of the executive.

4.4 Rights of members:

4.4.1 Elected office bearers can represent Maties PAW as decided upon by the Executive Committee.

4.4.2 Registered members of Maties PAW are entitled to take part in all the events organised by this society.

4.5 Responsibilities of members:

4.5.1 Elected office bearers must attend meetings regularly, actively take part in organising events and be part of all events organised by Maties PAW.

4.5.2 Registered members have to attend meetings on a regular basis and be active participants in events organised by PAW. Should a member not be able to attend a meeting, a notice of absence a day before a meeting can be considered as participation.

## **5. Office bearers: The Executive Committee – The management of PAW**

5.1 Composition of the Executive Committee:

5.1.1 The Executive Committee consists of four members.

5.1.2 The portfolios available are chairperson, vice chairperson, treasurer and secretary.

5.1.3

5.2 Election of office bearers:

5.2.1 Candidates for office bearers can only be nominated in writing by registered members of Maties PAW and must be seconded. The nominated candidate needs to sign this nomination as a means of accepting it.

5.2.2 Election process:

- a) The date for the election of new office members must be made known one month before the election takes place.

- b) All members must be notified of elections and the date of the election meeting via email.
- c) Voting must take place by way of a secret ballot during a special election meeting.
- d) 50% of the registered members need to be present at the election meeting for voting to take place.
- e) The four candidates with the highest number of votes form the Executive Committee. The candidate with the most number of votes is the chairperson. The other portfolios are chosen by the Executive Committee themselves.
- f) Should a position on the Executive Committee become vacant, an election will be held to select the new executive member . Nomination will take place in the same manner as discussed in 5.2.1 and voting will be done at an official meeting.
- g) Should a member not able to attend the special election meeting, but would like to vote, electronic voting will be accepted. In such a case, the member would receive an e-mail with a list of nominees and would cast their vote via e-mail. The e-mails containing votes will be sent to and handled in confidence by a trustworthy, non-nominated party.
- h) Should a member have a valid reason to believe that a nominee is unsuitable to stand for the Executive Committee, their concerns must be expressed in writing and handed to the Executive Committee at least a day before the election takes place. This concern will be dealt with accordingly.

## **6. The office bearers and their duties**

6.1 The Chairperson of PAW is responsible for:

6.1.1 Serving as chair at meetings of Maties PAW and of the Executive Committee;

6.1.2 The general supervision of Maties PAW's administration and business activities; and

- 6.1.3 Representing the interest of Maties PAW to the Societies Council and the Animal Welfare Society. This includes public and media relations as well as other external communications.
- 6.2 The three members of Maties PAW who serve on the Executive Committee are responsible for meeting all their obligations as determined by the Executive Committee.
- 6.3 The Treasurer of Maties PAW is responsible for:
  - 6.3.1 The composition of Maties PAW budget;
  - 6.3.2 The financial administration of Maties PAW;
- 6.4 The Secretary of Maties PAW is responsible for:
  - 6.4.1 Registration of members;
  - 6.4.2 Distributing the agenda of Maties PAW, a minimum of two University days before date of the meeting to all members of PAW;
  - 6.4.3 Distributing the minutes of PAW meetings, within two weeks after the meeting of PAW;
  - 6.4.4 Maintenance of PAW's records;
  - 6.4.5 Correspondence addressed to PAW;
  - 6.4.6 Acting as secretary for meetings of PAW; and
  - 6.4.7 Keeping records of PAW members and attendance of meetings.
- 6.5 The Vice Chairperson of PAW is responsible for:
  - 6.5.1 Assisting the Chairperson in their duties;
  - 6.5.2 Acting as chairperson in situations when the Chairperson is not available.
- 6.6 Maties PAW webpage management is considered a separate portfolio to be undertaken by a willing Executive Committee member or by any other able and willing member.
- 6.7 Extra office bearers may be elected, via application form, during the year to assist the Executive Committee in the execution of their duties.

## **7. Discipline**

- 7.1 The disciplinary procedures are subordinate to those compiled in the Student Union Constitution, Societies Constitution and the 'Studente Reglement'.
- 7.2 Any member or office bearer of Maties PAW will be subject to disciplinary action under the following conditions:
  - 7.2.1 Behaving inappropriately during meetings; or during any event organised by Maties PAW. Such behaviour includes swearing, disrupting the proceedings of a meeting or event, aggression and inappropriate shouting or noise.
  - 7.2.2 Bringing the name of Maties PAW, the University of Stellenbosch or the Animal Welfare Society in disrepute
  - 7.2.3 Defamation of Maties PAW or the Animal Welfare Society
  - 7.2.4 Showing any disregard for the animals, their welfare or their safety
- 7.3 Discipline of members:
  - 7.3.1 Should Maties PAW decide that a member has disregarded the regulations of the Constitution, the Executive Committee will
    - a) Investigate the matter;
    - b) Solve the matter by, if necessary, conducting a meeting with the member concerned;
    - c) Should this not solve the matter, it can consider bringing the matter before the Student Court.
  - 7.3.2 In situations where a member has potentially done great damage to the image of Maties PAW and/or the University of Stellenbosch;
    - a) The issue will be addressed at the first possible Maties PAW meeting. Maties PAW will decide via a two-thirds majority decisive vote whether serious damage has indeed been done.
    - b) Should it be decided that serious damage has indeed been done, it must be determined whether the member must face disciplinary action.

- c) The Executive Committee must then determine the best method to solve the problem: To suspend the member, expel or have the membership be terminated.

#### 7.4 Appeal:

7.4.1 A member may appeal against a decision of PAW or the Executive Committee. The appeal must:

- a) Be delivered to the Student Court in writing;
- b) Be delivered within seven working days from the date of the decision being approved by Maties PAW or the Executive Committee.

#### 7.5 Discipline of office bearers:

7.5.1 In situations where an office bearer has potentially done great damage to the image of Maties PAW and/or the University of Stellenbosch;

- a) The issue will be addressed at the first possible Maties PAW meeting. Maties PAW will decide via a two-thirds majority decisive vote whether serious damage has indeed been done.
- b) Should it be decided that serious damage has indeed been done, it must be determined whether the member must face disciplinary action.
- c) The other three members of the Executive Committee must then determine the best method to solve the problem: To suspend the member, expel or have the membership be terminated.

7.5.2 The office bearer may appeal against a decision of PAW or the Executive Committee. The appeal must:

- a) Be delivered to the Student Court in writing;
- b) Be delivered within seven working days from the date of the decision being approved by PAW or the Executive Committee.

7.5.3 In the event of a vote of no confidence against any member of the executive – if by a simple majority (50% + 1) then the Executive Committee member against whom it is made must vacate his/her seat.

7.5.4 The office bearer against whom a simple majority has voted in favour of a vote of no confidence has the right to appeal against it only on procedural grounds to the Student Court.

## **8. Meetings**

### 8.1 AGM:

8.1.1 An Annual General Meeting takes place in the 3<sup>rd</sup> University term.

8.1.2 Registered members are notified via email.

8.1.3 The agenda and minutes of the previous AGM are made known to registered members via email.

### 8.2 Special Meetings

8.2.1 If the need arises for special meetings, registered members are notified via email

8.2.2 The agenda for the special meeting must accompany the notice to the meeting (via e-mail).

### 8.3 Executive Committee meetings.

8.3.1 The Committee will meet at least once every two weeks, excluding University examination periods.

8.3.2 The Chairperson of PAW will act as chair of the meeting.

8.3.3 The agenda of the meeting will be composed in consultation with the members of the committee.

## **9. Constitutional Amendments**

9.1 A 2/3 majority of the Executive must agree to a constitutional amendment. This assent to the amendment must be confirmed by a vote in favour thereof by 2/3 majority of the members present at the meeting with regard to a constitutional amendment.

9.2 All members of the society must be notified regarding the time and place of a meeting that will vote for a constitutional amendment.

9.3 Constitutional amendments must take place at a reasonable time and place.

9.4 The notice given to members needs to specify the reason for the proposed constitutional amendment.

9.5 A minimum of 2 weeks notice needs to be given to all members.

**Compiled by**

Crischelle Hanekom

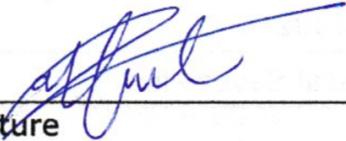
Sheila Herron

Adopted at Stellenbosch University in January 2008

Society Chairperson Signature (new)

  
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Signature

Society Chairperson Signature (old)

  
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Signature