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| **Position** | Chairperson: Societies Council |
| **Subject:** | *Second term report: Jan-March 2020* |
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Constitutional Responsibilities

*Student Constitution*

S88(1) states that the duties of the Societies Council is to represent the interests of all recognised student societies and that of student societies of the university of Stellenbosch, in that capacity on the SRC and all other structures.

*Societies Council*

S15(1) states that the chairperson of the Societies Council is responsible for representing the interests of all societies and the Societies Council on the SRC.

Portfolio Overview

1. *The SRC*

The Socie ie Co ncil ha a manda e o be he epe en a i e bod of he all den ocie ie , i con ib e o he gene al den e pe ience h o gh ppo ing den ocie ie and enco aging den o pa icipa e in

ac i i ie hich enhance he den e pe ience.

1. *S ellenb ch Uni e i*

The ocie ie Co ncil ha a d al manda e, he fi being ha of ep e en ing den ocie ie on camp , he econd being a c e fo con l a ion be een den leade . Thi in n en e ha den ocie ie become an en iching pla fo m fo all den

1. *S h Af ica*

S den o gani a ion ha e al a been a pilla of o h Af ican highe in i ion of lea ning. F om o pe-democ a ic e a, den o gani a ion e e he main d iing fo ce in he ggle again he inj ice of he ime, i i f om i hin den o gani a ion ha fo midable leade ch a Se e Biko e e bo n. In ha ega d een in po democ ac So h Af ica den o gani a ion con in e o be fo ce of poi i e change, he he one ag ee i h hei ac ic o no , he ole and infl ence of den ocie ie in he change e ha e

i ne ed in he highe ed ca ion phe e can ne e be do n pla ed.

Committees / Task Teams

Institutional

Honoraria review committee

The mandate of the committee is:

x Re ie he e i ing hono a ia g ide of he ni e i .

x En e ha all nece a pda e and amendmen o he g ideline a e made x En e ha he g ideline align i h he in i ion financial polic x En e mechani m hich ill enco age compliance i h he g ideline x Cea e a doc men hich i comp ehen i e and cohe en . x Pe en a epo o den affai

Committees

Executive Committee: Student Representative Council

The mandate of the SRC executive is:

x Set the agenda for SRC meetings x Manage the da -to-da matters of the SRC x Fulfil an dut the SRC delegates to it

x Fulfil an other function that the Constitution assigned to it x Compile the SRC budget x Make important decisions in urgent cases x Allocation of SRC portfolios x Appoint the election con enors.

Task Teams

Anti-GBV institutional task team: Policy and procedures

The task team has the following mandate:

x To re ie the SU policies as e ecuti e b the equalit unit ith relation to gender based iolence cases

x Re ie the SU student discipline policies as e ecuted b the central disciplinar committee in relation to gender based iolence cases

x To re ie all procedures relating to the reporting, in estigating and finalisation of all gender based iolences cases ithin the uni ersit conte t

x Make appropriate recommendations hich address the issues highlighted b the students.

Budget Overview

STILL NO BUDGET ALLOCATED AT THIS POINT !!!

Term Overview

As chairperson of the Societies Council I have a dual mandate of representing societies and also managing the affairs of the societies Council as such my term overview will consist of two parts;

1. The Chai pe on epo- hi highligh m e m in ega d o m ep e en a i e and manage ial pe fo mance.
2. The a e of Co ncil epo - hi highligh all he ac i i ie hich ha e aken place i hin he ocie ie Co ncil nde m di ec ion.

Chairperson epo **Prologue**

The Societies Council consists of Chairpersons of all societies plus an additional representative appointed by each society chairperson, this body is the highest decision-making structure for all matters relating to the governance of Societies. The executive committee of Societies Council is constitutionally mandated to ensure that the Societies Council is operational and that the needs of Societies are catered for. Further, the Societies Council executive operates under the supervision and direction of the Chairperson, who is also mandated to represent societies on the Student Representative Council. This report seeks to highlight the progress thus far in the fulfilment of the above-mentioned responsibilities.

# Background

My first term as Chairperson was utilised for the purpose of identifying the major problem areas which posed an existential threat to the Council, once these matters were identified the next objective was to deliberate with all relevant stakeholders to ensure that ALL such matters are dealt with conclusively. This meant that my first term was more of a preparatory phase for some of the plans which would be implemented to move the council forward, however, it appears that the challenges faced by the Council would continue to Cloud the work of my second term.

During this process of trouble shooting and solving I have concurrently acquired the knowledge and skill necessary to fulfil my duties. Having successfully gone through a first term I finally had an opportunity to begin implementing new policies within the Council.

# Projects

My second term began in January of 2020, below is a reflection on some of the activities which I have supervised in an effort to stabilize and professionalize the Council:

## PSO-Societies Collaboration

After a lengthy consultation with various stakeholders I determined that a task team should be created to exclusively focus on the matter of external collaborations of the Societies Council, although the task team was established in November it only produced its report during the second term of my term as SC Chairperson. The Task team was established with the following mandate:

x The task team must determine the nature of the collaboration between the PSOs and Societies.

x The task team must study the possible parameters of the collaboration.

x The task team must compile a comprehensive report with recommendations by the 15th of January 2020.

x The task team must establish its own timeframes and targets which will assist it when completing their work before the deadline of the 15th of January.

After due consideration, the task team completed its report and submitted it to the Societies Council executive, the report is available on request. As part of the recommendation of the task team an additional structure would have to be created to organize a symposium which would deliberate on the collaboration.

After consultation with stakeholders such as the PSO coordinator, the Student governance manager, the PK vice chairperson it was determined that the task eam mandate would be expanded in the following ways:

1. The task team would not be dissolved, but would continue until an environment of collaboration between the structures is secured.
2. The task team would receive funding for all of its activities.
3. The task team would be given the authority to appoint and establish substructures which would aid in the fulfilment of its mandate.

The new mandate of the Task team will be made available and submitted to the executive for consideration.

## Symposium

Following the recommendation by the PSO-Societies task team a symposium to discuss the collaboration was held on the 5th of march, all Societies were invited to attend as the event was mandatory, However less than half of all societies sent a representative to the event, Disciplinary processes will be investigated in this regard.

The outcomes of the Symposium are available as a report was submitted in this regard; the task team will meet in due course to discuss the implementation of some of the recommendations which were produced by the symposium.

## Code of Conduct

Having noted a lack of discipline in the council, a Code of conduct was adopted in 2019 to ensure that member societies conducted their business in an organised manner, however, meetings of the Societies Council continued to be prone to disorder and lacked decorum. In this regard I commissioned the vice chairperson to amend the code of conduct such that it provided rules of engagement during meetings of the Societies Council. These amendments were then tabled to the Council and adopted unanimously. The amendments have been submitted to the Student Court, which yet again has not responded. The rules of engagement are in full effect.

## Leadership development training

In compliance with my constitutional responsibilities and in accordance with an earlier assessment, it was determined that a second leadership development workshop would be necessary, the objective of the training was:

1. To equip society leaders with the tools needed to govern their societies
2. To equip societies with knowledge on how to conduct their activities in compliance with the relevant institutional policies.
3. To announce the reconfigured recruitment procedure

The training took place on the 21st of January 2020, through the support of a variety of stakeholders the event was a success. All matters pertaining to this event may be found in the report on the training.

## Welcoming fair

The societies Council hosted its welcoming fair on the 24th of January 2020 and its general fair on the 13th of January 2020, the details of the fair and all matters pertaining o i a angemen ill be de ailed in he ocie ie fai epo .

## Verification Task team process

Following various issues being noted with the Societies Council society member recruitment process, I directed the executive to completely reconfigure the manner in which we process membership to societies. The reconfiguration found its climax in the verification process which intended to ensure the validity of all memberships acquired during the societies fairs. Thus, the verification task team was established. The mandate of the task team was to:

1. Rede ign he ec i men p oce
2. Provide a strict procedure for recruitment
3. Produce a procedure for verification
4. Conduct the verification
5. Produce a report.

The activities and the outcomes of this project may be found in the verification process report which is available on request.

## Disciplinary action

Among my many objectives as chairperson one of them was to professionalise the Societies Council. I had noted that a lack of order and discipline from the executive committee had the effect of trickling down chaos into the council. During the term a member of the executive committee behaved in a manner which I believed was contrary to our policy as a council but further it was contrary to the objective of professionalising the council. As such the matter was referred to the disciplinary committee for consideration.

Further as part of the of my duties to receive all requests for membership withdrawals, I was alerted to a possible case of fraud of which I directed the registrar in collaboration with the vice chairperson to investigate, the results of the investigation indicated the need for disciplinary proceedings against the accused party, of which I tabled a S38(2) motion to the Council as I believed that the accused party had done great damage to the council and Stellenbosch University. The motion is currently pending.

# General societies Task team

The general task team was established to deal with rot within societies Council, unfortunately the task team has not had frequent meetings due to the unavailability of its members, however, I had been ensuring that most of the issues the task team flagged were noted, in this regard a report back meeting took place on the 27th of February, during which the task team went through all its previous recommendations and as such examined the progress thus far, the report with regards to that task team will be produced before it is dissolved before the start of the second academic term.

## Budget

The inability of the SRC to have their internal elections resulted in the Societies Council being unable to receive their SRC subsidy and thus plan for the year, however, a draft budget of over R 200 00,00 was submitted to the SRC, of which after serious negotiation and deliberation resulted in the budget being reduced by over 50%, UNFORTUNATELY, the SRC has still not finalised its budget as such the budget cannot be announced at this stage, further once the budget is received the SC needs to reconsider how the budget is spent in light of recent events.

## Executive training

A recurring issue within the societies council has been the matter of the executive committee not receiving adequate training for some of its duties, this includes SharePoint training and other functions, this has caused a delay in the execution of certain tasks. I will therefore seek to intensify efforts to ensure that the executive is better equipped.

## Secretary resignation

One of the many threats to the project of rebuilding the Societies Council was the mass resignations within the executive committee that have historically left the Council damaged irreparably, it was my intention, to ensure that during my term not a single member of the executive committee would resign. Unfortunately that project of stability and coherent leadership was placed in great jeopardy when the secretary of the Societies Council informed the executive of her intention to resign. In this regard numerous attempts were made to dissuade her from continuing with her resignation, however, all efforts failed. On the 21st of March 2020 the secretary resigned.

Fortunately, when I was elected Chairperson the first plan I devised was a method to ensure that when a member resigns a suitable candidate would be presented to swiftly take over their duties without putting strain on the work of the executive. That plan was put into action and on the 21st of March Ms Tamara Wicomb was constitutionally appointed as the secretary of the Societies Council.

A comprehensive and efficient handover process will be ensured, and the work of the Council shall continue.

## Corona Virus

The Societies Council has been met by numerous existential challenges, challenges which threatened to overwhelm all the coping mechanisms of the council, however, a new challenge has emerged, one which threatens the Council in a manner greater than any Council before it. The Covid-19 pandemic was declared a national disaster by the president, new laws were introduced to deal with the deadly virus, this forced to university to suspend all contact activities within its structures. Ordinarily this would be concerning to any structure, however, it is even more alarming to a structure whose primary activities are very events based.

In response to the pandemic the Societies Council executive declared a suspension of all contact activities of the Societies Council and Societies. Further measures were taken to ensure that no society would be able to continue with contact activities. In that regard. The Societies Council executive will release its long-term strategic plan that will ensure that the Societies Council continues to operate far beyond the crisis.

F he de ail abo he Co ona Vi and he Co ncil e pon e o i ill be detailed in the long-term strategic document and my next report.

## Remarks

The previous term has allowed me to develop a great appreciation of all the stakeholders of the Council, and has allowed me to note the following:

1. The rot in Societies Council is both systemic and Behavioural this means that fi ing he co ncil is impossible without a radical structural change.
2. The instability of the SRC has become a major factor in the continued functioning of the Council.
3. Societies continue to demonstrate an inability to comprehend communication from executive members, this leads to policy deviation and a blatant disregard of clear directives from the executive committee, this obviously has a tendency to cause conflict.
4. Societies lack of support and structure leads to them being unable to accept proper leadership.

## Recommendations

In the result the following will be considered by myself in the carrying out of my duties in the future:

1. The communication method to societies needs to be re-evaluated.
2. The general task team must be dissolved.
3. Societies which continue to disregard the directives of the council must be disciplined.
4. Greater relations need to be established with student court and student parliament.
5. Stricter supervision of the executive committee.
6. Innovative means of communication and interaction must be established

# Conclusion

As I approach the end of my term as Chairperson of the Societies Council, 6 months after Assuming office, I must begin to reflect on my experiences in preparation for the future and for my successor, surely much like how I have faced many challenges to my authority and vision for societies council,I expect that they will as well. The task for me is to advise and support them by ensuring that I learn and teach all that I have noted in this role. I will however analyse my performance in the last term and ensure that I focus on my missteps and correct any faults so that the final report I submit, may reflect the success of the council.

The State of Council

Preface

The Societies Council consists of Chairpersons of all registered and recognised student societies plus an additional representative appointed by each society chairperson, this body is the highest decision-making structure for all matters relating to the governance of Societies. The executive committee of Societies Council is constitutionally mandated to ensure that the Societies Council is operational and that the needs of Societies are catered for, it further has a duty to provide regular reports on the activities of the Council.

Term reports

The Societies Council executive members 2019/2020, have submitted their term reports for the period from January 2020 to March 2020. Council members may receive these reports upon request, further, this report will seek to summarize the content of all the reports.

General task team

Stellenbosch University conducted an Audit on some of its structures, one of which was societies council, the findings are damning and indicate that Societies Council needs some very radical changes. The system is outdated, unsecure and riddled with errors and a lack of accountability.

In response to these issues, a task team, which is referred to as the general task team, was established by societies council for the purpose of finding solutions to the problems that were highlighted in the report. The report is highly confidential and not all details may be shared at this stage.

The Executive Committee has been working with the office of Student Governance to resolve the issues which have been highlighted. We have determined that some of the objectives are unachievable whilst some may take more time than was anticipated. The General Task team will table its report to the Council at the next Societies Council meeting.

Unfortunately the task team has not had frequent meetings due to the unavailability of its members, however, we have been ensuring that most of the issues the task team flagged were noted, in this regard a report back meeting took place on the 27th of February, to ensure that we meet the audit deadline of the 28th of February, during which the task team went through all its previous recommendations and as such examined the progress thus far, the report with regards to that task team will be produced before it is dissolved before the start of the second academic term.

Below is an overview of the identified risks by the audit and the work which has been done to address the risks:

#  Risk 1: No clearly defined financial Policies

* Treasurer training have been increased societies have been attending training received by other leadership structures.
* 4 trainings have been completed thus far, and a further 3 has yet to occur.
* T ea e a e al o eq i ed o bmi he ocie budget for the year before approval of funds.

* A code of conduct was introduced which introduces regulations on financial activities of societies.

#  Risk 2: No monitoring of financial activities of societies and inadequate Council membership

* Constitutionally chairpersons and treasurers of societies are Founding members. However, The Executive determined that the current membership provisions are adequate.
* Rules of engagement were adopted as part of the code of conduct to ensure cordiality during meetings.
* It was suggested that the executive do random check-ups on randomly decided societies throughout the year to ensure compliance with financial regulations. These will be conducted by the Vice Chairperson and Treasurer of the Societies Council.

#  Risk 3: lack of evidence pertaining to treasurer training

* An attendance register is taken at all trainings
* A list reconciling all treasurers who attended training with members who are expected to join is being compiled.
* The competency and efficiency of work done by treasurers will be tested.
* A manual containing all documents required by treasurers is being compiled and will be distributed at reregistration.

#  Risk 4: inadequate process of soliciting members

* The executive created: o a consent forms o an indemnity form, o a sign-up procedure o a verification process to regulate the efficiency of membership sign ups.
* The Societies Council online sign up process is also being updated; this includes the website.

#  Risk 5: Funding structure of the SC

* The executive wants the societies council to achieve financial independence from the SRC.
* This need was highlighted when the SRC failed to elect their chairperson and release funds in time for Societies Council events.
* No plan has been put in place as yet, however the executive is investigating the idea of introducing an additional fee on societies.
* Other ideas include fundraisers as well as seeking sponsors.

#  Risk 6: Reregistration, registration and review

* The registration form for societies has been adjusted and fixed.
* It is now mandatory for all societies to have cost points.
* At registration all societies are required to submit a vision and mission statement to which they can be held accountable.
* The executive will conduct an annual review of all societies and the process by which they are governed, annually.

Task teams

## PSO-Societies Collaboration

After a lengthy consultation with various stakeholders I determined that a task team should be created to exclusively focus on the matter of external collaborations of the Societies Council, although the task team was established in November it only produced its report during the second term of my term as SC Chairperson. The Task team was established with the following mandate:

x The task team must determine the nature of the collaboration between the PSOs and Societies.

x The task team must study the possible parameters of the collaboration.

x The task team must compile a comprehensive report with recommendations by the 15th of January 2020.

x The task team must establish its own timeframes and targets which will assist it when completing their work before the deadline of the 15th of January.

After due consideration, the task team completed its report and submitted it to the Societies Council executive, the report is available on request. As part of the recommendation of the task team an additional structure would have to be created to organize a symposium which would deliberate on the collaboration.

After consultation with stakeholders such as the PSO coordinator, the Student governance manager, the PK vice chairperson it was determined that the task eam mandate would be expanded in the following ways:

1. The task team would not be dissolved but would continue until an environment of collaboration between the structures is secured.
2. The task team would receive funding for all of its activities.
3. The task team would be given the authority to appoint and establish substructures which would aid in the fulfilment of its mandate.

The new mandate of the Task team will be made available and submitted to the executive for consideration.

# Social Media Task team

A social media task team consisting of 3 members, one of which is the secretary, is in place. The task team recently appointed its director and 4th member Laylaa Salie the task team now have access to the Societies Council Instagram as of January 2020. The Twitter page runs along with the Instagram page and has also been set up and completed for use during January 2020. Access to the Societies Council official email (societiesvr@sun.ac.za) was granted in January 2020. The SC Facebook page has been fully operational since December 2019.

Constitution and Policy

Following an order of the student appeals court which declared that the societies council constitution was at times ambiguous and even non-sensical, and in need of urgent amendment. A constitutional review task team was established, the Task Team concluded its work and presented its report and draft constitution in January 2020. `

# Constitutional Review task team

The Constitutional Review Committee was formed with the following objectives in mind:

o A comprehensive Constitution o A Constitution that is reader-friendly and with better flow o A non-redundant Constitution that covers all the bases o A Constitution that would hold up in Student Court, in the unlikely event that the Council is taken to Student Court

The review started after the November examination period of 2019 and concluded on the 30th of January 2020. A report was then submitted to the Chairperson of the Societies Council in line with the Code of Conduct.

The amended Constitution was tabled to the Executive Committee, the Executive committee then submitted their written comments on the constitution which were then discussed at an executive meeting. This was for consolidating matters before the finalized Constitution is tabled to the Council for approval and adaptation.

The Constitutional Review Committee was disbanded after the report was submitted to the Chairperson of Societies Council.

The executive committee has thus adopted a draft constitution which will be tabled to the Council in due course.

# Rules of Engagement

The Chairperson noted that there was a general lack of discipline and respect amongst the Council. Having noted this the Chairperson proposed an amendment to the Code of Conduct, which was already adopted in 2019.

The disciplinary subcommittee in collaboration with the constitutional review task team determined procedures and rules of behaviour during Societies Council Meetings, these were to be presented to the Council for consideration and adoption.

The Rules of Engagement were complied with the following in mind:

x Ensuring more manageable Council meetings x Giving the Council the ability of remove unruly members x Holding all members of the Council accountable

The Rules of Engagement were a joint effort from the Disciplinary Committee and the Constitutional Review Committee. This was done to ensure that the rules were in line with the Constitution.

The Rules of Engagement were firstly tabled to the Executive Committee for comment, after these were taken into consideration the Rules of Engagement were then tabled to the Council for adaptation.

The Rules of Engagement were adopted by the Council and have then been referred to Student Court, these rules are already in full effect during Council meetings.

# Symposium

Following the recommendation by the PSO-Societies task team a symposium to discuss the collaboration was held on the 5th of march, all Societies were invited to attend as the event was mandatory, However less than half of all societies sent a representative to the event, Disciplinary processes will be investigated in this regard.

The outcomes of the Symposium are available as a report was submitted in this regard; the task team will meet in due course to discuss the implementation of some of the recommendations which were produced by the symposium.

Leadership development

# Leadership development training

In compliance with our constitutional responsibilities and in accordance with an earlier assessment, it was determined that a second leadership development workshop would be necessary, the objective of the training was:

1. To equip society leaders with the tools needed to govern their societies
2. To equip societies with knowledge on how to conduct their activities in compliance with the relevant institutional policies.
3. To announce the reconfigured recruitment procedure
4. showcase to society leaders; structures on campus that are there to assist them should they require any other services not directly provided by council. The training took place on the 21st of January 2020, through the support of a variety of stakeholders the event was a success. All matters pertaining to this event may be found in the report on the training.

## Welcoming fair

In compliance with the obligations of the council as prescribed by the constitution; the societies Council hosted its welcoming fair on the 24th of January 2020 and its general fair on the 13th of January 2020, the purpose of these fairs was to be a platform for student societies to showcase their organisations. The exhibition used for marketing and recruitment purposes. The details of the fair and all matters pertaining to its arrangement have been dealt with in detail in he ocie ie fai epo . Which is available on request.

## Verification Task team process

Following various issues being noted with the Societies Council society member recruitment process, the executive completely reconfigured the manner in which we process membership to societies. The reconfiguration found its climax in the verification process which intended to ensure the validity of all memberships acquired during the ocie fairs. Thus, the verification task team was established. The mandate of the task team was to:

1. Rede ign he ec i men p oce
2. Provide a strict procedure for recruitment
3. Produce a procedure for verification
4. Conduct the verification
5. Produce a report.

The activities and the outcomes of this project may be found in the verification process report which is available on request.

Discipline

## Disciplinary action

Among the many objectives of this Societies Council one of them was to professionalise the Societies Council. It had been noted that a lack of order and discipline from the executive committee had the effect of trickling down chaos into the council. During the term a member of the executive committee behaved in a manner which was believed is contrary to our policy as a council but further it was contrary to the objective of professionalising the council. As such the matter was referred to the disciplinary committee for consideration. A report in this regard has been tabled in the executive committee and the matter will be decided upon.

Further as part of the reconfigured membership process the executive scrutinized all membership withdrawals, in the course of this process the executive was alerted to a possible case of fraud of which the registrar in collaboration with the vice chairperson investigated, the results of the investigation indicated the need for disciplinary proceedings against the accused party, of which a S38(2) motion was tabled to the Council as it is believed that the accused party had done great damage to the council and Stellenbosch University. The motion is currently pending.

Council Meetings

In the 1ST academic term there were 2 scheduled meetings of the Societies Council, however only one took place.

Held on:

* 17th February held to welcome back societies and give feedback on societies fairs and adoption of the rules of engagement.
* 18th March, cancelled, due to outbreak of COVID-19

The agenda for both meetings was prepared and distributed before the respective meetings. Both meetings were also used for the distribution of important information. Minutes of the meeting that took place was recorded, approved and distributed within 5 (working) days after the meeting and is held by and accessible as both hard and soft copies.

Relevance

Socie ie Co ncil i one of he bigge po folio in he SRC, ho e e i find e li le recognition on campus, many students are unaware of the existence and/or function of the council. In response to this the Council will increase its visibility on campus throughout the year, this includes initiatives such as Societies Week and societies fairs.

Following the above-mentioned assessment, the Societies Council has acquired the necessary resources for it to have its own stall at the Societies fair, these resources will be used throughout the year as a means of increasing the visibility of the Council.

Further, the Societies Council executive will attempt to broaden the footprint of the council during its two Societies fairs which will be bigger and greater than before, additionally we are in the planning process for Societies week which will be in the second academic term of 2020. .

Budget

The inability of the SRC to have their internal elections resulted in the Societies Council being unable to receive their SRC subsidy and thus plan for the year, however, a draft budget of over R 200 00,00 was submitted to the SRC, of which after serious negotiation and deliberation resulted in the budget being reduced by over 50%, UNFORTUNATELY, the SRC has still not finalised its budget as such the budget cannot be announced at this stage, further once the budget is received the SC needs to reconsider how the budget is spent in light of recent events.

# Secretary resignation

One of the many threats to the project of rebuilding the Societies Council was the mass resignations within the executive committee that have historically left the Council damaged irreparably, it was the intention of the executive committee, to ensure that during our term not a single member of the executive committee would resign. Unfortunately, that project of stability and coherent leadership was placed in great jeopardy when the secretary of the Societies Council informed the executive of her intention to resign. In this regard numerous attempts were made to dissuade her from continuing with her resignation, however, all efforts failed. On the 21st of March 2020 the secretary resigned.

Fortunately, the executive committee was able to efficiently and constitutional fill the vacancy on the 21st of March Ms Tamara Wicomb was constitutionally appointed as the secretary of the Societies Council. A comprehensive and efficient handover process will be ensured, and the work of the Council shall continue.

# Capacity of the Societies Council Executive

* The executive has determined that at the start of their term, they were not capable or in any way prepared for the job of running the societies council.

* They have, however, fought their way through and was able to make it work despite the tremendous workload.
* The executive will now create a handbook wherein the roles of each executive is defined and will also provide advice, tips and explanations on how to efficiently proceed as a member of the executive
* Lastly the executive has submitted a request to obtain one additional member under the title Chief Administration Officer to assist with the workload. This request has been approved thus far and the new position will be made available in the new leadership term with the induction of the new executive. Subject to approval by the Council of the relevant amendments to the Constitution.

**SunStudent Blueprint Workshop.**

# SunStudent workshop which focused on Societies and Sport Club Management

## Background

The first phase of the SunStudent project consists of Blueprint workshops during which all relevant capabilities of Serosoft are discussed with key stakeholders. This phase kicked off on Monday 3 June 2019 with Change Management preparation and

Blueprint workshop general information sessions as precursors to the Blueprint workshops. The Blueprint workshops are aimed at providing Serosoft with the opportunity to understand SU processes, while simultaneously creating the opportunity for SU staff to understand what Academia has to offer. They furthermore allow SU to rethink and align current processes with international standards. The workshops will run until April 2020. The different capabilities are divided into buckets, aiming for an even distribution of the workload of staff with regards to project activities within our daily routine and business-as-usual activities.

## The commencement

An invitation to attend the blueprint workshop that was held on the 25th of February 2020 at STIAS was received from the Director of Student Information System Support namely Jan du Toit. This invitation was to be part of the Blueprint phase which is an inclusive process during which workshop attendees give their inputs. And therefore, the attendees will also have an opportunity to verify and review the processes captured by Serosoft, before the Blueprint documents are signed-off.

# Implementations

1. The system will enhance chairperson to have access to their society information such as extracting list of students that have signed online. Treasures being able to get access to system without using certain computer areas, system being easily accessible everywhere globally and easy to use, which will be available to Mobile phone, Personal Computer and Tablets.

1. Upon request that Societies sign-up during January and February procedure should be paperless, there were a lot of challenges with moving to an online signup system in January namely most students have not yet registered, hence even internet access on be a ailable with the primary reason being that for a student to have access to Wi-Fi they need to register their devices and challenge is they are not registered.

Recommendations: a suggestion was made during the workshop that Societies should move to SMS facilities, whereby a student would SMS their details to a specific host, that once a student registers with the institution they get enrolled to their societies of choice e.g. SMS student number: 12345678 Name of Society: Studying Society Societies Cost Point: SV001 to 23232 And, to work with the university SMS systems, therefore Societies Council executive still to meet with these facilities as to how will this system work. Other systems of the Societies Council will remain the same such as the societies website and other societies platforms.

# Corona Virus

The Societies Council has been met by numerous existential challenges, challenges which threatened to overwhelm all the coping mechanisms of the council, however, a new challenge has emerged, one which threatens the Council in a manner greater than any Council before it. The Covid-19 pandemic was declared a national disaster by the president, new laws were introduced to deal with the deadly virus, this forced the university to suspend all contact activities within its structures. Ordinarily this would be concerning to any structure, however, it is even more alarming to a structure whose primary activities are very events based.

In response to the pandemic the Societies Council executive directed that there must be a suspension of all contact activities of the Societies Council and Societies. Further measures were taken to ensure that no society would be able to continue with contact activities. In that regard. The Societies Council executive will release its long-term strategic plan that will ensure that the Societies Council continues to operate far

be ond he c i i . F he de ail abo he Co ona Vi and he Co ncil e pon e to it will be detailed in the long-term strategic document.

# Conclusion

As the Executive committee we remain unshaken in our endeavour to overcome the challenge we face, and they are plenty and vary in steepness, however we will, through dedication and resilience overcome all of them, if we work together, serve together and grow together, we shall surely succeed together.

Plans for Next Academic Term In the following term I aim to:

x En e ha f he aining fo ocie leade ake place x En e ha Socie ie Co ncil Con i ion i adop ed x En e ha he ho o ocie handbook i comple ed x En e he long e m a eg fo he Socie ie Co ncil i implemen ed Important Contacts

**A full list of all important contacts shall be given in both my handover file and the final report as chairperson.**

Submited by

Yanga Keva

Chairperson: Societies Council