



# UNIVERSITY OF STELLENBOSCH CONSULTING SOCIETY

## **Society Constitution**

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## PREAMBLE

*We, the University of Stellenbosch Consulting Society (USCS), accept this document as the guiding Constitution of the society, and bind ourselves to the principles and responsibilities as set out in this constitution, as well as those set out in the Societies Council, Student union Constitution, the Statute of the University of Stellenbosch and the Higher Education act.*

Accepted by the University of Stellenbosch Consulting Society:

Ratified by Student Court:

We are considering adding in a purpose statement here. Similar to how the SA constitution has guiding values (Human dignity, achievement of equality, etc.) that governs the constitution. Adding a purpose statement would help to justify any amendments and also to hold any executive accountable that does not act in accordance with these values.

The constitution is only available in English to avoid discrepancies. This constitution is thus binding in all instances and serves as the only official version. This constitution further serves supplementary to the Student Constitution, Student Representative Council Code of Conduct and the Statute of the University of Stellenbosch.

## SECTION 1: DEFINITIONS

### Article 1: Word definitions

#### General

Unless otherwise stipulated, the following terms in this Constitution refer to:

- 1.1 **Academic Affairs Council (AAC):** As defined in the Student Union Constitution.
- 1.2 **Registrar:** The Registrar of Stellenbosch University.
- 1.3 **Society:** unless otherwise stipulated, the University of Stellenbosch Consulting Society
- 1.4 **Students:** Members of the Student Union of Stellenbosch University.
- 1.5 **Student Court:** As defined by the Student Union Constitution.
- 1.6 **Student Representative Council (SRC):** As defined by the Student Union Constitution.
- 1.7 **University:** Stellenbosch University
- 1.8 **University day:** Any weekday (Monday to Friday) during the academic year that is not a public holiday.

#### Society Specific

Unless otherwise stipulated, the following terms in this Constitution refer to:

- 1.9 **Accept, decide or elect:** Accepted by means of positive voting and receiving a common majority e.g. 50% plus one, or in the case of uneven votes, a common majority.
- 1.10 **Adequate notice:** Notice pertaining to a specific event, made public on relevant platforms in writing, of an opportunity for members to take part in an event, vote or meeting.
- 1.11 **AGM:** Annual General Meeting.
- 1.12 **USCS Case Competition:** Annual case study competition to be hosted internally by the USCS and arranged by the committee. The goal of the USCS Case Competition is to help members gain valuable case study experience and to determine a USCS team representing the USCS at National level if such opportunity arises.
- 1.13 **Associate member:** An individual working in coherence with the society, but does not serve as a member.
- 1.14 **Common majority:** A majority of 50% plus one vote, or in the case of uneven numbers such as 15 members voting, a majority of 8 votes to 7 would serve as a majority. Subject to quorum being met at meeting/voting.
- 1.15 **Complaints committee:** Internal committee of which the Vice President serves as Chair, responsible for internal complaint management.
- 1.16 **Deem Improper:** Improper in terms of the general accordance set out in this constitution, the Student constitution, SRC code of conduct or if otherwise stipulated, interpreted as such.
- 1.17 **Management of society:** The executive committee of the society.
- 1.18 **Member:** a registered University of Stellenbosch student, who has paid his society fees, and has obtained the necessary membership documentation, to which all the society membership rights are granted.
- 1.19 **Misconduct:** Gross negligence to perform duties assigned, intentionally acting in a manner that is destructive toward the University or society, or actions, which brings the society in disrepute.
- 1.20 **Non-Executive:** A non-executive director fulfils the role of an advisor within the executive committee, and does not hold voting rights.
- 1.21 **Notice in writing:** A notice served either by printed or electronic mail.
- 1.22 **Postal vote:** A vote by way of physical/and or electronic mail for or against a motion.
- 1.23 **Positive vote:** A voting procedure where members cast votes by means of voting for a specific person to fulfil the specific position. A member is voted in by means of a common majority vote of all votes casted (present or by quorum). If a common majority vote is not achieved at first vote, the nomination with the least votes is voided and the process is repeated until a common majority is achieved.

- 1.24 **Quorum:** The percentage or number of members of the society assenting (tactic or express) to decisions requiring a vote from registered members in order that vote carries force. In this case, quorum dictates a two-thirds majority of registered members.
- 1.25 **Registered voter:** Any registered member of the society, as per definition 1.18
- 1.26 **Special/Extra Ordinary Meeting:** A Meeting held with the consent of the Executive committee, or if need be the decision of the president, for unforeseen circumstances, and/or decision-making.
- 1.27 **The Society:** Refers to the University of Stellenbosch Consulting Society.

## SECTION 2: GENERAL

### Article 2: Vision and Mission

The University of Stellenbosch Consulting Society (USCS) declares the following:

#### 2.1 **Vision:**

The University of Stellenbosch Consulting Society's vision is to promote student development in the field of management consulting at Stellenbosch University, hereby contributing to student success within the management consulting sphere.

#### 2.2 **Mission:**

The University of Stellenbosch Consulting Society aims to promote student development in the field of management consulting through:

- developing key partnerships with partner firms,
- organising and providing members access to, career- and skills development workshops, events and hosted talks,
- Providing members the opportunity to develop relevant problem solving skills through interactive case studies and consulting competitions.

### Article 3: Society Trademarks

- 3.1 The name of the society, which has accepted this as their binding constitution, will hence forth be known as, and referenced to as the University of Stellenbosch Consulting Society.
- 3.2 The common abbreviation, USCS, is accepted.
- 3.3 The name University of Stellenbosch Consulting Society, as well as the abbreviation (USCS) is registered trademarks and property of the USCS.
- 3.4 The USCS logo and all marketing material are trademarks and the property of the UCSC, and are protected by the Trademarks Act (no. 194 of 1993).
- 3.5 The official colours of the society are maroon and light grey and must be used in all official marketing/documentation (see brand manual for specifics).

#### **Article 4: Coat of arms**

- 4.1 The Coat of Arms consists of the USCS logo and the society name.
- 4.2 The official coat of arms cannot be altered in any way, unless voted for by means of a constitutional amendment (see Section 8, article 17).
- 4.3 The coat of arms must be used in and on all official USCS documentation, communication and advertising.

### **SECTION 3: MEMBERSHIP**

#### **Article 5: General Membership**

- 5.1 The USCS is an open society, available to all students with a key interest in the field of consulting, and which possesses a sincere intention to be part of the society.
- 5.2 Members who have signed up online, at the General Societies Fair or at the First Years Societies fair are invited to the Annual Opening Ceremony, which serves as an opening function at which the industry partners are introduced and given a chance to address the members.
- 5.3 No interested parties may be excluded from participating as members in the society or discriminated against in any way.
- 5.4 Membership lasts from the day of joining until the end of the academic year.
- 5.5 Prospective members may join throughout the academic year.
- 5.6 All membership fees are non-refundable (special cases are presented in the Societies Council's Constitution).
- 5.7 If a member pays the membership fee and during the academic year terminates membership or is expelled from the society, the membership fees are non-refundable (if applicable).
- 5.8 The executive committee retains the right to suspend the membership of any member of the society for a period of their choosing, should such a person be found guilty by the executive committee of infringing the University, Society Council, Student Representative council or the Society's code of conduct.
- 5.9 The executive committee may further approve applications for Associate membership and participation in open events to the society from members of the general public provided such membership would promote and further the society and its stated goals.

- 5.10 Access to presentations to members of the public shall be granted by the Executive Committee of the society upon request, but is granted to all members of the society without restriction on the most applicable platform.
- 5.11 Non societal members are allowed to attend open events upon notifying the executive committee but are not allowed to participate in competitions or attend the AGM.

### **Article 6: Responsibilities of General Members**

- 6.1 General members are encouraged, but not obliged, to partake in all Society events, discussions and competitions.
- 6.2 Members are responsible for familiarising him/herself with the Society's constitution and the responsibilities pertaining to his/her role, as well as that of other members/executive committee members, as to ensure responsibility and accountability.
- 6.3 Members are responsible to diligently attend society activities, promote the name of the society in public spheres, and adhere to the Society and SRC code of conduct.
- 6.4 If a general or executive member is suspended or revoked from his/her position, the member may not reference him/her-self as a member of the USCS or bring the name of the USCS in disrepute.

## **SECTION 4: THE EXECUTIVE COMMITTEE**

### **Article 7: Composition of Executive committee**

- 7.1 The executive committee comprises of the following eight (8) members:
  - 7.1.i President
  - 7.1.ii Vice- President & Portfolio
  - 7.1.iii Secretary
  - 7.1.iv Treasurer
  - 7.1.v Brand Manager
  - 7.1.vi Events Manager
  - 7.1.vii Pro Bono Project Coordinator
  - 7.1.viii Pro Bono Project Developer

## **Article 8: Term of office**

- 8.1 The term of office of the executive committee will commence from the day of election, and will continue to the day of the election of a new executive committee at the following AGM.

## **Article 9: Authorities, Duties and Responsibilities**

### 9.1 President

- 9.1.1 Represents the society to external parties, including in an official capacity to the University management, Partnering Firms, the SRC as well as the Society Council.
- 9.1.2 Serves through his/her capacity as president, as a member on the Societies Council.
- 9.1.3 Oversees general functioning of the society and responsible for management of the executive committee.
- 9.1.4 Calls the sitting of the executive committee meetings, in consultation with the secretary.
- 9.1.5 Facilitates executive meetings.
- 9.1.6 Serves as Chairperson at the AGM and extraordinary meetings, and facilitates both meetings.
- 9.1.7 Has authority to request an extraordinary executive, or society meeting without adequate notice.
- 9.1.8 Compiles a full-year report of all the executive committee members' portfolios, and submits to the Societies council, as per Society Council regulations.
- 9.1.9 Manages portfolio allocation of executive committee members.
- 9.1.10 Is responsible for approving final documentation of executive committee members, e.g. the budget, the AGM agenda etc.
- 9.1.11 Manages inter-varsity relationships and collaborations.

### 9.2 Vice- President

- 9.2.1 Serves as a compliment to the president as the society in terms of leadership.
- 9.2.2 Takes on one of the general executive positions; Brand Manager, Pro Bono Project Coordinator, Pro Bono Project Developer, Events Manager.
- 9.2.3 Act on behalf of the president in his/her official capacity in his/her absence
- 9.2.4 Supports the president in his/her capacity as representative to other statutory committees, and serves as a substitute in the absence of the president.
- 9.2.5 Serves as president or representative of the society if the president is unavailable to attend a meeting, or function as the representative of the society.

- 9.2.6 Serves as the head of the society complaints committee.
- 9.2.7 Manages all complaints, as well as infringements of the code of conduct.
- 9.2.8 Is responsible for compiling the annual year planning for the society.
- 9.2.9 Serves as election convenor at AGM.
- 9.2.10 Serves all complaints to the executive committee.
- 9.2.11 Compiles a full year report at year end.

### 9.3 Secretary

- 9.3.1 Sees to all administrative and secretarial duties of the executive committee.
- 9.3.2 Responsible for the set up and distribution of the bi-weekly executive meeting agenda at least 48h before the meeting.
- 9.3.3 Responsible to notify all members of the AGM at least 10 working days (two weeks) before the AGM (see Section 6, Article 12.4)
- 9.3.4 Responsible to compile and distribute final society AGM agenda to all members at least 48hours before the meeting.
- 9.3.5 Takes minutes at the Executive committee.
- 9.3.6 Responsible to distribute a communications summary of executive committee minutes to members within 5 days of the executive meetings. Full minutes available upon request.
- 9.3.7 Responsible to take minutes at the AGM, or alternatively to organises an official minute taker.
- 9.3.8 Compiles and manages the mailing list of society members
- 9.3.9 Sends out updates pertaining to the society communications to all members.
- 9.3.10 Informs members of meetings, elections and communications from the executive committee.
- 9.3.11 Serves as communication link between official partners and the society, supplementary to the President.
- 9.3.12 Makes reservations for meeting venues of the society in consultation with the President.
- 9.3.13 Compiles a full year report at year end.
- 9.3.14 Compiles and updates information booklet that serves as a guideline for members in learning more about different management consulting firms.
- 9.3.15 Responsible for planning and executing collaborations with other societies as required by the Societies Council.

#### 9.4 Treasurer

- 9.4.1 Manages all financial responsibilities pertaining to the society.
- 9.4.2 Responsible to compile and present the society budget to the executive committee.
- 9.4.3 Manages the payments of accounts as stipulated in the University payments procedure and guidelines for societies.
- 9.4.4 Gives feedback and commentary to the executive committee at bi-weekly meetings of the financial position of the society.
- 9.4.5 Supplies feedback on the financial position of the society quarterly in writing upon request. Feedback needs to be discussed at the last executive committee meeting of the quarter, and signed off by either the President or Vice-President.
- 9.4.6 Administers the societies cost point.
- 9.4.7 Responsible for cash floats and payments for society events.
- 9.4.8 In conjunction with the President, has authority to sign off on all society expenses.
- 9.4.9 Only the treasurer or the President's signature is necessary to sign off general payments.
- 9.4.10 Payments of over R5 000 needs to be signed off by both the President and the Treasurer.
- 9.4.11 Is required to attend financial – treasurer training.
- 9.4.12 Compiles a full year report and detailed expenses log at year end.
- 9.4.13 Responsible to supply feedback on the Society budget at AGM to all members.

#### 9.5 Brand Manager

- 9.5.1 Responsible for advertising all society events.
- 9.5.2 Ensures the brand image is upheld on all society related marketing.
- 9.5.3 Responsible for ensuring all executive members receive all the necessary brand imagery for communications and advertising purposes.
- 9.5.4 Responsible for management of society website and social media pages.
- 9.5.5 Manages visual marketing material and photography of events.
- 9.5.6 Signs off on all marketing material of the society.

#### 9.6 Events Manager

- 9.6.1 Responsible to organise and manage logistics of society events.
- 9.6.2 Invites speakers and/or partner firms to events hosted by the society.

- 9.6.3 Reserves adequate venues for society/partner presentations or functions.
- 9.6.4 Supplies communications to the secretary for further distribution to members.
- 9.6.5 Keeps record of attendance of events to ensure members attend sufficient events to ensure membership.
- 9.6.6 Responsible for planning and organising the Annual Case Competition.
- 9.6.7 Compiles a full report at year end.

## 9.7 Pro Bono Project Coordinator

- 9.7.1 Responsible for planning, directing and guiding the Pro Bono Consulting Projects. This includes but is not limited to:
  - 9.7.1.1 Bi-weekly feedback meetings with the Project Coaches
  - 9.7.1.2 Monthly feedback meetings with the teams
  - 9.7.1.3 Communication with the consulting company training the teams
- 9.7.2 Responsible in the election, recruitment of the project team(s). If a subcommittee is needed, the Pro Bono Project Coordinator can open applications to the members of the society.
- 9.7.3 Responsible for compiling the Pro Bono Project training proposals and recruiting a consulting company to give at least two training sessions to each project team.
- 9.7.4 Must run at least one Pro Bono Project in his/her term.
- 9.7.5 Compiles a half year and full on each project. This report must include, but is not limited to, the following:
  - 9.7.5.1 Team self-assessment
  - 9.7.5.2 Training assessment
  - 9.7.5.3 Recruiting assessment
  - 9.7.5.4 Recommendations for project improvements to be made

## 9.8 Pro Bono Project Developer

- 9.8.1 Responsible for identifying and developing sustainable Pro Bono Projects.
- 9.8.2 Must identify and develop projects between August and December of their term in order for the project to commence at the start of the academic year (January/February).
- 9.8.3 Must provide the Pro Bono Project Coordinator with, at minimum, the following project information:
  - 9.8.3.1 Project team size

9.8.3.2 Project description

9.8.3.3 Project aim

9.8.3.4 Project timeline

9.8.4 Must work alongside the Pro Bono Project Coordinator in recruiting project team members.

## 9.9 General Responsibilities of Executive Members

9.9.1 Ensure society members and other executives are held accountable to fulfil their duties as set out in the constitution.

9.9.2 Professional and unpartisan action with regards to any student engagement.

9.9.3 Loyalty towards, respect to and trust within the society and the management.

9.9.4 Punctual attendance of all executive committee meetings, with the exception of a valid excuse made to the President and the secretary within 48hours of the start of the meeting.

9.9.5 Manages inter-year society applications.

9.9.6 Effective communication and feedback.

9.9.7 Half year review is required in order to reflect on past activities and plan final semester activities.

9.9.8 Upholding the society mission and vision.

9.9.9 Events should be participated by all executive members unless a valid excuse is given. Discretion is given by the executive committee.

## 9.10 Resignation

9.10.1 If the President wishes to resign:

9.10.1.1 He/she must submit his/her written letter of resignation to the current Vice-President.

9.10.1.2 The Vice-President will assume the role of President until the Executive Committee has recruited a new President by means of interviews or an AGM.

9.10.2 If the Vice-President wishes to resign:

9.10.2.1 He/she must submit his/her written letter of resignation to the current President.

9.10.2.2 The current President will appoint one of the other Executive Committee members to serve as the Vice-President until the Executive Committee has recruited a new President by means of interviews or an AGM.

9.10.3 If any other member of the Executive Committee wishes to resign:

- 9.10.3.1 He/she must submit his/her written letter of resignation to the current President and Vice-President.
- 9.10.3.2 The President and Vice-President will fill that position by interviewing candidates or by means of an AGM.
- 9.10.4 Resignation will take effect 3 weeks after the date on which the written letter of resignation has been submitted to the relevant party. Prior to this, the resigning party is responsible for fulfilling his/her role on the Executive Committee.

## SECTION 5: SOCIETY ELECTIONS

### Article 10: General

- 10.1 The election of the executive committee must be reasonable, fair and in the spirit of democracy.
- 10.2 The election must commence within the guidelines of the USCS constitution, as well as the stipulations of the Societies Council Constitution, upon discretion of the President and election convener in efforts to ensure fairness.
- 10.3 Further procedures and workings of the election not mentioned in this document, are to be determined by the election convener upon the election.
- 10.4 The election of executive members occurs annually at the society AGM subject to section 11(14).
- 10.5 The current USCS Vice President serves as the election convener.
- 10.6 If the Vice President indicates possible candidacy for the election of the following term, or if he/she is unable to serve for any other reason, the President serves as the election convener.
- 10.7 If the President indicates possible candidacy for the election to office of the following year, or if he/she is unable to serve for any other reason, the current Executive committee nominates an independent election convener from the society executive – or general membership.
- 10.8 All society members considering candidacy must have adequate time to consider nomination.
- 10.9 All society members must be informed of the AGM by the secretary as well as the opening of the nomination period.
- 10.10 Nominations officially open on the day the AGM reminder is sent out to the society members.

- 10.11 Nomination for President, Vice President, Treasurer and Secretary are independent of other executive committee nominations.
- 10.12 All nominations must be seconded by two (2) other society members.
- 10.13 Nomination period must be at least two weeks (10 working days).
- 10.14 Any USCS registered member and who has been a member of the society for a period of one year, may serve as a candidate for the election of the executive committee, excluding the first operational year of the society in which any interested member is available for nomination to the executive committee.
- 10.15 Election procedures to be determined by the election convenor, subject to section 11(14).
- 10.16 Elections must take place by means of a positive vote.
- 10.17 All members looking to serve on the executive committee must be present at the AGM, or if a valid excuse has been lodged with the secretary of the society 48hours before the AGM, an agent may represent the nominated member if he/she so requests, subject to section 11(14).

### **Article 11: Election Procedure**

- 11.1 All members must within 8 working days of receiving the notice of AGM indicate candidate intention by sending their nomination to the secretary of the society.
- 11.2 All nominations must be sent out with the final AGM agenda 48hours before the AGM.
- 11.3 The notice must contain the candidates name, surname, student number, position (President, Vice President, Treasurer, Brand Manager, Events Manager, Pro Bono Project Manager and Secretary) and short motivation for candidacy.
- 11.4 The election procedures must be explained at the AGM to all members.
- 11.5 Members standing for the committee must have opportunity to introduce themselves to the society, as well as give a one minute motivation for candidacy.
- 11.6 Every member has the right to cast their vote per position of the executive committee, for all the candidates of his/her choice, by means as stated by the election convener of the day, through means of closed ballots.
- 11.7 A member is voted in by means of a common majority vote.
- 11.8 If a common majority vote is not achieved at first vote, the nomination with the least votes is voided and the process is repeated until a common majority is achieved.
- 11.9 The election of the President, Vice President, Treasurer and Secretary must commence before the election of the other executive committee positions which are all voted for independently.
- 11.10 Unsuccessful candidates in 11.9 can then proceed to stand for their secondary positions.

- 11.11 The elected Vice President also takes part in the election of the other executive committee positions.
- 11.12 If all executive positions are not voted on at the AGM, an email will be sent out to all members of the society whereby the vacant positions will be advertised.
- 11.13 The current executive will be responsible to assess applications and decide on the success of the applicant(s).
- 11.14 Should the AGM be rendered impossible by factors beyond the control of the executive, elections must be conducted in whichever manner allowed by the circumstances subject to the principles of transparency, democracy and accountability.

## SECTION 6: MEETINGS

### **Article 12: Annual General Meeting (AGM)**

- 12.1 The society AGM must commence during the third term of the academic year.
- 12.2 During the AGM, the executive committee reports back to the members of the society on the relevant positions.
- 12.3 The executive committee for the following year will be elected at the AGM, provided that quorum is met.
- 12.4 All members of the society must be notified regarding the time and place of the AGM. A minimum of 2 weeks' notice (10 working days) must be given to all members with regards to the date, venue and time of the meeting, as well as briefly informing members of any constitutional amendments and/or the opening of the nomination period for executive committee elections.
- 12.5 A full and complete AGM agenda must be sent out to all members at least 48 hours before the sitting of the meeting with constitutional amendments and executive committee nominations included.
- 12.6 Any constitutional amendments recommendations, as well as reason for amendments must be specifically indicated in the agenda.
- 12.7 Any elections and available candidates must be specifically indicated in the agenda.

### **Article 13: Executive Committee meetings**

- 13.1 Executive meetings must commence at least weekly with the exception of exam or test weeks, or upon request of the President.
- 13.2 The first meeting is to be scheduled within one month after the election of the new committee.

- 13.3 All executive meetings are compulsory to attend by the executive committee, with the exception of valid excuses handed in to the President and Secretary 48hours before the meeting.
- 13.4 Notice of a scheduled meeting, as well as an agenda of the executive meetings is to be distributed to all executive members by the secretary 48hours prior to the meeting.
- 13.5 The agenda and minutes of the executive meetings are available to all general members, upon request from the secretary,
- 13.6 Formal meeting procedures are applicable at all times, with the meeting chaired by the USCS President. Meeting procedure to be determined by him/her.
- 13.7 Executive decisions are to be taken by means of a majority of votes of the members present, within procedure determined by the President.

#### **Article 14: Quorum**

- 14.1 Quorum as set out in the definitions of this constitution, shall be interpreted as:
  - 14.1.1 2/3 majority of the AGM
  - 14.1.2 50% plus one for Executive Committee meetings (4 members)

#### **Article 15: Special- and Extraordinary meetings:**

- 15.1 An extraordinary meeting may take place within a reasonable time upon:
- 15.2 Written request made by at least two (2) members of the executive committee and/or;
- 15.3 A request by the President.
- 15.4 Extra ordinary meeting procedure falls under the discretion of the President.

### **SECTION 7: DISCIPLINE**

#### **Article 16: Discipline & Conflicts**

- 16.1 Members of the society are expected to adhere to the guidelines set out in this constitution, as well as the University statute and the Student Representative Council – and Society’s Council, Code of Conduct.
- 16.2 Any conflicts within the society’s executive committee that cannot be solved within the executive committee itself, will be referred to the Societies Council by the USCS President or Vice-president.
- 16.3 Disciplinary procedure is determined by the Vice – President of the society.

- 16.4 The disciplinary committee of the society consists of the Vice President, an executive committee member (voted by the executive committee) and a general member of the society (voted by members at the AGM).
- 16.5 All members are subject to scrutinisation of the Student Representative council Code of Conduct.
- 16.6 The procedure for disciplinary action is as set out in the SRC code of conduct.
- 16.7 Should the Societies Council or the Societies Council Executive Committee decide that a society has disregarded the regulations of the Constitution, the Societies Council, or the Societies Council Executive Committee will –
  - 16.6.1 Investigate the matter;
  - 16.6.2 Solve the matter by, if necessary, approaching the society;
- 16.8 In situations where a society member has potentially done great damage to the image of the USCS and/or Stellenbosch University:
  - 16.8.1 The issue will be addressed at the first possible society executive committee meeting.
  - 16.8.2 The executive committee will decide via a two-thirds majority decisive vote whether serious damage has indeed been done.
- 16.9 If the decision is made that serious damage has indeed been done to the society's name, the accused member must face disciplinary action.
- 16.10 The Society Disciplinary Committee must then determine the appropriate action to be taken against the member.
- 16.11 The Disciplinary Committee has the authority to recommend the society executive committee to either take action against the member by means as determined by the disciplinary committee.
- 16.12 The Disciplinary Committee may further advise the executive committee to refer the case to the society's council if deemed necessary by the committee.
- 16.13 It may be deemed necessary if:
  - 16.13.1 The specific accusation is of a serious nature and in breach of the SRC and/or University code of conduct; and/or
  - 16.13.2 The accused member denies the accusation and appeals the process.
- 16.14 The member may appeal the process by lodging an appeal in writing to the USCS executive committee and the Societies Council within one week of the decision being made by the society executive committee.
- 16.15 The appeal must:
  - 16.15.1 Clearly stipulate the accusation made against the member; and

- 16.15.2 Clearly stipulate the reason and motivation for appeal.
- 16.16 The decision of the Societies Council must be referred back to the USCS executive committee after an enquiry has been made by the Societies Council into the validity of the appeal, unless the case has been referred to the University Disciplinary Committee.
- 16.17 The decision of the Societies Council is binding.

## **SECTION 8: CONSTITUTIONAL AMENDMENTS**

### **Article 17: General amendments**

- 17.1 The constitution, amendments to the constitution and the assent to the amendment must be discussed and voted on at the AGM of the society.
- 17.2 If a situation arises to amend the constitution during the academic year before the AGM, intention to amend request must be filled with executive committee who must vote on the amendment, who can preliminarily vote in favour or against the amendment.
- 17.3 The amendment has to be ratified by the AGM later the following year
- 17.4 If an AGM falls 3 months or more after the amendment is passed then the society must be made aware of the amendment via email for the purpose of receiving feedback, criticism or amendments. This feedback must be considered in good faith and all decisions must be ratified at the following AGM.
- 17.5 Notice to amend the constitution must be filled with the secretary and President 48 hours before the AGM agenda is to be sent out (12 working days before the AGM).
- 17.6 The notice given to the executive committee with regards to the amendment needs to clearly identify the specific section and subsection of the constitution that needs amending, as well as the proposed amendment.
- 17.7 The notice given to the executive committee with regards to the amendment needs to clearly specify the reason for the proposed constitutional amendment.
- 17.8 The notice given to the executive committee with regards to the amendment needs to be signed by a nominee as well as seconded by another member.
- 17.9 Any amendments to the constitution must be accepted by a two thirds (2/3) majority of the members in attendance at the AGM, subject to acceptable attendance and quorum of members, as defined under the relevant definitions.
- 17.10 The assent to the constitutions must be confirmed by means of a positive vote in favour of the amendment.
- 17.11 Members unable to attend the meeting may vote by means of a proxy but these votes do not serve as an attendee at the meeting, or form part of the quorum vote as they are not seen as in attendance of the AGM.

- 17.12 Any amendments to the society constitution must be acknowledged by the Society Council President, through communication with the Secretary or President, and reviewed by student court.

**Article 18: Motion to dissolve the society**

- 18.1. Any member may table a motion to dissolve the society at an Executive committee meeting.
- 18.2. The Executive has the right to table the motion at the AGM
- 18.3. The society may only be dissolved by means of a 2 thirds majority at the AGM, providing the necessary quorum has been met.
- 18.4. The director of the society must be brought into consultation when tableting the motion to dissolve the society, and only with their consent can the final dissolution take place.
- 18.5. The society Council must be notified of the decision to dissolve the society.