

SRC 2020/2021 Annual Report

Sinegugu April, Societies Council Chairperson, 21743339@sun.ac.za

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Constitutional Responsibilities

The Societies' council consists of all registered and recognised student societies and an additional representative appointed by the society chairperson. This body is the highest decision-making body on all matters that relate to the governance of societies. The Executive Committee of the Societies Council is constitutionally mandated to ensure that the Societies Council is effective and functional. As well as ensuring that all the needs of societies are provided for, it further has the duty to provide regular updates and reports on the activities of the Council.

The Societies Council protects and defends the rights of students and student societies, it also represents the voices and interests of student societies on the SRC governing body and to university management. The Societies Council provides a platform for society interaction and the resources necessary for societies to fulfil their functions, further the Societies Council co-ordinates and

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provides structure to student societies to ensure their success. Societies are vital to the enhanced student experience and contribute immensely to the lives of many students, providing them with a place to fit in, support, career guidance, recreational development, and much more.

Portfolio Overview

NOT APPLICABLE

Committees / Task Teams

Societies Council Chairperson

Year Overview

In the beginning of my term, in 2020, I got elected as the vice chairperson of the societies' council. In this regard and in accordance with the constitution, this entails supporting the Chairperson in all administrative tasks of the council. On the 1st of May, which was the second term of our full term, we unfortunately lost our Chairperson and I therefore, in my capacity as vice chairperson had to step up to fulfil all the constitutional obligations of Chairperson and thus all the constitutional obligations for the vice chairperson were then delegated to the Chief administrative officer, Tamara Wicomb.

Term I

Executive Appointments

Three (4) of the five (6) Executive members were elected as per s13(6) of the Societies Council Constitution, of which were the following:

- Vice Chairperson
- Administrative Officer
- Secretary

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In accordance with s12(2) of the Societies' Council Constitution the two(2) vacant positions were appointed via the process of interviews, of which were the following:

-Registrar

-Financial Advisor

Year Plan

On the 15th of September 2020, the Societies Council Executive had their first meeting that served as a year planning meeting. The year plan was drafted based on the preliminary university calendar and was later amended when the final university calendar was communicated.

Societies' Levies

The Institutional Committee for Business Continuity (ICBC) took a decision to reverse all societies' membership fees to students without consultation with the Societies Council Executive. In this regard, a letter was sent to have the fees reversed to all society cost centres. Further, societies were requested to provide reasoning after given the choice whether to reduce their membership fees slightly or keep them at the same amount; as a result, societies were able to either receive their initial fee or the full fee.

CONSTITUTION AND POLICY

Code of conduct

As per the Societies Council's Constitution, the code of conduct must be adopted at the first Council meeting. The voting took place under three rounds due to the first and second round of voting being invalid. The code of conduct was successfully adopted the third time and the results were as follows:

-43 votes (yes)

-3 votes(no)

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LEADERSHIP DEVELOPMENT

How to Society Training

As per s14(1)(8), the Executive Committee is mandated by the constitution to ensure that there is sufficient leadership development for Council members. The 'How to Society Training' was aimed at equipping newly elected leaders with the necessary tools on how to function optimally as a society. The outcomes for the training were as follows:

1. General information, which consists of the description of the Societies Council.
2. Outlining the constitutional mandate of the Societies Council Executive Committee and Societies Council.
3. The vision and mission of the Societies Council.
4. The powers and authorities of the Societies Council and the Societies Council Executive Committee.
5. Presentation of the Societies Council Executive Committee and the obligations that come with their portfolio.
6. The role of Societies in the Societies Council.
7. Guidelines for all chairpersons.
8. Outlining the function of Societies.
9. Co-curriculum recognition and Societies Collaborations, outlining their mandates and application requirements

Council Meetings

In the first term of the Societies Council, one (1) meeting of the Societies Council was scheduled for the 7th of October 2020.

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- This meeting was aimed at the following:
- Welcoming Council members to the new term.
- Adoption of the Code of Conduct.
- Providing information on the training.
- Feedback on the societies levies issues.

The agenda of this meeting was prepared and distributed before the respective meetings. Additional important information was distributed during this meeting.

Student Parliament

S57 of the Student Constitution significantly impacts the Societies Council as it mandates those 19 members of the Societies Council. The members were appointed before the 5th of September 2020 to ensure that the Societies Council had a full delegate to send to Student Parliament when the new Speaker was appointed. The 19 members consisted of the following:

- Eight (8) members of the Societies Council.
- Ten (10) members of society committees.
- The Chairperson, as a member of the SRC.

Term 2

Leadership Development

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As per s14(1)(8), the Executive Committee is mandated by the constitution to ensure that there is sufficient leadership development for Council members. With this mandate in mind, the Executive Committee created a leadership workshop to equip newly elected leaders with the tools necessary for how to function optimally as a society.

Leadership Development training

The Societies Council commenced its term with a leadership development training that took place on the 27th of February 2021 via Microsoft teams. The aim of the training was to inform societies about the ecosystem of support in the Division of Student Affairs (DSAF) at Stellenbosch University in particular with the Student Governance Environment. The training further aimed at nurturing teamwork in efforts to create a conducive working environment through the system of co-operative governance. Lastly, the training aimed to align the administration, projects, and tasks of the Societies Council for the term with the set vision of the Societies Council and the institution.

Based on the above learning outcomes, the council had multiple presenters to achieve the competency skills domains of civic literacy, project management, resource stewardship and social intelligence.

Navigating University Structures Training

The second workshop that was dedicated to leadership development is the Navigating University structures training. The training took place on the 17th of April 2021 via Microsoft teams.

The training had the following learning outcomes:

1. To learn about the ecosystem of support in the Division of Student Affairs (DSAF) at Stellenbosch University with the university management structure.

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2. To be able to navigate Stellenbosch University management structure to achieve all society objectives.

3. To align the administration, projects, and tasks of the societies Council for the term with set vision of the Societies Council and the university.

Further, the training aimed at achieved the following competency skills domains:

1. The applied knowledge of navigating university structures & Reading Comprehension

2. The worked based skills of project management, resource stewardship.

3. The people-based skills of conflict resolution & Emotional Intelligence.

The training achieved all its objectives except for the reading comprehension as we struggled to get a presenter for the competency skills domain.

Welcoming Walk-Through

The Societies Council and Maties Sport annually hosts the Welcoming Fair for newcomers during the Welcoming period, the event forms part of the official SU Welcoming programme. Under the new normal and with considerations of the Adjusted Risk Alert Level 3 regulations the organizing committee devised a plan to offer a memorable experience for our newcomers.

The event has switched from being a Welcoming Fair as it warrants a gathering to a Welcoming Walk-through where there will be a few arrangements adjusted from the usual fair. Therefore, the event was planned through COVID-19 Risk Assessment Plan that form part of the organizing of this project, plans for events and risk management such as security plan, medic plan and waste management

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which was submitted to ICBC and Stellenbosch Municipality for approval of this walk-through. The event took place on the 05th of March from 14:00- 18:30.

Observations and Feedback.

The welcoming walk-through was a success, well planned with the assistance of Student Governance. The following outlines the budget and financial perspective of the welcoming walk-through along with collaboration with Maties Sports.

SOCIETIES COUNCIL AND MATIES SPORT							
WELCOMING WALK-THROUGH BUDGET 2021							
INCOME				EXPENSE			
DESCRIPTION	NOTE	PROJECTED	ACTUAL	DESCRIPTION	NOTE	PROJECTED	ACTUAL
Societies Council		R17,404.75	R6,177.25	Tables and Chairs		R7,000.00	R4,375.75
Maties Sport		R8,904.75	R8,987.00	Medical Plan	1	R850.50	R850.50
				Security Plan	4	R6,842.00	R3,542.00
				Security Officer	5	R2,500.00	R1,495.00
				Municipal Application Fee	2	R117.00	R117.00
				Sinage	3	R3,000.00	R210.00
				Societies Council - Car Rental		R2,000.00	R624.00
				Maties Sports - Car Rental		R1,000.00	R529.00
				Metro Cleaning Service	6	R3,500.00	R3,421.00
TOTAL		R26,309.50	R15,164.25	TOTAL		R26,809.50	R15,164.25

NOTES	
	Societies Council
	Maties Sports
	Shared
1	Paid - Societies Council
2	Paid - Societies Council
3	Paid - Societies Council
4	Paid - Maties Sports
5	Paid - Maties Sports
6	Paid - Maties Sports

Further questions were posted to receive feedback from the Societies Council.

1. How did you find welcoming walk-through?

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- Definitely more helpful than expected. We still managed to attain quite a few new members despite the new format.
- Under the circumstances I think the societies council did the best they could. Being able to communicate with the first years helped them a bit
- It was a good idea, but I felt like there was a breakdown in communication for the most part of it and there is still room for improvement.

2. What did you do?

- The opportunity to be seen by first years.
- The use of heats allowed a lot more time to have people walk slowly through and ask one or two questions - which is so essential!
- SC exec presence, insuring covid compliance, provision of sanitizer and masks.
- Having all students come from one direction was beneficial to help predict when to be ready with all the QR codes and banners
- The opportunity to be seen by first years.

3. What would you change?

- Slow down the pace at which the first years were pushed through. Many were not able to take photos of details or ask us questions before being moved.
- Students should have been able to register to be part of societies at the time of walkthrough, to minimize chances of them forgetting to do it later.
- Allow students to have physical sign ups or scan the QR code which automatically allows them to sign up.
- Letting us know that Societies council so late in advance. Please be more prompt with dates and planning.

4. What recommendations do you have to improve the walk-through?

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- Try and get more first years to attend. I know that a few PSOs/Res's chose to not attend.
- Perhaps to have multiple people have each person's presentation (and be ready to present screen) so as to avoid technical difficulties in that respect.
- Online registration should be open at the time of the walkthrough since we had to limit interaction to keep the students moving.
- Perhaps have the walk through over a few days with only the societies per category. E.g. sport (only sports societies) minimizes time spent at stalls.

Task Teams

Social media

The Secretary is responsible for the updating of Social Media content and information. This term had a lot of Social Media engagement, taking the Societies' Walkthrough and Societies Week marketing into consideration. The secretary maintains the upkeep of the Social Media pages with the assistance of the task team that was developed in the beginning of his term.

Societies Constitutional Appraisal Task Team

The administrative officer heads up SCATT and has established it with 4 members that sit on the council. She has received the go ahead from student court to start recruiting members for SCATT. She has further set a timeline of 4 weeks to complete all constitutions and we are well into our first week. Due note that a break will be taken over the period of recess.

Constitution and Policy

Office Policy

Ensuring that Societies effectively function is our collective responsibility. Chapter 8 section 27.1.6 of Societies Council constitution stipulates the privileges of Societies being given access to the use of an office/storage space in

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the Langenhoven Student Centre (Neelsie). For a long time, Societies Offices were used without proper protocol to control the usage and movement within the offices also Societies Council Registrar struggles to have control over the office space usage. Therefore, these documents are prepared seek and to bring order and control over the office space usage and assist in rebuilding of Societies Council.

These document therefore was accepted by Societies Council as the governing policy for office usage, further binding to the principles set out in Societies Council constitution; and the principles set out in the Student Constitution and the Statute of Stellenbosch University.

Council Meetings

During the second term of the council, only one (1) council meeting was scheduled. This meeting was scheduled for Wednesday the 19th of May. Due to unforeseen circumstances, we have had to have multiple council meetings and move the official term meeting to the 26th of May.

The council meeting was aimed at:

1. Sharing a way forward after the death of our Chairperson.
2. Discuss the proceedings of Societies' Week which falls under term 3.
3. Elections for the 2021/2022 term.
4. Closing function.
5. Amendments of the constitution.
6. Society Evaluation

Term 3

2021/2022 Executive Elections

The 2020/2021 executive term is set to end on the 14 of September but officially at the end of the school 3rd term. In this regard, the nominations for the 2021/2022 executive elections were then opened on the 9th of June to the 30th of June, I received two nominations for the Chairperson and the vice chairperson. The second round of nominations opened from the 5th of July to the 13th of July which I received one more nomination for the Chief administrative officer. The position of Secretary, Financial Advisor (this position is no longer mandatory to be filled with accordance with the newly adopted constitution) and the position of Registrar.

The Chairperson of the Societies' Council automatically is a member of the SRC executive committee as an ex-officio member. This then means that they must meet the constitutional requirements in order to qualify. Unfortunately, the chairperson candidate did not meet the specific requirements and could thus not carry on with his/her candidature.

An executive decision was then taken to appoint the incoming chairperson through the process of interviews as the same process would apply in filling the rest of the vacant positions. This is the decision so far, and it is subject to change. The caucus was scheduled to continue on the 10th of August but was however postponed to the 18th of August and nominations have been open until the 13th of August to the greater campus.

Upon opening the applications, two applications for chairperson were received and the chairperson, vice chairperson and chief administrative officer were appointed via elections on the 18th of August 2021.

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Societies' Week

The entire Council Executive was responsible for this task, and we all contributed in making it possible. The aim of this project was to assist the Societies in gaining membership and having their existence known on campus. The bulk included the work done in securing the Rooiplein and making sure that we follow the Covid rules related to having an event that may attract crowds of students. For this, we worked with the Neelsie booking personnel to put a plan in place, which was then communicated to the Council. In addition to this, we compiled a folder of documents that will assist students and leadership bodies in making it easier to book the Rooiplein, given the context of Covid; this was also sent out to the Council at large. We had to plan the stalls in a manner that allowed for social distancing between each other, also taking into consideration the lines that may also be formed for the individual Societies. The budget for this project was set at R10000, but given to Covid, this was lessened drastically:

The budget and expenditure for the project was as follows:

Budgeted Used Difference

Societies week

ZAR

10,000.00

ZAR

2,359.88

-ZAR

7,640.12

Rooiplein and Tables & Chairs

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Booking

ZAR

5,000.00

ZAR

1,500.00

-ZAR

3,500.00

Tables and Chairs Packing

ZAR

2,000.00 ZAR 800.00

-ZAR

1,200.00

Advertising (and Markings)*

ZAR

1,000.00 ZAR 59.88 -ZAR 940.12

Sanitisers and Masks**

ZAR

2,000.00 ZAR 0.00

-ZAR

2,000.00

Savings: ZAR 7,640.12

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* Advertising was done mainly on Social media, thus had no expense, but the markings

required chalk and we also used name tags for the Covid compliance officers of each stall.

** These were given to us, and therefore no expenditure on our end.

Any further information can be found on the folder sent out to the Council on 2 June.

Societies Council Pre-Reregistration Period.

The Societies Council is a Section 3 body, established by the Student Constitution for the sacred task of protecting the rights of students as enshrined in the Bill of Student. Chapter 9, section 16 and section 17 outlines the documentations and procedural requirements, as a duly responsibility of the registrar to carry out the process of registration and re-registration. Therefore, Societies Council executive has approved the date of 15th of August to 15th of September as the registration period, with R700 as the registration fee for 2021, resulting in R200 less compared to 2020. Relevant template documents had been communicated to the Societies Council. Additionally, due to expected and observed challenges that societies have encountered with raising their memberships and hosting of events or activities; most societies resulted in financial loss, thus we, Societies Council executive, initiated subsidies for societies that are under financial constraints. The executive had budgeted R7000 which is set aside to assist those societies which there is a procedural on allocating the subsidies such has also been communicated to Societies Council.

Task Teams

Social media

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The Secretary is responsible for the updating of Social Media platforms of the Societies' Council. The secretary maintains the upkeep of the Social Media pages with the assistance of the task team that was developed in the beginning of his term. Societies are constitutionally obligated to complete two collaborations during the duration of their term as per section 25 of the Societies Council constitution, the Secretary has assisted in this regard by assisting with increasing the visibility of the collaborations on our social media platforms.

Societies Constitutional Appraisal Task Team

The task team was compiled, and duties were given, but due to the late submission from the team, SCATT was finalised the beginning of August. Certificates were sent off to societies stating if they were successful or if there was adjustments that needed to be made.

Outstanding Societies' Commitments

The Student Governance office requested that the Financial Advisor perform checks on cost centres that are in arrears, as well as those that have been inactive for 2 or more years. The crux of the work is to move money from these inactive cost centres to the general council cost centre, as well as to ensure that all treasurers perform their duties by settling any outstanding commitments, as well as by deleting any transactions that have been cancelled.

Term 4

Executive Committee 2021/2022 Interviews

The interviews for the 2021/2022 executive committee were held in accordance with section (12)(2) of the Societies Council constitution. Three positions remained vacant after the Societies Council elections that were held on the 18th of August. The interview panel consisted of I, in my capacity as the outgoing

chairperson, Tamara Wicomb, in her capacity as vice chairperson delegate and Neo Mokone, in her capacity as chairperson elect.

The interviews took place on the 3rd of September and the following positions were filled, Registrar, Secretary and Financial advisor. The chairperson-elect, as per section (12)(4) of the Societies Council co-opted the positions for secretary and financial advisor as she was unsatisfied with the candidates that applied for those two positions.

Handover period

The Societies Council began its handover period on the 3rd of September after the competition of the 2021/2022 Executive Committee. The Chairperson-elect is expected to shadow me to all my meetings as so to be better introduced to the structure and functioning of the Societies Council including Executive meetings. She, unfortunately has only been able to attend one meeting out of the four that have occurred during this period. She has, however, slowly familiarised herself with the important governing documents of the Societies Council which will aid her when her term begins.

Evaluation Panel

In accordance with section (23) of the Societies' Council Constitution, the Executive committee is set to receive an Honoraria at the end of their term after the submission of their final term report. As per section (23)(2) the amount is determined by the Chairperson of the Societies Council in consultation an evaluation panel. The evaluation panel must consist of the Chief Justice of Student Court, the speaker/deputy speaker of Student Parliament and three other additional members. It further will be conducted in procedure set out in the code of conduct of the Societies Council.

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The Executive committee is expected to hand in their final term reports on the 12th of September, thereafter the evaluation panel will be assembled for the 21st and the 22nd of September, after the Executive hands in their handover folders.

Reregistration Period.

Chapter 9, section 16, and section 17 outlines the documentations and procedural requirements, as a duly responsibility of the registrar to carry out the process of registration and re-registration. Therefore, Societies Council executive have approved the date of 15th of August to 15th of September as registration period, with R700 as registration fee for 2021, resulting in R200 less compared to 2020. Relevant template documents had been communicated to the Societies Council. Additionally, due to expected and observed challenges that societies have encountered with maintaining their memberships and hosting of events or activities; most societies experienced financial and membership loss; thus the Societies Council Executive has initiated subsidies for societies that are under financial constraints. The executive has allocated R7000 to assist those societies which there is a procedural on allocating the subsidies such has also been communicated to Societies Council.

It was decided that the Societies Council is to undergo a restructuring process as per the recommendation of the Deloitte audit report and the General Societies Council task team. As part of the initial examination of the Council, a key recommendation was given to carry an appraisal as well as to update the registration documents and processes for societies. This document seeks to provide clarity on the process which should be followed during the registration and re-registration processes of societies. It will be used as the guiding document for all the document analysis that will be involved in the registration and reregistration processes. It is worth noting that this process has been necessitated in reason of existence of societies which does not have capacity of

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existence by not meeting the minimum standards of Societies Council constitution, therefore, it becomes crucial that this registration and re-registration process will ensure that the societies information correctly meets with the rules and regulations of Societies Council constitution.

Therefore, this task team is established in terms of Section 4 of the Societies Council Code of Conduct and is entrusted to the supervision of the Societies Council Executive committee as such the registrar of societies Council. This serves as an official communication regarding the formation and the duties of the task team which have been formed for the purpose of ensuring accurate and smooth registration and re-registration process of societies. The task team was given the necessary support and guidance to fully study the necessary regulations, reading and interpreting as well as evaluating the progress of societies' standards in teams trustworthy of their existence within Societies Council.

The Task Team or Subcommittee will be appointed in accordance with s4 of the Societies Council Code of Conduct and shall hereafter be referred to as the following: Re-registration Task team. The re-registration Task team will appoint its executive as prescribed in s4 of the Societies Council Code of Conduct, The Executive Committee of the Societies Council deliberated on the matter and resolved that the task team will consist of students that are competent and have necessary skills and experience. The committee shall follow the procedure outlined in this document in the execution of its duties. Each society having submitted their fully completed registration or re-registration documents, may be processed in accordance with the process stipulated within the re-registration mandate

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Budget & Expenditure

Stellenbosch University Societies Council Budget 2020/2021						
Income		Expense				
Description	Total	Description	Total	Amount Used	Savings/(Overspending)	Note
Balance	R 50 457.72	SC administration costs:	R 12 000	R 2 374	R 9 626	
Societies Membership Fees	R 45 015.01	Telephone	R 5 500	R -	R 5 500	
Cost Center Interest Income	R 3 000.00	Data reimbursments	R 4 500	R 1 250	R 3 250	
SRC Subsidy	R 56 968.89	Car rental	R 2 000	R 1 124	R 876	For the Societies Fair (General) + Driver Compensation
Societies Function Tickets	R 10 000.00	SC Executive expenses:	R 48 200	R 61 771	R (13 571)	
		Honorarium	R 30 000	R 36 000	R (6 000)	
		Blazers	R 4 200	R 4 188	R 12	
		End-of-term function	R 4 000	R -	R 4 000	Will be used and reported on exact figures
		Funeral Trip	R 10 000	R 21 582	R (11 582)	Formerly "Team Building"
		Flights	R 10 600	R 10 600	R -	Exact figures, as it is an addition to the existing budget
		Flights Premium	R 8 168	R 8 168	R -	
		Accommodation	R 2 007	R 2 007	R -	
		Total Reimbursements	R 807	R 807	R -	
		Collaborations:	R 14 000	R -	R 14 000	
		Military Academy	R 4 000	R -	R 4 000	
		PSO and Residences	R 10 000	R -	R 10 000	
		Societies week	R 10 000	R 1 300	R 8 700	
		Neelsie and rooiplein booking	R 5 000	R 500	R 4 500	
		Tables and Chairs Booking and Labour	R 2 000	R 800	R 1 200	
		Advertising	R 1 000	R -	R 1 000	All online
		Sanitisers and masks	R 2 000	R -	R 2 000	Sponsored by Stelkor Pharmacy (Neelsie)
		Societies function	R 17 500	R -	R 17 500	Cancelled - Covid
		Venue	R 5 000	R -	R 5 000	
		Food and drinks	R 12 500	R -	R 12 500	
		Societies subsidies	R 7 500	R -	R 7 500	To be used for Society Registration Subsidies
		Society outreach programmes	R 2 500	R -	R 2 500	
		Society collaborations	R 2 500	R -	R 2 500	
		Society & residence or pso collab	R 2 500	R -	R 2 500	
		Societies fair	R 42 950	R 5 553	R 37 397	
		Welcoming Fair	R 33 860	R 5 553	R 28 307	
		Entertainment	R 20 000	R -	R 20 000	

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		Tables and chairs booking	R	3 250	R	4 376	R	(1 126)	
		Medical plan	R	3 120	R	851	R	2 270	
		Signage and Promotion	R	210	R	210	R	-	
		Security plan	R	2 920	R	-	R	2 920	Paid By Sport
		Cleaning Services	R	3 500	R	-	R	-	Paid By Sport
		Safety Officer	R	750	R	-	R	750	Paid By Sport
		Manucipality application fee	R	110	R	117	R	(7)	
		General Fair	R	9 090	R	-	R	9 090	Cancelled
		Neelsie and rooiplein booking	R	2 500	R	-	R	2 500	
		Medical plan	R	2 760	R	-	R	2 760	
		Security plan	R	2 920	R	-	R	2 920	
		Safety Officer	R	800	R	-	R	800	
		Manucipality application fee	R	110	R	-	R	110	
		Reading comprehension	R	3 000	R	-	R	3 000	Cancelled
		Language centre	R	1 000	R	-	R	1 000	
		Food	R	2 000	R	-	R	2 000	
		Navigating University structures:	R	7 100	R	-	R	7 100	No Expenditure
		Venue	R	400	R	-	R	400	
		External Guest payement	R	1 500	R	-	R	1 500	
		Gifts	R	200	R	-	R	200	
		Food	R	5 000	R	-	R	5 000	
TOTAL:	R	165 441.62	TOTAL:	R	162 250	R	70 998	R	91 252

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Recommendations to improve portfolio

Societies' Council is a unique structure amongst its section 3 body, being the only structure that acquires its membership through voluntary association. I would say except for Residences/PSOs and class, Societies form an integral part of the student experience. In this regard, it is pivotal that the Chairperson and their executive understands the magnitude of the task at hand. This means constantly working to improve society visibility during the era of COVID-19, ensuring that the rights, and freedom of all student societies are protected and lastly, maintaining a vision for the council that seeks to ensure that the collective future and success of societies is achieved.

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