

Constitution of the ASA

AgriSciences Student Association
Faculty of AgriSciences



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1918 - 2018



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Section 1. Name

This body shall be known as the AgriSciences Students Association, and the abbreviation ASA shall apply.

Section 2. Mission

The AgriSciences Students Association is an association for the students of the Faculty of AgriSciences at Stellenbosch University, and it strives to promote the academic as well as the social interests of the Association's members.

This mission is realised through representation on the Faculty Board and other selected committees in the Faculty and the university at large, as well as through direct liaison with the Dean to discuss topical student affairs and issues.

The committee members also act as representatives of students within the faculty and attempt to act as a direct link with faculty management to become more visible and in so doing promote the interests of the students. The committee strives to obtain inclusivity, diversity and transformation in all matters related to the Faculty. The committee continually strives to maintain the values of Stellenbosch University's Vision 2030.

The Association aims to create a platform for its students at which academic and social issues are addressed.

Section 3. Aims

- 3.1 To act as a link between the Executive Committee of the University and the students.
- 3.2 To represent students locally, nationally and internationally, both academically and socially.
- 3.3 To promote the general and academic development of the students.
- 3.4 To act in the interests of all the students of the Faculty and to expand those interests.
- 3.5 To create opportunities for student-staff liaison.
- 3.6 To generate a sense of unity among all students in the Faculty.
- 3.7 To learn more, through liaison with other student associations on the campus and elsewhere, about the different ways in which social issues may be addressed.

Section 4. Definitions

Unless otherwise stated in the Constitution, the words "the person(s)" shall include both genders. In the case of a dispute or other rulings, the Afrikaans version of the Constitution shall apply as the valid document.

Postal Address:

AgriSciences Students Association
Faculty of AgriSciences
Stellenbosch University
Private Bag XI
Matieland
7602

AgriSciences Student Association Office
Room 1032A
JS Marais Building
Victoria Street
Stellenbosch
7600

Physical Address:

The Committee:

The entire management of ASA, viz. the management committee and other elected persons.

ASA:

AgriSciences Students Association.

Management:

The ASA management is the controlling and co-ordinating body of the AgriSciences Students Association as elected subject to the Constitution.

Management Committee:

The management committee is constituted of the Chairperson, Deputy Chairperson (AAC member), Treasurer and Secretary.

Dean:

Dean of the Faculty of AgriSciences.

Sponsor:

Any person, financial institution or company that makes a donation to the Association, whether in the form of a financial donation or goods.

Wards/Guardian:

An academic or non-academic staff member of the Faculty appointed by the Dean to act as mentor to the management.

Faculty:

Faculty of AgriSciences.

Constitution:

This is the valid document of the ASA as determined in Section 7.

Members/Students:

Any person who is officially a registered undergraduate or postgraduate student at the Faculty (see Section 10).

Term:

This is the term of service of members of the ASA management as set out in Sections 11 and 12.

Association:

AgriSciences Students Association (ASA)

Departmental sub-committee:

A committee representing a particular department of students that fall under the Faculty of Agrisciences.

Website:

Social Media:

Facebook: Agri-Maties Instagram: @Agrimaties Twitter: @AgriMaties

Section 5. Language

The language specification will be determined on the basis of the language composition of the committee members. Agendas and minutes will be recorded only in English, even if the language specification of the

committee is Afrikaans. The Constitution of the ASA will be henceforth set in English. If, however, the need arises for the necessary document to be translated, steps will be taken to ensure its translation.

Section 6. Departmental Sub-Committees

- 6.1 Stellenbosch University's Food Science Student Association (USVV)
- 6.2 Stellenbosch Forestry Students Association (SFSA)

These departmental sub-committee form part of the ASA, but function as a separate related sub-committee under the ASA. They do not form a formal division of the ASA.

Section 7. Constitution

- 7.1 This updated Constitution revokes all previous constitutions of the ASA.
- 7.2 Two copies of the Constitution signed and dated by the Chairperson and Deputy Chairperson (as witness) of the ASA, shall be available at all times in the ASA office for consultation by ASA members. A copy of this Constitution shall be available at all times on the ASA website for consultation by ASA members.
- 7.3 The Constitution consists of Sections and Rules.
- 7.4 Amendment of the Constitution.
 - 7.4.1 Any amendment of the Constitution must be approved by a two-thirds majority of all the members of the General Committee.
 - 7.4.2 All amendments must be submitted to the Wards for their information.
 - 7.4.3 This constitution must be systematically revised once a year on the ASA planning weekend.
 - 7.4.4 The decisions of the management shall be final and binding in cases where there is any doubt about the interpretation of the meaning of any concept contained in the Constitution.
 - 7.4.5 The updated version of the Constitution must be revised, retyped and approved before the election of a new committee.

Section 8. Legal personality

- 8.1 The ASA management is not a legal person, but an association of registered AgriSciences students at Stellenbosch University, from which certain rights and obligations stem.
- 8.2 Depending on the nature of an agreement or action, all actions or agreements are undertaken on behalf of ASA and/or signed and/or authorised in writing by the Chairperson and the Deputy Chairperson, or the Chairperson and the Treasurer, or the Chairperson and the Secretary of the management committee.
- 8.3 ASA's expenditures may not exceed its income.

- 8.4 No member of management or member of ASA shall be held individually liable for any of the management's debts, unless such debt is the consequence of negligence, financial crimes or dishonesty by the individual concerned.
- 8.5 Every member of the ASA management is conditionally indemnified against any financial losses and expenditure the person(s) may incur or may become responsible for in the full execution of the person's(s') duties, unless the person(s) is guilty of negligence, financial crimes or dishonesty.

Section 9. Powers of management

- 9.1 To conclude in terms of Section 8.2 any agreement with an organisation, authority or person, and to obtain from the above parties any rights, concessions or privileges that may promote the aims of ASA.
- 9.2 To rent any site or part thereof for the purpose of administering or executing ASA business, subject to and taking account of Section 8.3
- 9.3 To take into its service any members, officials or workers on conditions that the management may regard as necessary or convenient to promote the aims of ASA, and to remunerate or have remunerated any such person for their services, if this is regarded as necessary by the management, subject to and taking account of Section 8.1.3
- 9.4 To acquire funds, equipment and/or fittings for the benefit of ASA in order to make possible or facilitate its administration, organisation and meeting its financial obligations, subject to and taking account of Section 8.1.3.
- 9.5 The management or any other member may not under any circumstances open an external bank account in the name of ASA.
- 9.6 To acquire in terms of Section 8a University cost point and to perform all actions related to it thoroughly, effectively and in accordance with the University's policy and rules.

Section 10. Conditions for ASA membership

All students registered at the Faculty of AgriSciences at Stellenbosch University for one of the following degrees * shall be members of ASA:

- BScAgric (Plant and Soil science, Wine Production Systems, Animal Production Systems and Agricultural Economics and Management)
- BScHons (Applied Plant Physiology, Plant Pathology and Wine Biotechnology)
- MSc. (Entomology, Nematology and Plant Pathology)
- MScAgric (Agronomy, Genetics, Horticultural Science, Soil Science, Viticulture and Animal Production Systems)
- PhD (Conservation Ecology, Wine Biotechnology, Forestry Sciences, Food Sciences, Agricultural Economics and Management, Agronomy, Entomology, Nematology, Genetics, Horticultural Science, Plant Pathology, Soil Science, Wine Production Systems and Animal Production Systems)
- DSc (Agronomy, Entomology, Nematology, Genetics, Horticultural Science, Plant Pathology, Soil Science, Wine Production Systems, Food Production Systems and Animal Production Systems)
- BSc. Food Sc
- MSc. Food Sc

- PgDip (Animal Sciences, Aquaculture, Forestry and Wood Sciences)
- BAgricAdmin
- BAgricAdminHons
- MAgricAdmin
- DSc.Agric
- BScFor
- MScFor
- DScFor
- BScConsEcol
- MScConsEcol
- BAgric

* Students of the Faculty of Economic Management Sciences who are registered for BCom Agricultural Economics or a postgraduate qualification in Agricultural Economics may become members of ASA if they complete the necessary membership form and pay the membership fee. The membership forms shall be available at the ASA office at all times.

Section 11. Functioning of the ASA management committee

- 11.1 The ASA management consists of as many members as are necessary for the effective execution of the duties of ASA.
- 11.2 Members of management are elected to the ASA management in terms of Section 12.
- 11.3 The management committee consists of at least:
- 11.3.1 The Chairperson
 - 11.3.2 The Deputy Chairperson/AAC member
 - 11.3.3 The Treasurer
 - 11.3.4 The Secretary
- 11.4 The management committee acts on behalf of the ASA management in the case of urgent matters arising between meetings of the management.
- 11.5 If a vacancy occurs in management, the vacant portfolio may be filled by appointing the person who came next on the list in the voting process.
- 11.6 A member of management must be a registered member for the full term of office.
- 11.7 Members of management and other committee members (Rule C) shall be subject to an evaluation procedure as set out in Rules H and I.

Section 12. Election procedure and term of office

- 12.1 The term of office of members of management extends from October of a particular calendar year up to and including 31 September of the following year.
- 12.2 Serving members of management may be re-elected by re-applying.
- 12.3 Application forms shall be available for a minimum of 10 academic days at the beginning of the third term.
- 12.4 Any student as set out in Section 10 may apply for a position on management.
- 12.5 The election must be finalised 2 weeks before the last day of the third term.

- 12.6 The proportion of postgraduate to undergraduate students on the committee shall not exceed a ratio of 40:60.
 - 12.7 The election process shall be democratic in nature and include all members in the voting process.
 - 12.8 The voting process begins 1 to 2 academic days after applications have officially closed, unless otherwise arranged by the management committee and Wards.
 - 12.9 The voting process shall be finalised within 10 academic days.
 - 12.10 The new management is informed within 24 hours of the declaration of the results.
 - 12.11 The Chairperson and Deputy Chairperson (with assistance from the Secretary) are responsible for the operation and implementation of the election procedure
 - 12.12 Applicants must undergo an interview session before final candidates for the elections can be chosen.
- Votes shall be calculated as a proportion of 60:40 from the faculty and outgoing committee respectively.

Section 13. Management meetings

- 13.1 The committee meets once every fortnight to discuss domestic issues. The Chairperson chairs the meeting.
- 13.2 All meetings shall take place in accordance with commonly accepted meeting procedures during which minutes shall be taken of the proceedings, persons present noted, and decisions taken recorded, and the minutes shall be available for inspection by ASA members at all times in the ASA office.
- 13.3 A quorum consists of two thirds of the committee. If there is no quorum present 15 minutes after the start of the meeting, the meeting shall adjourn to take place 3 academic days later.
- 13.4 It is the duty of every member of management to attend all meetings. Members' apologies can be accepted only by the Chairperson or Deputy Chairperson.
- 13.5 Written apologies (by means of letter, e-mail or SMS) are compulsory and must be submitted a minimum of 24 hours before the appointed time of the meeting to the Chairperson or Deputy Chairperson, as well as to the Secretary.
- 13.6 If any member is absent without apology, disciplinary steps may be taken against that member in terms of Rule A.5.4, according to the Disciplinary Procedure as set out in Rule F of the ASA Constitution.
- 13.7 Sporting and social functions are not regarded as valid reasons for absence from a committee meeting, unless approved by the Chairperson.
- 13.8 Any ASA members are welcome to attend a meeting.
- 13.9 At informal meetings verbal apologies are compulsory.

Section 14. Committees

- 14.1 The management's duties are executed by means of a committee system.
- 14.2 Every member of management may convene a subcommittee from members to assist him in the performance of the person's(s') duties and in carrying out the activities of the person's(s') portfolio.
- 14.3 The subcommittee is subject to the approval of the management.
- 14.4 The subcommittee has the same rights at a management meeting as ordinary committee members do.
- 14.5 The member of management acts as chairperson of the subcommittee concerned.
- 14.6 Subcommittee members do not receive an honorarium from ASA.

Section 15. Representation on other bodies

- 15.1 The management committee must be represented on various boards and committees in the Faculty and the University, including:
 - 15.1.1 Faculty Board Meetings
 - 15.1.2 Academic Affairs Committee (AAC)
 - 15.1.3 Student Forum
 - 15.1.4 Committee for Learning and Teaching

Section 16. Dissolution

- 16.1 ASA shall be dissolved by adopting a motion to that effect and with the approval of the Dean and the Wards, as well as with the approval of the Academic Affairs Committee and the Student Council.
- 16.2 Should the ASA cease to exist, all its assets are handed to the Dean for safe keeping.
- 16.3 If a similar association is established within five years after the dissolution of the ASA, it can take over the property of ASA, provided the Dean consents to this.
- 16.4 If no similar association is established within five years after the dissolution of the ASA, the Dean may deal with the property at the person's(s') discretion.

Rules

Rule A. Membership

- A.1 All members pay an annual fee that is deducted from their Student Account by the Central Administration of Stellenbosch University.
- A.2 Payment of the membership fee is compulsory for all registered undergraduate and postgraduate students in the Faculty.

A.3 Members may resign and can claim back payment of the membership fee for that year subject to the following procedure:

A.3.1 The member must provide proof of payment of the membership fee;

A.3.2 Such application for repayment of membership fee must be made before 1 May of the year for which membership has been granted;

A.3.3 Repayment of membership fees shall be done by Administration only upon presentation of proof – signed by the ASA Chairperson – that the member has resigned.

A.4 A member loses the person's(s') membership under the following conditions:

A.4.1 He passes away;

A.4.2 He leaves the Faculty;

A.4.3 He makes himself repeatedly guilty of misconduct, but then only on the understanding that the person(s) shall first be given the opportunity to put the person's(s') case before the management and in the presence of the Wards.

A.5 A member of management loses the person's(s') membership under the following conditions:

A.5.1 He passes away;

A.5.2 He leaves the Faculty;

A.5.3 He submits the person's(s') resignation in writing to the Secretary, after which the person's(s') resignation comes into effect within 10 working days;

A.5.4 If the person(s) absents himself more than twice from a management meeting without a written apology, but then only on condition that the person(s) shall be granted an opportunity to put the person's(s') case before the management and in the presence of the Wards;

A.5.5 If the person(s) repeatedly makes himself guilty of misconduct or dereliction of duty, and the person(s) is obliged to resign by a two-thirds vote during a formal management meeting.

Rule B. Finances

B.1 Finances are obtained from membership fees and from sponsors.

B.2 Financial Management:

B.2.1 One cost point at Central Administration that is shared by project numbers.

B.2.2 The project numbers must be linked to the various portfolios.

B.3 In the case of departmental committees that obtain their own funds from sponsors, the money will be paid directly into the project number to be used for a specific purpose.

B.4 Membership fees must be used for committee portfolios, as well as for the running expenses of ASA.

B.5 The Treasurer manages all movement of funds between project numbers.

B.6 The kitty must be administered according to the regulations in the Snel Naslaangids (Kitsgids) of the Financial Administration of Stellenbosch University.

B.7 Financial transactions that are undertaken by the management must be checked by a person who is not involved in the particular transaction concerned.

B.8 The financial year extends from 1 January to 31 December.

B.9 A minimum of 40% of the total membership fee must be withheld for the following financial year.

Rule C. Composition of ASA management

C.1 Portfolios of the management committee:

C.1.1 Chairperson

C.1.2 Deputy Chairperson/AAC member

C.1.3 Treasurer

C.1.4 Secretary

C.2 Portfolios of the committee members

C.2.1 Social

C.2.2 Student Affairs: Undergraduate and post graduate students

C.2.3 Community Interaction

C.2.4 Marketing

C.2.5 Postgraduate Representative

Rule D. Election of the committee

D.1 The committee

The committee is constituted by 8 students of the Faculty of AgriSciences making themselves available for the respective portfolios. Information about the students is placed on a website, where the rest of the students of the Faculty can vote for the candidates. The eight candidates with the most votes will form the committee. Each student of the new committee shall accordingly get a department(s) to represent.

If there are only 8 applicants for the committee, these applicants will undergo an interview process conducted by the chairperson and ward and all successful applicants will go on to form part of the committee. In this situation where only 8 applicants avail themselves, if an applicant is deemed unfit to serve on the committee, one of the committee portfolios may be split among portfolios with less workloads. Conditions for unfitness are upon the discretion of the ward and chair (in line with the university stipulations)

D.2 Chairperson:

When the new committee is appointed, the Chairperson is elected. Committee members must make themselves available for the portfolio and the other members vote for the candidates. The one with the majority of votes wins and the candidate is designated as the Chairperson. The above mentioned applies to all portfolios.

D.3 Deputy Chairperson:

The deputy chairperson is automatically a representative of ASA on the AAC/ABR.

D.4 General Committee:

The General Committee consists of persons who were elected as class representatives for the academic year, or any student who displays an interest in the activities of the ASA, with reference to Section 10.

D.4.1 At the beginning of the academic year class representatives must be elected. Each year group of a department must elect a representative.

D.4.2 The election of class representatives is the responsibility of the Representative for Academic Affairs.

D.4.3 Only members of a specific class may propose and/or second members of that class as class representative.

D.4.4 Elections take place in class, within the first fortnight of the commencement of the academic year.

D.4.5 Class representatives must meet once a term with the representative for Academic Affairs.

D.4.6 Every management committee member may constitute a subcommittee from committee members or other ASA members to assist him in the execution of the person's duties.

Rule E. Duties of portfolio holders

E.1 The Chairperson

E.1.1 Must see to it that the ASA Constitution is upheld, and the ASA is strengthened.

E.1.2 The person is responsible for building up a dynamic, professional and effective management team.

E.1.3 The person monitors portfolios on a sustained basis to ensure that management strives to achieve the aims of the ASA.

E.1.4 The person ensures that management has at its disposal effective and modern premises from which they can work.

E.1.5 The person keeps members updated on events in the Faculty.

E.1.6 The person serves as the first link between the ASA and the Dean of the Faculty.

E.1.7 The person serves on the Faculty Board and Academic Affairs Committee.

E.2 Deputy Chairperson/Member of Academic Affairs Committee

E.2.1 Builds up and manages an effective network of class representatives in the Faculty.

E.2.2 Serves on the Faculty Board, Academic Affairs Committee and the Academic Programmes Committee and makes a relevant and valuable contribution.

E.2.3 The person ensures that students are aware of the complaints procedure and that the necessary documents are available.

E.2.4 The person assists any student who wants to submit a complaint.

E.2.5 As Deputy Chairperson the person(s) supports the Chairperson to the best of the person's(s') ability.

E.2.6 The person manages the disciplinary procedure and then reports to the Chairperson.

E.2.7 The person acts on behalf of the Chairperson should the latter be absent.

E.3 Treasurer

E.3.1 The person compiles the various budgets before the start of the new financial year so that ASA may apply for financial aid.

E.3.2 The person ensures that the bookkeeping accurately reflects all funds received and spent, and that portfolio accounts are well managed.

E.3.3 The person requests payments and applications from Central Administration and ensures that they are collected.

E.3.4 The person attends the annual training session for treasurers presented by the University.

E.3.5 At the end of the University's financial year the person(s) submits a full financial statement to the Dean, as well as to Financial Administration.

E.4 Marketing

E.4.1 They make sure that the most recent information regarding ASA activities appears on the noticeboards of all buildings where ASA is represented and that such notices convey the professional image of ASA.

E.4.2 They undertake the marketing of the various portfolios through the creative use of banners, posters and marketing in the lecture venues concerned.

E.4.3 They publicise ASA activities by, among other things, announcements in the local media.

E.4.4 They set up a stall during the Faculty Day and provide support during the University's Open Day.

E.4.5 If they do not have the relevant skills, they appoint someone to ensure that the ASA website and other electronic media are always up to date, and that they are professional and attractive, subject to and taking account of Section 8.3

E.4.6 They are in charge of organising any faculty clothing as well as committee clothing including but not limited to committee tee-shirts.

E.5 Secretary

E.5.1 The person plays a supporting role for the Chairperson and the Deputy Chairperson.

E.5.2 The person makes sure that all communication between the Chairperson and members of ASA, as well as between ASA members themselves, takes place smoothly by means of regular e-mails.

E.5.3 The person is responsible for typing the agendas of meetings as well as the minutes and ensures that every ASA member receives the necessary documents.

E.5.4 The person is responsible for following up ASA members to ensure that they are carrying out their appointed tasks.

E.6 Community Interaction

E.6.1 This portfolio is based on community interaction and the involvement of students within the community in order to build up relationship with people in the specific community with a view to achieving a common goal.

E.6.2 The person encourages and supports the necessary spirit among students to participate in activities and services within the community.

E.6.3 The person is responsible for equipping members of the community as well as students to work together and take community projects to a new level.

E.7 Social

E.7.1 The person is responsible for maintaining sound relations among students within the Faculty. This is achieved by means of social functions such as the annual "Poitjiekos" competition, the ASA wine tour, ASA movie night and a few boerewors-roll braais during the course of the year.

E.7.2 The person is responsible for organising the End of Year Function.

E.7.3 During the organisation of every social function the person(s) is responsible for delegating the specific tasks according to each committee member's strongest attributes.

E.7.4 The person is responsible for the organization of the ASA Planning Weekend. The person may get assistance from the rest of the committee and the ward for this.

E.8 Student Affairs

- E.8.1 The person involves postgraduate and final-year students in ASA functions.
- E.8.2 The person serves as a link between the organisers and the other ASA members in the arrangements for the welcoming programme and also during the course of the programme.
- E.8.3 The person serves as the link between the students and support structures.
- E.8.4 The person arranges the Agri “Afskopfees” in the first term of the first semester.
- E.8.5 The person is responsible for the organising of the Post-graduate event.
- E.8.6 The person supports other portfolios in general arrangements.

E.9 Postgraduate Representative

- E.9.1 This person involves postgraduate students in ASA functions.
- E.9.2 This person serves as the link between postgraduate students and support structures.
- E.9.3 This person is responsible for organising postgraduate events during the academic year.
- E.9.4 This person supports other portfolios in general arrangements.

Rule F. Disciplinary Procedure

F.1 Disciplinary action follows in any situation or as a consequence of any incident in which an ASA member or of management fails to carry out the person’s(s’) duties, or if the person(s) makes himself guilty of negligence of duties, financial crimes, dishonesty or a criminal offence or serious transgression.

F.2 The following procedure shall apply in such a case:

F.2.1 The Chairperson must first try to resolve the situation internally; if the person(s) is successful, no disciplinary action need follow. If the person(s) is not able to resolve the problem, the following steps must be implemented:

F.2.2 A written complaint is addressed to the Chairperson and the Wards;

F.2.3 The Chairperson hands the complaint to the Deputy Chairperson, who convenes an investigation team and proceeds with an investigation;

F.2.4 As soon as the investigation has been completed, the investigation team compiles a report that they submit to the Chairperson and Wards. In the report they make recommendations.

F.2.5 The Chairperson and the Wards consider the case and come to a final decision.

F.2.6 If the complaint is about the Chairperson, the complainant must approach the Deputy Chairperson of the Wards, and they shall then follow the abovementioned steps.

Rule G. Remuneration

G.1 All members of the committee receive an honorarium at the end of their term of office. The conditions are as follows:

G.1.1 That satisfactory work was done during the year and that all achievable goals were reached, and that there is evidence that goals not achieved were in fact striven for;

G.1.2 That the reports of all the members of the committee are complete, according to standards laid down by the Chairperson, and that they have been handed in;

G.1.3 That a full list of contact persons was included in the report;

G.1.4 That a correct budget and financial statement have been received from the Financial Administrator.

G.1.5 That the activities of the portfolio have been described in detail from planning to execution, and with a full list of recommendations made to the Dean;

G.1.6 A calendar indicating dates must also be included;

G.1.7 The report must include a Table of Contents indicating pages and annexures;

G.1.8 Each committee member is responsible for language editing of the person's(s') report.

G.2 Honoraria are paid from Faculty funds and are paid to committee members after consideration by the Wards.

G.3 A management committee member shall forfeit the person's(s') honorarium if the person(s) loses the person's(s') membership in terms of Rules A.5.4 and A.5.5.

G.4 Letters to accumulate room points shall be granted only once the member concerned has served one full term on the committee, in accordance with Section 12.1.

Rule H. Evaluation Procedure

H.1 Formal Evaluation:

H.1.1 This takes place every term as determined by the Chairperson and the Wards at the beginning of the term of office and lasts for a maximum of 2 academic days.

H.1.2 It entails the completion of an evaluation form by the whole of management on each member. After each of the evaluation sessions there will be informal feedback. There will also be two formal discussions with individual committee members at which the Chairperson, the Deputy Chairperson and the Wards will be present.

H.1.3 During the formal discussion the member who is being evaluated can express the person's(s') opinion on the committee/committee members, as well as any problems that the person(s) may be experiencing in the committee. This is also an opportunity for members to learn from their mistakes and to improve on them during the current term of office.

H.2 Informal Evaluation:

H.2.1 This takes place on a continual basis.

H.2.2 The Secretary must be aware of, and keep a record of, all members' willingness to help, sense of duty, punctuality in keeping appointments, thoroughness and dedication.

H.3 All findings must be dealt with in strict confidentiality.

H.3.1 If a member of management has an objection or complaint about the way the person(s) was evaluated, the member must discuss this with the Chairperson. If the member feels the Chairperson is not dealing with the matter satisfactorily, the person(s) must bring this to attention of the Wards.

H.4 Evaluation can serve as a guideline for the Wards in granting honoraria.

H.5 The Wards and the Chairperson have the power to declare any evaluation invalid if it comes to light that the evaluator was careless or biased in the execution of this task.

Rule I. Critical Evaluation Points

I.1 The critical evaluation points according to which a member of management is evaluated:

I.1.1 Specific evaluation points for each portfolio, as set out by the Chairperson at the start of the term of office, and that have been conveyed to the member of management concerned;

I.1.2 The dedication of the member of management to the person's(s') portfolio;

I.1.3 The dedication of the member.

Signees

Hereby I, Chairperson of the ASA, confirm the above updated Constitution:

Name:

Signature:

Date:

Hereby I, Deputy Chairperson of the ASA, confirm the above updated Constitution:

Name:

Signature:

Date:

Hereby I, Member of the ASA, confirm the above updated Constitution:

Name:

Signature:

Date:

Hereby I, Ward of the ASA, confirm the above updated Constitution:

Name:

Signature:

Date: