

Constitution of the Societies Council

Preamble

We, the Societies Council of Stellenbosch University,
Accept this document as the Constitution of the Societies Council; Bind ourselves to the principles set out in this Constitution; and the principles set out in the Student Constitution and the Statute of Stellenbosch University.

Each society is further bound by its respective registered constitution.

Accepted by the Societies Council: 22 May 2020

Ratified by Student Court: xxxxxxx

If there are any discrepancies between the Afrikaans and English version of this Constitution, the English version will be binding in all instances.

Chapter 1: Interpretation

1. Definitions

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

Academic Affairs Council (A.A.C.) as defined in the Student Constitution.

Central Disciplinary Committee (CDC) as defined in the Student Constitution.

Constitution shall refer to the Constitution of the Societies Council.

Cost Point refers to an account registered and opened with the finance department of the University of Stellenbosch.

Executive Committee refers to the Societies Council Executive Committee.

Registrar refers to the registrar of the Societies Council.

Financial advisor refers to the Financial advisor of the Societies Council.

Representative refers to an executive member of a society that has been officially indicated as the chosen representative on the society's registration documents.

Simple majority means 50% plus one vote.

Special majority refers to a two-thirds majority.

Society refers to an organisation registered with the Societies Council, consisting of at least 20 students of the Stellenbosch University as members and maintaining a membership of at least 70% students.

Students are members of the student body of Stellenbosch University.

Student Court is defined as in the Student Constitution.

Students' Representative Council (SRC) is defined as in the Student Constitution.

Super Majority refers to a 75% vote of the quorum. Where only Chairpersons of Societies may vote.

University shall mean the Stellenbosch University.

Voting member shall mean a representative of a society designated to use the single vote of a society.

A university day shall mean any weekday during an academic year, that is not a public holiday, Saturday or Sunday.

2. Organizations constituted by this Constitution are:

2.1 All societies with direct representation on the Societies Council.

2.2 The Executive Committee

Chapter 2: Classification of societies

3. New societies and registered societies

3.1 New societies are societies that:

3.1.1 Have met all the requirements stipulated in S27.

3.1.2 Were not registered in the previous Societies council term

3.2 Registered societies are societies that have:

3.2.1 Met all the requirements stipulated in S28 and S29.

Chapter 3: Representation by Societies Council

4. The Societies Council shall represent all Societies as defined in Chapter 4.
5. The Societies Council, as a student organization within the University, has a dual mandate:
 - 5.1 As chosen representatives of all registered societies, members of the Societies Council serve as representatives of their own society and must protect and represent the interests of their society.
 - 5.2 Serves as a forum of student leaders that strives to protect and further the interests of all students, by advising the Student Representative Council.

Chapter 4: The Societies Council

6. The Societies Council consists of:
 - 6.1 The chairperson of each society.
 - 6.2 A chosen representative of each society, as indicated in the registration and re-registration form of the society, sent to the Registrar.
 - 6.3 The executive committee of the Societies Council.
7. Term of office of the Societies Council shall commence at the beginning of the society registration period as designated by the Executive committee and ends upon the opening of the Next registration period, unless the Council is dissolved.
8. Authorities

- 8.1 The Executive Committee, in representative capacity, is the main decision-making body, subject to referendum by the Societies Council.
- 8.2 The Executive Committee is responsible for the management of the subsidy received from the Student Representative Council.
- 8.3 The Societies Council appoints representatives to any relevant University structure on which the Societies Council is represented.

9. Meetings

- 9.1 The Societies Council will meet at least once a term, with a minimum of 4 meetings per University year.
- 9.2 Every society:
 - 9.2.1 Must attend every normally scheduled meeting or referendum of the Societies Council.
 - 9.2.2 May be referred to the Disciplinary Committee or face de-registration if they have missed more than two meetings during the term of the Societies Council.
- 9.3 Quorum for a meeting of the Societies Council shall be a simple majority of all registered societies, where each society shall have only one vote.

Chapter 5: The Executive Committee

10. Composition:

- 10.1 The Executive Committee consists of:
 - 10.1.1 The Chairperson of the Societies Council.

- 10.1.2 The Vice-Chairperson of the Societies Council.
- 10.1.3 The Registrar of the Societies Council.
- 10.1.4 The Financial Advisor of the Societies Council.
- 10.1.5 The Administrative Officer of the Societies Council.
- 10.1.6 The Secretary of the Societies Council.

11. Term of office of the Executive Committee

- 11.1 The term of office of the Executive Committee, shall coincide with that of the Student Representative Council. Unless the Executive Committee or the Societies Council is dissolved.

12. Election of members of the Executive Committee

- 12.1 The election of the Chairperson of the Societies Council shall take place before the election of the Student Representative Council –

- 12.1.1 The SRC election convenor shall preside over the election of the Chairperson.
- 12.1.2 If more than one candidate avails themselves for any position, all voting members of the Societies Council will vote for the candidate of their choice.
- 12.1.3 If only one candidate avails himself for any position, all voting members may cast a vote of confidence or no-confidence.
- 12.1.4 A candidate will be elected by a simple majority of the voting members present.
- 12.1.5 Each registered society shall have one vote, from either of their two Societies Council members. Proxy votes shall not be eligible.

- 12.2 Should any position on the Executive Committee remain open, the position will then be advertised to members of the Societies Council, their executive committee, and the general student population and filled via an interview process with the newly elected members of the

Executive Committee in consultation with the outgoing Executive Committee.

12.2.1 The interview process is to be conducted according to the discretion and guidelines of the newly elected Executive Committee.

12.2.2 Preference shall be given to students serving on the executive committees of any society, where no society may be represented more than once on the Executive Committee.

12.3 Societies Council members from the previous term may be nominated to serve on the Executive Committee, including Executive Committee members from the previous term. Only current Society Council members registered for the current term may vote.

12.4 If any position remains open after advertisement, the newly elected Chairperson in consultation with the outgoing chairperson may co-opt an individual they deem fit.

13. Election of the Chairperson and Executive committee

13.1 The Chairperson election will take place before the Student Representative Council elections, at a meeting called by the outgoing Chairperson and the Election Convener

13.1.1 The Election will be facilitated by the Student Representative Council Election Convener or their chosen deputy.

13.1.2 The new Chairperson will be chosen out of the members of the Societies Council, or students serving on the executive committee of any society that has attended a minimum of two (2) Societies Council meetings.

13.1.3 The outgoing Chairperson can be re-elected.

13.2 All nominees must comply with the requirements set out in the Student Constitution with regards to serving as a member of the Student Representative Council.

13.2.1 Nominations must be submitted in writing. The candidate must be nominated by one member of the Societies Council and seconded by one member of the Societies Council. Every Societies Council member may nominate or second only one person.

13.2.2 All nominations must have attached a written declaration by the nominee to the effect that they, the nominee, to the best of their knowledge, comply with the requirements set out in section 13.

13.2.3 The closing date for nominations is determined by the Executive Committee and notice must be sent to all registered societies five (5) University days before the closing date. The names of the nominees must be sent out along with the agenda of the meeting.

13.3 The outgoing Chairperson remains as such until the Students' Representative Council term expires.

13.4 Voting takes place by closed ballot.

13.5 A simple majority of quorum is needed to elect the new Societies Council Chairperson.

13.6 The Executive committee elections will take place during or after the election of the Chairperson, at a meeting called by the outgoing Chairperson.

13.6.1 The Election will be facilitated by the Outgoing Chairperson or their chosen deputy.

13.6.2 The new Executive committee will be chosen out of the members of the Societies Council, or students serving on

the executive committee of any society that has attended a minimum of two (2) Societies Council meetings.

- 13.6.3 If more than one candidate avails themselves for any position, all voting members of the Societies Council will vote for the candidate of their choice.
- 13.6.4 If only one candidate avails himself for any position, all voting members may cast a vote of confidence or no-confidence.
- 13.6.5 A candidate will be elected by a simple majority of the vote.
- 13.6.6 Each registered society shall have one vote, from either of their two Societies Council members. Proxy votes shall not be eligible.

Chapter 6: Obligations of the Executive Committee

14. Authority and responsibilities of the Executive Committee

14.1 The Executive Committee is responsible for:

- 14.1.1 The organization and composition of agendas for Societies Council meetings.
- 14.1.2 The allocation of offices to all registered societies.
- 14.1.3 The evaluation of societies at the beginning of the Executive Committee term.
- 14.1.4 The registration, re-registration and de-registration of societies represented on the Societies Council.
- 14.1.5 The handling of urgent issues.
- 14.1.6 The organization of an exhibition for the societies, to occur at least once a year, generally early in the first term of an academic year.
- 14.1.7 To ensure that there are sufficient opportunities for Financial advisor training as deemed appropriate by the

Executive Committee and the Division of Finances of the University.

- 14.1.8 To ensure that there are sufficient leadership development trainings which seek to equip society leaders with skills which are necessary for the competent execution of their duties.
- 14.1.9 To ensure that there are sufficient opportunities for general training as deemed appropriate by the Executive Committee
- 14.1.10 To ensure that society activities meet the requirements laid out in the Constitution and the values and regulations of the University.
- 14.1.11 To regulate societies and/or their activities should the committee find that a society's activities do not agree with the requirements set out in this Constitution and the Student Constitution.
- 14.1.12 To ensure a Societies Council Code of Conduct is adopted by the Council, at the beginning of the Executive Committee term.

14.2 Urgent Issues

- 14.2.1 The Executive Committee may take decisions on behalf of the Societies Council, should the issue requiring action be determined as urgent by the Executive Committee.
- 14.2.2 Should the Executive Committee act in accordance with this subsection then within two (2) University days, the Executive Committee must:
 - 14.2.2.1 Notify the Societies Council of the decision.
 - 14.2.2.2 Provide detailed reasons for the decision to the Societies Council in writing.
- 14.2.3 Societies may lodge objections against such a decision. If more than 10% of the societies lodge objections, then an extraordinary meeting of the Societies Council must be convened within two (2) University days to reconsider the

decision taken by the Executive Committee.

- 14.2.4 The decision on the urgent matter must serve as an agenda point at the next normal meeting of the Societies Council.

15 Obligations of Societies Council Chairperson

15.1 The Chairperson of the Societies Council is responsible for:

- 15.1.1 Serving as Chair at meetings of the Societies Council and Executive Committee.
- 15.1.2 Representing the interests of all societies on the Students' Representative Council.
- 15.1.3 Ensuring that Societies Council adopts the Code of Conduct.
- 15.1.4 Oversight over the activities of Societies, the Societies Council and the Societies Council Executive Committee.
- 15.1.5 Holding the Executive Committee accountable.
- 15.1.6 Assigning responsibilities and projects to the Executive Committee.
- 15.1.7 External correspondence on behalf of the Council to other Student Leadership Structures.
- 15.1.8 Responsible for oversight of the Societies Council funds.
- 15.1.9 Calling the referendum when necessary.

16 Obligations of the Vice-Chairperson of the Societies Council

16.1 The Vice-Chairperson of the Societies Council is responsible for:

- 16.1.1 The evaluation and monitoring of all societies.
- 16.1.2 Meeting all their obligations and duties, as determined by the Executive Committee.
- 16.1.3 Support the Chairperson in all administrative roles.
- 16.1.4 All subcommittees created by the Executive Committee or through the Societies Council.
- 16.1.5 The duties of the Chairperson in the event of the

Chairperson being ill or unavailable.

- 16.1.6 The handling of any disciplinary matters regarding Societies Council.
- 16.1.7 Deregistration of societies alongside the Registrar
- 16.1.8 Drafting the Societies Council Code of Conduct and ensuring strict compliance.
- 16.1.9 Internal policy making for the Societies Council.

17 Obligations of the Financial Advisor of the Societies Council

17.1 The Financial Advisor of the Societies Council is responsible for:

- 17.1.1 The overseeing of the Societies Council budget for their term and the compilation of a written report at the end of their term with recommendations for adjustments to the following term's budget.
- 17.1.2 Ensuring that the Financial Advisor of each society attends the necessary Financial Advisor training.
- 17.1.3 Assisting societies compile a budget and ensuring that societies adhere to their budget.
- 17.1.4 The evaluation of a Society's financial viability and advising the Executive Committee accordingly.

18 Obligations of the Registrar of the Societies Council

18.1 The Registrar of the Societies Council is responsible for:

- 18.1.1 The registration and re-registration of societies.
- 18.1.2 The deregistration of societies alongside the Vice Chairperson.
- 18.1.3 the distribution of the draft Societies Council Code of Conduct to all societies.
- 18.1.4 Allocation of Society offices.
- 18.1.5 The Maintenance of societies' records.

19 Obligations of the Administrative Officer of the Societies Council

19.1 The Administrative Officer of the Societies Council is responsible for:

- 19.1.1 The general supervision of societies' administration and business activities.
- 19.1.2 Chief organiser of all Societies Council events.
- 19.1.3 Correspondence addressed to the Societies Council.
- 19.1.4 Representing the Societies Council in all legal matters.
- 19.1.5 Processing all society membership disputes.
- 19.1.6 External correspondence on behalf of the Council to Student Governance.

20 Obligations of the Secretary of the Societies Council

20.1 The Secretary of Societies Council is responsible for:

- 20.1.1 The distribution of the agenda of the Societies Council meetings, to all members of the Societies Council, a minimum of two (2) University days before date of a meeting.
- 20.1.2 The distribution of the minutes of the Societies Council meetings and Executive Committee meetings, within one week after such meeting was held.
- 20.1.3 Acting as secretary for meetings of the Societies Council and Executive Committee.
- 20.1.4 Keeping records of Societies Council members and attendance of meetings.
- 20.1.5 Working on enhancing the visibility of Societies Council on social media platforms
- 20.1.6 Maintenance and updating of societies webpages.

21 Meetings of the Executive Committee

21.1 The Executive Committee shall meet at least once every two weeks during the academic term.

21.2 The Secretary of the Societies Council will send an agenda to every member of the Executive Committee at least one University day before such meeting.

21.3 The quorum for a meeting of the Executive Committee is a simple majority.

21.4 The Chairperson shall have a Veto vote.

21.4.1 Should the chairperson believe that a decision taken by the executive committee is not in the best interest of the Societies Council or the broader student community, the chairperson may veto the decision.

21.4.2 The Veto vote renders the decision of the Executive committee non-binding and invalid.

21.4.3 The executive committee may take the veto decision of the chairperson on appeal to the Societies Council via a referendum.

21.5 The minutes of every Executive Committee meeting must be taken and sent to Societies Council members upon request.

21.6 Voting by the Executive Committee will occur openly, unless a request by any member would prefer a closed vote. The votes and decision must be noted.

22 Amendments to the Executive Committee

22.1 Impeachment of Executive Committee members

22.1.1 Members of the Executive Committee may be relieved of their duties by a special majority vote of the Executive Committee at a meeting held for this purpose.

22.1.2 A member may only be relieved of their duties on account of:

22.1.2.1 Gross incompetence

22.1.2.2 Is found by the Disciplinary Committee to have committed the following:

22.1.2.2.1 Maladministration

22.1.2.2.2 Improper conduct

22.1.2.2.3 Negligence

22.1.3 Should a vote to relieve a member of their duties succeed, the matter must be tabled in the next Societies Council meeting for concurrence.

22.2 Vote of no confidence in Executive Committee members

22.2.1 Members of the executive committee may be relieved of their duties by a simple majority vote of the Societies Council at a meeting held for this purpose.

22.2.2 A motion in this regard must be seconded by 10% of all Societies Council members. The motion must be submitted to the Secretary of the Societies Council who must table the matter at the next Societies Council Executive Committee meeting.

22.2.3 Should the executive determine that the motion is procedurally correct, the chairperson must call for an urgent Societies Council meeting.

22.2.4 The meeting shall follow the procedure determined at the discretion of the Chairperson.

22.3 Removal of the Chairperson

22.3.1 The Chairperson of the Societies Council can only be relieved of their duties by a simple majority vote of all members of the Societies Council at a meeting of the Societies Council, called for this purpose.

22.3.2 This meeting must be chaired by the Chairperson of the Student Court.

22.3.3 A motion in this regard must be seconded by 10% of all Societies Council members. The motion must be

submitted to the Secretary of the Societies Council who must Submit the motion to the Chairperson of the Student Court.

22.3.4 Should the Chairperson of the Student court determine that the motion is procedurally correct, the Executive Committee of the Societies Council must call for an urgent Societies Council meeting.

22.3.5 The meeting shall follow the procedure determined at the discretion of the Chairperson of the Student court.

22.3.6 Should the motion succeed the Chairperson must submit their resignation to the Societies Council and the Student Representative Council within two (2) university days of the motion having been passed.

22.4 Should an Executive Committee member be relieved of their duties, resign or pass away:

22.4.1 The other members of the Executive Committee must take over that member's obligations, until a new Executive Committee member is appointed through an interview process.

22.5 Where the Chairperson of the Societies Council is relieved of their duties by the Societies Council, resign or pass away:

22.5.1 the Vice-Chairperson will take over the Chairperson duties until the current Societies Council can nominate and elect a new Chairperson from the members of the Societies Council.

22.5.2 the election will take place under the direction of the Chairperson of the Student Court.

22.6 Dissolution of the executive committee. The executive committee is considered dissolved if:

22.6.1 The Chairperson position is vacant, and 3 more vacancies occur in the committee.

22.6.1.1 A motion in this regard must be tabled as an urgent motion at the next Societies Council meeting.

22.6.1.2 A motion to dissolve the executive committee is passed through a simple majority vote of the Societies Council.

22.6.2 If the Student court determines that the Executive committee's appointment/election is invalid and set aside.

22.6.3 If all members of the executive committee vacate their positions.

22.7 Should the executive Committee be dissolved:

22.7.1 The chairperson of the Student Court must within five (5) days appoint an administrator to manage the affairs of the Societies Council.

22.7.2 The administrator must ensure that a meeting to elect a new executive committee takes place within 21 days of the Dissolution.

23 Honoraria

23.1 The Chairperson of the Societies Council will receive an honorarium as a Student Representative Council member, as contained in the Honoraria Guide of the University.

23.2 The Executive Committee will, after having submitted their end of term reports, receive an honorarium as determined by the Chairperson of the Societies Council after consultation with an Evaluation Committee set up for this purpose. The process for evaluation shall be determined in the Code of Conduct of the Societies Council.

24 General Administration

24.1 Societies are subject to the administrative and financial guidelines and policies of Stellenbosch University and the Societies Council.

25 General Requirements

25.1 In order to remain registered as a society, each society is required to, throughout the Societies Council term:

- 25.1.1 Hold a minimum membership of 20 students.
- 25.1.2 Have an executive committee consisting of a simple majority student.
- 25.1.3 Appoint a chairperson and executive committee for the following term, in accordance with the procedure determined in the respective society's constitution, before the deadline which shall be provided by the Executive committee of the Societies Council.
- 25.1.4 Ensure that the chairperson of such society is a registered student.
- 25.1.5 Have a student as the registered representative of the Societies Council.
- 25.1.6 Be arranged and governed by a constitution approved by the Chairperson of the Societies Council and the Registrar.
- 25.1.7 Have sent notice of any amendments made to their constitution to the Executive Committee and Student Court.
- 25.1.8 Not have missed more than two scheduled meetings of the Societies Council during the previous term.
- 25.1.9 Appoint a Financial advisor to administer the society's cost point
- 25.1.10 Host a minimum of two combined events with at least two different societies.

25.1.11 Sign and subscribe to the Societies Council Code of Conduct adopted by the Council.

25.1.12 Remain financially viable.

25.2 The society Financial advisor must also attend the appropriate training for treasurers. Until the Financial advisor has attended the training, the society's cost point will be administered by the Societies Council Treasurer, in conjunction with the respective society's Financial advisor and chairperson.

26 Changes of Societies Council representative and/or executive committee members of a society

26.1 Should the executive committee members, Financial advisor or Societies Council representative of a society change:

26.1.1 It is the responsibility of every society to notify the Executive Committee thereof in writing.

26.1.2 The notice must be signed by the chairperson of the society; and

26.1.3 The notification must occur within five University days after such change.

26.2 Should the chairperson of the society change, both the incoming and outgoing chairpersons must sign the notification letter or letters.

26.3 Should a society not meet the requirements in this section, then the previous executive committee of the respective society will be recognised as the official executive committee.

Chapter 8: Privileges of Societies

27 Privileges of registered societies

27.1 All registered societies have the right to:

- 27.1.1 Have a vote cast by a chairperson or a representative of the society at meetings of the Societies Council.
- 27.1.2 Access and use venues on campus for society activities.
- 27.1.3 Qualify for special tariffs for the use of University venues and accommodation, subject to the rules set by the University in this matter.
- 27.1.4 Have descriptions and contact details of the society placed on the Societies Council website.
- 27.1.5 An email address for the society on one of the University's servers; at the society's expense.
- 27.1.6 Access to the use of an office/storage space in the Langenhoven Student Centre (Neelsie); and
- 27.1.7 Access to a university vehicle.

Chapter 9: Registration of Societies

28 First Registration

28.1 This section regulates student organizations that are not registered as societies.

28.2 Registration may take place at any time, determined by the Chairperson of the Societies Council.

28.3 Any student organization wishing to register as a society must apply to the Registrar of the Societies Council. The following must be submitted

to the Registrar:

28.3.1 The constitution of the society.

28.3.2 A list of twenty students that are members of the organization, and their student numbers.

28.3.2.1 Should the student organization not be able to provide a list of names, as a result of confidentiality reasons, then the organization may hand in a written declaration by the Chairperson of the organization, with the assurance that the organization does have twenty members who are also students.

28.3.2.2 The declaration must also be signed by the mother body of the organization or two members of the first executive committee and the Chairperson of the Societies Council to confirm the membership numbers.

28.3.3 A completed "Application to Register" as a Society form, as determined by the executive committee of the Societies Council.

28.3.4 The affiliation fee, as determined by the Executive Committee of the Societies Council.

28.4 All documentation required in this section must be handed in within 14 days of the first document being received by the Registrar.

28.5 The society must sign and subscribe to the Societies Council Code of Conduct.

28.6 The Financial advisor of the Societies Council must register and open the cost point for the society that has met the requirements as stipulated above.

28.7 The Registrar of the Societies Council will notify the organization in writing when the organization is registered as a new society.

28.8 The organization will be classified as a new society until the next societies' evaluation, which occurs at the beginning of a new Students' Representative Council term.

29 Re-registration

29.1 New societies can only apply for re-registration at the end of the term of office of the Societies Council in which the society was registered as a new society.

29.2 The re-registrations will occur towards the end of the third term of an academic year. The deadline for such re-registration is determined by the Executive Committee.

29.3 The outgoing Registrar is responsible for all registrations up until the deadline.

30 Requirements for re-registration

30.1 A society that applies for re-registration must provide the following to the Registrar before the deadline set by the Chairperson of the Societies Council:

30.1.1 A completed online reapplication form that is to be submitted to the Registrar before the due date.

30.1.2 A full year report that details the entirety of the Society's activities for the preceding year.

30.1.3 A thirty-word description of the society for marketing purposes.

30.1.4 The affiliation fee, as determined by the Executive Committee of Societies Council.

30.1.5 A financial report detailing any events and transaction made during the preceding year.

30.2 The society must sign and subscribe to the Societies Council Code of Conduct.

30.3 Should a society not comply with the stipulations set out in this section, the society may be de-registered.

30.4 It is expected of the Registrar to re-register societies that have met the requirements set out in this section as soon as possible. The Registrar of Societies Council will notify the society as soon as the society is registered.

Chapter 10: Renaming of societies

31. Should a society want to change its name, the following needs to be provided to the Executive Committee:

31.1 The record of the society decision:

31.1.1 The constitution of the Society.

31.1.2 The applicable provisions in the constitution which give the society such authority.

31.1.3 Minutes of the meeting at which the decision was taken by the relevant society structure

31.2 Submit a formal request to the Societies Council Executive, containing:

31.2.1 Motivational letter as to why a name change is required

31.2.2 Written consent letter from the Mother body of the society, if applicable.

32. Evaluation of Societies

32.1 The Vice Chairperson will evaluate all societies based on:

32.1.1 Financial viability.

32.1.2 Society activity.

32.1.3 On their attendance of Societies Council meetings.

32.1.4 Involvement in Societies Council events.

32.2 The evaluation of societies serves as basis for continued registration, awarding of financial assistance, office or storage space and any other privileges.

33. De-registration

33.1 In the case of a registered or new society not applying for registration in time

33.1.1 The Registrar will make reasonable attempts to contact and notify the society of possible de-registration.

33.1.2 The Registrar will give a deadline to the society, no more than a week after the original deadline for re-registrations, to rectify the non-compliance with the re-registration procedure on time.

33.1.3 The Executive Committee may de-register the society and notify the society of this action, should the society still not apply before the extended deadline and the society have had a reasonable opportunity to do so.

33.2 A de-registered society will have an opportunity to appeal the decision made by the Executive Committee within ten (10) working days at a Societies Council meeting. During the proceedings, the society will remain de-registered until the Societies Council as determines otherwise.

33.3 If any society does not satisfy the obligations set out in Chapter 7 the Executive Committee must notify the society in writing of the obligations that have not been met and allow the society a week to offer explanations for it.

33.4 If the Registrar receives no explanation from the society within the timeframe set, the Executive Committee finds the explanation is not satisfactory, or the society indicates that it will not be able to meet its obligations as set out in Chapter 7, within the foreseeable future, the Executive Committee may de-register the society and notify the society of this action via the society's official email address.

34. Effect of de-registration

34.1 De-registration of a society results in –

34.1.1 The society losing its membership on the Societies Council and its rights and privileges.

34.1.2 The society not being able to act as a registered society publicly; and

34.1.3 The society's cost point being frozen with immediate effect.

34.2 Should the society not appeal its de-registration, or the appeal was not successful, funds paid into the society's cost point within the current term are to be distributed in the following order –

34.2.1 Funds made available by the Societies Council will be repaid into the Societies Council's cost point.

34.2.2 Funds emerging from membership fees of the current year will be returned to members where possible.

34.2.3 Funds donated will be returned to the respective donors or mother bodies where possible.

34.2.4 The remaining funds will be transferred to the general Societies Council Cost centre.

34.3 Should a society not re-register for two consecutive years, their

cost point will be closed, and the funds therein transferred to the General Societies cost point to be used to the benefit of other societies.

34.4 A society that has been de-registered may apply for first registration. However, the Executive Committee must give preference to attending matters of existing and registered societies before attending the registration process of previously de-registered societies.

34.5 A society that has been de-registered may only apply for first registration after a period of a month after de-registration and only once the society has demonstrated to the Societies Council that it has the reasonable capacity to meet the obligations in Chapter 7.

34.6 The Executive Committee is empowered to make necessary investigations to implement the stipulations in this section and the affected society has a duty to co-operate and be transparent throughout this process. Failure to do so will negatively affect the consideration of re-registration.

34.7 A society may also be de-registered through an order from the Student Court.

Chapter 12: Finances and Services

35. Societies Council Budget

35.1 The Societies Council Budget is set up by the Financial Advisor by the beginning of their term, using the funds awarded to the Societies Council by the Student Representative Council. The budget is evaluated and approved by the Executive Committee.

35.2 The Societies Council Budget must include the following:

35.2.1 Loans to registered societies.

35.2.2 Special projects.

35.2.3 The societies' exhibitions.

35.2.4 Trainings and Workshops for societies.

36. Membership fees

36.1 The membership fee for Societies Council will be determined by the Financial advisor of Societies Council with final approval from the Executive Committee of Societies Council.

36.2 Membership fees paid by societies upon registration to the Societies Council will be mainly used to fund the privileges of registered societies to the extent that it is feasible.

37. Society member fee

37.1 Each member of a registered society shall pay a fee as determined by the Financial Advisor of the Societies Council.

37.2 The fee shall be included in the cost of membership of each society and shall be deducted by the Societies Council.

37.3 Should a Society note have a charged membership fee the society must make their membership fee the cost of the Societies Council fee charged to each member.

37.4 The Executive Committee of the Societies Council must develop policies to ensure that the provisions stated above are strictly applied.

38. Loans and subsidies

38.1 Every registered society is entitled to apply for a loan. They must:

- 38.1.1 Apply for the loan in writing to the Chairperson of the Societies Council.
 - 38.1.2 Provide a budget for the following year to the Financial Advisor of the Societies Council.
 - 38.1.3 Demonstrate their ability to repay the funds provided within the timeframe agreed upon when the loan is granted.
- 38.2 The size of the loan awarded to a society is determined through evaluation by the Executive Committee.
- 38.3 Should the Executive Committee find that a society does not need a loan, no loan will be awarded.
- 38.4 Should a Society not repay a loan for any reason, the Society may be placed under administration by the executive committee of the Societies Council who have the discretion to:
- 38.4.1 Appoint an independent administrator to take over the administration of the society and ensure that the society generates the necessary revenue to return the funds and remain financially viable.
 - 38.4.2 Deduct the funds from the cost centre of the society, If the funds are available in the Cost centre of the society.
 - 38.4.3 Pursue disciplinary action against the society.
- 38.5 The subsidy awarded to the Societies Council by the Student Representative Council can be employed for the general use of all societies, if:
- 38.5.1 The project is well defined and is determined to be to the benefit of all societies; and
 - 38.5.2 The project is accepted by the Societies Council.
- 38.6 Subsidies will be awarded by the Executive Committee along the following guidelines:
- 38.6.1 The society's need for funds.

38.6.2 Conscientious, responsible and effective use of funds in the interests of the student community, as illustrated in the previous term's year- and financial reports.

38.6.3 Thoroughly budgeted, planned and motivated activities planned for the following year.

39. Societies Offices

39.1 Every registered society may apply for access to an office space or notice board in the Langenhoven Student Centre (Neelsie) during the re- registration period.

39.2 Societies that require office space must provide a completed Application for Space form and any other relevant documents, before the deadline set by the Registrar.

39.3 The awarding of office space is done by the Registrar and confirmed by the Executive Committee considering:

39.3.1 The need of all societies for office space and/ or notice boards.

39.3.2 The lowest priority shall be given to societies with access to alternative office space on, or near to campus.

39.3.3 Conscientious, responsible and effective use of office space, as set out in the previous term's year report; and/or

39.3.4 Thorough planning and motivation for activities for the next year.

Chapter 13: Conflict and Discipline

40. Conflicts

40.1 Any conflict within the Executive Committee that cannot be solved

by the Executive Committee will be referred to the Societies Council.

- 40.2 Should the Societies Council be unable to solve the conflict.
 - 40.2.1 The Chairperson of the Societies Council must submit a request to the Student Court for mediation.
 - 40.2.2 The Chairperson of the Student Court or their appointed designate may act as an external and independent mediator in the matter.

41. Discipline

- 41.1 Should the Societies Council or the Executive Committee decide that a society has disregarded the regulations of the Constitution or Code of Conduct, the Vice Chairperson along with the Disciplinary Committee will:
 - 41.1.1 Investigate the matter.
 - 41.1.2 Solve the matter by approaching the society.
 - 41.1.3 Enforce an appropriate sanction on the society.
 - 41.1.4 Only once these measures failed, bring this matter before Student Court.

- 41.2 In situations where a society has potentially done great damage to the image of the Societies Council and/or Stellenbosch University:
 - 41.2.1 The issue will be addressed at the first possible Societies Council meeting. The Societies Council will decide via a simple majority decisive vote whether serious damage has indeed been done.
 - 41.2.2 Should a meeting be unable to take place, the matter may be decided via electronic voting.
 - 41.2.2.1 The Societies Council executive committee must make available to all societies:
 - 41.2.2.1.1 A written report detailing the damage caused by the society.
 - 41.2.2.1.2 The record of the investigation which

uncovered the misconduct.

41.2.2.1.3A written response by the society accused of misconduct.

41.2.3 Where serious damage has been done the executive committee of the Societies Council must determine whether the society as a whole, or individuals within the society, must face disciplinary action.

41.3 The Executive Committee then has the authority to determine the best action to be taken, based on the recommendations of the Disciplinary Committee; either to:

41.3.1 De-register the society.

41.3.2 Refer the case to the Student Court.

41.3.3 Refer the case to the Central Disciplinary Committee of the University.

Chapter 14: Appeals

42. Decisions of the Societies Council or the Societies Executive Committee

42.1 Any member of the Societies Council may appeal against a decision of the Societies Council, or the Executive Committee of the Societies Council.

42.2 The appeal must:

42.2.1 Be submitted to the Secretary of the Societies Council

42.2.2 Serve as a point of discussion at the next meeting of the Societies Council.

42.2.3 Through a simple majority vote the Societies Council may;

42.2.3.1 Overturn a decision of the Executive Committee

42.2.3.2 Revert the Decision for reconsideration by the

Executive committee should the Societies Council find that:

42.2.3.2.1 The Decision was unconstitutional.

42.2.3.2.2 A society or Societies Council member has been handled unfairly according to the regulations of the Constitution.

42.2.3.2.3 The decision was irrational.

42.2.4 Through a special majority vote the Societies Council may:

42.2.4.1 Overturn a decision previously made by the Societies Council.

42.2.4.2 Repeal a previous resolution of the Societies Council.

42.2.5 Be delivered within two weeks from the date of the decision being approved by the relevant structure.

42.2.6 The final decision on an appeal is held by the Societies Council in its entirety.

Chapter 15: Dissolution of Societies Council

43. Dissolution of the Societies Council

43.1 The Societies Council may be considered dissolved when:

43.1.1 The term of the Societies Council ends, on a day determined by the Executive Committee of the Societies Council.

43.1.2 A motion to dissolve the council is passed.

43.1.2.1 Any member may submit a motion to dissolve the Societies Council.

43.1.2.2 The motion must be submitted to the Chairperson of the Societies Council.

43.1.2.3 At least 25% of currently registered societies must second the motion before it may be tabled at a

Societies Council meeting called by the Chairperson for this purpose,

43.1.2.4 The motion to dissolve must be adopted via a Super Majority vote.

43.1.3 An order by the Student Court dissolves the Societies Council.

43.2 Should the Societies Council be dissolved in accordance to S43(1):

43.2.1 The Chairperson of the Student Court must be notified.

43.2.2 The Executive Committee of the Societies Council must resign within ten (10) days of the Council dissolution.

43.2.2.1 The Chairperson of the Societies Council must resign from the Student Representative Council.

43.2.3 Societies re-registration must be opened within 3 days of the dissolution and the re-registration period must close within fifteen (15) days of the Dissolution of the Council.

43.2.4 The Chairperson of the Student Court must appoint an administrator to ensure that:

43.2.4.1 Society registration takes place efficiently,

43.2.4.2 The Societies Council elects an Executive committee within twenty-five (25) days.

43.3 In the event that the Executive Committee is dissolve in accordance to S22(6) and S22(7) and a motion to dissolve the Societies Council in accordance to S44(1) is filed; the following must happen:

43.3.1 The Chairperson of the Student Court must appoint an Administrator to ensure that:

43.3.1.1 The motion is brought forward to Student Court

43.3.1.2 Notification of Chairperson of Student Court

43.3.1.3 Societies re-registration must be opened within three (3) days of the dissolution and the re-registration period must close within fifteen (15) days of the Dissolution of the Council.

43.3.1.4 Society registration takes place efficiently.

43.3.1.5 The Societies Council elects an Executive committee within twenty-five (25) days.

Chapter 16: Amendments to the Constitution

44. Amendments to the Constitution

44.1 Any member of the Societies Council may propose an amendment to the Constitution, by submitting it to the Executive Committee.

44.2 It is the responsibility of the Executive Committee to send the proposed amendments to every member of the Societies Council, at least one week before the Society Council meeting at which the vote will take place.

44.2.1 If none of the Societies Council members present object, the vote may take place electronically.

44.3 Any amendments must be brought before a quorum of the Societies Council and can only be accepted by a two-thirds majority of the present societies.

44.4 After the amendments have been accepted, the Constitution must be sent to the SRC for notice.