



# CONSTITUTION

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## **CHAPTER 1: PREAMBLE**

### **1.1 Formal Name:** Stellenbosch Thuthuka (*Thuthuka being a Zulu word for 'to develop'*)

The organization shall:

- 1.1.1 Exist in its own right, separately from its members.
- 1.1.2 Continue to exist even when its membership changes and there are different office bearers.
- 1.1.3 Be able to own property and other possessions.

### **1.2 Definition:**

- 1.2.1 Stellenbosch Thuthuka promotes interests of previously disadvantaged students engaged in the accounting profession. It is committed and dedicated in this pursuit, and is driven by the need to ensure that every previously disadvantaged aspiring accountant is able to realize his/her full potential and aspirations.
- 1.2.2 Stellenbosch Thuthuka is a sub-programme of the national Thuthuka transformation initiative of the South African Institute of Chartered Accountants (SAICA) aimed at promoting the interests of the Chartered Accountancy profession. These interests include:
  - .2.2.1 encouraging previously disadvantaged learners to pursue a career in the Chartered Accountancy field;
  - .2.2.2 Promoting the interest of previously disadvantaged accounting students within the profession by active participation in the relevant structures and engaging all relevant stakeholders; and
  - .2.2.3 Being socially responsible by making a contribution to the surrounding community.

### **1.3 Vision Statement:**

Our vision is to promote the accounting profession and advance the interest of previous disadvantaged students within the accounting profession and make a sustainable impact on the broader community.

## 1.4 Our Values:

### 1.4.1 Theme

The overriding theme is to:

1.4.1.1 Be **Commitment** to ourselves, the accounting profession and the broader community.

1.4.1.2 Taking **responsibility** for ourselves and the broader community.

### 1.4.2 Values

The Thuthuka students strive to live according to the following values.

- T - Trustworthy
- H - Honesty and integrity
- U - Unity
- T - Tenacity, dedication and persistence
- H - Humility
- U - Understanding (of people's circumstances)
- K - Kindness, compassion and making a difference
- A - Ambition

## 1.5 Aims and Objectives:

### **Creating a community of previously disadvantaged aspirant accountants**

1.5.1 Create a platform for the purpose of raising aspirant accountants and future business leaders.

1.5.2 To establish a community for all aspires accountants and in particular from previously disadvantaged communities, to encourage a companionship and understanding among members.

1.5.3 To protect the rights and further the interests of such members.

### **Creating a platform for communication and interaction**

1.5.4 To provide effective channels of communication between SAICA accredited firms and previously disadvantaged accounting students and to support the creation of a forum for ideas and initiative.

1.5.5 Facilitate and organise social functions geared towards creating awareness and interest about the accounting profession, thereby providing opportunities for members to network, meet socially and interact.

### **Creating awareness**

- 1.5.6 To create awareness of the work, objectives and ideals of the Association and the accounting profession in the previously disadvantaged community (including high schools).
- 1.5.7 To assist previously disadvantaged learners and students in obtaining access to accounting education and employment opportunities that will enable them to achieve their career aspirations and realize their full potential.

### **Community interaction**

- 1.5.8 To encourage members to participate in the greater community.

## **CHAPTER 2: MISSION STATEMENT**

*To promote transformation and the chartered accounting profession and serve and uplift the community.*

## **CHAPTER 3: GLOSSARY OF TERMS**

- 3.1 Society: Refers specifically to Stellenbosch Thuthuka.
- 3.2 Oversight committee: Consists of the management team of the Department of Accounting.
- 3.3 Lounge Meeting: The meeting takes place on a monthly base.
- 3.4 Annual General Meeting: Takes place in the first two weeks of the start of the second semester of the academic year.

## **CHAPTER 4: MEMBERSHIP**

### **4.1 Who may become a member?**

Any person wishing to join the society with an interest in transformation, the accounting profession and making a sustainable impact on the accounting profession and/or surrounding community will be granted the opportunity to join the society as long they are registered students at Stellenbosch University.

### **4.2 Annual membership fee**

- 4.2.1 Every member is liable to pay the annual membership fee as determined by the executive committee on a year to year basis.
- 4.2.2 If an applicant is not able to pay his/her membership fee, the chairperson needs to approve the applicant's membership.
- 4.2.3 If a member pays the membership fee and during the year terminates membership or is expelled from the society that membership fee is non-refundable.

### **4.3 Termination of membership:**

- 4.3.1 If a member wants to voluntarily terminate their membership he/she must notify in writing the executive committee that he/she no longer desire to be a member of the society.
- 4.3.2 Membership can be terminated according to Chapter 7, in addition to the voluntary termination in terms of 4.3.1.

### **4.4 Responsibilities of members:**

- 4.4.1 Members will be required to participate in all meetings, social events and community out reach projects.

## CHAPTER 5: THE EXECUTIVE COMMITTEE

### 5.1 The role of the executive committee:

To ensure the effective management of the society and the achievement of its respective aims and objectives as stated in the preamble.

### 5.2 The composition:

5.2.1 Chairperson

5.2.2 Vice Chairperson

5.2.3 Treasurer

5.2.4 Secretary

5.2.5 Three (3) Portfolio committee members

5.2.6 Ad hoc members

5.3 The executive committee members must be made up of a wide spectrum of students from 1<sup>st</sup> to final year students.

### 5.4 Responsibilities of the Executive Committee:

#### 5.4.1 Chairperson:

5.4.1.1 Take responsibility for ensuring the effective realisation of the aims and objectives of the Society in context with our mission.

5.4.1.2 Responsible for convening the lounge meetings, executive committee meetings and annual general meetings.

5.4.1.3 Overseeing the executive committee functions.

5.4.1.4 Responsible for the communication between executive committee, members and oversight committee.

5.4.1.5 Maintain records of the activities of the society.

5.4.1.6 Manage the organisation's representation and act as contact person or shall appoint persons to undertake these tasks. Represent the organisation in official capacity regarding all matters.

5.3.2 Vice Chairperson:

- 5.3.2.1 If by any chance the Chairperson is unable or unfit to fulfil their set duties the Vice-Chairperson will fulfil the role of Chairperson.
- 5.3.2.2 Responsible for providing administrative support to the Chairperson and to the society as a whole.

5.3.3 Treasurer:

- 5.3.3.1 Responsible for all financial matters relating to the Society under the supervision of the Chairperson.
- 5.3.3.2 Maintain accounting records and supporting documentation of all transactions.
- 5.3.3.3 Present a report on an annual basis, at the AGM, to all the members on the financial position of the society.
- 5.3.3.4 Shall only be able to approve financial expenditure once a formal budget has been prepared and submitted to the chairperson and a representative of the Oversight committee.
- 5.3.3.5 The treasurer shall conduct all his duties in line with the University of Stellenbosch's prescribed rules regarding the financial affairs of campus societies.
- 5.3.3.6 Any payment will be done by the treasurer. If a payment exceeds an amount of R2000 the executive committee have to give special permission. Chairman and Vice Chairman should add their signatures on the payment document and needs to be disclosed to the rest of the members at the AGM.

5.3.4 Secretary:

- 5.3.4.1 Responsible for taking minutes and managing the office.
- 5.3.4.2 Responsible for general administration under the supervision of the Chairperson.
- 5.3.4.3 Responsible for keeping a record of all campus and society events.
- 5.3.4.4 Register new members and compile and administer a membership database.
- 5.3.4.5 Administer and add to the organisation's archives.

Portfolio committee members:

- 5.3.4.6 Responsible for overseeing and effectively creating and managing all projects relating to his/her portfolio in the context of the aims and objectives set by the society.
- 5.3.4.7 Their responsibilities are divided into three portfolios namely:
  - 5.3.4.7.1 **Social:** organise small social functions (as well as sports activities) during the year to create a feeling of unity within the members of the society;
  - 5.3.4.7.2 **Mentorship:** establish and mentorship programme for the members part of the society. This includes co-ordinating mentors and managing feedback; and
  - 5.3.4.7.3 **Community- and profession interaction:** interaction and connecting (“skakeling”) with the accounting profession and implementing of community interaction initiatives.

5.3.5 Ad hoc members:

- 5.3.5.1 The executive committee reserves the right to appoint a maximum of 2 ad-hoc members to its body at its own discretion, per project.
- 5.3.5.2 Ad hoc members are represented by a representative from the Department of Accounting at Stellenbosch University and the South African Institute of Chartered Accountants Portfolio committee members.
- 5.3.5.3 Ad hoc members operate in an advisory capacity.
- 5.3.5.4 Ad hoc members are responsible for the duties they were appointed for and in line with the reasons they were appointed for, that would be stated in their appointment letter.

## CHAPTER 6: ELECTIONS

### 6.1 The election of the executive committee

- 6.1.1 Any member is eligible to run for any position on the committee.
- 6.1.2 Nominations will open on the first day of the second quarter/term of the academic year and will close on the first day of the second semester of the academic year.
- 6.1.3 Where members are nominated, they can decline the nomination.
- 6.1.4 Members can also stand and not required to be nominated.
- 6.1.5 The elections will be held at the AGM.
- 6.1.6 Any member of the society is eligible to vote.
- 6.1.7 Convening of the elections for determining the future members of the executive committee will be facilitated by no less than two existing executive members that are not running for a second term.
- 6.1.8 The convener will explain the election to all the members present at the AGM.
- 6.1.9 A short introduction by each candidate for each position available is to be made.
- 6.1.10 Candidates must make their intention clear beforehand for what positions they are running; it can be more than one.
- 6.1.11 If only one candidate is nominated then that person will automatically get the position.
- 6.1.12 The convener can determine if any questions are permitted to the candidates.
- 6.1.13 All members present will be given the chance to participate in the vote.
- 6.1.14 At least 60% of the registered members must be present to constitute a quorum for the elections.
- 6.1.15 The nominees with the most votes will be the successful candidates.
- 6.1.16 Each position will be voted for individually.
- 6.1.17 After each position has been voted for, the conveners count the votes and announce the result.
- 6.1.18 Closed ballot sheet will be used to vote (as shown below).
- 6.1.19 If two or more candidates have the same amounts of votes, a re-vote between those two candidates will be taken and will be made known.

### 6.2 Example of the proposed Ballot sheet:

Position: eg: Chairman

Names:

Abraham

Isaac

Jacob

Abstain


### 6.3 Announcement of elected candidates:

This will take place after votes have been counted.

#### **6.4 Effective control handed over to the newly elected committee**

- 6.4.1 The newly elected executive committee's duties will start on the 1<sup>st</sup> day of October.
- 6.4.2 The period between election date and the 1<sup>st</sup> of October the two committees (current and newly elected) will work together, as the current committee will train the newly elected committee.

### **CHAPTER 7: DISCIPLINE**

7.1 All conduct of members must be in line with the policies and procedures of Stellenbosch University and the principles, rules and regulations of the South African Institute of Chartered Accountants and its substructures.

#### **7.2 General**

Discipline refers to any of the following:

- 7.2.1 Verbal warning
- 7.2.2 Written warning
- 7.2.3 Suspension for a specific period of time
- 7.2.4 Expulsion

#### **7.3 Procedure**

##### 7.3.1 External discipline

- 7.3.1.1 The society is submitted to the disciplinary procedures in the Student Union Constitution, the Societies Constitution and the *Studente Reglement*.
- 7.3.1.2 The society accepts any judgment made by the Central Disciplinary Committee.

##### 7.3.2 Internal discipline

- 7.3.2.1 Whenever a disciplinary issue arises that is deemed by the executive committee as less serious, such issue may be dealt with internally.
- 7.3.2.2 For this purpose the executive committee shall then appoint an ad-hoc disciplinary committee.
- 7.3.2.3 The ad hoc disciplinary committee shall consist of four (4) members, one student per year-group, as well as one person from the Department of Accounting at Stellenbosch University
- 7.3.2.4 The four students will be nominated by the members at the first lounge meeting.

- 7.3.2.5 A vote of confidence, where the majority members present will have to vote in favour of each nominee.
- 7.3.2.6 If a majority vote is not reached the nominee will be unsuccessful and another student should be nominated and get a majority vote.
- 7.3.2.7 Such committee shall then arrange a meeting with the members involved in order to find a solution to the problem.
- 7.3.2.8 Any decision made by such committee is subject to appeal under the external disciplinary procedures in terms of section 7.3.1.

#### **7.4 Grounds for discipline**

- 7.4.1 Members can be disciplined for any conduct contrary to the spirit of this constitution, including any conduct contrary to the vision, values, aims and objectives, and mission statement of the society.
- 7.4.2 Members can also be disciplined for any behaviour prohibited by the laws of the country, as well as the rules of the University of Stellenbosch.

#### **7.5 Executive committee**

- 7.5.1 Members of the executive committee can also be disciplined in the same way and for the same reasons normal members can.
- 7.5.2 In addition, members of the executive committee can be disciplined for not fulfilling their duties.
- 7.5.3 By a majority vote (50% plus 1) a vote of no confidence can be brought against a member of the executive committee, after which such member has to vacate his or her office.
- 7.5.4 After a vote of no confidence a dismissed office bearer can appeal to the Student Court, but only regarding the procedure.
- 7.5.5 A vote of no confidence must be undertaken at a meeting specifically called for that purpose, at which time the accused office bearer must be allowed the opportunity to address the members.
- 7.5.6 Such voting process must occur, as far as possible, in line with the procedure for electing members of the executive committee, as far as is practically possible.

#### **7.6 Accusations**

- 7.6.1 Any accusations or complaints regarding misbehaviour by members (including members of the executive committee) must be communicated in writing to the executive committee, who must then take the necessary steps as envisioned by 7.3.

## **7.7 Penalties for non-participation**

- 7.7.1 Penalties for non-participation in meetings, social events and community outreach projects (refer to 4.4.1) will be determined by the executive committee on an annual basis.
- 7.7.2 The penalties should be made known to all of the members at the first lounge meeting of the year.
- 7.7.3 The penalties will take effective on the day after the lounge meeting, where the penalties were made known to the members.

## **CHAPTER 8: MEETINGS**

- 8.1 Notification of meetings will be at least 10 days before the date of the meeting.
- 8.2 E-mails will be used to notify members of meetings and excuses have to be sent to the secretary, at least two days prior to meeting via e-mail.
  
- 8.3 **Lounge Meetings:**
  - 8.3.1 These should take place on a monthly basis on any day of the week at 17:00 in afternoon at the Department of Accounting.
  
- 8.4 **Annual General Meeting:**
  - 8.4.1 This annual general meeting will be held in the first two weeks of the start of the second semester of the academic year.
  - 8.4.2 The election of the executive committee will take place at the AGM.
  - 8.4.3 The financial statements will also be presented to all the members.
  
- 8.5 **Executive committee meetings:**
  - 8.5.1 Convened by the Chairperson
  - 8.5.2 Communicated and recorded by the secretary
  
- 8.6 **Other Meetings:**
  - 8.6.1 Further meetings above and beyond those which specific provision has been made for, can be convened by any executive member, as the need arises.
  
- 8.7 Every member has an equal voting right.

- 8.8 In the case where the members at the lounge meetings and annual general meeting vote on a matter and a strike of votes occur, the executive committee would have the final vote/ say in the matter.
- 8.9 In the case where the members at the executive committee meetings vote on a matter and a strike of votes occur, the chairman or vice chairman (if the chairman is not present) would have the final vote/say in the matter.

## **CHAPTER 9: AMENDMENTS TO THE CONSTITUTION**

- 9.1 The amendment needs to be sent to the Registrar of Societies, who will then send that amendment to the Student Court. Proof of compliance with procedural requirements needs to be attached to the amendment. This amendment will then have to be approved by the Student Court.
- 9.2 Procedural requirements as follows:
- 9.2.1 The amendments must be reviewed and approved by die Oversight committee.
- 9.2.2 A 2/3 majority of the executive must agree to a constitutional amendment.
- 9.2.3 At least 60% of the registered members must be present to constitute a quorum for the vote to amend the constitution.
- 9.2.4 This assent to the amendment must be confirmed by a vote in favour thereof by half of the members present at a lounge meeting.
- 9.2.5 Any constitutional amendment made that does not comply with the procedural requirements will not be valid.

**CHAPTER 10: APPROVAL**

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Sharnè Damons  
(Interim Chairperson)

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Jessica Groenwald  
(Interim Vice chairperson)

Date: \_\_\_\_\_