



UNIVERSITY  
OF  
JOHANNESBURG

## CHARTER FOR THE INSTITUTIONAL FORUM

### 1. NAME

The name of the structure is the Institutional Forum.

### 2. STATUS

- 2.1 The Institutional Forum functions in accordance with the Higher Education Act (No. 101 of 1997) and the UJ Statute and the authority delegated to it by the Council;
- 2.2 The recommendations made and advice given by the Institutional Forum are submitted to the Council for consideration.

### 3. MISSION AND GOAL(S)

The Institutional Forum advises the Council as contemplated in Sections 55 and 56 of the UJ Statute, in accordance with the vision, mission, core values, strategic goals, strategic thrusts and subsequent KPIs, the principles of corporate governance and the legal and management framework of the University.

### 4. COMPOSITION

The Institutional Forum consists of the following members:

- 4.1 Two members of Council who are not employees or students nominated by Council;
- 4.2 Two members representing the Management Executive Committee (one of whom must be at least a Deputy Vice-Chancellor of the University);
- 4.3 Executive Director: Human Resources representing the senior management who is responsible for industrial relations and employment conditions at the university;
- 4.4 Executive Director: Student Affairs;
- 4.5 Two members of the Senate, elected by Senate;
- 4.6 Two members representing permanent fulltime academic employees (who are not otherwise members of the Senate), nominated and elected by the permanent fulltime academic employees in accordance with the University's election policy;

- 4.7 Two members representing permanent fulltime non-academic employees (which members should be representative of different occupational categories of non-academic employees) nominated and elected by the non-academic permanent fulltime employees in accordance with the University's election policy;
- 4.8 Two members of each recognized trade union, elected by the trade union;
- 4.9 Two students, nominated or elected by the UJ-SRC;
- 4.10 One member representing employees with disabilities, elected by such permanent employees from their ranks;
- 4.11 One member representing the University Alumni Association, which member also represents the Convocation and the Alumni Association on the Council, nominated by Council;
- 4.12 The Head of the Language Unit;
- 4.13 The Head of the Transformation Unit;
- 4.14 Such additional members as the Institutional Forum may determine from time to time, up to a maximum of two, to ensure that the Forum can fulfill its functions.

**Note:** With the exception of the members contemplated in 4.1; 4.9 and 4.11 all members must be full-time, permanent employees of the University.

## **5. FUNCTIONS**

The Institutional Forum functions in accordance with the statutory functions as contemplated in clause 56 of the UJ Statute. The specific functions of the Institutional Forum are to:

- 5.1 Advise the Council on issues affecting the institution, including:
  - 5.1.1 The implementation of the Higher Education Act, 1997 and the national policy on higher education;
  - 5.1.2 Equity policies, plan, strategies and projects related to transformation;
  - 5.1.3 The selection of candidates for executive management positions;
  - 5.1.4 Codes of conduct, mediation and dispute resolution procedures;
  - 5.1.5 Fostering of an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning; and
  - 5.1.6 The language policy of the University;
  - 5.1.7 Amendments to the Statute, and
  - 5.1.8 Any other issue that affects the University;
- 5.2 In addition to its advisory function as stated in 5.1, the Institutional Forum:
  - 5.2.1 Carries out such other functions as determined by the Council after consultation with the Institutional Forum;
  - 5.2.2 Provides the Council with written advice on matters affecting the University;
  - 5.2.3 Considers feedback by the Council on recommendations of the Institutional Forum not accepted by the Council.

## **6. SCOPE OF AUTHORITY**

- 6.1 Council delegates the scope of authority to the Institutional Forum as it deems fit or as mandated by Council.

## **7. NOMINATION/ELECTION OF MEMBERS**

The nomination, election and appointment of members are as determined by each constituency or as regulated in the Rules (UJ election Policy).

## **8. VACANCIES**

8.1 The Secretary of the Institutional Forum communicates a vacancy in the Institutional Forum to the person or body who elected or appointed the member;

8.2 A vacancy must be filled within twelve weeks after the Secretary receives notification or becomes aware of such a vacancy.

## **9. OFFICE BEARERS OF THE INSTITUTIONAL FORUM**

9.1 The Chairperson is a member of Council that is also a member of the Management Executive Committee and is appointed by Council as the Chairperson of the Institutional Forum;

9.2 In the absence of the Chairperson, one of the MEC members nominated by MEC as a member of the Institutional Forum, acts as the Chairperson;

9.3 An employee from the University Secretariat is appointed by the Registrar as secretary of the Institutional Forum;

9.4 When both the Chairperson and the Vice-Chairperson are absent from a meeting of the Institutional Forum, the Chairperson or Vice-Chairperson appoints a person to act as Chairperson, and when no such appointment has been made, the members present at such a meeting elect one of their number to preside.

## **10. MEETING PROCEDURE AND REPORTING**

10.1 The Institutional forum meets regularly during the academic year, on dates determined in advance and reflected in the University's Year Programme;

10.2 There must be at least four meetings per year;

10.3 A special or emergency meeting may be called at any time by the Chairperson, in accordance with the Rules in this regard;

10.4 An extraordinary meeting must be convened by the Chairperson if at least thirty percent of the members of the Institutional Forum request such a meeting, where such request is in writing and the relevance of the matters to be discussed is regarded by the Chairperson to be sufficiently motivated;

10.5 At least seven days' notice of an extraordinary or emergency meeting must be given, except with the unanimous consent of the meeting;

10.6 No business other than that which the extraordinary or emergency meeting was called for may be transacted at such a meeting;

10.7 Subject to the provisions of the Statute and Rules, the Institutional Forum determines its own procedure for meetings in accordance with the accepted principles related to the conduct of meetings;

10.8 The Institutional Forum is quorate if at least forty percent of its members are present (ten members if one of the Council representatives is a Convocation representative on Council; eleven members if there are three external Council members (of whom one is a Convocation representative));

10.9 A quorum must be in attendance when any decision is taken;

- 10.10 The Chairperson may invite persons who are not members to attend meetings, provided that they may participate in discussions but may not participate in decision-making;
- 10.11 The University Secretariat within Central Administration acts as the Secretariat of the meetings and administers meetings in accordance with the University Rules;
- 10.12 Decision-making is based on the principle of sufficient consensus;
- 10.13 When a matter is brought to vote, a simple majority of those voting must vote in favour of the proposal/resolution for it to be carried;
- 10.14 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 10.15 Minutes of the meeting are circulated to members of the Institutional Forum and approved at the next meeting;
- 10.16 The minutes of the meetings and subsequent recommendations, or a summarised report, serves at the Council;
- 10.17 The recommendations are submitted to Council for consideration.

## **11. TASK TEAMS AND COMMITTEES**

- 11.1 If necessary, the Institutional Forum may convene committees or task teams for specific projects or purposes, and it may co-opt a maximum of three persons to a committee in respect of any specific project.
- 11.2 Except as otherwise provided in the Statute, the composition, manner of election, functions and meeting procedures of task teams and committees are as prescribed in the Rules.

## **12. TERM OF OFFICE AND DISSOLUTION**

- 12.1 Terms of office of the Institutional Forum are in principle four years, or such shorter term as the representative still represents his/her constituency or as determined by the Council;
- 12.2 Each recognized union must specify the term of office of its members and inform the Registrar accordingly;
- 12.3 Except for members contemplated in sections 4.1 to 4.5 no member may serve on the Institutional Forum for more than two consecutive terms;
- 12.4 The Institutional Forum is a statutory structure and may not be dissolved.

Approved by Council 17 March 2011 (aligned with the UJ Statute)

Amendments approved by Council 13 June 2013