



## CHARTER FOR COUNCIL

### 1. NAME

The Council is the governance statutory structure of the University of Johannesburg and is hereafter referred to as Council.

### 2. STATUS

Council governs the University in accordance with the provisions of the Higher Education Act of 1997 (Act) and the Statute of the University of Johannesburg and is accountable to the Minister.

### 3. FRAMEWORK OF GOVERNING PRINCIPLES

Council executes its functions in accordance with the Act and in Section 8 of the UJ Statute and in accordance with at least the following:

- 3.1 The Constitution of South Africa, the Act and all other applicable laws;
- 3.2 Directives for the University as approved by the Department of Education;
- 3.3 Generally accepted principles regarding the role of a university and its place in society with particular reference to the principles of academic freedom and institutional autonomy;
- 3.4 Higher Education governance requirements;
- 3.5 National Higher Education imperatives;
- 3.6 The principles of public accountability;
- 3.7 Applicable principles of corporate governance; and
- 3.8 General principles of good governance.

### 4. COMPOSITION

Council consists of at least 21 members. At least 60% of the members are not employees or students of the University (external members) as in accordance with Section 9 of the Institutional Statute of the University of Johannesburg. Council is constituted to reflect diversity with due regard to adequate competence and experience relevant to the core business, goals, objectives and governance of the University and consists of the following members (N=21):

#### **External members (N=13)**

- 4.1 Five members appointed by the Minister of Higher Education and Training;
- 4.2 Six members with a broad spectrum of competencies (knowledge, skills, experience, values and attitudes) in the fields of education, business, finance, law, marketing, information technology and human resource management appointed by the Council (including the filling of vacancies);
- 4.3 Two members of the Convocation elected by the Convocation none of whom is an employee of the University; at least two must be Alumni;
- 4.4 Co-opted members as the Council deems fit, appointed by Council subject to Section 9 (1)(a)(iv) of the UJ Statute and Section 27 (4) of the Act.

#### **Internal members (N=8)**

- 4.5 The Vice-Chancellor and Principal;

- 4.6 One Deputy Vice-Chancellor nominated by the Management Executive Committee of the University and appointed by Council;
- 4.7 Two members of Senate elected by Senate;
- 4.8 One academic employee (permanent full time) of the University, who are not otherwise members of Senate, elected by the academic employees of the University;
- 4.9 One non-academic employee (permanent full time) of the University, elected by the non-academic employees of the University;
- 4.10 Two students elected by the UJ Student Representative Council.

#### **General principles related to membership of Council**

- 4.11 Council members, the Chairperson and the Vice-Chairperson are elected and appointed in accordance with the Rules in this regard;
- 4.12 Resignation of members and the termination of membership are managed in accordance with Section 11 of the UJ Statute and Section 41A of the Act;
- 4.13 The Executive Committee of Council recommends to Council the filling of vacancies related to the broad spectrum of competencies in the stated field of expertise;
- 4.14 Members of Council must be appropriately academically qualified;
- 4.15 Members of Council must be persons with knowledge and experience relevant to the objectives and governance of the university;
- 4.16 Members of Council must not be disqualified to act as directors in accordance with the legislation regarding the governance of companies listed on the JSE, and in accordance with the prevailing interpretation of independence;
- 4.17 A person elected and appointed under sub-sections 4.1- 4.4 who becomes a student or an employee forthwith ceases to be a member of Council.

### **5. AUTHORITY AND FUNCTIONS**

- 5.1 Council governs the University in accordance with its scope of authority as provided for in the Act and the UJ Statute;
- 5.2 Council refrains from becoming involved in operational matters;
- 5.3 Without derogating from the stipulations and generality of Section 8 sub-sections (1), (2), (3), (4), (5) and (6) of the UJ Statute, Council exercises the functions as reflected in Section 5 of this Charter.

#### **General governance**

Council:

- 5.4 Establishes Council committees and combined Council and Senate committees, including the approval of concomitant charters, to perform any of its functions and may appoint persons, who are not members of Council, as co-opted members of its committees as it deems fit. It may delegate the authority to exercise certain of its powers to such committees;
- 5.4.1 The Council constitutes the following committees:
  - (a) An Executive Committee (whose external members of Council constitute the Remuneration Committee of Council);
  - (b) An Audit and Risk Committee;
  - (c) A Financial Sustainability Committee;
  - (d) A Human Resources, Social and Ethics Committee;
  - (e) A Projects and Resourcing Committee;
  - (f) Joint Committees of Council and the Senate as agreed upon by the Council and the Senate; and

- (g) Other committees which the Council deems necessary.
- 5.4.2 Eligibility of the Chairperson of a Council Committee is in accordance with Section 9 (1) (a) and Section 9 (3) of the UJ Statute;
  - 5.4.3 Except as otherwise provided in the Statute, the composition, election, terms of office, functions and procedures of Council committees are as prescribed in the Rules for Effective Meetings.
  - 5.5 Appoints the Chancellor;
  - 5.6 Approves the UJ Statute for submission to the Department of Higher Education and Training for consideration;
  - 5.7 Ensures good governance and management of the University;
  - 5.8 Is accountable for financial resources and institutional assets;
  - 5.9 Monitors the transformation process at the University;
  - 5.10 Approves the University's strategic plan, vision, mission, strategic goals, key performance indicators and Annual Performance Plan;
  - 5.11 Approves the Annual Report and Mid-Year Progress Report for submission to the Department of Higher Education and Training;
  - 5.12 Approves recommendations by Senate in respect of the strategic academic responsibilities/functions of the University;
  - 5.13 Approves tuition fees;
  - 5.14 Approves contracts/agreements in accordance with the delegation of authority as approved by Council;
  - 5.15 Approves selected policies as determined by the Act and the UJ Statute (e.g. Language Policy);
  - 5.16 Monitors progress and compliance in terms of the following seven cross-cutting fiduciary directives: policy, strategy, risks, performance, innovation, sustainability and transformation.

### **Finance**

Council (where applicable on recommendation of the relevant Council committee and the Vice-Chancellor and Principal):

- 5.17 Protects the financial sustainability of the University;
- 5.18 Approves the financial policy, financial strategy and related procedures of the University;
- 5.19 Approves the financial delegation of authority of the University;
- 5.20 Reviews the financial objectives of the University;
- 5.21 Reviews the financial reporting system and process of the University;
- 5.22 Approves any borrowings by the University;
- 5.23 Approves the annual budget;

### **Auditing**

Council (where applicable on recommendation of the relevant Council committee and the Vice-Chancellor and Principal):

- 5.24 Monitors compliance with relevant laws, applicable principles of corporate governance, the general principles of good governance and best practice related to financial management and Information Technology governance within the University;
- 5.25 Reviews and ensures the effectiveness and efficiency of accounting and internal control systems and procedures within the University;
- 5.26 Approves the internal audit strategy of the University;
- 5.27 Approves the audited financial statements and related documents;
- 5.28 Appoints the internal and external auditors;

- 5.29 Approves the purchasing of immovable property or entering into a long term lease of immovable property;
- 5.30 Approves the University's Risk Management Strategy and monitors the execution thereof;

### **Physical assets and related projects**

Council (where applicable on recommendation of the relevant Council committee):

- 5.31 Monitors the adequate governance of the University's physical assets and related projects in accordance with the approved Charter of the Planning and Resource Committee of Council and the related delegation of authority;
- 5.32 Monitors the progress of approved capital expenditure projects;
- 5.33 Is responsible for ensuring good order and a safe campus environment;

### **Human Resources**

Council or the Executive Committee of Council when authority has been delegated to it (and when applicable on recommendation of the relevant Council committee):

- 5.34 Approves the recruitment, selection and appointment process of executive managers (Executive Leadership Group) within the University;
- 5.35 Appoints the Vice-Chancellor and Principal;
- 5.36 Appoints the executive managers/leaders (members of the Executive Leadership Group) within the University;
- 5.37 Approves the appointment of a further term of office of the members of the Executive Leadership Group;
- 5.38 Approves the conditions of service, disciplinary provisions and the privileges and functions of its employees and may suspend or dismiss any employee in accordance with the approved disciplinary rules and procedure;
- 5.39 Approves the transformation strategy/employment equity plan;
- 5.40 Approves the performance management system for the Executive Leadership Group/managers as well as the subsequent performance incentives for the executive leaders and other managers within the University;
- 5.41 Approves the mandate for annual negotiations on matters related to human resource management;

### **Core business and academic support services**

Based on advice from the Vice-Chancellor and Principal, Council:

- 5.42 Approves the nature and scope of specific academic functions to be exercised on a particular campus under its control;
- 5.43 Approves, after consultation with Senate, the admission requirements for programmes and qualifications;
- 5.44 Monitors student access and success;
- 5.45 Approves the Constitution and related governance documents of the UJ Student Representative Council;

### **Role of the University**

Council:

- 5.46 Determines, in consultation with the Vice-Chancellor and Principal, the nature and scope of the University's social responsibilities;
- 5.47 Protects the institutional autonomy of the University and the academic freedom of its employees and deliberates on the nature and role of the University.

## **6. EFFECTIVENESS**

- 6.1 Council ensures its effective operation by reviewing the functions and efficiency of the Council and its committees and by addressing any deficiencies accordingly;
- 6.2 Council remains responsible and accountable for the performance and outcome of any delegated function;
- 6.3 Notwithstanding the Council's general responsibilities, the management and functioning of the University are the responsibility of the Vice-Chancellor and Principal and the senior management of the University.

## **7. GENERAL PRINCIPLES OF GOOD GOVERNANCE**

Council:

- 7.1 Is committed to the general principles of good governance, including transparency, accountability institutional autonomy, communication, codetermination and institutional effectiveness;
- 7.2 Is committed to realising the vision of the University by acting in accordance with the University's mission and its core values;
- 7.3 Acknowledges and supports the key roles of the other internal structures of the University;
- 7.4 Commits itself to consciously refrain from acting outside its powers;
- 7.5 Acts in accordance with the fiduciary duty and the duty of care and skill that is owed to the University.  
Council members
- 7.6 Accept in writing on an annual basis that they submit to the Code of Conduct for Council.

## **8. MEETING PROCEDURE AND REPORTING**

Meetings:

- 8.1 Council meetings and meeting procedures are in accordance with Section 13 of the UJ Statute;
- 8.2 Council meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme);
- 8.3 The Secretary administers meetings in accordance with the Rules for Effective Meetings;
- 8.4 The Council determines its own procedure for meetings in accordance with the Rules for Effective Meetings in this regard and as reflected in this Charter for Council;
- 8.5 The majority of the members should be present to constitute a quorum;
- 8.6 The Chairperson of Council may call an extraordinary or emergency meeting in accordance with the Rules for Effective Meetings;
- 8.7 The Chairperson in consultation with the Vice-Chancellor and Principal may invite persons who are not members to attend meetings if their attendance complies with the Rules for Effective Meetings, provided that they may participate in discussions but may not vote;
- 8.8 Council deliberates on any matter that, in the opinion of the Chairperson, should serve at Council in the interest of good governance;
- 8.9 Members are required to, at every meeting, sign a declaration of interest form indicating a material or potential conflict of interest or affirming the absence of such a conflict, in accordance with the principles of good governance in this regard and Section 14 sub-sections (3) (a) (b) and (4) of the UJ Statute.

### **Resolutions**

- 8.10 Decision-making is primarily based on the principle of consensus but Council may decide to determine a particular matter on the basis of sufficient consensus;
- 8.11 If a sufficient degree of consensus cannot be reached, a principle/motion is put to the vote and it is carried if a simple majority vote of those present at the meeting has been obtained;
- 8.12 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;

### **Reporting**

- 8.13 The minutes of each meeting are considered and approved at the next meeting;
- 8.12 A summarised report of each meeting is submitted to Senate for noting.

### **General**

- 8.13 The nomination/election of Council representatives on Council and Senate committees is in accordance with the principles of good governance;
- 8.14 The Registrar heads the official secretariat that ensures that the administration of meetings is in accordance with sections 12; 13 and 14 of the UJ Statute, the principles of good governance and the Rules for Effective Meetings in this regard.

## **9. TERMS OF OFFICE**

- 9.1 The term of office of external members of Council is five years in accordance with Section 10(1) of the UJ Statute;
- 9.2 External Council members may serve more than two consecutive terms as Council members, subject to a performance review;
- 9.3 Internal members of Council representing the Management Executive Committee serve by virtue of their office;
- 9.4 The term of office of internal members of Council (Senate, academic and non-academic representatives), elected by the applicable constituency, is five years;
- 9.5 No internal member (elected by the applicable constituency as reflected in 4.7-4.9) may serve more than two consecutive terms as a member of Council;
- 9.6 Members elected by the University Student Representative Council in terms of Section 4.11 remain members of the Council for the term determined by the University Student Representative Council when they are elected, provided that no member of the University Student Representative Council is a member of the Council for a term exceeding three years and that membership ceases automatically when a student member ceases to be a member of the University Student Representative Council or a registered student.

## **10. TERMINATION OF MEMBERSHIP AND VACANCIES**

- 10.1 A Council member resigns by giving written notice to the Secretary of Council;
- 10.2 A member of Council ceases to be a member of Council and must be informed as such by the Secretary of the Council, when –
  - 10.2.1 The member is absent from three consecutive ordinary meetings without valid reason and without the Council's leave;
  - 10.2.2 The member is convicted of an offense that, in the opinion of the Council, renders such member unfit to be a member;
  - 10.2.3 In the opinion of the Council, the member becomes incapacitated or his/her membership is deemed improper;
  - 10.2.4 The member becomes disqualified to act as a director in terms of legislation regulating the governance of companies listed on the JSE; or

- 10.2.5 A member who is not an employee or a student of the University is appointed as an employee or is enrolled as a student of the University.
- 10.3 Members referred to in sections 4.5 – 4.10 cease to be members on resignation or retirement from their permanent position in the University;
- 10.4 The Council is entitled to suspend any member if it deems such suspension appropriate;
- 10.5 Vacancies as a result of death, resignation or other such causes must be filled in the same manner in which they were originally filled according to the Rules in this regard;
- 10.6 A person who fills a vacancy as envisaged in 10.5 holds office for the unexpired period of his/her predecessor's term of office.

## **11. OFFICE-BEARERS**

- 11.1 The Council elects a Chairperson and a Vice-Chairperson for a term not exceeding five years from the ranks of its members who are not students or employees of the University;
- 11.2 Eligibility of the Chairperson and Vice-Chairperson of Council is in accordance with section 4;
- 11.3 Subject to the five-year period in 11.1, a Chairperson or Vice-Chairperson holds office only for the duration of his/her term of office;
- 11.4 A Chairperson or Vice-Chairperson vacates the office of Chairperson or Vice-Chairperson before the expiry date of the term, if she/he ceases to be a member of Council;
- 11.5 The Chairperson and the Vice-Chairperson are eligible for re-election;
- 11.6 In the absence of the Chairperson and the Vice-Chairperson, the Council elects one of its external members as Chairperson of the meeting;
- 11.7 The Council appoints the Registrar as Secretary, electoral and compliance officer of the Council.

## **12. EXECUTIVE COMMITTEE**

- 12.1 The functions of the Executive Committee of the Council are determined by the Council, and are reflected in the Charter for the Executive Committee of Council.
- 12.2 The Executive Committee consists of:
  - 12.2.1 The Chairperson of the Council;
  - 12.2.2 The Vice-Chairperson of the Council;
  - 12.2.3 The Chairpersons of the standing committees of Council, namely, Audit and Risk Committee, Financial Sustainability Committee, Human Resources and Social and Ethics Committee and Projects and Resources Committee;
  - 12.2.4 The Vice-Chancellor and Principal;
  - 12.2.5 The Deputy Vice-Chancellor as per section 4.6;
  - 12.2.6 The other members of the Management Executive Committee are invitees.
- 12.3 The Chairperson of Council is also the Chairperson of the Executive Committee of Council.

## **13. OTHER COMMITTEES**

- 13.1 The composition, election, terms of office, functions and procedures of Council committees and joint committees are as prescribed by the relevant approved charters;
- 13.2 The Chairperson of Council may not be the Chairperson of a committee other than the Executive Committee of Council, unless the Council decides otherwise;
- 13.3 The Chairperson of Council may not be an employee or student of the University.

**14. DISSOLUTION OF COUNCIL**

Council is a statutory structure and may not be dissolved.

Approved by Council 17 March 2011, aligned with UJ Statute.

Aligned with amended UJ Statute of 30 March 2012.

Aligned with Code of Conduct for Council members as approved by Council on 23 November 2012.

Amendments approved by Council on 17 September 2015.

Amended in line with revised UJ Statute of 24 March 2017 – approved by Council on 22 June 2017

Titles aligned after Council meeting of 28 March 2018