



UNIVERSITY  
OF  
JOHANNESBURG

## **Student Leadership Policy**

**Note:**

**This policy caters only for the Doornfontein, Eloff Street and Auckland Park Bunting Road Campuses of the University of Johannesburg.**

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### **1. PREAMBLE**

The University of Johannesburg commits itself to promoting the principles of sound student governance in its policies, rules and regulations in order to instill and nurture a culture of learning, tolerance, partnerships and understanding in its diverse student community.

### **2. PURPOSE**

This policy is aimed at providing guidelines and streamlining processes for general activities of the SRC, Clubs, Societies, and Culture Codes, and to ensure that student leadership takes responsibility for their actions in consideration of the practical conditions under which each University Department has to work.

### **3. DEFINITIONS**

- (a) “Executive Committee (EXCO)” means the committee of the SRC, Clubs and Societies that is (constitutionally) responsible for executing decisions which have been adopted at an official meeting of the SRC, Clubs or Societies.
- (b) “Four weeks” means twenty working days.
- (c) “Institution” or “University” means the University of Johannesburg.
- (d) “Non-stock items” means goods that are not held in stock at Stores.

- (e) “Quotation” means an official written document from a potential supplier that serves as proof of the supplier’s intention to supply an item or render service at a certain price within a certain period of time.
- (f) “Requisition” means a form/document/book that is used to request/pay for goods or service rendered.
- (g) “Stock items” means goods that are held in stock at Stores.
- (h) “Strategic plan” means a comprehensive plan entailing the vision, mission, objectives, and plan of action and budget breakdown of each project/activity.
- (j) “Student” means “student” as defined in the Student Body Constitution.
- (k) “Student-centered project” means a project that will benefit students and are informed by students’ socio-academic, political and economic basic needs.

#### **4. TRANSPORT**

- (a) All transport requisitions for any event or activity must be submitted to the SRC Administrator at Room 31, Quadrum Building, seven working days before the event.
- (b) All transport requisitions must first be approved by Student Development Officer (SDO).
- (c) The transport requisition must be accompanied by the following documents:
  - (i) Minutes of the meeting at which the use of transport was decided upon, including the attendance register with names, student numbers, portfolio, signatures and contact numbers.
  - (ii) Invitation and programme (in the case of workshops, conferences, etc.).
  - (iii) Names, student numbers, contact numbers and the number of the passengers.
- (d) Transport will only be approved if all of the requirements in subparagraph (c) are met.
- (e) In the event of an accident, the following procedure must be followed:

- (i) report the accident to the nearest police station immediately;
  - (ii) if badly injured, report to the Transport Department within 24 hours after recovery;
  - (iii) submit an accident report to the SDO within seven working days after recovery;
  - (iv) all accidents should be reported, no matter how little the damage.
  - (iv) the Transport Department will inform Student Development in writing about the outcome of the accident.
- (f) No late returns of transport will be tolerated, and disciplinary measures will be taken against students who fail to return vehicles in time.
  - (g) Only drivers with two years' driving experience may be allowed to drive the University's vehicles (knowledge of the area will be considered).
  - (h) Only registered students may get into any University vehicle (only students who are on the list that must be submitted at the office of the SRC Administrator before the trip).
  - (i) Two weeks after the registration date, Student Development and Culture, Clubs and Societies must submit a list of drivers, drivers' licences (two years old), student numbers and proof of registration for the current academic year to the SRC Administrator's office.
  - (j) Only the drivers who are registered with transport as cited in subparagraph (i) will be allowed to drive the University's transport for the SRC, Clubs or Societies.
  - (k) Upon returning the vehicle to the Transport Department, the driver must record and sign off the odometer reading (kilometres travelled), date and time. If the driver fails to do this, he/she will be held liable for any use of the vehicle after having parked it.
  - (l) The driver is fully responsible and accountable for the vehicle he/she drives and may not allow any other person to drive it.

## **5. ARRANGEMENTS FOR PROJECTS**

- (a) All projects for the SRC, Clubs and Societies need to be streamlined in order to ensure effectiveness and efficiency, as well as the necessary support that they deserve.

- (b) The Chairperson, Secretary and Treasurer of a Club or Society must draw up a strategic plan for any project that needs a structure, and must include the objectives, outcomes, benefits and risks. Alternative measures should be stipulated in case the initial plan does not work.
- (c) The resources that are required for the success of the project must be set out explicitly and clearly.
- (d) A letter of approval must be obtained as a proof of legitimacy of the project from the SRC Administrator and a copy must be submitted to Protection Services.
- (e) At least three weeks before the event or activity, the Chairperson, Secretary and Treasurer of a Club or Society must arrange a meeting with the SRC Administrator for discussing the project and obtaining approval by the SDO and HOD, and they must bring along the following documents:
  - (i) The typed minutes of the meeting at which the project was approved.
  - (ii) The attendance register with the names, student numbers, contact numbers and signatures of all present.
  - (iii) The names, student numbers and contact numbers of the students who will be using facilities/resources during the project (e.g. transport, venue, catering).
  - (iv) Three quotations of anything that the club or society will need to pay or buy for the project.
  - (v) In the case of invitations, the full particulars of the hosts and the programme for the duration of the stay need to be attached (name of the contact person, the name of the organisation/association and the contact numbers).
  - (vi) The budget balance, which must be higher than the intended balance.
- (f) If the SRC Administrator should be absent, the meeting will be held with the SDO: SRC, Clubs and Societies.

## **6. BOOKING OF FACILITIES**

- (a) To ensure proper booking of venues, bookings must be made at the Culture Office (for culture codes) and the SRC Administrator's office for the SRC, Clubs and Societies.
- (b) After checking the documents and confirming the legitimacy of the project, the SRC Administrator will book the necessary facilities and complete the requisitions two weeks before the event.
- (c) For security reasons, the SRC, Clubs and Societies must inform Student Development & Culture, and Risk Management division if members of the public are invited to their events or functions (and the expected number).
- (d) For all the bookings a typed motivational letter with a list (names, student numbers, contact numbers and signatures) of potential users must be submitted for perusal to the official concerned.
- (e) Venues must be left clean and users must lock them when leaving.
- (f) Student Development and Culture reserves the right to prohibit any further use of venues or institute a disciplinary hearing if:
  - (i) negligence occurred;
  - (ii) the key was not returned at the agreed time or not returned at all;
  - (iii) damage to or theft of equipment or property occurred;
  - (iv) non-compliance with any stipulated procedure or requirement occurred.
- (g) Bookings must be made at least a week in advance.

## **7. REPORTS**

- (a) Within seven days after the project/event/activity, the Secretary of the relevant Club or Society must submit a typed report in the following format:
  - (i) Front page: The name of report, name and signatures of the Exco.
  - (ii) Introduction: Brief background.
  - (iii) Executive summary: A summary of the whole report.

- (iv) Report: What took place, success, challenges, how the students benefited, recommendations and conclusion.
  - (v) Annexure: Financial report, i.e. what was done with the money, whether there was any income or loss, and how much.
- (b) Student Development will not approve any subsequent activities until a report on a completed activity has been submitted.

## **8. REQUISITIONS**

- (a) Any requisition for goods, stock and non-stock items, or payment for venues or services (e.g. performing artists) must be made through the Procurement Department.
- (b) To ensure effectiveness and efficiency of the service, the requisitions must be submitted four weeks before the event or before the payment is due for either the venue or the artists.
- (c) Student Development and Culture will not accept responsibility for any embarrassment caused by late submission of requisitions.
- (d) No requisition or orders may be entered into without the knowledge and approval of Student Development and Culture.
- (e) No promise of payment may be made beforehand. Cash on delivery (COD) is not applicable, and providers should be told about this explicitly.
- (f) Cheque requisitions may only be used for symposia and must be submitted to the Procurement Department for processing.
- (g) Any goods, whether stock or non-stock items, may only be bought through the Procurement Department, who will assist with the processing of the order.

## **9. FINANCES**

- (a) Student structures may not enter into any financial commitment without the official approval of Student Development and Culture.
- (b) The Finance Representative or Treasurer will be responsible and accountable for any financial activities of his/her organisation, and must submit a financial plan to Student Development and Culture for each project.



- (c) Student Development and Culture will not approve any project if a financial plan has not been submitted.

## **10. TICKET SALES FOR FUNCTIONS**

- (a) All ticket sales and functions that have to do with money must go through the University's cashiers, and the collection and sales at the door must be done by the University's Protection Services.
- (b) Students must deposit money at the University's cashiers and exchange the deposit slip for the tickets at the relevant SDO.
- (c) If the event is outsourced, the contractor must take full responsibility for the ticket sales.
- (d) Under no circumstances may student structures or staff be given cash for the sale of tickets.
- (e) All tickets must be numbered and stamped.
- (f) If there is any need for selling tickets between the cashiers and the door/gate, the relevant student structure must submit an application to Student Development and Culture.
- (g) If Student Development and Culture decides to approve the application, it will issue numbered and stamped tickets for which the applicant must sign a declaration of responsibility.
- (h) In the first working day after the event, the applicant must present the transactions.
- (i) The applicant must take full responsibility and liability for the tickets while they are in his/her possession.
- (j) After the event, the SDO must complete a reconciliation template showing the number of tickets printed, the price, number of complimentary tickets, number of unsold tickets, number of sold tickets, and profit and loss.
- (k) Tickets sold at the University's cashiers will be discounted as opposed to those sold at the gate/door.

## **11. BASHES AND FUNCTIONS**

- (a) The following must be done a semester before the event:

- (i) A project plan must be submitted for review to the SDO and approval to the HOD.
  - (ii) The venue must be booked and confirmed.
  - (iii) Upon confirmation of availability of the venue, the fundraising and sponsorship efforts can begin.
  - (iv) Artists must be booked.
- (b) Two months before the event, the marketing arrangements (e.g. printing of poster samples) must begin.
- (c) One month before the event:
- (i) contracts must be signed and meetings must be arranged with the SAPS, Metro Police, the University's Protection Services, cleaning company, promotional companies, etc.;
  - (ii) tickets and other goods must be ordered.
- (d) Two weeks before the event:
- (i) ticket sales begin;
  - (ii) the organisers, SDO must go through the checklist (i.e. what is in place or not) and, if at this stage, the stakeholders have not been met, contracts have not been signed, posters are not on the notice boards, etc., the SDO may terminate the project.
- (e) On the night of the event:
- (i) The University's Protection Services must handle all ticket sales at the gate/door. A mobile safe must be used for cash, which must be deposited by Protection Services and the SDO within 24 hours, or on Monday if it is a weekend.
  - (ii) The relevant staff and students must be on duty.
  - (iii) Cleaning must be completed before 07:00 the following day.
- (f) At 10:00 on the first working day after the event:
- (i) The SDO must convene a meeting with the student structure concerned to do a financial reconciliation of the event.
  - (ii) After the reconciliation meeting, the SDO must give a verbal report to the HOD, which must be followed up by a comprehensive written report within seven working days.

- (iii) Thank you letters must be sent to all the stakeholders within seven days after the event.

## **12. BUYING OF CORPORATE GOODS**

- (a) The SRC, Clubs, Societies and House Committees often purchase goods for the following reasons:
  - (i) to raise funds;
  - (ii) to create a unified corporate identity;
  - (iii) as complimentary corporate gifts to valued stakeholders;
  - (iv) as prizes/awards;
  - (v) to promote a project, rally, event or cause.
- (b) The University has an existing requisitioning system to order goods:
  - (i) Procurement Services scout for the best quality and price, and advise students about suppliers.
  - (ii) The Finance Department processes payment, usually 30 days after receipt of goods.
- (c) Goods should be delivered to the SDO concerned (for SRC, Clubs and Societies; Projects; Culture; Judicial Services; or SRC Administrator).
- (d) Each SDO must have a register for recording the details of student organisations, the number of T-shirts taken, and the deposit slips that reflect the amounts that a person or organisation deposited in a University account.
- (e) The SDO is responsible for the reconciliation of all sales, and must use the prescribed template to record profit/loss, sales, outstanding monies and cost codes.
- (f) Any anomalies must be sufficiently explained or disciplinary action will be taken.
- (g) Name lists must be held of recipients of goods (name, student/staff number and contact numbers).

### **13. REGISTRATION OF CLUBS, ORGANISATIONS AND SOCIETIES**

- (a) Clubs, organisations and societies must comply with at least the following requirements:
  - (i) A constitution that upholds the Constitution of the country, SRC constitution and University Statute, and clearly states the objectives, code of conduct and aims of the structure.
  - (ii) A list of paid-up members.
  - (iii) A year plan that is 90% University-student focused and 70% campus based.
  - (iv) A copy of proof current registration of every member or potential member (i.e. for the period).
- (b) Existing and new Clubs and Societies must indicate to the SRC Administrator's Office, Room 31, Quadrum Building, that they wish to register (culture codes should do so at their SDOs).
- (c) No late registration will be considered.
- (d) The SRC Administrator will check the application against the requirements.
- (e) The structure will then pay the registration fee at the cashiers if the student structure meets the requirements. (The registration fee will be reviewed every year.)
- (f) A letter confirming registration will be issued to the Residence Managers.
- (g) The office keys and certificate of membership will be issued to the registered structure.
- (h) The SRC Administrator will book the orientation training for the EXCO of the student structure.
- (i) After the training, the student structure may be granted access to their finances.

### **14. ACCOMMODATION FOR STUDENT LEADERSHIP**

- (a) Student Development and Culture will be responsible for placement of members of Clubs and Societies registered with it in the residences.

- (b) Only Chairpersons of Clubs and Societies may occupy Student Village, and accommodation is subject to availability.
- (c) No member of any Club or Society may be accommodated at the prescribed residence without a letter of approval from Student Development and Culture.
- (d) Students who live at the Student Village must vacate their rooms once their term of office is over, or if they are no longer registered with the University for the period in question.

## **15. NOTICES AND POSTERS**

- (a) All the SRC, Clubs and Societies notices and posters must bear an SRC stamp. For promotion companies it must bear SDO: Projects stamp before they may put on the noticeboards, otherwise they will be removed.
- (b) Notices and posters may stay on noticeboards for a maximum of two weeks.
- (c) Posters pasted or displayed on windows and walls will be removed.

