



CHARTER FOR THE INSTITUTIONAL FORUM

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| Division/Unit/Department | University Secretariat |
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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. PURPOSE

The Institutional Forum advises the Council as contemplated in Section 51 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 representing the Management Executive Committee.
- 4.2 Two members of the Council, elected by the Council, who are not employees or students of the University, one of which is a Convocation representative on Council.
- 4.3 One member representing the senior management who is responsible for industrial relations and employment conditions at the University.
- 4.4 One member representing the senior management who is responsible for student affairs.
- 4.5 Two members of the Senate elected by the Senate.
- 4.6 Two members elected from the ranks of the full-time permanent academic employees not being members of the Senate, elected by the permanent academic employees not being members of the Senate.
- 4.7 Two members elected from the ranks of the permanent non-academic employees (which members should be representative of different occupational categories of non-academic employees of the University), elected by the permanent non-academic employees.
- 4.8 Two students elected by the University Student Representative Council.
- 4.9 Two members each of each recognised trade union who are permanent employees, elected by the trade union.
- 4.10 One member representing employees with disabilities, who is a permanent employee, selected by such permanent employees from their ranks.
- 4.11 Such additional members as the Institutional Forum may determine from time to time, up to a maximum of two, to ensure that the Forum fulfil its functions.

Note: With the exception of the members contemplated in 4.2 and 4.8, 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 Section 51 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 recommended appointment 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.
 - 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 a notification or becomes aware of such a vacancy.

9. OFFICE BEARERS OF THE INSTITUTIONAL FORUM

- 9.1 The Chairperson is a member of the Management Executive Committee and is appointed by the 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 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

- 9.4 An employee from the University Secretariat is appointed by the Registrar as Secretary of the Institutional Forum.

10. MEETING PROCEDURE AND REPORTING

- 10.1 The Institutional forum meets at least quarterly regularly during the academic year, on dates determined in advance and reflected in the University's Year Programme.
- 10.2
- 10.3 The Chairperson may convene an extraordinary or emergency meeting by giving notice of such a meeting and the agenda thereof.
- 10.4 An extraordinary or emergency meeting must be convened by the Chairperson if at least thirty per cent of the members of the Institutional Forum request such 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.
- 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 acts as the Secretariat of the meetings and administers meetings in accordance with the Rules for Effective Meetings.
- 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 A summarised report and, when applicable, recommendations, serve at the Council.

11. TASK TEAMS AND COMMITTEES

- 11.1 If necessary, the Institutional Forum may convene committees or task teams for specific projects or purposes. 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 recognised union must specify the term of office (up to a maximum of 4 years) of its members and inform the Registrar accordingly.
- 12.3 Except for members contemplated in sections 4.1 to 4.4, 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

Amendments in line with the revised UJ Statute of 24 March 2017 (23 May 2017)

Amendments approved by Council on 19 March 2020.

Amendments approved by Council on 25 March 2021.

No amendments were recommended – noted by Council on 31 March 2022.

Amendments approved by Council on 30 March 2023.