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## GOVERNMENT NOTICE

DEPARTMENT OF EDUCATION

No. 749

8 June 1999

HIGHER EDUCATION ACT, 1997

RHODES UNIVERSITY

AMENDMENT OF STATUTE

The council of the Rhodes University has made this Statute set out in the Schedule hereto, in accordance with section 32 of the Higher Education Act, 1997 (Act No. 101 of 1997), which is, in terms of the provisions of section 33 of the said Act, hereby published with the approval of the Minister of Education and which comes into operation on the date of this publication.

## SCHEDULE

1. In this Schedule the expression "the Statute" means the Statute of Rhodes University promulgated by Government Notice No. R.749 of 18 May 1962, as amended by Government Notice Nos. R.1933 of 23 November 1962, R.1734 of 8 November 1963, R.1786 of 6 November 1964, R.1641 of 1965, R.507 of 1 April 1966, R.1657 of 21 October 1966, R.1527 of 30 August 1968, R.374 of 14 March 1969, R.3441 of 3 October 1969, R.635 of 23 April 1971, R.2048 of 12 November 1971, R.2192 of 1 December 1972, R.1998 of 1 November 1974, R.236 of 13 February 1976, R.240 of 18 February 1977, R.971 of 3 June 1977, R.838 of 28 April 1978, R.1299 of 22 June 1979, R.2267 of 12 October 1979, R.1910 of 31 August 1984, R.1050 of 30 May 1986 and R.2420 of 17 December 1993.

2. The following paragraphs are hereby substituted for paragraphs 9 up to and including paragraph 26 of the Statute:

### "CHAPTER II COUNCIL

#### Membership

9. (1) The council consists of -
- (a) the principal;
  - (b) the vice-principal or vice-principals;
  - (c) the registrar;
  - (d) four persons appointed by the Minister;
  - (e) three members of the convocation elected by the convocation;
  - (f) four members of the senate elected by the senate;
  - (g) one person appointed by the city council of Grahamstown;
  - (h) one person appointed by the city council of Port Elizabeth;
  - (i) one person appointed by the city council of East London;
  - (j) one person appointed by the city council of Uitenhage;
  - (k) one person appointed by the city council of Queenstown;
  - (l) one person appointed by the city council of King William's Town;

- (m) two persons elected by the donors;
  - (n) the president of the students' representative council, and another student elected annually by the students' representative council;
  - (o) one person elected by the associate institutes;
  - (p) two persons elected by the board of governors of the Rhodes University Foundation;
  - (q) two persons elected by the board of the East London Campus of the University;
  - (r) one person elected by schools in the Eastern Cape Province;
  - (s) one person designated by organised labour, commerce and industry;
  - (t) one member of the academic staff elected by the academic staff;
  - (u) two members of the administrative support staff elected by the administrative and support staff; and
  - (v) not more than four persons, co-opted by the council.
- (2) No staff member and no student of the University may hold an appointment under subparagraph 1(d), (e), (g) to (m), (o) to (s) and (v).
- (3) A staff member of a research associated institution may only hold an appointment in terms of subparagraph 1(o).

#### **Appointment of members of council by Minister**

10. (1) The secretary to the council must notify the Minister whenever it becomes necessary for the Minister to appoint a member of council.
- (2) If a vacancy occurs during the member's term of office, the secretary to the council must invite the Minister to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.
- (3) A retiring member is eligible for re-appointment.

#### **Members of council elected by convocation**

11. (1) The registrar must assist the secretary to the convocation to arrange an election whenever it is necessary for the convocation to elect a member of the council.
- (2) The secretary to the convocation must, within 14 days after the occurrence of a casual vacancy on the council, which is required to be filled by the convocation, post to every member of convocation a notice inviting the nomination in writing of a person to be elected to fill such vacancy, which nominations must be signed by at least five members and by the nominee under his or her acceptance of the nomination.
- (3) In the case of a vacancy by effluxion of time the secretary must post to every member of the convocation a notice as contemplated in subparagraph (2) at least three months before the expiry of the term of office, inviting the nomination in writing of a person to be elected as a member of the council, which nominations must be signed by at least five members and by the nominee under his or her acceptance of the nomination.
- (4) Nominations must be lodged with the secretary within six weeks after the date of the notice, and the names of the persons nominated must be published by the secretary in at least two newspapers.
- (5) If the number of persons nominated is less than the number of vacancies, the persons so nominated must be declared duly elected.
- (6) If the number of persons nominated is greater than the number of vacancies, the secretary must, as soon as practicable after the publication of the names of the persons so nominated, post to every member a printed voting paper containing the names of the candidates arranged in alphabetical order, which paper must be returned by the voter in the special envelope provided for the purpose so as to reach the secretary not later than a date

specified on the voting paper, which date may not be earlier than 21 days after the date of issue thereof.

(7) Any voting paper which is not completed in accordance with the instructions on such paper is invalid.

(8) In other respects the mode of voting must be determined by the council.

(9) At an election the secretary must act as returning officer and must be assisted by two scrutineers appointed by the president of convocation or, in his or her absence, by the principal.

(10) A retiring member is eligible for re-election.

#### **Members of council elected by senate**

12. (1) The members of the senate elected by the senate must be members of the academic staff.

(2) The secretary to the council must notify the senate whenever it becomes necessary to elect a member, or members, of the council and the senate must hold an election at an ordinary meeting and in such a manner as it may determine.

(3) A member of the senate elected by the senate as a member of the council and whose term of office has expired, is eligible for re-election.

(4) Persons elected by the senate to be members of the council cease to be senate members of the council -

(a) if they cease to be members of the senate; or

(b) for any period during which they are suspended from the staff.

(5) If persons elected by the senate to be members of the council cease to be members of the council before the end of their terms of office, the secretary to the council must notify the senate and the senate must elect other members of the senate to be members of the council for the unexpired term of office of their predecessors, if this is longer than three months, in the manner determined by subparagraph 2 above.

#### **Members of council appointed by town and city councils**

13. (1) The secretary to the council must notify the town clerks or chief executive officers of the town and city councils contemplated in paragraph 9(1) (g) to (l) whenever it becomes necessary for them to appoint members of the council and must request that such nominations be made in writing.

(2) These nominations must be lodged with the secretary to the council not later than a date set by the secretary, which date must not be earlier than four weeks after the date of the notice.

(3) A retiring member is eligible for re-appointment.

(4) If a vacancy occurs during the term of office of the nominee of a town or city council, the secretary to the council must call for a nomination from the appropriate town or city council as contemplated in subparagraphs (1) and (2) to fill the vacancy for the unexpired term of office, if this is longer than six months.

#### **Members of council appointed by donors**

14. (1) For the purpose of this paragraph and without derogating from the rights of those who became donors before this Statute, a donor is every natural person who has donated R5 000 or more to the University, and every corporate body, partnership, unincorporated association, trust or other juristic person which has given or donated R25 000 or more to the University.

(2) The secretary to the council must notify all eligible donors, whenever it becomes necessary for them to appoint a member, or members, of the council and must call



for written nominations.

(3) Each nomination must be signed by three donors and must be lodged with the secretary to the council not later than a date set by the secretary, which date must not be earlier than four weeks after the date of the notice.

(4) Nominations must be accompanied by written confirmation of acceptance by the nominees.

(5) If the secretary receives two or fewer nominations, those nominated must be declared duly elected.

(6) If the secretary receives more than two nominations, a ballot of the donors must be held, the method of taking the ballot as determined by the council from time to time.

(7) A retiring member is eligible for re-election.

(8) If a vacancy occurs during the term of office of a donors' nominee, the secretary must call for nominations and hold a ballot as contemplated in subparagraphs (2) to (6) above to fill the vacancy for the unexpired term of office, if this is longer than six months.

#### **Members of council elected by students' representative council**

15. (1) The president of the students' representative council is by virtue of his or her office a member of the council, in addition, the students' representative council must appoint one further student, not necessarily a member of the students' representative council, as a member of the council.

(2) The secretary to the council must notify the students' representative council whenever it becomes necessary for it to appoint a member of the council.

(3) The term of office of both the president of the students' representative council and its appointee is limited to the life of the students' representative council under whose aegis they sit upon the council.

(4) The president of the students' representative council as well as its appointee under this paragraph cease to be members of the council -

(a) if they cease to be students; or

(b) for any period during which they are suspended from the University.

(5) If a vacancy occurs during the term of office of a member appointed under this paragraph, the registrar must notify the students' representative council to fill the vacancy for the unexpired period of the term of office.

#### **Member of council elected by institutes associated with University**

16. (1) The secretary to the council must notify all associated institutes whenever it becomes necessary for them to appoint a member of the council and must call for written nominations.

(2) Each nomination must be signed by three of the heads of the associated institutes and the nominee and must be lodged with the secretary not later than a date set by the secretary, which date must not be earlier than four weeks after the date of the notice.

(3) If the secretary receives one nomination, such nominee must be declared duly elected.

(4) If the secretary receives more than one nomination, a ballot of the associated institutes must be held, the method of taking the ballot as determined by the council from time to time.

(5) A retiring member is eligible for re-election.

(6) If a vacancy occurs during the term of office of the associated institutes' nominee, the secretary must call for nominations and hold a ballot as contemplated in this paragraph, to fill the vacancy for the unexpired period of office, if this is longer than six months.

**Members of council elected by board of governors of Rhodes University Foundation**

17. (1) The secretary to council must notify the board of governors, whenever it becomes necessary for them to elect a member, or members, of the council.

(2) If a vacancy occurs during the members' terms of office, the secretary must invite the board of governors to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

(3) A retiring member is eligible for re-appointment.

**Members of council elected by board of East London Campus of University**

18. (1) The secretary to the council must notify the board of the East London Campus of the University whenever it becomes necessary for them to elect a member, or members, of the council.

(2) If a vacancy occurs during the members' terms of office, the secretary must invite the board of the East London Campus of the University to fill the vacancy for the unexpired period of the term of office, if this is no longer than three months.

(3) A retiring member is eligible for re-appointment.

**Member of council elected by schools in Eastern Cape Province**

19. (1) When it becomes necessary for the schools to elect a member of the council, the secretary to the council must notify all the senior secondary schools in the Province and invite the schools to -

- (a) register with the University their intention to participate; and
- (b) make written nominations for the position.

(2) Each intent to participate and each nomination must be signed by the principal of the school and the governing body and must be lodged with the secretary not later than a date set by the secretary, which date must not be earlier than four weeks after notifying the schools of the vacancy.

(3) Nominations must be accompanied by written acceptance of nomination by the nominees.

(4) If the secretary receives only one nomination that person must be declared duly elected.

(5) If the secretary receives more than two nominations, a ballot of each school registered in terms of this paragraph must be held, the method of taking the ballot as determined by the council from time to time.

(6) A retiring member is eligible for re-election.

**Member of council designated by organised labour, commerce and industry**

20. (1) The person designated by organised labour, commerce and industry must be nominated by the National Economic Development and Labour Council, hereinafter referred to as NEDLAC, or its successor and must be drawn from the membership of organisations of labour, commerce or industry.

(2) When it becomes necessary for NEDLAC to choose a member of the council, the secretary to the council, at least two months before the start of each term of office, must invite NEDLAC to nominate the person.

(3) If a vacancy occurs during the member's term of office, the secretary must invite NEDLAC to fill the vacancy for the unexpired term of office if this is longer than three months, from the membership of organisations of labour and of commerce and industry.

(4) A retiring member is eligible for re-appointment.

**Member of council elected by academic staff**

21. (1) When it becomes necessary for the academic staff to elect a member of the council, the secretary to the council must call for nominations for election by notice to each member of the academic staff other than members of the senate.

(2) Nominations must be in writing and must be received by the secretary by the date specified in the notice.

(3) Nominations must be signed by two members of the academic staff and must be accompanied by written acceptance of nomination by the nominees.

(4) If the secretary receives only one nomination, that person must be declared duly elected.

(5) If the secretary receives more than one nomination, a ballot must be held of the members of the academic staff other than members of the senate, the method of taking the ballot as decided by the council from time to time.

(6) A retiring member is eligible for re-election.

(7) A person elected by the academic staff other than members of the senate to be a member of the council under this paragraph ceases to be a member of the council -

(a) if the incumbent ceases to be a member of the academic staff; or

(b) for any period during which the incumbent is suspended from the academic staff.

(8) If a vacancy occurs, the secretary must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

**Members of council elected by members of administrative and support staff**

22. (1) Every full-time and every permanently appointed member of the administrative and support staff, including professional staff in the library and information technology services and technical officers, other than the registrar, is entitled to take part in the election.

(2) The members of the administrative and support staff -

(a) in grades one to five elect a member of the administrative and support staff to be a member of the council; and

(b) in grades six to fifteen elect a member of the administrative and support staff to be a member of the council.

(3) The secretary to the council must call for nominations for election by notice at least two months before the start of each term of office to each member of the administrative and support staff -

(a) in grades one to five for the member they are to elect; and

(b) in grades six to fifteen for the member they are to elect.

(4) Nominations must be in writing and must be received by the secretary to the council by the date specified in the notice.

(5) Each nomination must be signed by two members of the administrative and support staff in the grade groups concerned and by the nominee.

(6) If the secretary receives one only nomination for each or either seat, those people or that person must be declared duly elected.

(7) If the secretary receives more than two nominations for each or either seat, a ballot of the members of the administrative and support staff concerned must be held, the method of taking the ballot as decided by the council from time to time.

(8) A retiring member is eligible for re-election.

(9) A person chosen by the administrative and support staff to be a member of the council under this paragraph ceases to be a member of the council -

(a) if the incumbent ceases to be a member of the administrative and

support staff; or

- (b) for any period during which the incumbent is suspended from the administrative and support staff.

(10) If a vacancy occurs during the member's term of office, the secretary must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

#### **Members co-opted by council**

23. (1) If, in the opinion of the chairperson, the work of the council would be facilitated by the co-option of additional members, the chairperson must make recommendations to an ordinary meeting of the council, and at its next ordinary meeting the council must decide whether or not to co-opt any person or persons so recommended.

- (2) A retiring member is eligible for re-appointment.

#### **Term of office of members of council**

24. Members of the council hold office for four years, except the principal, the vice-principal, or vice-principals, and the registrar who remain members during their tenure of office as such.

#### **Vacancy by effluxion of time**

25. The secretary to the council must give notice in writing at least three months before the expiry of the period of office of any member, to the authority which appointed such member and thereafter such authority must appoint a successor to fill the vacancy.

#### **Vacation of office**

26. A person ceases to be a member of the council if the person -

- (a) resigns;
- (b) is absent from three consecutive ordinary meetings of the council without leave;
- (c) is absent from the ordinary meetings of the council for a whole calendar year;
- (d) is, or becomes, an insolvent;
- (e) is declared to be of unsound mind by a court of the Republic; or
- (f) is convicted of an offence and sentenced to a term of imprisonment without the option of a fine by a court of the Republic.

#### **Chairperson and vice-chairperson**

26A. (1) The chairperson and the vice-chairperson of council hold office for two years but are eligible for re-election.

(2) If a vacancy in the office of the chairperson and the vice-chairperson occurs during the term of office, the secretary to the council must invite the council at its next ordinary meeting to fill the vacancy for the unexpired period of the term of office.

(3) The chairperson presides at all meetings of the council at which he or she is present.

(4) The vice-chairperson presides at any meeting at which the chairperson is absent.

(5) If neither the chairperson nor the vice-chairperson is present at a meeting, the members present must elect a member to preside at that meeting.

#### **Quorum and procedure at council meetings**

26B. (1) The quorum at an ordinary meeting of the council is eight.



(2) The quorum at a special meeting of the council is half of the total membership of the council.

(3) Ordinary meetings are held when and where the council decides, but there must be at least five ordinary meetings of the council each year.

(4) Any member may place a motion on the agenda of a meeting of the council by giving written notice to the secretary of the council at least seven days before the date of the meeting, and the secretary must include such motion in the agenda.

(5) The secretary must issue a written notice to each member of the council at least two days before each ordinary meeting of the council setting out the place, date and time of the meeting, and the agenda for the meeting.

(6) Notwithstanding subparagraph (5) the council may, by a majority of the total membership of the council, agree to consider any urgent matter of which notice has not been given.

(7) Special meetings must be held -

(a) when called by the chairperson; and

(b) when a written request for a special meeting is received by the secretary from at least three members of the council, the object of the meeting being stated in the request.

(8) The secretary must give at least seven days notice in writing to each member of each special meeting of the council, setting out the place, date and time of the meeting and the agenda for the meeting and no other business may be dealt with at the meeting -

(a) the council may by a majority of the total membership of the council agree to consider any urgent matter of which notice has not been given; and

(b) an emergency meeting may be called by the chairperson at any time after giving not less than 24 hours notice.

(9) At each ordinary meeting the council must as the first act after being constituted, confirm the minutes of the last preceding ordinary meeting, and the minutes of any special meeting held since then, with or without amendment.

(10) The minutes may be taken as read if copies have been sent to members prior to the meeting.

(11) All objections to the minutes must be raised and decided before such confirmation.

(12) At each ordinary meeting the council must deal with the business of which notice has been given and any other business which a majority of the total membership of the council agrees to consider.

(13) The council decides its own rules of debate.

### CHAPTER III SENATE

#### Functions

26C. The senate is accountable to the council for the academic and research functions of the University and must -

(a) recommend to council rules prescribing the requirements for each degree, diploma and certificate, including the requirements for admission, and decide who has complied with these requirements;

(b) make rules for all examinations;

(c) appoint examiners for all examinations;

(d) organise and control the teaching and research activities of members of the academic staff; and

- (e) perform such other functions as may be delegated or assigned to it by the Council.

#### **Members of senate elected by council**

- 26D.** (1) The council elects two of its number to be members of the senate.
- (2) The term of office of members elected by the council is two years provided that the council has the power to terminate membership prior to this period.
- (3) Whenever the period of office of a member of the senate who was elected by the council is about to expire or when a vacancy occurs, the secretary to the senate must invite the council to elect a successor for a two year period.
- (4) A person elected to be a member of the senate by the council ceases to be a member of the senate if such person ceases to be a member of the council.

#### **Members of the senate elected by academic staff**

- 26E.** (1) Members of the academic staff who are not members of the senate by virtue of their offices must elect six of their number to the senate.
- (2) The term of office of members elected under subparagraph (1) is one calendar year from the first day of January.
- (3) Before October each year the secretary to the senate must call for nominations for election by notice to each of the eligible members of the academic staff who are not members of the senate by virtue of their offices.
- (4) Nominations must be in writing and must be received by the secretary to the senate by the date specified in the notice.
- (5) Each nomination must be signed by two members of the academic staff who are not members of the senate by virtue of their offices and by the nominee.
- (6) If the secretary to the senate receives six or fewer nominations, such nominees must be declared to be duly elected.
- (7) If the secretary to the senate receives more than six nominations, a ballot must be held, the method of taking the ballot to be as decided by the senate from time to time.
- (8) A retiring member is eligible for re-election, provided that no person so elected may be a member of the senate for a continuous period of more than three years.
- (9) A person elected under subparagraph (1) ceases to be a member of the Senate if -
- (a) such person becomes a member of the senate under some other subsection;
  - (b) such person ceases to be a member of the academic staff; or
  - (c) during any period of suspension from the academic staff.
- (10) If a vacancy exists, the secretary to the senate must call for nominations and, if necessary, hold a ballot to fill the vacancy for the unexpired period of the term of office, provided that if the vacancy occurs within three months of the end of the calendar year the secretary to the senate may, after consultation with the remaining members elected under subparagraph (1), decide that it is not necessary to fill the vacancy.
- (11) In taking a decision as contemplated in paragraph (10) the secretary to the senate must take into account all relevant factors, including -
- (a) the practicality of filling the vacancy;
  - (b) the number of senate meetings during the remainder of the calendar year;
  - (c) the nature of the business which the senate is likely to consider and its importance.

**Members of senate elected by students' representative council**

**26F.** (1) The students' representative council must elect five students to be members of the senate.

(2) The term of office of members elected under subparagraph (1) is one year coinciding with the term of office of the members of the students' representative council.

(3) A person elected to be a member of the senate under subparagraph (1) ceases to be a member of the senate -

(a) if such person ceases to be a student; or

(b) during any period of suspension as a student.

(4) If a vacancy occurs during a term of office, the secretary to the senate must invite the students' representative council to fill the vacancy for the unexpired period of office.

**Members of senate elected by administrative and support staff**

**26G.** (1) The administrative and support staff must elect two of their number to be members of the senate, one from grades one to five inclusive and one from grades six to fifteen inclusive.

(2) The term of office of members elected under subparagraph (1) is one calendar year from the first day of January.

(3) The secretary to the senate must call for nominations for election by notice to each member of the administrative and support staff at least two months before the start of each term of office.

(4) Nominations must be in writing and must be received by the secretary to the senate by the date specified in the notice.

(5) Each nomination must be signed by two members of the administrative or support staff as the case may be and by the nominee.

(6) If the secretary to the senate receives only one nomination for either category, such nominee must be declared to be duly elected.

(7) If the secretary to the senate receives more than one nomination per category, a ballot must be held amongst the members of the relevant category, the method of taking the ballot as decided by the council from time to time.

(8) A retiring member is eligible for re-election, provided that no person so elected may be a member of the senate for a continuous period of more than three years.

(9) A person elected by the administrative or support staff ceases to be a member of senate -

(a) if such person ceases to be a member of the administrative or support staff; or

(b) during any period of suspension from the administrative or support staff.

(10) If a vacancy exists the secretary to the senate must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, provided that if the vacancy occurs within three months of the end of the calendar year the secretary to the senate may, after consultation with the remaining members elected under subparagraph (1), decide that it is not necessary to fill the vacancy.

(11) In taking a decision as contemplated in subparagraph (10) the secretary to the senate must take into account all relevant factors, including -

(a) the practicality of filling the vacancy;

(b) the number of senate meetings during the remainder of the calendar year;

(c) the nature of the business which the senate is likely to consider and its importance.

**Chairperson and vice-chairperson of senate**

26H. (1) The chairperson of the senate presides at all meetings of the senate.

(2) In the absence of the chairperson, the vice-chairperson presides, and in the absence of both the senate must elect a member to preside at that meeting.

**Quorum and procedures at senate meetings**

26I. (1) (a) The quorum at a meeting of the senate is one third of the total membership of the senate excluding those members on leave on the date of such meeting.

(b) Once a meeting has been declared quorate, it remains quorate for the duration of the meeting, provided that no new matter may be introduced while the membership of the meeting is fewer than one third of the total membership of the senate excluding those members on leave at the date of such meeting.

(2) Ordinary meetings must be held when and where the senate decides, but there must be at least four ordinary meetings of the senate each year and these are published in the University Calendar.

(3) Any member of the senate may place a motion on the agenda for a meeting of the senate by giving written notice to the secretary to the senate at least seven clear days before the date of the meeting, and the secretary to the senate must include any such notice in the agenda.

(4) The secretary to the senate must issue a written notice to each member of the senate at least three clear days before the date of each ordinary meeting of the senate, setting out the place, date and time of the meeting, and the agenda for the meeting.

(5) Notwithstanding subparagraph (4) the senate may, by a three quarters majority of the members present and voting, agree to consider any urgent matter of which notice has not been given.

(6) Special meetings must be held -

(a) when called by the chairperson at any time; or

(b) when a written request for a special meeting is received by the secretary to the senate from at least five members of the senate, the object of the meeting being stated in the request.

(7) The secretary to the senate must give not less than 24 hours notice in writing to each member of each special meeting of the senate, setting out the place, date and time of the meeting, and the agenda for the meeting.

(8) No other business may be dealt with at the meeting contemplated in subparagraph (7), but -

(a) the senate may, by a three quarters majority of the members present and voting, agree to consider any urgent matter of which notice has not been given;

(b) the chairperson may dispense with the period of notice, or the requirement that the notice be in writing, or both, where in his or her opinion there is an emergency.

(9) At each ordinary meeting the senate must -

(a) confirm, by the signature of the chairperson, the minutes of the last preceding ordinary meeting, and the minutes of any special meeting held since then, with or without amendment, the minutes to be taken as read if copies have been sent to members prior to the meeting;



- (b) decide all objections raised to the minutes before their confirmation; and
  - (c) deal with the business of which notice has been given and any other business which a three quarters majority of those present and voting agrees to consider.
- (10) The senate decides its own rules of order.

### **CHAPTER IIIA INSTITUTIONAL FORUM**

#### **Membership**

**26J.** The institutional forum consists of 24 members -

- (a) six members from the governance sector which includes the executive management, the council and the senate;
- (b) eight members from the student sector;
- (c) eight members from the staff sector; and
- (d) two members from the community sector.

#### **Election or appointment of members of institutional forum other than students, staff and community representatives**

**26K.** (1) The principal must appoint two members of executive management to be members of the institutional forum; the council must elect two of its members to be members of the institutional forum and the senate must elect two of its members to be members of the institutional forum.

(2) The term of office of any member of management appointed by the principal is decided by the principal.

(3) The term of office of the members elected by the council is one calendar year from the first day of January, provided that a retiring member is eligible for re-election.

(4) The term of office of the members elected by the senate is one calendar year from the first day of January, provided that a retiring member is eligible for re-election.

(5) The principal must appoint one member of the executive management to be an alternate member of the institutional forum, and the council and the senate must also each annually elect one member of the council and the senate respectively to be alternate members of the institutional forum.

(6) A person elected by the council ceases to be a member or an alternate member of the institutional forum if he or she ceases to be a member of the council.

(7) A person elected by the senate ceases to be a member or an alternate member of the institutional forum if he or she ceases to be a member of the senate.

(8) If a vacancy occurs during the term of office of a council or a senate representative, the council or the senate, as the case may be, must fill the vacancy for the unexpired term of office.

#### **Election of student members of institutional forum**

**26L.** (1) The students' representative council must elect eight students to be members of the institutional forum, of the eight at least two must be from the East London Campus.

(2) In electing its representatives the students' representative council must take into account the need to ensure representivity of views across the student body.

(3) The term of office of the student members and alternate members of the institutional forum will be one year coinciding with the term of office of members of the students' representative council.

(4) A person elected in terms of subparagraph (1) ceases to be a member or

alternate member of the institutional forum -

- (a) if such person ceases to be a student; or
- (b) for any period during which such person is suspended by or from the University.

(5) If a vacancy occurs during the term of office, the student body concerned must fill the vacancy for the unexpired period of the term of office.

#### **Election of staff members of institutional forum**

**26M.** (1) The academic staff, other than those on the senate, who are on the Grahamstown Campus must elect two of their number to be members of the institutional forum and one of their number to be an alternate member of the institutional forum.

(2) The academic staff, other than those on the senate, who are on the East London Campus must elect one of their number to be a member of the institutional forum and one of their number to be an alternate member of the institutional forum.

(3) Employees on the Grahamstown Campus who are members of recognised staff bodies of the University, other than academic employees, must elect four of their members to be members of the institutional forum.

(4) Each staff body which elects a member of the institutional forum must elect one of their members to be an alternate member of the institutional forum.

(5) The manner of election of the members chosen by the recognised staff bodies is determined by rules.

(6) The staff of the East London Campus, other than academic staff, must elect one of their members to be a member and one to be an alternate member of the institutional forum.

(7) The term of office of members of staff is one calendar year from the first day of January.

(8) A person chosen under this paragraph ceases to be a member or an alternate member of the institutional forum -

- (a) if such person ceases to be a member of staff; or
- (b) for any period during which such person is suspended by or from the University.

(9) If a vacancy occurs during the term of office, the staff body or bodies concerned must fill the vacancy for the unexpired period of the term of office.

#### **Election of institutional forum members - any other sector**

**26N.** (1) The secretary to the institutional forum must request the Transitional Local Council of Grahamstown, or its successor, to appoint two persons to be members of the institutional forum and one person to be an alternate member.

(2) A person appointed under this paragraph ceases to be a member or an alternate member of the institutional forum if such person is informed by the chief executive officer of the transitional local authority or its successor that such person's services are no longer required.

#### **Chairperson of institutional forum**

**26O.** (1) From time to time the institutional forum must elect from among its members a chairperson.

(2) If the chairperson is absent the first item of business at that meeting is the election of a chairperson.

**Quorum and procedures**

**26P.** (1) The quorum at meetings of the institutional forum is one third of the total membership of the institutional forum.

(2) Once a meeting has been declared quorate, it remains quorate for the duration of the meeting provided that no new matter may be introduced while the membership of the meeting is fewer than one third of the total membership of the institutional forum.

(3) Ordinary meetings must be held when and where the institutional forum decides, but there must be at least five ordinary meetings of the institutional forum each year.

(4) The dates of the meetings must be published in the University Calendar.

(5) Special meetings must be held when a written request for a special meeting is received by the secretary to the institutional forum from members of at least three sectors, the object of the meeting being stated in the request.

(6) An alternate member may participate as a full member of the institutional forum only if the substantive member is absent.

(7) Alternate members may be in attendance as observers at all meetings of the institutional forum.

(8) The institutional forum determines its own procedures and rules of order.

(9) The institutional forum may establish ad hoc sub-committees chaired by a member of the institutional forum on which stakeholders who are not members of the institutional forum may be co-opted.

(10) Membership of the institutional forum terminates if the member concerned -

- (a) resigns in writing to the secretary to the institutional forum;
- (b) is absent from two consecutive ordinary meetings of the institutional forum without apology or from three consecutive meetings with apology;
- (c) ceases to be a member of the body which designated or elected the person."

**Transitional provisions: council**

**26Q.** A person who immediately before the date on which this Statute comes into operation, served as an appointed or elected member of the council in terms of section 7(1)(b), (c), (d), (e), (f), (g), (h), (i)(A), (j), (l), and (m) of the Rhodes University (Private), 1949 (Act No. 15 of 1949), continue to serve on the council in terms of respectively paragraphs 9(1)(e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), and (v) of the Statute as amended hereby, until the completion of his or her term of office according to the legislation in force at the time of his or her appointment or election to the council.

**Transitional provisions: senate**

**26R.** A person who immediately before the date on which this Statute comes into operation, served as an appointed or elected member of the senate in terms of section 8(1)(e), (f), and (h) of the Rhodes University (Private) Act, 1949 (Act No. 15 of 1949), continue to serve on the senate in terms of respectively paragraphs 26(d), (e), and (f) of the Statute as amended hereby, until the completion of his or her term of office according to the legislation in force at the time of his or her appointment or election to the senate.

**Transitional provisions: chairperson and vice-chairperson**

**26S.** A member of the council or the senate who served as chairperson or vice-chairperson immediately before the date on which this Statute comes into operation, continue to serve in that capacity until the completion of his or her term of office according to the legislation in force at the time of his or her election to the said office.

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