

REMIT OF THE INSTITUTIONAL FORUM OF THE UNIVERSITY OF THE FREE STATE

1. NAME

The name of the forum is the Institutional Forum of the University of the Free State (IF).

2. ESTABLISHMENT AND STATUS OF THE INSTITUTIONAL FORUM

The IF is established in terms of Section 26(2)(f) of the Higher Education Act 101 of 1997, read with Sections 31 and 70 of the Act and Paragraph 29 [27] of the Statute of the University of the Free State.

3. FUNCTIONS OF THE INSTITUTIONAL FORUM

- (1) The IF must advise the Council on issues affecting the University, including –
 - (a) the implementation of the Higher Education Act, 1997, and the national policy on higher education;
 - (b) policies on race, gender equity and other aspects of discrimination referred to in relevant legislation;
 - (c) the processes used for the selection of candidates for senior management positions and the suitability of intended appointees for meeting equity targets;
 - (d) codes of conduct, conciliation, mediation and dispute resolution procedures;
 - (e) the fostering of an institutional culture which promotes:
 - (i) tolerance and respect for human dignity and fundamental human rights, and
 - (ii) a positive environment for teaching, research and learning.
- (2) The IF performs such other functions as determined by the Council.

4. THE COMPOSITION OF THE INSTITUTIONAL FORUM

The IF consists of:

- (a) two representatives of the University Management Committee, designated by the University Management Committee;
- (b) two representatives of the Council, designated by the Council;
- (c) two representatives of the Senate, elected by the Senate;
- (d) two representatives of the academic employees, other than Senate members elected by the academic employees;
- (e) two representatives of administrative employees, elected by the administrative employees;
- (f) two representatives of service employees, elected by the service employees;
- (g) two representatives of the Students Representative Council, designated by the Students Representative Council;
- (h) two representatives of the recognised trade unions representing employees of the University, designated by the trade unions; and
- (i) 1 or 2 designated representatives of other stakeholder groups (subject to clause 6(5)) as identified by the IF and approved by the Council, provided that when such a group ceases to exist the membership of its representative ends.

5. ELECTION PROCEDURE

- (1) The Registrar facilitates the process in terms of which members are elected, designated or co-opted.

- (2) (a) The relevant bodies or groups that are entitled to designate or elect members, designate or elect members in accordance with their internal designation or election procedures, if any, with due attention to representivity on the grounds of gender, race and disability.
- (b) Where no internal designation or election procedures exist, the Registrar determines such procedures.

6. TERM OF OFFICE

- (1) The term of office of all members, excluding the members designated by the Student Representative Council, is four years.
- (2) The term of office of members designated by the Students Representative Council coincides with the term of office of the Students Representative Council.
- (3) Members may be re-elected, re-designated or reapproved at the end of a term of office by their bodies or groups.
- (4) The membership of a member of the IF is terminated when such member's membership of the body or group he/ she is representing on the IF is terminated.
- (5) Under justifiable circumstances a member of the IF may resign or his/her constituency may be requested to replace him/her with another representative.

7. CHAIRPERSON AND VICE-CHAIRPERSON

- (1) The IF elects from among its members a chairperson, a secretary and a vice-chairperson.
- (2) The term of office of the chairperson and the vice-chairperson coincides with their respective terms of office as members of the IF.
- (3) When the office of chairperson or vice-chairperson becomes vacant, a successor is elected by the IF at its next meeting.
- (4) When both the chairperson and the vice-chairperson are absent from a meeting of the IF, the members present must elect a person from among themselves to preside at that meeting.
- (5) The chairperson of the IF regularly gives feedback on the Council's acceptance, partial acceptance or non-acceptance of the advice of the IF.

8. EXECUTIVE

- (1) The IF may establish committees to perform any of its functions and may appoint persons, whether or not they are members of the IF, as members of such committees.
- (2) The IF is not divested of responsibility for the performance of any function delegated or assigned to a committee.
- (3) The chairperson, vice-chairperson and secretary form the executive of the IF to deal with the day-to-day management of the IF.

9. PROCEDURE

- (1) The IF determines its own procedure at meetings with due observance of the generally accepted norms of fair administrative process.
- (2) Half of the members of the IF plus one form a quorum.

- (3) Decisions of the IF committees do not bind the IF but a quorum, which is 40% of membership, is required at meetings of these committees when recommendations are made to the IF.
- (4) The secretary ensures that minutes of all meetings of the IF and executive meetings are kept by the secretariat.
- (5) At least four working days before each meeting of the IF the secretary ensures that the secretariat sends out to each member an agenda indicating the date, venue and time of the meeting as well as matters for discussion.
- (6) Members of the IF who want to place matters for discussion on the agenda must inform the secretary of such matters in writing at least five working days before the date of a meeting.
- (7) The chairperson can at any time convene an extraordinary meeting of the IF with mention of the matters for discussion. Such a meeting preferably should occur with at least a 24-hour notice period.
- (8) At the written request of at least eight members of the IF the chairperson must convene an extraordinary meeting provided that the request is accompanied with a short description and motivation of the agenda points.

10. DECISION-MAKING

- (1) The IF preferably takes decisions with full or sufficient consensus.
- (2) Where sufficient consensus cannot be reached the IF takes a decision when at least seventy-five percent of the members present at a meeting vote in favour of a particular proposal.
- (3) Where the Council has asked the IF for advice on a specific issue and no proposal of advice wins the support of at least seventy-five percent of the members present, the chairperson is compelled to convene a follow-up meeting within two weeks.
- (4) If, during the follow-up meeting, the IF fails to come to an advisory decision, a summary of the various points of view must be formulated and submitted to the Council.
- (5) Where an advisory decision was made by the IF to be submitted to the Council, members who supported a minority view may formulate their view in writing and submit it to the Council via the executive of the IF.