



CHARTER FOR THE INSTITUTIONAL FORUM

Charter Owner	Registrar
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, hereafter referred to as IF.

2. STATUS

- 2.1 The IF functions in accordance with the Higher Education Act, as Amended (Act # 101 of 1997), and the UJ Statute.
- 2.2 The recommendations made and advice given by the IF are submitted to the Council for consideration; where the Council chooses not to accept the advice from the IF, it should provide reasons for doing so.

3. PURPOSE

The IF advises the Council as contemplated in Section 51 of the UJ Statute and as directed by the Higher Education Act, as Amended (Act # 101 of 1997), in accordance with the vision, mission, core values, strategic goals and subsequent KPIs, the principles of corporate governance and the legal and management framework of the University.

4. COMPOSITION

- 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 at the University, one of whom 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 Senate.
- 4.6 Two members elected from the ranks of the full-time permanent academic employees who are not members of Senate, elected by the permanent academic employees not members of the Senate.
- 4.7 Two members elected from the ranks of the permanent non-academic employees (whose 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 of each of the recognised trade union(s) 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 IF may determine from time to time, up to a maximum of two, to ensure that the Forum fulfils its functions.
- 4.12 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.

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

5.1 The IF functions in accordance with the statutory functions as contemplated in Section 51 of the UJ Statute, and as directed by the Higher Education Act, as Amended (Act # 101 of 1997).

5.2 The specific functions of the IF are to:

Advise to Council

5.2.1 The implementation of the Higher Education Act, 1997 and the national policy on higher education.

5.2.2 Equity policies, plans, strategies and projects related to transformation.

5.2.3 The recommended appointment of candidates for executive management positions.

5.2.4 Codes of conduct, mediation and dispute resolution procedures.

5.2.5 Fostering an institutional culture which promotes tolerance and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning.

5.2.6 The language policy of the University.

5.2.7 Amendments to the Statute, and

5.2.8 Any other issue that affects the University.

Other (in addition to its advisory function)

5.2.9 Carries out such other functions as determined by the Council after consultation with the IF.

5.2.10 Provides the Council with written advice on matters affecting the University.

5.2.11 Considers written feedback by the Council on recommendations of the IF not accepted by the Council.

6. SCOPE OF AUTHORITY

6.1 Council delegates the scope of authority to the IF as it deems fit or as mandated by Council.

7. NOMINATION/ELECTION OF MEMBERS

7.1 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 Secretariat of the IF communicates a vacancy in the IF to the person or body who elected or appointed the member.

- 8.2 A vacancy must be filled within twelve weeks after the Secretariat receives a notification or becomes aware of such a vacancy.

9. OFFICE BEARERS

- 9.1 The Chairperson is a member of the Management Executive Committee and is appointed by the Council.
- 9.2 In the absence of the Chairperson, the additional MEC member acts as the Chairperson.
- 9.3 When both the Chairperson and additional MEC member are absent from a meeting of the IF, the 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 Secretariat for the IF.

10. MEETING PROCEDURE AND REPORTING

- 10.1 The IF meets at least quarterly during the academic year, on dates determined in advance and reflected in the University's Year Programme.
- 10.2 The Chairperson may convene an extraordinary or emergency meeting by giving notice of such a meeting and the agenda thereof.
- 10.3 An extraordinary or emergency meeting must be convened by the Chairperson if at least thirty per cent of the members of the IF 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.
- 10.4 At least seven days' notice of an extraordinary or emergency meeting must be given, except with the unanimous consent of the meeting.
- 10.5 No business other than that which the extraordinary or emergency meeting was called for may be transacted at such a meeting.
- 10.6 Subject to the provisions of the Statute and Rules, the IF determines its own procedure for meetings in accordance with the accepted principles related to the conduct of meetings.
- 10.7 The IF is quorate if at least forty percent of its members are present.
- 10.8 A quorum must be in attendance when any decision is taken.
- 10.9 The University Secretariat acts as the Secretariat of the meetings and administers meetings in accordance with the Rules for Effective Meetings.
- 10.10 Decision-making is based on the principle of consensus.
- 10.11 When a matter is brought to vote, a simple majority must vote in favour of the proposal/resolution for it to be carried.
- 10.12 The Chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote.
- 10.13 Minutes of the meeting are circulated to members of the IF and approved at the next meeting.
- 10.14 A summarised report and, when applicable, recommendations and advice serve at the Council.

11. TASK TEAMS AND COMMITTEES

- 11.1 If necessary, the IF 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 IF are, in principle, four years, or such shorter term as the representative still represents their 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 IF for more than two consecutive terms.
- 12.4 The IF is a statutory structure as per the Higher Education Act, as Amended (Act # 101 of 1997), 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.

Amendments approved by Council on 18 March 2024.