



ASSOCIATIONS & ORGANISATIONS' GUIDING DOCUMENT

Associations and Organisations comprise a group of students who share similar/common interests and aim to contribute towards the betterment of the student population. They ensure active engagement and social cohesion and tackle different student issues.

STUDENT GOVERNANCE OFFICES' ROLE & SUPPORT

To focus on the desire to capacitate associations and student organisations with the tools to deepen and expand their contribution, experience, and leadership within the student space.

COUNCILS

These councils are hereby established, subject to the provisions of the ISRC Constitution.

Arts and Culture Student Council: This Council shall be constituted by all arts and culture associations.

Social Impact Council: This Council shall be constituted by all associations interested in community engagement and community outreach work.

International Student Council: This Council shall be constituted by all associations that intend to serve the interests of international students.

Associations Student Council: This Council shall be constituted by all student associations not falling squarely within any other defined section in this application form. These include, but are not limited to, associations promoting religion and spirituality, associations promoting academics, etc. These associations are interested in activities falling within the scope of student life.



Organisations Student Council: This Council shall be constituted by all student governance organisations. That is, all those student organisations are interested in engaging in matters relating to student governance. Registration as a student organisation allows candidates for elective portfolios in CSRC elections to run as organisation representatives.

Universal Access Council: This Council shall be constituted by the duly elected Chairpersons of the Centre for Universal Access and Disability Support (CUADS) Student Council.

Sports Council: This Council shall be constituted by the duly elected Chairpersons of all recognised UFS Sporting Codes and all Sports-related associations.

Student Media and Dialogue Council: This Council shall be constituted by the duly elected Chairpersons of all registered student media platforms, including the three Chairpersons of the three media elements of Kovsie X and all media associations.

Objectives of Councils:

To, in cooperation with the CSRC, serve the interests of its constituency, the UFS and the Student Body without partiality, bias, prejudice, discrimination or preference of any form

To establish and formalise the abovementioned Student Councils as recognised and established by the ISRC Constitution

To serve as a platform where the respective representatives of the Student Councils attempt to protect further and represent the interests of their constituency.

To serve the UFS Student Body with humility, integrity, excellence and earnestness.

To lead by example in establishing transformation, diversity, and multiculturalism within the University.

To maintain and promote a high standard of academic excellence among the Student Body.



Registration of Associations and Organisations

The registration process for associations and organisations will commence from the beginning of January until the end of February. The process will be digital via the Indico platform under the Student Associations and Organisations page.

The following documents will be required for registration:

- Constitution
- Membership and Executive List with Details
- Minutes of the EC Election
- Year Plan/Calendar
- Logo
- Previous Year's Report
- Diversity Recruitment Plan
- Proof of Affiliation (If Applicable)
- Internal Code of Conduct
- Proposed Budget Plan (Post Operational Training)

UFS Brand

Associations and organisations should refrain from incorporating “UFS” and “Kovsie” in the names of their associations and organisations. Structures may be referred to as the UFS Chapter; however, the brand may not be used concerning the association's name or organisation.



Induction & Trainings

The following training programmes will be offered, and attendance will be compulsory for associations and organisations. Every structure will be required to send at least two representatives.

- **Generic Leadership Training**
- **Operational & Events Protocol Training**
- **Community Engagement Training**
- **Constitutional Workshop**
- **UN Sustainable Goals in the UFS Context**

EXECUTIVE COMMITTEE COMPOSITION

All registered associations and organisations are required to have an Executive Committee. No portfolios are mandated due to the various internal dynamics within each structure and the mother body requirements.

Executive committee members are required to be:

- Fully registered students during the intended term.
- Available themselves for all governance processes and activities.
- Not employed by the university (including student assistants) RC's & Tutors are an exception.
- "Chair and Deputy Chairpersonship" is limited to two associations and organisations in different councils.
- "Executive Committee Membership" is limited to two associations or organisations in different councils.

Associations and Organization's Executive Committee and Membership Updates

Any changes to the existing executive committee and membership should be submitted to the office within 10 working days. Submissions should include full minutes that include election details as well as an updated membership form in the template



that the office provides. This is to ensure that all details are indeed included for operational purposes.

EC RECOGNITION

Student Governance Awards

A recognition ceremony will be held, and the attendees and the criteria will be decided on by the respective Council Chairs.

Certificates

All members of the Executive Committee as per the submitted membership details will be awarded a certificate from the office.

REGISTRATION REVIEW PROCESS

At the end of the term, all Council Chairs will review all existing associations and organisations. This review will determine which associations and organisations are granted full privileges


The following will be followed in the review criteria:

- End of Term Report
- Participation in Governance Processes (Elections, Council Meetings and Training)

COUNCIL EXECUTIVES & SP DELEGATES

Following the registration of associations and organisations, the Council Chair shall facilitate the election of the council's executive committee (EC) and the Student Parliament Delegation elections. These elections will be facilitated by the Council Chairs, the Association and Organisations Coordinator, and the Campus Deputy President, who will be in observation.





These elections will be facilitated per the timetable set by the Coordinator and Deputy President.

MONTHLY CHAIRPERSONS MEETING

All Chairpersons will be required to attend one compulsory monthly meetings with both the Council Chair to discuss any operational matters that need attention. When the Chairperson is unavailable, they may delegate and grant their proxy to another E.C. member. Communication should, however, be submitted to the office at least 24 hours prior.

FUND ALLOCATIONS

All registered associations and organisations will be allocated a maximum fund of R9 000.00 for projects, operations and branding material. The allocation will be available once the operational training has been attended and the budget plan has been submitted. If an association or organisation fails to comply, the funds will not be allocated to that specific structure.

Operational Funds

A third (1/3) of the R9 000.00 allocated to respective associations and organisations may be utilised towards the operations based on the functionality.

The operational funds for associations and organisations to be fundraised through the membership and membership renewal fee. Upon registration, all members to contribute a maximum of R50.00 towards the operations of the association or organisation. SGO will have no monitoring or control over these funds.

Branding Material

Branding materials may be bought using the allocated funds based on the associations and organisations' specific needs.



Projects

All associations and organisations' projects and initiatives are expected to be sustainable and to align with the DSA Strategy and UFS' vision 130. The UN Sustainable Goals framework will be used to measure the project's impact, sustainability and approval. This clause reflects the intent of Student Governance to support Vision 130 of the UFS.

Funds may be used to the maximum towards specific projects and initiatives that are in line with the functionality as well as in alignment with the UFS strategy.

UN Sustainable Development Goals

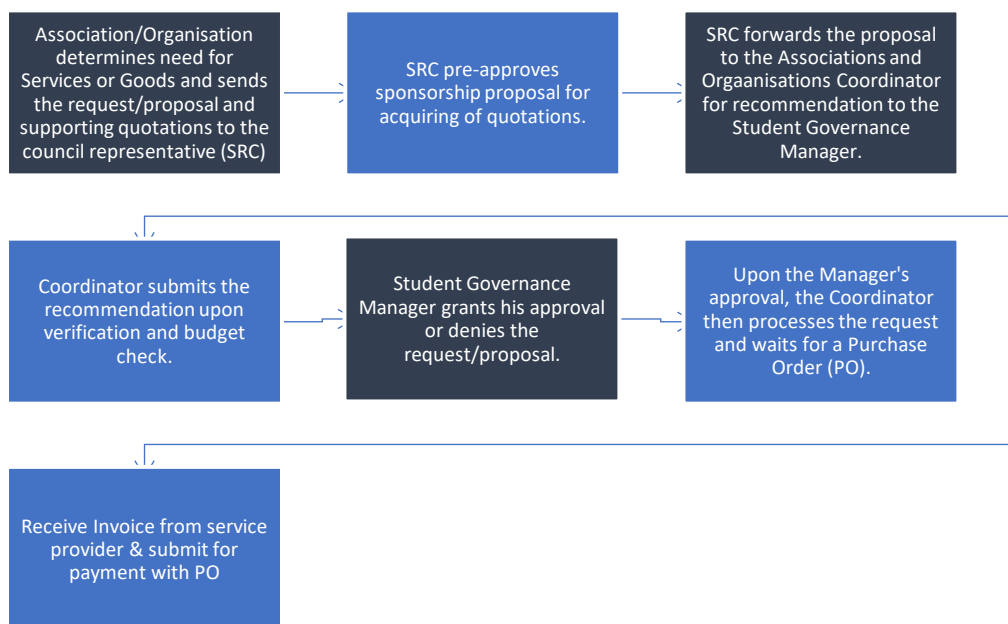


Developmental Excursions

Allocated funds may be used to attend conferences, summits, religious excursions or competitions that align with the association and organisations' functionality.

Requirements are as follows:

- Atleast more than 5 members of the association or organisation should attend.
- A detailed travel plan with all logistical (transport, accommodation & meals) details should be communicated.
- Confirmation of Invitation
- Submission of requests atleast 21 days prior




Third-Party Engagements & Fundraising

When students invite or approach external people and brands to address the student community, collaborate or for social responsibility. The communication must be in writing, and the association or organisation's logo should be attached.

When approaching members of TOP management, permission should be requested from the Student Governance Manager.





When fundraising through the Coordinator, students should receive training from the Community Engagement Office, which informs them of their fundraising initiative and how they intend to give back to their respective communities.

Associations and Organisations Offices

The associations and organisations' offices will be in full effect as of January 2025. Structures may, however, start storing their branding from November 2024. All registered associations and organisations will have access to the office via a booking system administered on the Indico platform on the BFN associations and organisations page.

Bookings will be administrated as follows:

- All Associations and Organisations will have limited and rotational access to the office.
- The space will require a booking limited to a 3-hour session.
- Associations and Organisations are to hand in keys when the session ends.

