UNIVERSITY OF PRETORIA

Department of Student Affairs

**CODE OF CONDUCT FOR SOCIETIES**

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Category: Student Life

1. By signing this Code of Conduct you indicate that you have received and read the Code of Conduct, that you understand the contents of this Code of Conduct and agree to abide by the rules as set out therein.
2. This **Code of Conduct** must be read in conjunction with the Constitution of the Society Sub-Council. Signed Code of Conduct must be submitted before any society can resume with activities.
3. Societies should uphold the Constitution of the Society Sub-Council and the Constitution for Student Governance at UP, particularly the Bill of Student Rights, and must act in accordance with its principles and provisions.
4. Societies must base all their decisions relating to student governance and service to students on the following principles:
	* Professionalism
	* Good client service
	* Promptness
	* Friendliness
	* Respect
	* Helpfulness
	* Tolerance
	* Open-mindedness
5. Societies are accountable to the University and the student community for their actions as elected or appointed student leaders and must execute all such actions in accordance with commonly accepted principles of sound governance.

### Minimum requirements

Societies must comply with certain minimum requirements in respect of the following:

### 7. Meetings

The attendance of Society Sub-Council meetings is **compulsory**.

Fines will be imposed on the Society for failure to attend meetings:

* + - Failure to attend a meeting will result in a fine of ten percent (10%) of their allocated budget for the year and this amount will be deducted directly from the Society’s account at TuksToonbank without prior notice immediately after such meeting.
		- If a society is absent from a meeting **without** apology, ten percent (10%) of their allocated budget for the year will be taken to the SRC Funds.

### 8. Booking of venues

Registered societies may book UP facilities/venues free of charge on a “first come first served” basis, subject to availability. The university’s policy on events on campus should be adhered to at all times.

Academic programmes remain a priority and the booking and use of a venue for other activities should at all times be subject to its impact on any academic programme that is presented in close proximity.

The person booking the venue takes responsibility for keeping the venue in a satisfactory condition. Fines may be imposed if booked venues are abused in any way or damages incurred and the society will forfeit the right to use University facilities until such time as the right has been restored.

### 9. Society Notices and Posters

All notices concerning Society matters must be approved and stamped by the TuksToonbank before it may be advertised on notice boards. Any notice that has not been approved will be removed from the notice boards.

Posters or society communication must comply with the UP communications policy (may not be offensive, damaging or harm anyone, no nudity or alcohol abuse promoted, etc)

### Communication

The society must, at all times act as mouthpiece of the student body under the guidelines that:

* + The society must always provide accurate information to its stakeholders/constituency
	+ The society must always uphold the university values, and by no means compromise the interests of the student body
	+ The society will reflect fairness and objectivity in its communication/s, and it will do so free of censorship

However, the society shall understand that the abovementioned guidelines exclude

* + incitement of violence or advocacy of hatred that is based on race, ethnicity, gender or religion, and sexual orientation

### Finances

Funds are allocated to registered societies annually but it is the responsibility of the relevant society to ensure that funds are not mismanaged as there are no overdraft facilities available.

Fines will be imposed if receipts, financial reports, reports of funds received from the Projects Pool and management reports are not handed in timeously. This will also result in the freezing of the society’s account at TuksToonbank until such time as the said receipts/reports have been submitted.

### Management reports

Societies are required to submit an annual management report to the SRC member responsible for societies. Failure to submit the report will lead to the society being banned for a year.