

University of Pretoria

The Constitution of RAG



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Constitution of RAG

Preamble

UP RAG operates as the official, student-driven, non-profitable fundraising and community engagement committee of the Student Representative Council at the University of Pretoria within the broader framework of the Constitution of the Republic of South Africa, 1996. All the activities of UP RAG take place within the context and under the control of the University of Pretoria. The Constitution of RAG takes the above into account. This Constitution promotes effective administration and governance, that is guided by a value-driven approach.

Chapter 1: Basic Provisions and Founding Principles

Section 1: Interpretation

- 1) In this Constitution the word “he” (and any relevant pronouns such as “himself”) are intersex and applies mutatis mutandis in all aspects of gender considerations;
- 2) The interpretation of this Constitution must conform with the Constitution of the Republic of South Africa, 1996; the Statute of the University of Pretoria; University Policies and Regulations as well as promote efficient and effective student governance.

Section 2: Definitions

In this Constitution, unless inconsistent with the context:

- 1) IEC – the Independent Electoral Committee;
- 2) SRC – the Student Representative Council;
- 3) UP – the University of Pretoria;
- 4) RAG – stands for “Reach out And Give” and is a sub-committee of the SRC as contemplated by the Constitution for Student Governance at the University of Pretoria;
- 5) EC – Executive Committee;
- 6) GC – General Committee;
- 7) Basic needs – any needs that are required by the student community and the surrounding communities that can be used to improve the communities’ lives.

Section 3: Name

- 1) The official student-driven, non-profitable fundraising and community service organization of the University of Pretoria known as RAG;
- 2) “RAG” is registered as a trademark according to the stipulation of the regulation of the University of Pretoria as well as stipulation set by the Directorate of non-profit organizations. The use and amendment thereof are subject to the stipulations of

the regulation of the University of Pretoria as well as other stipulations set by the Directorate of non-profit organizations.

Section 4: Assets

- 1) All the assets of RAG (movable or immovable) are the property of RAG and no official or member of RAG at any time have any claim or property right on any of the assets belonging to RAG;
- 2) The income, profits, deficits or assets of RAG is not distributable between its members or officials;
- 3) The members or officials of RAG are only entitled to reasonable remuneration for services rendered by such a member/official to the organization and only after such expenditure was officially approved by RAG in accordance with the most updated version of the relevant honorarium policy of the Department of Student Affairs;
- 4) The members or officials of RAG may only claim back expenses from the organization for any expenses truly incurred on behalf of RAG;
- 5) RAG will keep a list of all the assets belonging to RAG on record.

Section 5: Mission

- 1) The mission of RAG is to develop students by channelling their energy and their continuous search for fun into fundraising projects, community and civic engagement projects.

Section 6: Aims

- 1) To develop the students of the University of Pretoria through exposure to community engagement and add to a wholesome organized student life experience;
- 2) To adhere to the mission of RAG through effective management, negotiations and administration of RAG projects;
- 3) To raise funds for community and civic engagement projects;

- 4) To give the students of the University of Pretoria the opportunity to get actively involved and to take part in fundraising and community and civic engagement projects;
- 5) As an organization provide help with the basic needs of individuals, groups and families through tangible contributions to their spiritual, health and social needs and assist with the welfare of the community;
- 6) RAG aims to conduct all community and civic engagement and fundraising projects as well as all student activities on a multi-racial and non-discriminatory basis in accordance with the stipulations as set out in the Constitution of the Republic of South Africa and relevant case law;
- 7) RAG is authorized by the Executive Management of the University of Pretoria (within the guidelines as set by them) to execute the necessary actions and conduct the necessary business in order to reach the aims as set out in subsection 5 by:
 - a. Performing community and civic engagement activities and raise funds as determined by the Welfare Act and the Act on Fundraising;
 - b. To use the funds or part of the funds that were raised in such a way as to ensure the successful functioning of RAG;
 - c. To, according to this Constitution, promote RAG as a fundraising, community and civic engagement organization and to organize and manage all student activities in this regard.
- 8) RAG will assist in an advisory and consultative manner in aiding Societies, Residences, Day Houses and Faculty Houses in their community engagement projects.
- 9) RAG will assist the Societies representative on the SRC to evaluate the Societies' project reports at the end of the year.

Chapter 2: Organizational Structure

Section 7: RAG Structure

- 1) RAG Manager:
 - a. RAG Manager – staff member as appointed by the Department of Student Affairs tasked with the strategic management of RAG consisting but not limited to election procedures, event management, administrative matters and financial aspects of RAG;
 - b. The RAG Manager oversees all the operational functions of the RAG from the executive committee to the general committee and ensures the proper and efficient functioning of RAG as per policy of organised student life..
 - c. The RAG Manager has the right to veto any motion or decision taken by any structure of RAG if he is of the opinion that such a decision is unlawful, unfair, or not in the interest of RAG as a whole in order to avoid negative financial implications for RAG.
- 2) Executive Committee:
 - a. Executive Committee – alternatively “EC,” comprises of all the elected members of RAG responsible for the execution of the yearly mandate as determined by the Chairperson in connection with the RAG Manager and the EC;
 - b. The Executive Committee (EC) consists of the following portfolios: Chairperson, Vice-Chairperson, SRC Ex-Officio, Secretary & Administration, Clothing, Finances, General Committee Guardian, Events, Kagiso, Thuso, Marketing, Media & Communications, Ambassadors and Transformation.
 - c. The Chairperson is allocated to the member with the most votes in the Chairperson Ballot.
 - d. The Vice-Chairperson is allocated to the member with the second most votes in the Chairperson Ballot.

- e. The Ex-Officio portfolio will be allocated according to the elections and can also be in charge of another RAG portfolio as well.
- f. Each portfolio is divided amongst the Executive Committee members according to workload as determined by the RAG Manager, Chairperson, and Vice-Chairperson;
- g. The portfolios may also be redesigned according to the need as deemed fit by the RAG Manager, Chairperson and Vice-Chairperson;
- h. Only the Community Engagement House Committee or Executive Committee members of Residences, Faculty – and Day Houses and Societies, current RAG Executive Committee members and RAG General Committee members are eligible to run for EC.
- i. The new Chairperson will delegate the portfolios to the new EC based on their interests. The outgoing Chairperson and Vice-Chairperson can give advice but may not interfere with the incoming Chairpersons decisions.
- j. The election process will have three options to choose from:
 - i. Chairperson
 - ii. Ex-Officio
 - iii. EC Member.

3) General Committee

- a. General Committee, alternatively “GC”, consists of UP student volunteers selected through a predetermined recruitment and selection process;
- b. They represent RAG and aid and facilitate the EC in executing the yearly mandate;
- c. The General Committee serves a supportive function for the EC in the operation and execution of the yearly mandate.

Section 8: Functions and Responsibilities of Officials

1) RAG Manager

- a. The RAG Manager and the Chairperson are jointly responsible for the strategic management and control of RAG as a committee of the SRC of the University of Pretoria;
- b. It is the responsibility of the RAG Manager to ensure the continuity of RAG and to serve as the liaison between the University of Pretoria and the RAG Executive Committee;
- c. The RAG Manager is responsible for the strategic management of RAG;
- d. It is the responsibility of the RAG Manager to ensure that all RAG projects take place in a responsible and orderly manner and ensure that the name and reputation of the University of Pretoria are protected at all times.

2) Chairperson:

- a. The Chairperson of RAG is the head of the committee as appointed by the prescribed election method and is known as the Chairperson of RAG.
- b. The Chairperson of RAG is responsible for the strategic management of RAG as a committee of the SRC of the University of Pretoria;
- c. The Chairperson fulfils a leading and supervisory management role within the EC;
- d. The Chairperson must report to the RAG Manager in order to keep the RAG Manager informed of the activities of RAG;
- e. The Chairperson must at the beginning of the term ensure that a plan of action for each respective portfolio is developed and submitted to the Director of Student Affairs for consideration.
- f. The Chairperson must compile an annual report about the activities of RAG at the end of his term as Chairperson
- g. The Chairperson is responsible for the execution of this Constitution, using the Constitution as a guideline for the orderly functioning of RAG.
- h. The Chairperson is responsible for the following:
 - i) Ensures and oversees the execution and implementation of RAG responsibilities, programs and activities;

- ii) Convenes and presides over all meetings of RAG and its Executive Committee;
 - iii) Represents RAG on various official or ad hoc forums and/or at other appropriate meetings of the University;
 - iv) Liaises with all Student structures as well as Management at the University;
 - v) Is responsible for maintaining sound relations with persons and bodies outside the University: he must exercise his own discretion and make decisions and only make the delegation of execution thereof;
 - i. During any period of absence exceeding three days of the Chairperson or inability to perform his/her duties for whatever reason, the Vice-Chairperson acts as RAG Chairperson;
 - j. During any period of absence exceeding three days of the Chairperson and Vice-Chairperson or inability to perform their duties for whatever reason, the RAG Secretary acts as RAG Chairperson.
- 3) Vice-Chairperson:
- a. Diligently deputizes for the Chairperson and assists the Chairperson in executing his responsibilities, powers, duties and functions. He also fulfils any functions and duties as may from time to time be assigned to him by the Executive Committee of RAG;
 - b. The Vice-Chairperson serves as a support for the Chairperson in the execution of his duties and the duties of the Chairperson is mutatis mutandis applicable on the Vice Chairperson;
 - c. The Vice-Chairperson fulfils the role of the chairperson when he is not available to perform his official duties;
 - d. The Vice-Chairperson accepts responsibility for all duties allocated to them within the functioning of the EC.
- 4) Ex-Officio SRC member
- a. The Chairperson and Ex-Officio can't manifest in the same portfolio.

- b. Any qualifying applicant can choose to run for the position of Ex-Officio according to the voting procedure overseen by the RAG Manager.
- c. The Ex Officio member is accountable to the RAG Manager and the Executive Committee in representing the interests of RAG on the SRC;
- d. The eligibility requirements for this portfolio are subject to the most updated version of the Student Governance Constitution.
- e. Only the Community Engagement HC/EC of Residences, Day- and Faculty Houses, current RAG EC and RAG GC can run for ex-officio.

5) Secretary, Administration & Clothing

- a. The RAG Secretary is the administrative officer of RAG and: –
 - i. Co-ordinates the day-to-day management of operations and activities of RAG;
 - ii. Acts as the Secretary of RAG meetings and is responsible for performing and regulating the minute taking of all RAG and Executive Committee of RAG meetings including the distribution of agendas and minutes and the communication of decisions and for coordinating the maintenance of the archives of RAG;
 - iii. The Secretary should keep record of all agendas and minutes of EC and sub-council meetings on file;
 - iv. Supports the Chairperson in the execution of his/her functions and duties;
 - v. Represents RAG on various official or ad hoc forums and other meetings of the University;
 - vi. Is responsible for all print and electronic media statements that fall within the mandate of RAG.
- b. The EC Member is also responsible for organizing the uniform for the RAG EC and GC members as required during their term in office.

6) Portfolio Holders

- a. The respective responsibilities of the various EC portfolio holders are determined by the Chairperson, Vice-Chairperson, and RAG Manager at various intervals and in line with the constitution.

7) Executive Committee Members

- a. The EC is responsible for all the decisions taken on behalf of RAG. All decisions taken must be within the guidelines as set by the University of Pretoria and the legislation on fundraising and welfare;
- b. The quorum for EC-meetings is two-thirds;
- c. Decisions made by the EC must be ratified by a majority vote of the members present with the exception of amendments to the Constitution where a two-thirds majority vote is required (a quorum will be a prerequisite at all times). In the case of an equal vote, the chairperson has the deciding vote;
- d. The EC has the right to co-opt and appoint additional members to the General Committees if necessary;
- e. The EC decides on the redistribution of duties as well as the filling of vacancies that may exist on the respective Committees;
- f. EC members accept full responsibility for the management and execution of assignments and duties as set by the EC and RAG Manager;
- g. EC members must hand in a report after each project as well as at the end of the term explaining the progress of each portfolio or project;
 - i. EC members are expected to attend at least 80% of all EC meetings during the term unless a valid and reasonable excuse is presented prior to the meeting;
 - ii. EC members may not serve on the management of any other organization or committee (including the Student Representative Council or any of its structures) during their term without the written minuted approval of the EC and RAG Manager;

- iii. All meetings of the EC must be minuted. All motions and decisions made by the EC must be explained clearly and the minutes must be kept for record purposes;
- iv. An EC member's responsibilities only come to an end after his duties as determined by the EC at the beginning of the term has been completed by him or if he has resigned or was suspended;
- v. All EC members are subject to the Code of Conduct as illustrated in Annexure 1.

Chapter 3: Rules and Regulations

Section 9: General rules with regards to RAG

- 1) After the completion of two full terms, a Chairperson may not serve in any capacity on any of the structures of RAG;
- 2) A member of the EC may not make themselves available for election or be part of any other student structure, SRC committee, sub-council or society without the written approval of the EC and RAG Manager;
- 3) All members of RAG subject themselves to the disciplinary measures as set from time to time by the EC and the RAG Manager as contemplated in the Code of Conduct;
- 4) All meetings held must be minuted. These minutes must contain the motions and decisions clearly and must be kept for record purposes.

Section 10 Appointment procedure for members of RAG

- 1) The Executive Committee
 - a. The election of the new EC will take the format as prescribed by the Director of Student Affairs.
 - b. The dates of the election process will take the format as prescribed by the Department of Student Affairs.
 - c. The EC will consist of a Chairperson, Ex-Officio and 10 other members.
 - d. The RAG Manager, Department of Student Affairs and current EC decide on dates for the selection interviews, the composition of the selection panel and the selection criteria to be used;
 - e. Application forms are made available to the EC candidates and these forms must be handed into the Chairperson before the applications close;
 - f. Selection interviews are conducted, and the EC is appointed by the selection panel according to predetermined criteria;
 - g. The selection panel will be comprised of:

- i. The RAG HC and EC of the Sub-Council who are representing their respective Day, Faculty House or Residence. In the case that there are two members on the Sub-Council from the same share the portfolio only one can vote;
 - ii. The Chairpersons of the respective Day, Faculty House or Residence on the Suv;
 - iii. The RAG General Committee members;
 - iv. The RAG Executive Committee members.
- h. The IEC will oversee and where necessary facilitate the elections.
- i. A DSA member must observe the process.
- j. The entire election procedure will not extend beyond 21 days.

2) The General Committee

- a. During a planning meeting, headed by the General Committee Guardians the EC decides on the number of positions available on the new General Committee.
- b. The EC decides on the opening and closing dates for applications. They also determine the dates of the selection interviews, the composition of the selection panel and the selection criteria to be used.
- c. Applications for candidates for the General Committee are made available and these forms must be completed and handed in at the RAG Office by the specified closing date.

Section 11 Eligibility requirements to serve on RAG

- 1) To be eligible for nomination as a candidate for the RAG EC a candidate must meet all of the following requirements:
 - a. The student must have served as a Community Engagement HC/EC member in a Residence, Society, Faculty or Day House or must have been a GC/EC member of UP RAG previously. Service as an EC member on a society that is centred around community engagement will be sufficient.
 - b. Be registered for a degree or a diploma at the University of Pretoria;

- c. In the case of an Undergraduate student:
 - i. Must have completed three (3) consecutive semesters at the University of Pretoria;
 - ii. Passed at least 80% of modules required for their qualification in all consecutive semesters
 - iii. Attained a sixty percent (60%) Grade Point Average (GPA) for the semester preceding the elections while registered for 80% of the prescribed modules;
 - d. In the case of a student enrolled for a coursework Postgraduate qualification have obtained a sixty percent (60%) average in the semester preceding the election;
 - e. In the case of a Postgraduate student who is registered for a research degree present written confirmation by the Faculty administration of the Faculty in which he is registered that sufficient progress has been made for the Student to complete the degree or diploma within the prescribed minimum period;
 - f. Not have been found guilty by a disciplinary committee of the University for the transgression of the Disciplinary Code or other Rules and Regulations of the University;
 - g. See Annexure 4 for the EC application form.
- 2) A student who is elected or who occupies a position in a student governance structure and who no longer complies with the requirements of Section 11 (1) automatically forfeits his membership with immediate effect and is replaced in accordance with the procedures contained in this Constitution.
 - 3) Relevant procedures should be followed when a person is being dismissed. – There should be an appeal directed to the RAG Manager, Director of Student Affairs from the EC member that is facing dismissal from RAG.

Chapter 4 – Administrative Matters

Section 12 Financial records

- 1) The EC accepts the responsibility to fully record all the financial activities of RAG;
- 2) The relevant legislation will be adhered to at all times;
- 3) The RAG Manager accepts responsibility for and control of the day to day expenses of RAG;
- 4) The RAG Manager has the right to veto any motion or decision taken by any structure of RAG if he is of the opinion that such a decision is unlawful, unfair, or not in the interest of RAG as a whole in order to avoid negative financial implications for RAG.

Section 13 Annulment of RAG

- 1) If the RAG Committee is disbanded, all assets should be realized, obligations should be fulfilled and the remaining funds should be paid out to non-profitable fundraising organizations who applied for such payment in writing; the finances should remain in the RAG cost centre.
- 2) The RAG Committee can only be dissolved if the RAG EC did not fulfil their mandate and if the EC conducts activities that are against the CSG of the University of Pretoria. 21 days notice should be given to all members of a committee consisting of all EC members of RAG with the right to vote, the Vice-Chancellor and Principal, the Registrar, the Director of Finance, the Dean of Students and the EC of the SRC of the University of Pretoria. RAG would be dissolved if a two-thirds majority decision is reached by this committee.

Section 14 Liability

- 1) Any member of RAG is excluded by this Constitution if any liability (jointly and separately) that may be the result of the execution of their duties if such duties were executed lawfully with the exception of instances that include *mala fides*, gross negligence, deliberate mismanagement and the failure to perform necessary duties.

Section 15 Honoraria

- 1) The EC should be given their honorarium according to the format prescribed by the Department of Student Affairs.

Section 16 Amendments

- 1) Amendments to this Constitution must be approved by the RAG Manager along with the two-thirds majority of the EC. The Constitution must be presented for final approval to the Constitutional Tribunal in the manner contemplated by the CSG.
- 2) Annexure can be amended as required by the RAG Manager and Chairperson with 50% of the EC's support.

.Section 17 Disciplinary Actions

- 1) Disciplinary can only be executed from the RAG Manager's Office on the recommendation from the Chairperson and not from the Chairperson themselves.
- 2) Missing a 1 meeting or function without written apology will receive a verbal warning.
- 3) Missing a 2nd meeting or function without an approved written apology will receive a written warning from the Chairperson.
- 4) After a 3rd missed meeting or function disciplinary action can be taken against the EC member as stipulated by the RAG Manager and Chairperson.
- 5) Being late for 3 meetings or functions is equivalent to missing a meeting without an approved written apology.

Section 18 Dispute resolution

- 1) Where a dispute arises in the RAG Executive Committee that renders the RAG Executive Committee unable to fulfil its responsibilities or perform its duties, any member of the RAG EC may refer such dispute to the Constitutional Tribunal in the manner provided in this section;
- 2) With a view to resolving the dispute, the Constitutional Tribunal convenes and the Chief Justice, Acting Chief Justice, or a judge of the Constitutional Tribunal chair a meeting of the RAG EC during which full discussion of the dispute is allowed. An

- additional two (2) judges of the Constitutional Tribunal may preside depending on the nature of the dispute;
- 3) Where the dispute is resolved, the Constitutional Tribunal records the resolution. Such resolution constitutes a binding decision of the RAG EC;
 - 4) If notwithstanding the procedure described in this section, the dispute still remains unresolved the Constitutional Tribunal arbitrates the matter and makes a binding ruling;
 - 5) The Director of Student Affairs may review the ruling if considerations of justice and fairness so require, and may amend or set aside the ruling. Such review must take place within one (1) week of the ruling being made;
 - 6) The provisions of this section do not detract from the powers of the University Council described in section 33 of the Student Governance Constitution.

Annexure 1 – RAG Code of Conduct



RAG

Code of Conduct

May 2019

Code of Conduct

All provisions of this code of conduct are influenced and affected by the Student Constitution and therefore work hand in hand

All members of RAG agree to act in accordance to the following principles:

- Punctuality
- Communication
- Willingness to work
- Transparency
- Professionalism
- Honesty
- Integrity
- Respect
- Ethical conduct

Minimum Expectations

All executive committee members must comply with the following requirements while they are members of RAG:

- Attendance of all normal meetings and functions of RAG. Submission of a written apology accompanied by a valid reason is required where attendance is impossible;
- The agenda points should be sent to the secretary 48 hours before the meeting.
- The agenda should be sent 24 hours before the meeting.
- Apologies should be sent to the secretary six hours before the meeting.
- Furthermore, for everytime a member is late for a meeting it will be recorded with a written warning after 3 late meetings;
- The RAG Secretary will be responsible for keeping time of how late individuals are;
- Attendance of all official RAG training sessions/excursions/camps;
- Wearing formal uniform at all official formal meetings with the Sub-Council and functions of RAG;
- Wearing of RAG branded uniform to EC and GC meetings as decided by the Executive Committee;
- Wear malpak **or** golf shirts every week on the agreed upon awareness day as decided by the EC.

**Where appropriate uniform is not worn at an event and meeting it will be recorded.
After 3 transgressions a warning will be issued.**

The work of societies and other structures should not get preference over the work of RAG while the member is a duly elected member of RAG

Wearing of other RAG clothing

A member wearing any formal RAG clothing such as a t-shirt is still identified as a

student leader and must act accordingly.

A member may not drink alcohol or smoke tobacco products whilst wearing the formal wear (i.e. Blazer and tie) of RAG. Members may however drink alcohol at formal functions organized by the University, provided that this is done in moderation .

Members are responsible for their own RAG clothing and may not lend such clothing to any person who does not serve on RAG.

Telephone use

Each member of RAG must keep a record of all calls made on the RAG Telephone Record Form (RAG TRF). The number dialed, the person/institution/organization called and the reason for the call must all be recorded. The TRF must be handed to the RAG Secretary at the end of each month.

Under no circumstances may the telephones of the RAG executive members be used by any other person. Misuse such as this will result in a fine equivalent to the cost of the call concerned.

Keys

A member who loses a key issued to him/her, including keys to the RAG office and the key to any of the meeting venues in Roosmaryn, will be fined R50,00 (Fifty Rands) and will also be required to replace the key or pay for the replacement of the lock of the relevant office from his/her own private funds.

Breaches of this Code of Conduct

Any member who fails to adhere to this Code of Conduct is guilty of misconduct and such misconduct will be dealt with in accordance with the prescribed methods in the **Code of Conduct for All the Recognized Student Leadership Structures within the DSA**

RAG Pledge

I,, being a member of RAG herewith pledge to:

- Represent all the students of the University of Pretoria to the best of my ability;
- Carry the best interests of the students at heart throughout my term of office as a RAG member;
- Strive to complete the mandate given to me by the University of Pretoria in pursuant with the UP 2025 vision;
- Adhere to uphold, protect, and enforce the integrity of RAG in all my decisions;
- Continue to work on my personal development in ways that will benefit the community around me as a whole;
- Remain a professional in my capacity as a member of RAG and reflect the principles and values that are embodied by the University.

**SIGNED ON THIS DAY THE _____ OF _____ 2015, AT
PRETORIA**

SIGNATURE

Annexure 1B

Regulation pertaining to the attendance of RAG meetings, office hours and appointments

Attendance of official meetings

- 1) An official meeting is a scheduled meeting of RAG in respect of which an agenda has been made available at least 24 hours prior to the commencement time of the meeting
- 2) Absence from official meetings will be dealt with in terms of the Code of Conduct
- 3) The RAG Secretary will determine whether an apology tendered for the non-attendance of an official meeting will be accepted or not.
- 4) An apology for non-attendance of official meetings will be accepted only in special circumstances (e.g.; when a member has a scheduled test/exam during the time of the meeting, in case of illness, in case of death in family, etc.)

Procedure for handing in apologies for the non-attendance of official meetings

- 1) A **written** apology must be handed in where a member will be absent from an official meeting in its entirety or part thereof. Such written apology must be handed in to the RAG Secretary at least six (6) hours prior to the commencement of the meeting concerned.

Office hours

- 1) A member must be in attendance of his/her office hours for at least **two (2) hour** per week and sign the office register upon arriving and departing the office.
- 2) These office hours must be distributed evenly over the week.
- 3) Where a member is absent from his/her office for two (2) hours without apology, the RAG Secretary must reprimand such a member in writing.
- 4) In the case of teaching practicals, internships, articles that render the EC unable to perform their office hours, they have to complete them when they come back from their commitments on the day that they have office hours.

Procedure for handing in apologies for the non-attendance of office hours

- 1) A member must telephonically (this includes data messages) or personally inform the Secretary of RAG that he/she will not be attending his/her office hours stating the reason for his/her absence as well as when the said office hours will be worked in.

Annexure 2:RAG Telephone Record Form (TRF)

Date	Number Dialed	Person/Company/Institution	Reason for call

NB: Costs of excessive calls, as well as the costs of calls not recorded on the TRF, will immediately be recovered from the relevant member's honorarium.

Annexure 3: Office Hours Register

Date	Time In	Time Out	Name	Signature

NB: The signing of this register is a binding pledge that said office hours were in fact concluded; where this register is signed fraudulently by an individual such an individual will be dealt with in accordance to the Breach of Code of Conduct.

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT WITH THE CODE OF CONDUCT

I, (Name of RAG EC member), hereby acknowledge having received a copy of the Code of Conduct for RAG EC members as well as copies of all the User Codes and Regulations referred to in this Code (in terms of section 27 of the Constitution for Student Governance)

I furthermore acknowledge that:

- I have read the Code of Conduct as well as the User Codes and Regulations referred to therein;
- Understand the provisions of the Code of Conduct, User Codes, and Regulations;
- Agree to abide by such Code of Conduct, User Codes and Regulations; and
- Undertake to serve the student community to the best of my ability and to put them first in the execution of my functions, duties, and responsibilities.

I furthermore agree that all fines imposed upon me in terms of this Code of Conduct and the

User Code and Regulations referred to therein may be deducted from my honorarium and that my honorarium may also be employed to recoup any misuse or over-expenditure of funds for which I may be responsible in respect of my portfolio.

SIGNATURE OF RAG MEMBER

DATE

Annexure 4: EC Application Form



Executive Committee Nomination Form

Minimum Requirements:

- **GPA of 60%** while registered for **80%** of 1st Semester Modules
- Registered UP Student for at least 2 Semesters
- Previously a RAG EC/HC member of a day- or faculty house, residence or society.

Notice:

- Application close **31 July 2019**
- Please attach a photo of yourself and your academic record (July 2019)
- Application can be handed in at the RAG Office (Roosmaryn 2-19)
- Elections take place 19 – 22 August 2019. Compulsory camps take place in September.
- For more information contact Tiaan Peens @ 083 630 3608

Full Name and Surname: _____

Academic Year: _____

Previous Community Engagement Committee/Role (ex. RAG HC):

Cell Number: _____

Email Address: _____

Portfolios (Please mark with an x):

Chairperson ☐

Ex-Officio ☐

EC Member ☐

1. Why do you think you should be in the EC for RAG?

2. What do you think RAG is about and why is it important?

3. What is your vision and mission for RAG in 2020?

4. What would you change and improve at RAG?

5. Personally what does it mean to you to be a leader within the University of Pretoria?

6. In what other leadership positions have you been involved with and what did you learn from them?

7. In what ways have you been involved with RAG previously?

8. What do you expect to learn from being part of the RAG EC?

9. How would you ensure student participation from res and day students for RAG?

Annexure 5: GC Applications:

Annexure 6: GC Contract



RAG GC Contract

I.....
..... hereby declared that will adhere by the **Rules** of University of Pretoria RAG (Reach out And Give) and the principle given in the constitution of RAG. I Make a commitment to be held accountable to my failure to perform as General Committee of University of Pretoria RAG that my benefits of General committee be revoked (**taking of the uniform or not getting the certificate as a RAG General committee**).

I plead to make my self available provided that it suites to my academic schedule sent to Executive Committee of RAG, failure to do so may result to **disciplinary hearing** which will be held by the Chairperson of RAG and General Committee guardian or **being released as part of University of Pretoria RAG**.

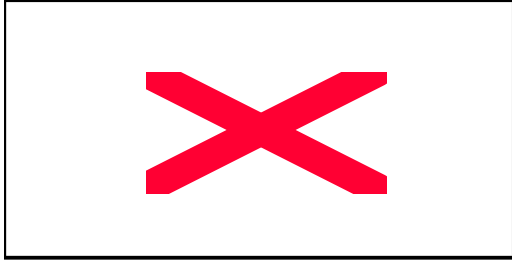
By signing it means you understand everything included the contract.

X

GC Signature

X

Date



X

Date

X

RAG Chairperson

X

Date