

University of Pretoria

Constitution

Centre for Geoinformation Science (CGIS)

Article 1 – Definition of Terms

- a) Advisory Board - As in Article 4
- b) CGIS - Centre for Geoinformation Science
- c) CGIS Director - Director of the CGIS, as in Article 6
- d) Dean - Dean of the Faculty of Natural and Agricultural Sciences
- e) Department - Department Geography, Geoinformatics and Meteorology
- f) GISc - Geographic Information Science (GISc)
- g) HOD - Head of the Department Geography, Geoinformatics and Meteorology
- h) Management Committee - As in Article 5
- i) Student representative - As in Article 5
- j) UP - University of Pretoria

Article 2 – Vision

In its *Vision* the UP CGIS strives to be:

- An internal platform at UP from where the excellence of UP individuals and teams involved in GISc research, education and training, professional development and community engagement is supported and strengthened.
- A facilitator of UP GISc research collaborations, education and training and professional alliances within South Africa and abroad.
- A partner to the South African geoinformation industry in support of GISc research, education and training, professional development, community engagement.

Article 3 – Mission

The UP CGIS aims to achieve the *Vision* statements by the following *Mission* actions:

- *Engaging* in research, education and training, professional development, community engagement and capacity building, in line with the overall strategy of UP.
- *Obtaining funding* for GISc research, education and training, professional development and community engagement by establishing new partnerships and alliances, as well as strengthening those already in existence.
- Creating high-level human resource capacity by *involving students* in GISc research, education and training, professional development and community engagement projects.
- *Transferring knowledge and expertise* through conferences, seminars, training, training events (e.g. workshops and short courses), publications and other appropriate avenues.
- *Communicating and coordinating* with other UP departments on GISc research, education and training, professional development and community engagement.
- *Collaborating* with other UP departments, universities and research institutes on GISc research, education and training, professional development and community engagement.

Article 4 – Advisory Board

- The Advisory Board is responsible for
 - providing *strategic direction and advice* regarding marketing, as well as the research, education and training, professional development, community engagement and capacity building in CGIS;
 - giving *advice* on operational decisions;
 - reviewing the annual *budget*; and
 - *reviewing* the realization of the vision and the execution of the mission of the UP CGIS.
- The Dean is the Chairperson of the Advisory Board.
- The Advisory Board consists of the Dean, HOD, the UP CGIS Director (ex officio), the heads of collaborating departments, representatives of key stakeholders as identified from time to time by the CGIS Director in consultation with the Chairperson.
- The Advisory Board meets at least once a year.

Article 5 – Management Committee

- The Management Committee consists of the CGIS Director; selected members of the Department and the Department's Unit for Cartography; a student representative as appointed by the CGIS Director; and one member per collaborating department.
- The Management Committee is responsible for:
 - coordinating CGIS research, education and training, professional development and community engagement activities;
 - evaluating, and making inputs into, the strategic plan of the CGIS;
 - evaluating, and making inputs into, the business plan of the CGIS;
 - identifying opportunities to further the vision, mission of the CGIS.
- The CGIS Director is the Chairperson of the Management Committee.
- The Management Committee meets at least once every six months.
- A quorum for the Management Committee is half of the members plus one.

Article 6 – Appointment, powers, functions and duties of the CGIS Director

The CGIS Director is appointed in terms of prevailing regulations of the University for the appointment of Directors.

- The CGIS Director is responsible for
 - preparing the annual strategic plan of the CGIS;
 - preparing the annual business plan of the CGIS;
 - preparing the annual financial report of the CGIS;
 - organising meetings as provided for in this Constitution;
 - marketing the CGIS outside and within UP;
 - fundraising for the CGIS;
 - initiating discussions with potential donors and funders;
 - financial and budget management;
 - information management; and
 - ensuring the realisation of the research, education and training, professional development activities and community engagement mandate of the CGIS.
- The CGIS Director reports to the Dean.

Article 7 – Duties of the Department

The Department will provide

- administrative support for meetings as provided in this Constitution; and
- administrative support for the operational and financial management of the CGIS.

Article 8 – Approval and amendments

The Senate Committee for Research of the University of Pretoria is responsible for the approval of this Constitution and any amendment thereof.