



**The Code of Conduct  
of the BA Student Committee  
of the Faculty of Arts and Social Sciences,  
Stellenbosch University.**

*Drafted by the BA Student Committee of 2023/2024.*

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## **1. Portfolios and Faculty Committees**

The BA Student Committee consists of the following portfolios and the Faculty Committees on which they are required to represent the BA Student Committee:

- i. Chairperson
  - a. Faculty Board
  - b. Chairs Committee
  - c. Faculty Committee
  - d. Any other Faculty of Arts and Social Sciences committee/s that stipulate the attendance of the Chairperson of the BA Student Committee.
- ii. Vice-Chairperson
  - a. Faculty Board
  - b. Higher Degrees and Research Committee
  - c. Academic Offering Committee
- iii. Secretary
  - a. Faculty Board
- iv. Treasurer
  - a. None
- v. Student Relations
  - a. Teaching and Learning Committee
- vi. Social Impact
  - a. Social Impact Committee
- vii. Transformation & Culture
  - a. Transformation Committee
- viii. Social Media & Marketing Manager
  - a. Marketing and Recruitment Committee

## **2. Duties and Responsibilities**

### **2.1 Stipulation:**

In alignment with the conditions outlined in the BASC Constitution, the Chairperson of the BA Student Committee shall be entitled to delegate any duty traditionally allocated to any portfolio – provided this is a temporary delegation and is reasonable under the given circumstances.

The members of the BA Student Committee reserve the right to allocate, or reallocate, duties to any other member of the BA Student Committee for the period of their term by way of an agreement between the relevant members – provided the Chairperson and Vice-Chairperson have been notified and approve.

### **3. Procedures and Policies**

#### **3.1 General Procedures**

- a. Should the term of the current BA Student Committee come to an end prior to the completion of an allocated project or event, that project or event shall remain the duty of the relevant outgoing members to fulfil.
- b. The outgoing BA Student Committee members are required to assist and guide the incoming BA Student Committee members for the following term.
  - i. Sufficient and comprehensive term reports are required to be submitted for the incoming committee members to refer to.
- c. Term reports must be handed by the outgoing Chairperson to the incoming Chairperson before the portfolio allocations of the incoming members.
- d. The transition between the outgoing BA Student Committee and the incoming BA Student Committee must take place at the end of the third academic term and the beginning of the fourth academic term of the year.
- e. Each BASC member is entitled to three (3) leave days per academic term – a total of nine (9) leave days – and they are entitled to utilize all leave days for a term at one opportunity. Requests for Leave need to be submitted via email to the Secretary, copying the Chairperson and Vice-Chairperson into the communication so they are aware. Leave needs to be approved by both the Chair- and Vice-Chairperson of the BA Student Committee.
- f. All excuses are to be emailed to the Secretary to be noted in the minutes of each meeting. The Chairperson and Vice-Chairperson are required to be copied into the email so that they are also made aware.

### **3.2 Resignations Policy**

No resignation from the BA Student Committee shall be effective without:

- a. The submission of a signed Resignation Letter addressed to the Chair- and Vice-Chairperson of the BA Student Committee. The Secretary is required to also be sent a copy of the Resignation Letter for Committee Records.
  - i. In the instance that the resigning member is either the Chairperson, Vice-Chairperson, or the Secretary, the signed Resignation Letter must be addressed to the Dean, as well as the rest of the BA Student Committee Members.
- b. The submission of a term report to the satisfaction of the Chairperson or Vice-Chairperson, provided that the member has completed a period of at least one month as member of the BA Student Committee.
- c. Having completed, or at least put in place, detailed plans for any currently pending projects allocated to their portfolio.
- d. Having consulted on the topic of their resignation, on at least two occasions, with the Chairperson, Vice-Chairperson, or the Secretary of the BA Student Committee.

Any member resigning from the BA Student Committee prior to the completion of their allocated term shall not be entitled to:

- a. Receive honorarium for their time served on the BA Student Committee.
- b. Advertise on their resumé, curriculum vitae, or any other associated document, their involvement on the BA Student Committee.

Resignation procedures will be implemented subject to the discretion of the Chairperson and Vice-Chairperson, in consultation with the Dean, after careful consideration of the given circumstances.

### **3.3 Conflict Resolution Policy:**

The Vice-Chairperson shall be responsible for the cohesion of the members of the BA Student Committee and shall be required to:

- a. Host regular individual meetings with all members of the BA Student Committee to ensure their well-being.
- b. Handle any internal complaints against members of the BA Student Committee
  - i. Should any member disagree with the manner in which a complaint was managed, they may lodge an appeal to the Chairperson. The Executive members of the BA Student Committee, excluding the Vice-Chairperson, will then decide on a resolution by way of a simple majority vote.
- c. Endeavour to resolve conflict through mediation where possible.
  - i. Where mediation is not a viable method of conflict resolution, the Vice-Chairperson reserves the right to call a convening of the Discipline Sub-Committee.

Conflict and grievance resolution procedure within the team when approaching issues between members should occur in the following order:

- a. Each of the involved parties should endeavour to have a sit-down meeting to discuss the issues at hand and the management of the situation at the time of conflict.
- b. If the involved parties fail to reach a resolution of the conflict, they may endeavour to involve the Vice-Chairperson to mediate a conversation and reach a satisfactory resolution.
  - i. In the event that the Vice-Chairperson is one of the involved parties in the conflict, the Chairperson shall fulfil the duties of the Vice-Chairperson in this capacity.
- c. Should a resolution still not be reached, the involved parties may request to have a meeting with the Discipline Sub-Committee to resolve the issue of conflict and/or grievance.

### **3.4 Discipline Policy**

- a. All proceedings of a disciplinary nature shall be conducted with transparency, with accountability, and with respect on the part of the BA Student Committee.
- b. The BASC Disciplinary Committee is facilitated by the Vice- Chairperson, with the input of the Chairperson.
  - i. In instances where the Disciplinary Sub-Committee of the BA Student Committee is required to intervene for issues regarding either the Chair-, or Vice-Chairperson, the Secretary shall assume the role alongside the unaffected portfolio in facilitating the intervention.
  - ii. The Disciplinary Sub-Committee of the BA Student Committee requires minutes to be taken. As such, the Chairperson will be required to either take minutes, or invite the Secretary of the BA Student Committee to join in the facilitation of a Disciplinary Sub-Committee meeting.
  - iii. Should the Vice-Chairperson and/or Chairperson be inappropriate for this role, a panel of two (2) will be elected in a simple majority vote by the remaining members of the BA Student Committee.
  - iv. No member of the BA Student Committee has the right to representation in a proceeding of the Discipline Sub-Committee.
- c. Any member of the BA Student Committee shall be guilty of misconduct where:
  - i. They are absent, without valid excuse, from three (3) BA Student Committee meetings.
  - ii. They are guilty of a serious negligence of their allocated duties.
  - iii. They bring into disrepute the reputation of the BA Student Committee.
  - iv. They bring into disrepute the name of the Faculty of Arts and Social Sciences.
  - v. They bring into disrepute the name of the University of Stellenbosch.
  - vi. They contravene any Code of Conduct implemented by the University of Stellenbosch, or that of the BA Student Committee.



- d. Where a member of the BA Student Committee is guilty of abovementioned misconduct, the Disciplinary Sub-Committee will be entitled to institute reasonable and proportionate disciplinary measures against them, including, but not limited to:
  - i. Dismissal of the matter in its entirety.
  - ii. A reduction of honoraria.
  - iii. An order for a formal apology to be delivered in a Grievance Meeting.
  - iv. Suspension from the BA Student Committee.
  - v. Motion of no confidence for expulsion from the BA Student Committee.
  - vi. Any other reasonable and of proportionate measure in the opinion of the Disciplinary Sub-Committee.
- e. Any member who has been accused of the abovementioned misconduct must also be aware at all times of the charges brought against them, as well as the verdict of their case.
  - i. The accused must be made aware of the formal allegations against them withing five (5) days of the allegation being formally received.
  - ii. The Disciplinary Sub-Committee must hold a hearing and reach a verdict by ten (10) days after the charges have been brought against the member in the final hearing.
    - I. All decisions and verdicts of the Discipline Sub-Committee must be reported to the Academic Affairs Council, excluding information deemed to be exceptionally private in nature by the Discipline Sub-Committee and/or at the request of the accused party.
  - iii. The member, as well as any member of the BA Student Committee, shall have ten (10) days after the verdict has been delivered to appeal the verdict of the Disciplinary Sub-Committee to the Student Court.
- f. The procedure that must be followed when approaching issues of a member's misconduct should occur in the following manner:

- i. Informal Notice – The member must be made aware by means of verbal or written communication that their misconduct has been noted in an informal capacity. This is a first warning level of misconduct, which is to occur after a first infraction or negligence of duty.
- ii. Formal Notice - The member must be made aware by means of verbal or written communication that their misconduct has been noted in a formal capacity. This is a second warning level of misconduct, which is to occur after a second infraction or negligence of duty.
- iii. Written Notice - The member must be made aware by means of strictly written communication that their continuous misconduct has been recorded. This is a third warning level of misconduct, which is to occur after a third infraction or negligence of duty. The member is to be informed in the written communication of an impending Disciplinary Meeting should the member's misconduct occur again, as well as a notice of a deduction in the member's honoraria in accordance with the Honorarium Policy as outlined within this Code of Conduct.
- iv. Discipline Committee meeting - The member must be made aware strictly by means of a written communication that their misconduct has resulted in a convening of the Discipline Committee. This is a final warning level of misconduct, which is to occur should misconduct continue after a written warning is issued. It is the purpose of this meeting to determine the procedure hereafter. However, if the member maintains their role in the BA Student Committee, and another infraction occurs after this meeting has been held, termination of the member is required.

### **3.5 Motion of No Confidence Procedure**

- a. A Motion of No Confidence (MNC) should be utilised only after mediation efforts conducted by the Vice-Chairperson and Chairperson have taken place and the issue is found to not be able to reach a resolution. It is a last resort mechanism.
  - i. In the instance that the issue lies with either the Chairperson or Vice-Chairperson, the Secretary will be required to be included in mediation efforts.
- b. A MNC in a member of the BA Student Committee must be initiated by a nominator and two (2) seconders who are required to be members of the BA Student Committee during an official meeting.
  - i. The Chairperson and/or Vice-Chairperson must consult with the member against whom the motion of no confidence has been brought to ensure that they are aware of the tabled motion, the procedure as set out herein and all evidence brought against them.
  - ii. The details of these consultations must be reduced to writing, which must be brought to the official meeting wherein the motion is tabled.
- c. The member against whom the MNC is filed must be presented with a document detailing the reason for the motion, as well as any evidence brought against them three (3) days prior to the meeting.
- d. The MNC will be facilitated by the Chairperson – provided they are not the member against whom the motion is brought.
  - i. In the instance that the MNC is brought against the Chairperson/ Vice-Chairperson of the BA Student Council, then the Secretary will be required to facilitate the motion.
- e. Each member of the BA Student Committee must be present at the meeting wherein the motion is held, including the member against whom the motion is brought.

- i. If reasonable attempts to compel the member against whom the motion is brought to attend the meeting have failed, then the BA Student Committee shall be entitled to vote in their absence.
  - ii. A special majority vote will remove the member from office of the BA Student Committee.
- f. The Secretary is required to keep adequately detailed minutes of the meeting wherein the MNC is held, failing which the decision to remove the member from office will be invalid.
- g. A MNC may not be appealed to Student Court, but it may be reviewed.
- h. A special majority vote will remove the member from their position on the committee. The vote must remain anonymous, so as to prevent the pressuring of voters.
- i. The Academic Affairs Council will be required to be informed when a Motion of No Confidence occurs, as well as the proceedings thereof.

### **3.6 Honorarium Policy**

- a. Honorarium is calculated as ten percent (10%) of the total amount in our cost centre at the start of the new year.
  - i. This is then divided amongst the eight (8) members of the BA Student Committee in accordance with the guidelines of this policy.
    - 1. Should the size of the team become reduced for any reason, the amount shall then be divided amongst however many people are currently members of the BA Student Committee in accordance with the guidelines of this policy.
- b. Full Honorarium is granted to a member of the BA Student Committee for the fulfilment of the following:
  - i. Carrying out all of the duties of their portfolio in the BA Student Committee to the fullest and best of their ability.
  - ii. Delivering and/or executing all proposed initiatives successful and to the best of their capabilities.
- c. A deduction in Honorarium is constituted on, but not limited to, the following terms:
  - i. Negligence of their duties and commitments to the BA Student Committee.
  - ii. An inability to uphold their commitment to the Office Duty Schedule on two (2) or more occasions.
  - iii. Any infractions as outlined in the misconduct procedures of the Discipline Policy.
  - iv. Rulings deemed by the Discipline Sub-Committee.
- d. In all matters involving the Honorarium of a member of the BA Student Committee, the Chairperson will have the final say, in correspondence with input given from the Vice-Chairperson.
- e. A resignation from the BA Student Committee prior to the end of your term will mean that you forfeit any claim to the honorarium provided to the portfolio you manage.

### **3.7 Visitors Policy**

- a. Visitors are allowed in the office during a member's Office Duty timeslot under the following conditions:
  - i. They may not make use of the office's devices or resources for any reason.
  - ii. They may not remove anything from the Office for any reason.
  - iii. Should the office need to be used for Official BA Student Committee meetings, discussions, or other such business of the like, the visitor may not remain present in the room for any reason.