

ALUMNI RELATIONS DIRECTORATE

To:	Members of the Alumni Association Executive Committee and Alumni of the University
From:	Mr Paul Geswindt Director: Alumni Relations
Date:	20 June 2018
Re:	NOMINATION OF CANDIDATE FOR INSTITUTIONAL FORUM

A. BACKGROUND

STATUS OF INSTITUTIONAL FORUM

The Institutional Forum, established in terms of Section 31(2) of the Act, has advisory powers in respect of matters affecting the University as contemplated in paragraph 32(1) to (3) of the Statute.

COMPOSITION

The Institutional Forum consists of –

- (a) two members of the Council who are not employees or students of the University;
- (b) two members of management;
- (c) two members of the Senate;
- (d) two members representing the academic employees;
- (e) two members representing the employees, other than academic employees;
- (f) two members from each representative employees' organisation;
- (g) two students designated by the Students' Representative Council;
- (h) one member representing the Alumni Association; and
- (i) one member appointed by the Equity Office.

The Institutional Forum may co-opt one or more persons as members without voting rights for the specific purpose of assisting the Institutional Forum in respect of any specific project.

At least one of the members referred to in each of subparagraphs (1)(a) to (g) must be from the designated groups as contemplated in the Employment Equity Act.

The Institutional Forum may request the constituencies contemplated in subparagraph (1)(a) to (h) each to nominate one or more alternate members to attend meetings of the Institutional Forum in the anticipated absence of the respective members.

The Institutional Forum may, for such reasons as it may determine, invite persons who are not members of the Institutional Forum to attend meetings of the Institutional Forum, provided that such invitees may participate in the deliberations of the Institutional Forum but may not vote.

FUNCTIONS AND POWERS

The Institutional Forum advises the Council on issues affecting the University, including – the implementation of the Act and the national policy on higher education;

race and gender equity policies;
the selection of candidates for senior management positions;
codes of conduct, mediation and dispute resolution procedures;
fostering of an institutional culture which promotes transformation, social cohesion and respect for fundamental human rights and creates an appropriate environment for teaching, research and learning; and
the language policy of the University.

The Institutional Forum performs such other functions as may be determined by the Council.

The Institutional Forum makes, subject to the approval of the Council, its own rules in terms of which it conducts its activities.

B. NOMINATION SUBMISSION

1. The nomination document must be signed by any three (3) persons and countersigned by the nominee to denote his/her acceptance of the nomination; and
2. must be submitted to the Secretary of the Alumni Association before or on **Monday, 09 July 2018**.
 - (a) Form request: Forms can requested from santosh.petersen@mandela.ac.za or downloaded from the website alumni.mandel.ac.za or collected at the Alumni Alumni Relations Centre, North Campus.
 - (b) Documentation Submission: Signed documentation can be faxed to Santhoshini Petersen at (041) 504-9698, or e-mailed to her at santosh.petersen@mandela.ac.za or delivered to the Alumni Relations Centre, North Campus.