

UNIVERSITY OF KWAZULU-NATAL STAFF UNION

BY-LAWS

(updated 24 June 2021)

Signatories	Clause 18.3 of the Constitution states: Payments shall require the prior approval of two of four appointed signatories. Authorisation of payments shall be made by the Chairperson and Deputy Chairperson. A further two signatories shall be appointed by the Representative Committee. One of these signatories will be used when a payment is due to either of the Office Bearers, such will be done together with the other Office Bearer.
Attendance	In terms of counting attendance at meetings, attendance of special meetings is included. This data is used when calculating whether a member of the Representative Committee needs to vacate their seat for failure to attend meetings.
Quorum	The quorum for any meeting of the Representative Committee is "50%+1 of the number of current members of the Representative Committee". Proxy votes at non-quorate meetings to obtain a quorum is not provided for in the Constitution and shall not be allowed.
Nominations: Office Bearers	The Nomination Form shall provide for a motivation and list of skills. The form shall include the following statement that the nominee must sign. By completing and signing this nomination form, the nominee commits to the responsibilities related to promoting the interest of the Union and its members. The roles include but are not limited to the following: • acceptance of the responsibilities of an Office Bearer of UKSU as detailed in the UKSU Constitution, including fiduciary responsibilities; • responsibility for leading the Representative Committee; • attendance at Representative Committee and special meetings; • participation in the various University constituencies requiring UKSU attendance; • being available when required to represent members in University matters by engaging line managers, representing members at disciplinary and grievance hearings; • be active in recruitment of new members and engagement with current members.
Nominations: Representative Committee	The Nomination Form shall provide for a candidate motivation and list of skills. The form shall include the following statement that the nominee must sign. By completing and signing this nomination form, the nominee commits to the responsibilities related to promoting the interest of the Union and its members. The roles include but are not limited to the following: • acceptance of the responsibilities of a Representative Committee member of UKSU as detailed in the UKSU Constitution, including fiduciary responsibilities; • attendance at Representative Committee and special meetings;

	• participation in the various University constituencies requiring UKSU attendance; • being available when required to represent members in University matters by engaging line managers, representing members at disciplinary and grievance hearings; • be active in recruitment of new members and engagement with current members. • Guidance and training are provided.
Vacancy on Representative Committee	The Constitution states at clause 10.14: “There is no minimum number of persons to constitute the Representative Committee. When a vacancy occurs on the Representative Committee, the Representative Committee must resolve within two weeks of the vacancy, whether it intends filling the vacancy”. Clause 10.15 states: “If the Representative Committee, as per Clause 10.14 resolves to fill the vacancy, the members of the union shall be notified in writing of such vacancy by the UKSU Officer within 2 (two) weeks of the date on which the Representative Committee decision was made”. If sufficient nominations are not received to reach the maximum number of members of the Representative Committee, this is different from a vacancy that occurs by way of someone exiting the committee, where such vacancy is dealt with in the Constitution. In such instances where the maximum number is not reached, the Representative Committee shall resolve at any time whether or not to co-opt anyone to make up the numbers to the maximum. If it is agreed to co-opt up to the maximum, the Representative Committee shall also confirm, how nominations should be presented to the Committee for consideration. The Representative Committee resolved that all persons being nominated for positions on the Representative Committee, whether by way of co-option or election, must complete the nominee form.
Shop stewards	Shop stewards refers to representatives elected in a particular department with a large staff complement, to be a liaison between the Representative Committee and members, i.e. in CMS, RMS and cleaning services in Residences (SSD) and may also represent members in employment issues and if representing as UKSU in a hearing, this is subject to the approval of the Representative Committee. Shop stewards should be included in training and workshops. Shop stewards are not included in the email group or invited to meetings unless there is a specific matter to attend for.
Webpage	Two people should have access to the webpage to make amendments.
Email communication	Sensitive communication should be dealt with via private email.
Legal Fees	The applicable terms for an attorney consultation are: 1) the amounts listed are for individual law issues for a member; 2) members cannot simply ask or demand a right to a consultation; 3) if a Representative Committee member, dealing with a matter feels further assistance is required the case must be referred to the UKSU Officer for advice; 4) if an attorney consult is needed, the USKU Officer will then seek permission for such from the Chairperson and Deputy Chairperson; 5) permission must be obtained in advance;

	6) where an individual matter is considered of general interest for the union and the outcome will not only have a bearing on the individual member, the Office Bearers may agree to fees in excess of the fee agreed for individual members; 7) the UKSU attorney must be used, who is Brett Purdon.	
	PERIOD OF MEMBERSHIP	CONTRIBUTION
	1 to 3 months	NIL
	4 to 8 months	R 4,000.00
	9 to 23 months	R 6,000.00
	2 years	R 8,000.00
	3 years	R11,000.00
	>3 years	R16,000.00
UKSU email	The UKSU Officer administers the UKSU email and the Chair and Deputy Chair shall have proxy access.	
Member Incentives	The Minutes of the UKSU meeting of 29 November 2018 records and confirms the agreement reached in the special meeting of 25 October 2018, to pay members for recruitment. An incentive will be paid to members for recruiting 10 members. It will be paid to the recruiter once the recruited member has been a member of UKSU for two months. The payment agreed is R200 for every 10 members recruited.	
Cellphone subsidies	Chair R400 per month Deputy Chair R300 per month UKSU Officer R400 per month Members of the Representative Committee, subject to approval at a meeting of the Representative Committee.	