

CONSTITUTION OF THE COMMUNITY LAW CENTRE OF THE UNIVERSITY OF THE WESTERN CAPE

1. NAME AND STATUS

- 1.1 The name of the Centre shall be “Community Law Centre of the University of the Western Cape” (hereinafter referred to as “the Centre”)
- 1.2 The Centre shall not be a legal person but shall form part of the University of the Western Cape (hereinafter referred to as “the University”) and shall operate under the auspices of the Council of the University

2. AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the Centre shall be:
 - 2.1.1 To monitor, research and publish on human rights and related fields;
 - 2.1.2 To provide assistance and support to persons, communities and institutions pertaining to issues in its field of research;
 - 2.1.3 To teach within the University in its field of research;
 - 2.1.4 To conduct limited litigation in human rights matters of a public interest nature;
 - 2.1.5 To engage in public education through seminars, conferences and publications on human rights and related fields.

3. SUPERVISIONS BY DIRECTOR

- 3.1 The Director of the Centre (hereinafter referred to as “the Director”) shall be an advocate or attorney and shall be appointed by the Council of the University as a member of the academic staff of the Faculty of Law.
- 3.2 The Director shall:
 - 3.2.1 Supervise the activities and the day to day running of the Centre;

- 3.2.2 Carry out those duties and perform those functions imposed upon him/her in terms of this Constitution;
- 3.2.3 Implement and give effect to the policies and directives laid down by the Board of Trustees; and
- 3.2.4 In general, perform those duties and functions necessary to give effect to the aims and objectives of the Centre.

4. **BOARD OF TRUSTEES**

- 4.1 A Board of Trustees (hereinafter referred to as “the Board”) shall consist of:
 - 4.1.1 The Director;
 - 4.1.2 The Chancellor of the University;
 - 4.1.3 The Rector;
 - 4.1.4 The Dean of the Faculty of Law;
 - 4.1.5 Three further members of the teaching staff of the Faculty of Law nominated for a period of three years by the Board of the Faculty of Law of the University;
 - 4.1.6 The Chairperson of the Law Students Council of the University;
 - 4.1.7 The Dean of Research
 - 4.1.8 One practising attorney and one practicing advocate who shall be elected at a meeting of the persons referred to in paragraph 4.1.1 to 4.1.7 above for a period of three years;
- 4.2 The Board shall elect its own chairperson
- 4.3 The Director shall be the secretary of the Board
- 4.4 The Board shall meet at least once a year at a time and place determined by the Secretary who shall give ten days written notice of such a meeting to all members of the Board, provided that written notice of seven days will suffice in respect of an extraordinary meeting as envisaged in paragraph 4.7 below
- 4.5 Seven members of the Board shall constitute a quorum.

- 4.6 The Board shall determine policy on matters pertaining to the aims and objectives as set out in paragraph 2.
- 4.7 The Director shall convene an extra-ordinary meeting upon receipt of a written request signed by seven members of the Board
- 4.8 Each member of the Board shall be entitled to appoint an alternate to represent him/her and to exercise the right to vote on his/her behalf at any meeting of the Board.
- 4.9 The Board shall oversee the functioning of the Management Committee

5. **MANAGEMENT COMMITTEE**

- 5.1 A Management Committee shall be constituted and shall consist of:
 - 5.1.1 The Director;
 - 5.1.2 The Dean of the Faculty of Law;
 - 5.1.3 Two members appointed by the Board from the Trustees of the Board;
- 5.2 The Management Committee shall meet at least four times a year or when requested by any of its members.
- 5.3 The Management Committee shall advise and assist the Director in the performance of his or her duties.

6. **FINANCIAL AFFAIRS**

The financial affairs of the Centre shall be administratively handled by the central administration of the University.

7. **ANNUAL REPORT**

- 7.1 The Director shall compile an annual report on activities and finances of the Centre
- 7.2 The annual report shall be completed within the first quarter of each year following upon the previous calendar year
- 7.3 Copies of the annual report shall be submitted to:

7.3.1 The Council of the University

7.3.2 The Board of Trustees

7.3.2 The Senate through the Board of the Faculty of Law

8. **AMENDMENTS TO THE CONSTITUTION**

Amendments to this constitution shall be effected by a decision of the Board, provided that no amendments shall have any force or effect unless it is ratified by the Council of the University