

Annex 1: Draft constitution

CONSTITUTION

UNIVERSITY OF THE WESTERN CAPE HIV&AIDS RESEARCH CENTRE

1. NAME AND STATUS

1.1 The name of the Centre shall be the “University of the Western Cape Centre for Research in HIV and AIDS” (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 conduct and promote multidisciplinary research in the areas of integrated HIV and AIDS prevention and care, with an initial focus on health policies and systems, education, and gender based violence;

2.1.2 To develop sustainable HIV-related research capacity at the University, through providing a research base at the University for staff and student fellows in multidisciplinary research and capacity strengthening related to integrated HIV and AIDS prevention and care;

2.1.3 To contribute, through research, to the transformation and strengthened capacities of health and education policies and systems and of broader community and social systems to decrease the burden of HIV and related conditions, including effective responses to gender-based violence;

- 2.1.4 To harness, encourage and coordinate demonstrated multidisciplinary research potential related to HIV across the faculties of the University through seminars and workshops;
- 2.1.5 To fundraise for and develop research partnerships around planned projects that are in line with the Centre's broad aims and objectives.

3. DIRECTOR

3.1 The Director of the Centre (hereinafter referred to as "the Director") shall be a member of the academic staff of the School of Public Health in the Faculty of Community and Health Sciences and shall be appointed by the Joint Appointments Committee of Senate and Council on the recommendation of the Faculty Appointments Committee. The Director of the Centre reports to the Director of the School of Public Health and is supported by the Director of the School of Public Health in implementing Centre strategy developed in consultation with the Advisory Board.

3.2 The Director shall:

- 3.2.1 Undertake and lead research programmes related to HIV aligned with the aims and objectives of the Centre;
- 3.2.2 Supervise the activities and day to day running of the Centre;
- 3.2.3 Implement and give effect to the policies and directives laid down by the Advisory Board of the Centre; and
- 3.2.4 In general, perform those duties and functions necessary to implement and give effect to the aims and objectives of the Centre.

4. ADVISORY BOARD

4.1 The Advisory Board of the Centre (hereinafter referred to as "the Board") shall consist of:

- 4.1.1 The Dean of the Faculty of Community and Health Sciences;
- 4.1.2 The Director of the School of Public Health;
- 4.1.3 The Director of the HIV Research Centre;
- 4.1.4 The Director of the UWC HIV/AIDS Programme;

4.1.5 The Project Leader of DBBS/VLIR Project 3 for the duration of this project;

4.1.6 One member of the teaching staff of the Unit for Woman's and Gender Studies in the Faculty of Arts designated by the Board of the Faculty of Arts for a period of office of three years;

4.1.7 One member of the teaching staff of any Faculty of the University, selected by the Senate of the University or by the Board of the Centre by vote on applications comprising a letter of motivation and a CV submitted to the Board by interested candidates, for a period of office of two years, with preference given to Faculties not already represented on the Board;

4.1.8 One member from community, public service or research organizations outside of UWC, selected by the Board of the Centre by vote on applications submitted to the Board by interested candidates, for a period of office of two years;

4.1.9 Such members as the Board may from time to time co-opt for a period of office of one year or less.

4.2 The Dean of Community and Health Sciences will act as chairperson at meetings of the Board, provided that during her/his absence the Board may designate one of its members as acting chairperson.

4.3 The Director shall be the secretary to the Board.

4.4 The Board shall meet at least once every semester 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 extra-ordinary meeting as envisaged in paragraph 4.8 below.

4.5 One more than half the number of members of the Board shall constitute a quorum.

4.6 Each member of the Board, including a co-opted member, shall have a vote, provided that in a case of a tie of votes, the Chairperson shall, apart from her/his ordinary vote, have a casting vote.

4.7 The Board shall determine policy on matters pertaining to the aims and objectives of the Centre as set out in paragraph 2 above.

4.8 The Director shall convene an extra-ordinary meeting upon receipt of a written request signed by at least half of the number of voting members of the Board.

4.9 The Board shall oversee the functioning of the management of the Centre and advise and assist the Director in the performance of her or his duties.

5. FINANCIAL ADMINISTRATION

The financial affairs of the Centre shall be administratively handled by the School of Public Health.

6. ANNUAL REPORT

6.1 The Director shall annually compile a report on activities and finances of the Centre.

6.2 The annual report shall be completed within the first quarter of each year following upon the previous calendar year.

6.3 Copies of the annual report shall be submitted to:

6.3.1 the Advisory Board and through it to:

6.3.2 the Board of the Faculty of Community and Health Sciences;

6.3.3 the Senate, and

6.3.4 the Council of the University.

7. AMENDMENTS TO THE CONSTITUTION

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

8. QUALITY

The research and related activities of the Centre as described in the aims and objectives shall in all instances maintain excellence of scholarly, civic, and ethical standards.