

**DIMANI ALUMNI  
ASSOCIATION**



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**CODE OF CONDUCT FOR  
DIMANI ALUMNI ASSOCIATION**

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MAY 5, 2020  
DIMANI ALUMNI ASSOCIATION  
[Company address]

## **SCHEDULE 1**

### **CODE OF CONDUCT FOR DIMANI ALUMNI ASSOCIATION**

#### **Preamble**

1. The Code of Conduct applies to all members of the Dimani Alumni Association herein referred to as the Association.
2. By subscribing to this Code of Conduct, we collectively and individually support the provisions of the Association's Constitution aimed at regulating its operations.
3. Further, we acknowledge that it is necessary to implement a range of voluntary measures that are complimentary to the provisions of the Constitution.
4. We commit ourselves to implement the provisions of this Code of Conduct and any rules and regulations that the Association may adopt from time to time.
5. We accept this Code of Conduct as binding on all of us in respect of the Constitution, including those members making themselves available to serve in the various committees and delegations of the Association.

#### **Adoption of the Code of Conduct**

6. The Association may in a formally constituted Annual General Meeting (AGM) or Special General Meeting (SGM) called for such purpose, adopt or amend the code of conduct.
7. Members shall at all times and in whatever capacity such Members may act to:
  - 7.1 maintain the honour and dignity of the Association;
  - 7.2 treat others members with courtesy and fairness;
  - 7.3 refrain from using, directly or indirectly, the Association or anybody controlled or appointed by the Association, to advance their own political, religious beliefs, social or economic needs at the expense of the Association or school;

- 7.4 refrain from committing any act that may conflict with the aims and objectives of the Association or may prejudice the interests and good name of the Association or other Members of the Association; and
- 7.5 diligently and with due care carry out any obligations ~~such Member may have~~ towards the Association.

### **Setting up a Disciplinary Committee**

8. A Disciplinary Committee (“DC”) will be responsible for ensuring that Members abide by the Code of Conduct and Constitution of the Association.
9. The DC is appointed for the term of office of EXCO and will comprise of 3 (three) Members.
10. Members of the DC shall be appointed by the EXCO and may be from the membership.
11. The DC will, apart from any other powers conferred by EXCO, or by Ordinary Resolution, have the following powers:
  - 11.1 to investigate any alleged or suspected breach of the code of conduct by a Member. This includes any other conduct warranting the appointment of a DC;
  - 11.2 to call upon any Member who is suspected of having breached the code of conduct to furnish the DC with such information as it may deem necessary to properly consider the alleged breach;
  - 11.3 Formally request witnesses to appear before or furnish the DC with information deemed necessary to consider an alleged breach;
  - 11.4 to hand down a verdict as to whether the breach of the Association’s Constitution or Code of Conduct was committed by the Member concerned or not;
  - 11.5 to order the suspension or any remedial action of a member for such period as it may, in its sole discretion, deem appropriate

- 11.6 expel a Member who, in its opinion, has breached the Code of Conduct or Constitution and whose conduct warrants such level of discipline.
12. The DC will set out the procedure to be followed, and such a procedure will be based on accepted principles of fairness, equity and South African Constitution which will not be necessary to observe or carry out the strict rules of evidence.
13. The DC will be entitled to consult any person it may deem necessary to reach a just and equitable conclusion and the Member concerned will have no right to be present during such consultations or to be made aware thereof.
14. The Member will be given an opportunity to rebut any evidence against him/her compiled by the DC in such consultation.
15. The DC will not be bound to follow strict principles of law, but may decide on the matter according to what it considers just and equitable in the circumstances.
16. Save for the appeal provisions hereunder, the DC's decision on matters dealt with in this clause will be final and binding upon the Member concerned.
17. The DC will from the date of its appointment endeavour to complete its investigations and to deliver its verdict within a period of 3 (three) months or so soon thereafter as is reasonably practicable.
18. The Member whose conduct was investigated by the DC, will be informed by Secretary of EXCO of the DC's decision and reasons thereof within 14 (fourteen) working days of such decision taken, after the DC would have submitted its report and decision to EXCO

### **Appeal Procedure:**

19. A Member may appeal to EXCO with regards to his/her expulsion, suspension and/or any matter concerning his/her Membership as a result of disciplinary action taken against him/her.
20. Such an appeal must be lodged, in writing with the Secretary, by not later than 14 (fourteen) working days after the Member was informed in writing by the Secretary of EXCO of the DC's decision.
21. EXCO will thereafter have 14 (fourteen) working days to set up an Appeals Committee (AC) consisting of 3 members to consider the appeal.
22. Members appointed by EXCO to the AC shall be different from the members that constituted the DC.
23. The AC will from the date of its appointment endeavour to complete its investigations and to deliver its verdict within a period of 3 (three) months or so soon thereafter as is reasonably practicable.
24. The AC's decision must be in writing, communicated to EXCO stating the reasons therefore and will be final and binding.
25. EXCO Secretary will communicate the decision of the AC to the Members in writing, by not later than 14 (fourteen) working days after such report and decision from the AC would have been tabled to EXCO.

**Sittings of the DC and AC:**

26. On its first meeting, the DC or AC will nominate amongst its 3 members the following positions:
  - 26.1 Chairperson, who will preside over the sittings of the DC or AC
  - 26.2 Secretary, who will record proceedings of their sittings
  - 26.3 Evidence leader, who will lead evidence or prosecute as the case may be

27. Reports on decisions taken in the sittings of the DC or AC will be submitted to the Secretary of EXCO who has the responsibility of communicating to affected parties.
28. Evidence presented will be recorded and submitted in a file to the Secretary of EXCO as part of the DC or AC report

**Attendance of Meetings of DC or AC:**

29. Any Member appointed to the DC or AC will be expected to attend all meetings as duly invited
30. As per provisions of the Association's Constitution, any Member of the DC or AC will be summarily dismissed on failure to attend 3 (three) consecutive meetings without valid reasons and/or approval granted for such leave of absence.

**Serious misconduct or offence that will result in automatic termination of membership**

31. Any Member who is found guilty through a DC process on any of the following violations, will have the Membership summarily terminated:
  - 31.1 Divulging confidential information of the Association without approval
  - 31.2 Acting contrary to the lawful resolutions of the Association
  - 31.3 Any act which seriously prejudices or result in reputational damage of the Association
  - 31.4 Theft of money or property of the Association including attempts thereof
  - 31.5 Compromise of Association for personal gains.
  - 31.6 Failure to declare any gift or favour received while performing function of the Association.
  - 31.7 None disclosure of conflict of interest to the Association
  - 31.8 Deliberate misuse of equipment or materials of the Association for purposes that adversely affects the

Association. Excessive or unauthorised use of Association funds or resources.

31.9 Use of defamatory, abusive, profane, threatening, offensive or illegal materials in any of the platforms of the Association or towards other members of the Association.

32. Date of Commencement

This Code of Conduct came into effect after adoption by the Association Annual General Meeting that took place on the ..... (day), of ..... (month), 2020, at .....

33. As provided for in the Constitution under Item 6.1.17, a person who accepts membership to the Association will be provided with a copy of the Constitution and Code of Conduct, and upon return of the membership application form, a copy of the last page of the Code of Conduct, duly signed and dated by the Member will also be submitted as proof that the Member has read and accepted the provision of the Code of Conduct

## **Individual Acceptance of the provisions of this Code of Conduct**

I, ..... (full names and surname)  
ID No:....., hereby accept the  
provisions of this Code of Conduct, and my signature hereunder  
attest to that fact.

Signature:..... Date:.....

## **Acceptance of the signed copy of the Code of Conduct:**

Name and Surname:.....

Designation:.....

Signature:..... Date:.....

This online agreement shall serve as a binding agreement to uphold the Association's Code of Conduct and Constitution. By clicking the "I Accept" button, a member affirms that:

- ***I have read and understand the Association' Code of Conduct and Constitution.***
- ***I carry the responsibility to contribute to the positive reputation of the Association***