

UNIVERSITY OF PRETORIA

FACULTY OF LAW

CONSTITUTION : CENTRE FOR HUMAN RIGHTS

1. VISION AND MISSION

- 1.1 The vision of the Centre for Human Rights is to be a world-class academic institution focusing on research, teaching and advocacy in the field of human rights law in Africa.
- 1.2 The mission of the Centre is to work towards the realisation of human rights in Africa.
- 1.3 This is done on a theoretical and practical level, through research, education, training, lobbying and community development work.
- 1.4 The Centre strives for *ubuntu* (humanity) and excellence in all its undertakings.

2. STATUS

- 2.1 The Centre functions as is a department of the Faculty of Law, University of Pretoria, but is also involved in advocacy in the field of human rights.
- 2.2 On account of this dual nature, the Centre reports annually to the Faculty Board of the Faculty of Law as well as to its Advisory Board on its activities, income and expenditure.

3. STRUCTURE

The Centre has an Advisory Board and its activities are executed by an Executive Committee and its members of staff, which may include consultants.

3.1 Advisory Board

3.1.1 *Composition*

The Advisory Board consists of:

1. The Dean of the Faculty of Law (who also serves as Chairperson of the Board).
2. The Executive Committee of the Centre: the Director, the Assistant Director, the Financial Manager, and the Operations Manager.
3. Two members of the staff of the Centre, elected by the other members of staff.
4. Five members of the broader African community, recognised for their experience and knowledge in the field of human rights. They serve renewable terms of four years.

The Executive Committee, after consultation with the staff members of the Centre, proposes candidates for the five positions referred to under point 4 above, for approval to the Faculty Board. In the appointment of these five members the need for the Board to reflect the diversity of the African community, especially in respect of race and gender, must be taken into consideration. Where these five members of the Board fail to reasonably exercise their duties they may be relieved of their duties by the Faculty Board of the Faculty of Law.

3.1.2 *Quorum*

Seven members of the Board form a quorum. Decisions are taken by majority vote.

3.1.3 *Functions and competencies*

It is the task of the Advisory Board to:

1. Provide advice to the Centre on its general direction and the programmes undertaken.
2. Satisfy itself that the funds of the Centre are managed properly.

The Advisory Board meets at least once a year.

3.2 **Executive Committee**

3.2.1 *Composition*

The Executive Committee consists of the Director, the Assistant Director, the Financial Manager, and the Operations Manager.

3.2.2 *Functions and competencies*

1. The Executive Committee coordinates the management of the projects of the Centre.
2. The Dean, in consultation with the Executive Committee, decides on the appointment and remuneration of staff, in accordance with applicable University of Pretoria guidelines and procedures.
3. The Executive Committee ensures staff development wherever possible.
4. The Executive Committee co-ordinates fund raising.
5. The Executive Committee meets at least once a month. It takes its decisions by majority vote.

3.3 **Portfolios**

The Director bears the final responsibility for the management and financial control of the Centre and is the academic head of the Centre, overseeing the academic aspects of all projects and activities of the Centre.

The Assistant Director is the administrative head of the Centre and oversees the administrative and financial aspects of all projects and activities of the Centre. The Assistant Director serves as Acting Director in the absence of the Director. In the event of both the Director and the Assistant Director being absent at the same time, the Executive Committee will appoint an Acting Director in consultation with the Dean of the Faculty.

The Financial Manager administers the Centre's funds, working with the Department of Finance of the University of Pretoria.

The Operations Manager coordinates the daily activities of the Centre and bears responsibility, at Executive Committee level, for specific projects identified by the Executive Committee.

3.4 **Staff**

1. Programme/Project Officers report to the relevant Programme/Project Manager who reports to the assigned Executive Committee member.
2. The Financial Manager submits monthly financial statements to the Executive Committee.

4. **FINANCES**

- 4.1 The Centre raises funds from donor agencies and through courses, and is provided for in the budget of the Faculty of Law of the University of Pretoria. These funds are audited annually.

5. **AMENDMENT**

Amendments to the Constitution may be initiated by the Executive Committee or any staff member. Proposed amendments are sent for approval by the Faculty Board and Senate, after consultation with staff.