

ACTS

**ASSOCIATION OF CATHOLIC
TERTIARY STUDENTS**

MANUAL OF PROCEDURES

IMCS SOUTH AFRICA

International Movement of Catholic Students

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**SECTION ONE: PROCEDURE TO BE FOLLOWED DURING
CONFERENCE SESSIONS**

- 1.1 Any delegates from any branch is free to intervene at any time during any session of the Conference.
- 1.2 During the Reports (NEC, Chaplain and Financial reports). Session intervention is made following the principle of one voice per branch.
- 1.3 The following are in order of precedence as regards to intervention:
 - a) A member can call for a point of order only when the defined procedure is not followed.
 - b) A member can call for a point of personal privilege to react to issues when he or she is the subject of discussion.
- 1.4 A point of information can be called for when asking for information and/or clarification.
- 1.5 The Chairperson reserves the rights to stop any speaker on the floor is s/he is out of order, having abused the point of privilege or clarity granted to him by the chairperson.
- 1.6 Motions are presented by any branch to the chairperson and each motion must be seconded by another branch.
- 1.7 A motion of order has priority over all other motions.
- 1.8 When the Chairperson receives an amended motion, s/he is obliged to ask the mover of the original motion if he or she agrees to withdraw his/her motion. If s/he agrees, it is only the amended motion that is voted upon or for. If not, the vote will be conducted to choose one of the two motions.

SECTION TWO: RULES AND PROCEDURES FOR ACTS NATIONAL ELECTIONS

PART ONE: NOMINATIONS

- 1.1 NOMINATIONS FOR THE NATIONAL EXECUTIVE COMMITTEE:
 - 1.1.1 Nominations shall be opened two months before conference
 - 1.1.2 All nomination forms should be sent to the National Office twenty (20) days before the first day of Conference.
 - 1.1.3 Nominations shall be from affiliated ACTS branches.
 - 1.1.4 All nomination forms will have to be signed by the Branch Chairperson, Secretary and Branch Chaplain.
 - 1.1.5 All nominations should be accompanied by a brief resume (CV) of the nominee.
 - 1.1.6 The nominee shall write a letter as acceptance of the nomination.
 - 1.1.7 Each branch can nominate as many people as possible, however, only two nominees from the same branch will be accepted.
 - 1.1.8 All nominations should clearly state which portfolio the person is being nominated for.
 - 1.1.9 Any nomination that does not have an acceptance letter from the nominee will be declared invalid.
 - 1.1.10 A list of all people nominated will be drawn up and sent to branches, twenty (20) days before conference. This will also state the names and positions that the candidates are nominated for.
 - 1.1.11 In case of a person being nominated for multiple positions s/he will have to indicate the position s/he prefers.
 - 1.1.12 Each nomination will have to be seconded by at least two branches excluding the nominating one.
 - 1.1.13 All nominated candidates to any of the vacant positions are required to be physically present at the conference.
 - 1.1.14 The following positions shall be vacant: President, Secretary-General, Treasurer and Media and Publicity Officer.
- 1.2 NOMINATIONS AT CONFERENCE:
 - 1.2.1 Nominations shall be opened during the Conference for a twenty four (24) hour period.
 - 1.2.2 Any nomination for all vacant positions, as mentions in sub-section 1.1.13 shall be accepted provided that:
 - c) The nominee received at least fifty plus one (50+1%) of support from branches present at conference.
 - d) The nomination is signed by the secretary, Chairperson and chaplain of the nominating branch.
 - 1.2.3 In an event of the branch Chaplain not present at the conference the National Chaplain shall sign the nomination.
 - 1.2.4 No other nomination shall be accepted once the twenty-four (24) hour period has lapsed.

PART TWO: ELECTION PROCEDURE

- 2.1.1 After completion of all business in the Conference a motion for the dissolving of the National Executive Committee (NEC) shall be called by any branch.
- 2.1.2 The motion shall be seconded by at least one branch present at Conference.
- 2.1.3 The National Chaplain is the Electoral Officer of ACTS and shall:
 - a) Call the delegates to sit according to branches
 - b) and is recommended to form a Electoral Committee (EC)
- 2.1.4 A candidate must be introduced by either a member of his or her branch or any member from a branch that nominated or seconded him or her.
- 2.1.5 Each candidate shall be accorded 10 minutes to speak and thereafter answer questions from the delegates.
- 2.1.6 There shall be four (de) motivations for each candidate.

2.2 VOTING PROCEDURES:

- 2.2.1 The Electoral Officer will then call conference to vote for the candidate of their choice.
- 2.2.2 Voting shall be by secret ballot.
- 2.2.3 Each affiliated branch shall have only one vote.
- 2.2.4 The counting of votes is done immediately after each round of voting.
- 2.2.5 The winners of each portfolio are declared by a simple majority vote.
- 2.2.6 The announcement of winners shall be made after all voting for all vacant positions have finished.

SECTION THREE: PROCEDURES FOR THE ESTABLISHMENT OF ACTS BRANCHES

- 1.1 Any ACTS affiliated branch that is fully established can initiate the process of starting another ACTS branch within the immediate area of their campus.
- 1.2 The National Chaplain must be informed before the commencing of the intended action.
- 1.3 The National Executive must be kept abreast about all the developments leading up to the formation of the new branch.
- 1.4 The National Chaplain shall inform the Diocese of the establishing branch.
- 1.5 The National Executive, after consultation with the National Patron and the National Chaplain shall recognize a branch provided that:
 - a) There is a person who shall assume the role of being a branch Chaplain for the establishing institution
 - b) Subsection 4.1 to 4.7 of the National Constitution is applicable
 - c) Any establishing branch will have to make an application for recognition to the National executive Committee 30 days before the Annual National Conference.
- 1.6 Applications for recognition should be accompanied by:
 - a) A letter from the diocese or Parish as proof of the branch's link with the Church
 - b) Subsection of the National Constitution is applicable.
 - c) The Annual National Conference has the powers to recognize a branch and/or accept or reject any branch's application for recognition.

SECTION FOUR:

ACTS NATIONAL FINANCIAL POLICY

1. GENERAL INFORMATION

- 1.1 Type of an organisation: Association of Catholic Tertiary Students is a non-profit organization.
- 1.2 Financial Year: 1 July to 30 June

2. FINANCIAL SECRETARIATE

- 2.1 It consists of the President, General Secretary, Treasurer, National Chaplain, and the Arch/Bishops.
- 2.2 They are the only signatures of bank accounts of ACTS
- 2.3 They are the approvals of any transaction or money use.
- 2.4 The treasurer's signature should be part of any transaction at all times and other signatures will be determined by their availability.

3. AFFILIATIONS AND SUBSIDIES

3.1 AFFILIATIONS

- 3.1.1 Every ACTS branch shall pay affiliation fees every year
- 3.1.2 Affiliation fees are 15% of your current SRC allocated budget or R3-00 per member or as NEC determined.
- 3.1.3 Affiliation fees shall be paid by 31st May of each year after such time interest (NEC determined) shall be levied on all late affiliation fees.
- 3.1.4 Any branch which has not yet paid affiliation fees by Annual Conferences shall pay full cost of the conference and further forfeit their right to vote.
- 3.1.5 Affiliation fees shall all be deposited into one account, ACTS account and no other account.

3.2 SUBSIDIES

- 3.2.1 Fully affiliated branches will be subsidized for conferences as a group not as individual branches, at the discretion of the NEC.
- 3.2.2 Branches on observer status is not subsidized as they do not pay affiliation fees.

4. PROVINCIAL REPRESENTATIVES

- 4.1 Provincial Executive Committees are not funded by the NEC.
- 4.2 Task of the Provincial Representatives within the NEC is funded by ACTS National.
- 4.3 Task of the Provincial Representatives within the Provincial Executive Committee is not funded by the NEC.
- 4.4 Exception when an important meeting cannot take place because there is no money, a minimal amount would be given at the discretion of the NEC.

5. INTERNAL CONTROLS AND PROCEDURES

5.1 They are established to ensure that:

- ❖ Financial transactions approved by an authorized individual (i.e. Treasurer) and are consistent with the laws and regulations.
- ❖ Assets are safeguarded i.e. account book or bank book should only be in the Treasurer's or Chaplain's possession.
- ❖ Accounting records are complete, accurate and maintained on the accrual basis.

5.2 The maintenance of the internal control functions are the responsibility of the following officers:

- ❖ Authorization of requisitions, bank accounts and preparation financial reports: Treasurer.
- ❖ Approval of annual operating budget and maintenance of accounting records: Financial Secretariat.

5.3 Reconciliation should be performed quarterly on all liabilities, banks and control accounts.

6 ACCOUNTS SYSTEM

6.1 The financial transactions are recorded by the Treasurer. The details recorded on the system are maintained and specified in the general ledger are:

- ❖ Date of transaction
- ❖ Details of transaction
- ❖ Name, etc.
- ❖ Transaction amount
- ❖ One set of orders

6.2 Subsection 5.1.4 of the National Constitution applies.

7. RECEIPTING AND ACCOUNTING FOR INCOME PROCEDURES

7.1 Remittances via bank are processed directly to the relevant entity or account or person.

7.2 Income in respect of donations and payments etc. Must be made to the ACTS account.

7.3 No bank account shall be separately established, only two bank accounts shall be used, one for the Treasurer and another for Chaplains.

8. SPECIFIC CONTROLS

8.1 INVOICES AND CLAIMS

- ❖ Compare the details on invoice with the requisition.
- ❖ Where invoice is paid attach a tally slip.
- ❖ Record invoice and mount
- ❖ The documents should be scrutinized for completeness, genuineness and correctness.

9. FUNDRAISING

9.1 Fundraising should be done in conjunction with the SACBC

9.2 All fundraising on National, Provincial and Branch level have to go through the National Office to be scrutinized for validity.

10. ANNUAL AUDIT

- ❖ Accounting records should be annually audited by the public accountants
- ❖ The scope of audit includes all financial transactions of ACTS.
- ❖ When auditors express an opinion on the financial statements an annexure of such undertaking is required.
- ❖ For this requirements to be met NEC should ensure that all documents and supporting receipts are obtained with payment request.

ACTS

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TERTIARY STUDENTS**

“OATH OF OFFICE”

IMCS SOUTH AFRICA

International Movement of Catholic Students

**Association of Catholic Tertiary Students
OATH OF OFFICE**

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We.....the newly elected NEC for the year , hereby commit ourselves as Catholic Students to be loyal, and committed to the culture and legacy of ACTS by upholding the ACTS National Constitution and Procedures of the Association at all levels. We swear to remain true to our responsibilities towards the growth of the structure.

Date: