



Policy and Rules for Honorary Naming

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Policy and Rules for Honorary Naming¹

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the council of the North-West University (NWU) has adopted this policy and rules on 26 September 2019.

1 Interpretation and application

This policy and rules must be interpreted and applied in a manner consistent with the

- Statute (para 79)
- National Heritage Resources Management Act, 25 of 1999 and policies and regulations prescribed in terms thereof.

2 Purpose of the policy

The purpose of this policy is to ensure a fair and transparent procedure to be followed for the consideration of honouring persons and organisations.

3 Policy statement

It is the policy of the NWU that –

- 3.1 persons and organisations may be honoured by naming buildings and other property of the university in their honour, and by other means, including the erection of statues and the exhibition of paintings;
- 3.2 subject to the approval of senate, only council may authorize the granting of honours as contemplated in 3.1;
- 3.3 extending honours as contemplated in 3.1 must be done sparingly and carefully and only for the purpose of recognising unique contributions and to acknowledge a clear association by those honoured with the values and history of the university;
- 3.4 the extending of honours to living persons and where financial benefaction is concerned must be approached with utmost care, and
- 3.5 the renaming of buildings and the re-contextualisation or the relocation or removal of statues, portraits and other works of art may only be undertaken after being declared necessary by a motivated resolution of council taken on the recommendation of senate.

4 Scope of application

- 4.1 This policy is applicable to all campuses and other sites owned by or under the control of the NWU and relates to the naming or renaming of buildings, roads, the display of flags, and portrayals of persons by means of statues, portraits and paintings, and other works of art.
- 4.2 This policy and the rules and procedures set out in the annexure apply to all members of the NWU community.

Rules and procedures for honorary naming

1. ELIGIBILITY

- 1.1. The following categories of persons are not eligible for being honoured as contemplated in this policy:
 - 1.1.1. active employees, and
 - 1.1.2. politicians currently in office.
- 1.2. Only in exceptional circumstances may a building or other property of the NWU be named after a living person.

2. CONSIDERATIONS FOR HONORARY NAMING

2.1. Principles

- 2.1.1. Naming is an honour that forges a close link between the honouree and the university. As such, it is critically important that the integrity, history, behaviour and reputation of the named honouree be consistent with the vision, purpose and values of the university.
- 2.1.2. Honorary naming should promote unity and preserve the values, culture and prestige of the university.
- 2.1.3. An honorary naming should promote the brand of the NWU.
- 2.1.4. Naming and renaming may also utilise neutral names, which do not refer to any person but rather to geographical place names, generic names or objects.
- 2.1.5. Naming as part of sponsorship agreements must be consistent with the university's reputation and core values and the highest standards of business and financial integrity.

2.2. Entities, places or mechanisms that may be considered for honorary naming or honouring include the following:

2.2.1. Physical entities such as –

- Entire buildings
- Blocks of buildings
- Lecture halls
- Seminar rooms
- Laboratories
- Libraries
- Boardrooms
- Reception areas, atriums, foyers
- Sports fields
- Statues, portraits and paintings within buildings

2.2.2. External areas such as –

- Courtyards
- Lawns
- Gardens
- Walkways
- Internal roads
- Pavilions
- Gates and entrances
- Flags displayed in the open air or attached to buildings
- Benches, plaques, statues erected in the open air

- 2.3 The norm for the identification of the buildings of the NWU is a neutral numbering system, honorary naming of buildings being the exception.

3. PROCEDURE TO BE FOLLOWED FOR NOMINATIONS IN REGARD TO HONORARY NAMING

- 3.1. In accordance with the principle that the University shall maintain a consistent, coordinated, cost-effective and transparent approach to naming that reflects the university's consultative and collaborative decision-making process, that ensures the proper review and approval of all naming proposals, and that preserves confidentiality consistent with applicable legislation, the following procedure must be followed:
 - 3.1.1. the University Management Committee (UMC) must establish a standing committee with the mandate to consider proposals for legacy naming or honouring in regards to entities and places referred to in 2.2.1 and 2.2.2 above;
 - 3.1.2. the standing committee must seek the opinions of members of the university community and other interested parties on matters of naming;
 - 3.1.3. in its assessment of proposals for naming, the standing committee must take the following into consideration:
 - 3.1.3.1. legal opinion and heritage implications in regard to possible name changes;
 - 3.1.3.2. history and significance of the particular name;
 - 3.1.3.3. motivation for the proposal for a change in name (amongst others whether donation implications exist);
 - 3.1.3.4. input from members of the university community before drafting a proposal for supporting or rejecting the proposal, and
 - 3.1.3.5. the motivation of its recommendation to UMC for the purposes of reporting to the Honorary Awards Committee referred to in 4 below.
- 3.2. Any member of the university community² may propose an honorary naming in accordance with a procedure consistent with this policy prescribed by the registrar.
- 3.3. Nominations must be accompanied by a motivation of about two pages, showing how the naming would fulfil the criteria for honorary naming, and must be completed on a template prescribed by the registrar.

4. SELECTION COMMITTEE TO ADVISE SENATE AND COUNCIL

- 4.1. The Honorary Awards Committee, whose function it is to make recommendations to senate and council regarding proposals for honorary naming, consists of the following standing members:
 - 4.1.1. the vice-chancellor who is the chairperson of the committee (in the absence of the vice-chancellor, the vice-principal officiates as chairperson);
 - 4.1.2. the chairperson of the council;
 - 4.1.3. the deputy chairperson of the council;
 - 4.1.4. the three members of council elected by senate, and
 - 4.1.5. the registrar.

5. MANDATE OF SENATE IN THE CONSIDERATION OF NONIMATIONS FOR PURPOSES OF HONORARY NAMING

- 5.1. The report and recommendations of the Honorary Awards Committee must be submitted to senate for its consideration.
- 5.2. Members of the senate may not debate the merit of the recommendations, but may ask questions after receiving clarification of the proposal before the matter is decided upon by secret ballot.
- 5.3. For the approval of the recommendation, the support of a majority of the members of senate is required.
- 5.4. Upon consideration of the report of the Honorary Awards Committee, the decision of senate is forwarded to council.

6. MANDATE OF COUNCIL IN THE CONSIDERATION OF NONIMATIONS TOWARDS HONORARY NAMING

- 6.1. The report and recommendations of the Honorary Awards Committee and its approval by senate must be submitted to council for its consideration.
- 6.2. Members of council may not debate the merit of the recommendations, but may ask questions after receiving clarification of the proposal before the matter is decided upon by secret ballot.
- 6.3. For the approval of the recommendation, the support of a majority of the members of council is required.

² Employees, members of Council and Council Committees, students, alumni, sponsors, donors

7. PROCEDURES TO BE FOLLOWED TOWARDS HONORARY NAMING CEREMONY

- 7.1. Upon approval by council of a recommendation for honorary naming, the Vice-Chancellor must inform the university community accordingly, to be followed by implementation through the requisite management structures.
- 7.2. A naming ceremony must be overseen by the Vice-Chancellor and be executed by the Executive Director Corporate Relations and Marketing in collaboration with all relevant departments.
- 7.3. The corporate identity and brand of the NWU must be taken into consideration in the design and physical display of the honorary naming, and the Physical Infrastructure and Planning Department must be informed to make arrangements for signage, and similar matters.

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