




**WALTER SISULU UNIVERSITY  
SRC CONSTITUTION POLICY**



# SRC CONSTITUTION DRAFT POLICY

<b>Sponsor division</b>	<b>Academic Affairs and Research</b>	
<b>Responsible Department</b>	<b>SDSS</b>	
<b>Related WSU policies</b>		
<b>Policy Name</b>	<b>Related Policy Name</b>	
<b>SRC CONSTITUTION</b>	<b>WSU STATUTE</b>	
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## **PREAMBLE**

We, the students of Walter Sisulu University

**Recognize** the need to provide optimal opportunities for learning and the creation of knowledge;

**Respect** and encourage democracy, academic freedom, freedom of speech and expression, creativity, scholarship and research;

**Pursue** excellence, promote the full realisation of the potential of every student, tolerance of ideas and the appreciation of diversity;

**Contribute** to the advancement of all forms of knowledge and scholarship, in keeping with international standards of academic quality;

**And whereas** it is desirable for the University to enjoy freedom of speech and autonomy in their relationship with the state within the context of public accountability and the national need for advanced skills and scientific knowledge.

## **DEFINITIONS**

- "ACADEMIC YEAR"** means that part of a calendar year recommended by the Senate for the academic activities of the University, and approved by the Council.
- "CAMPUS (ES)"** means the divisions of the University, other than the institutional office, being the physical sites and tangible or intangible infrastructure of the University where teaching, training and research is delivered, as are established by the Council from time to time after consultation with the Senate, with the approval of the minister.
- "CAMPUS HEAD"** means the senior manager accountable to the vice-chancellor for the management of all the affairs of a specific campus of the University, contemplated in paragraph 64 of the Statute.
- "CAMPUS SRC"** means the committee established to represent the students at a campus of the University, contemplated in paragraph 45 (2) of the Statute.
- "COUNCIL"** means the Council of the University contemplated in paragraph 7 of the Statute.
- "ELECTION"** means the annual election that takes place on a ballot or through electronic vote in accordance with the Rules.
- "FIRST PAST THE POST ELECTORAL SYSTEM"** is the system where the highest polling student is deemed elected.
- "INTERNATIONAL STUDENT"** student who chose to undertake all or part of their tertiary education in a foreign country other than their own and move to that country for the purpose of studying.

**"PROPORTIONAL**

**REPRESENTATION"** is a system of voting in which each recognised political party is represented in proportion to the number of people who vote for it in an election.

**"RECOGNISED**

**POLITICAL PARTY"** means a political party which is recognised and registered in terms of the Rules.

**"RULES"** means any Rules of the University made in terms of Section 32 of the Act and published after approval by the Council.

**"SRC"** means the Students Representative Council of the institution contemplated in paragraph 40 of the Statute, established by the Council in accordance with the Rules, and includes a campus SRC as contemplated in paragraph 45 (2) of the Statute.

**"STUDENT"** means any person registered by the University in terms of the Rules, for full time or part time study for a degree, diploma or certificate of the University, or registered or enrolled for any course or programme of instruction offered by the University, provided that a person so registered or enrolled who is also a full time or part time employee of the University is not a student for the purpose of membership of the SRC.

**"STUDENT GENERAL**

**COUNCIL"** means the forum which serves as the collective voice of all the student governance sub-structures on each campus.

**"THE ACT"** means the Higher Education Act No. 101 of 1997 (as amended).

**"THE UNIVERSITY"** means Walter Sisulu University.

**"THE STATUTE"** means the statute of Walter Sisulu University as published by the Minister of Higher Education and Training in Government Notice No. 13 dated the 17<sup>th</sup> January 2014.

**"THE PRESIDENT"** means the SRC president of WSU.

**"THE CAMPUS**

**PREMIER"** means the student head of each campus SRC.

**"VICE-CHANCELLOR"** means the principal of the University as contemplated in Section 26 (2) (c) of the Act.

**"WRITTEN NOTICE"** means any notice in writing and includes any notice contemplated in terms of the electronic communications and transactions Act No. 25 of 2002, or any Act that amends or repeals it.



## **CHAPTER 1**

### **1. FOUNDING PROVISIONS**

- 1.1. Walter Sisulu University is founded on the following values:
- 1.1.1. The right to exercise academic freedom in a responsible way; in teaching and learning, in research and in community service;
  - 1.1.2. A commitment to institute wide quality management, to value and reward excellence and to uphold and protect the integrity of the University;
  - 1.1.3 The provision of equitable access to higher and continuing education to those who have the potential to succeed.
  - 1.1.4. A commitment to addressing equity imperatives, diversity, entrepreneurship and democratic governance.

## **CHAPTER 2**

### **2.1. LEGAL STATUS**

- 2.1.1.** The SRC is established in terms of the Higher Education Act 101 of 1997 [as amended] read with the WSU Statute, WSU Policies, Rules and Regulations.
- 2.1.2.** The SRC derives its power from the Council, is not a legal entity separate from the University and is not a bearer of its own rights.
- 2.1.3.** The constitution of the SRC will have not legal force and effect unless such constitution or amendments thereto, is approved by Council.
- 2.1.4.** The constitution must always be interpreted subject to the Higher Education Act 101 of 1997, the WSU Institutional Statute and WSU Rules and Regulations; all of which shall take precedence over the provisions of the constitution in the event of there being conflicting provisions.
- 2.1.5.** Not assume any power or function except those conferred upon them in terms of the Higher Education Act, the WSU Statute, and this Constitution.
- 2.1.6.** This Constitution shall be binding on the SRC, Student organizations, substructures and student community.

## **2.2. Interpretation of the Constitution**

- 2.2.1. In the event of the matter not being resolved, the Executive Director: Student Development & Support Services, shall, where appropriate, provide for a dispute resolution process.
- 2.2.2. In the event of a dispute with regard to the interpretation of any of the provisions of this Constitution, the Deputy Director Student Development & Support Services and Campus Rectors shall act as a mediator of first instance. Should the dispute remain unresolved after the mediation process, or any party having an interest in the dispute may refer it to the Executive Director: Student Development & Support Services for resolution;
- 2.2.3. The Executive Director: Student Development & Support Services shall take no more than seven (7) days from the date on which the dispute was referred to him/her, to issue his/ her ruling on the matter.
- 2.2.4. In the event of the matter not being resolved, it shall be referred to the Vice- Chancellor whose ruling shall be final and binding.

## **CHAPTER 3**

### **3.1 ORGANISED STUDENT GOVERNANCE [MODEL]**

- 3.1.1 The University is constituted by 4 (four) separate campuses which are distinctive, interdependent and inter-related.
- 3.1.2 Students will be represented on a two tier governance model consisting of the Institutional Student Representative Council (ISRC) and 4 (four) Campus Student Representative Council's (CSR'S).
- 3.1.3 The 4 (four) CSRC's will be responsible for student governance on their own constituent campuses,
- 3.1.4 The ISRC, CSRC's and all student committees, clubs, council's and societies as contemplated in Section 40 (c) of the Statute shall be governed by this Constitution.

## **CHAPTER 4**

### **4. CO-OPERATIVE GOVERNANCE [Objectives]**

- 4.1 Preserve the peace and unity of the University;
- 4.2 Provide effective, transparent, accountable and coherent student governance for the University;
- 4.3 Co-operate with one another in mutual trust and good faith by:
  - 4.3.1 Fostering friendly relations, assisting and supporting one another; and
  - 4.3.2 Informing one another of and consulting one another on matters of common interest;
- 4.4 Adhering to agreed procedures and;
- 4.5 In the event of there being a dispute in respect of student governance, the parties must make every reasonable effort to settle the dispute by means of mechanisms and procedures provided for that purpose and must exhaust all other remedies before approaching a court to resolve the dispute.

## **CHAPTER 5**

### **STUDENT REPRESENTATIVE COUNCIL**

#### **5. SRC MEMBERSHIP**

- 5.1. The composition of the SRC is determined by Council in the Rules, after consultation with the SRC.
- 5.2. Only full time students, registered for at least one academic year are eligible for SRC membership. However, students who are full time in the residences but registered in courses that are reflected as part-time in the PQM shall be allowed to contest SRC elections.
- 5.3. Only students of good academic standing who have passed at least sixty percent (60%) of their registered subjects in the previous year or semester are eligible.
- 5.4 The ISRC, CSRC and all sub-structures must be representative of the student body in terms of gender, disability and faculties in accordance with the rules.
- 5.5. The following students are not eligible:
  - 5.5.1. a student employed by the University for more than twenty (20) hours per week;

- 5.5.2. a student practising a career outside of the University on a full time basis;
- 5.5.3. a student under-going practical training outside of the University for a period exceeding one month during his/her tenure as an office bearer will not be eligible in an academic year; [If a student has to attend experiential training for 6 months he/she has to resign from the SRC]
- 5.5.4. a student convicted of a criminal offence without an option of a fine, either in the Republic, or outside the Republic if the conduct constituting the offence would have been an offence in the Republic; but no one may be regarded as having been found guilty until an appeal against the conviction or sentence has been determined, or until the time for an appeal has expired;
- 5.5.5. a student found guilty of an offence in the University or SRC disciplinary committee is not eligible.
- 5.5.6. notwithstanding the above, the Institutional policies governing student's code of conduct shall apply and render students not eligible.

## **6. SRC TERM OF OFFICE**

- 6.1 The term of office of the Student Representative Council shall be one year from the date that the election results are officially pronounced until the date of the next election.
- 6.2 No person may serve in the SRC for more than two terms whether consecutively or separately.
- 6.3 The term of office for members will have commenced once the hand-over and constituting meeting is concluded. This meeting must take place within the first 7 working days after the elections each year. This will imply that the election of SRC must have been concluded before this deadline.
- 6.4 If for whatever reasons, the election and constituting of one or more of the SRC are delayed beyond the term of the outgoing SRC, the term of the outgoing SRC and its members is extended for a

reasonable period, after which the WSU Council on the advice of the Vice Chancellor appoints the SRC.

## **7. TERMINATION OF MEMBERSHIP OF THE SRC**

- 7.1. A member loses membership of the SRC if that member:
- 7.1.1 ceases to be a student at the University;
  - 7.1.2 is no longer eligible in terms clause 5.4 above;
  - 7.1.3 resigns from being a member in writing;
  - 7.1.4 fails to attend three consecutive ordinary meetings of the SRC without a valid reason;
  - 7.1.5 in the case of proportional representation, a member ceases to be a member of the party that nominated that member.
  - 7.1.6 in the case where a member is recalled by a party/structure that deployed him/her in the SRC via the PR system.

## **8. FILING OF VACANCIES**

The following procedure shall apply in filing of SRC vacancies:

- 8.1 If the resigning member was directly elected, the runner up in the election shall be co-opted according to the results of the previous election
- 8.2 In the event that the runner up is unwilling or ineligible to be co-opted the university shall run a by- elections
- 8.3 The SRC shall convene a meeting within ten days of the member resigning, and follow the procedures set out in paragraph 8.1 & 8.2 above, alternatively 8.4 below in order to fill any vacated portfolio's depending on the type of seat to be filled;
- 8.4 In the event of a proportional representative's seat in the CSRC becoming vacant, the Executive Director: Student Development & Support Services shall notify the relevant student political structure in writing, within two days of the position becoming vacant, to nominate a replacement within seven days of having received the notification.

**9. DISSOLUTION OF THE SRC**

The council may dissolve the SRC, after consulting with the SRC if:

- 9.1 The SRC cannot, or does not fulfil its primary function to serve and promote the interests of the University and its student community
- 9.2 The Council may not take action under sub-section 10.1 unless it has:
  - 9.2.1. informed the SRC of its intention to act and the reasons therefore
  - 9.2.2. granted the SRC a reasonable opportunity to make representations to it relating to such intentions; and
  - 9.2.3. given due consideration to any such representations received.

**10. GENERAL MEETING OF STUDENTS (MASS MEETING)**

- 10.1 The SRC must convene at least one general (mass) meeting of students per campus per semester as outlined in the Standard Operational Procedures. Provision will be made for special meetings when the need arises.
- 10.2 Students may sanction a seating of a mass meeting through a petition provided that such students constitute at least 25% of registered students.

**11. MOTION OF NO CONFIDENCE**

A motion of no confidence in the SRC, or in an individual member(s) of the SRC may be passed at a general meeting of students, provided that:

- 11.1. the motion is supported, in writing, by at least five percent (5%) of the students, proportionally representing that specific campus of the University,
- 11.2. the motion is published as part of the agenda for the meeting at least ten working days prior to the date of the meeting,
- 11.3. a quorum of at least five percent of students, proportionally representing that campus, are present at the meeting,
- 11.4. The students, by a vote supported by a majority of those present, pass the motion of no confidence in the SRC, the University Council must reconstitute the SRC,

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- 11.5. The students, by a vote supported by a majority of those present, pass a motion of no confidence in an individual member(s) of the SRC that member must automatically cease to be a member of the SRC.
- 11.6 If a motion of no confidence in an individual SRC member(s) is passed, then:
- 11.6.1 If the resigning member was directly elected, the runner up in the election shall be co-opted according to the results of the previous election,
  - 11.6.2 In the event that the runner up is unwilling or ineligible to be co-opted the university shall run a by-election,
  - 11.6.3 The SRC shall convene a meeting within ten days of the member resigning, and follow the procedures set out in paragraph 11.1 & 11.2 above, alternatively 11.6.4 below in order to fill any vacated portfolio's depending on the type of seat to be filled;
  - 11.6.4 In the event of a proportional representative's seat in the CSRC becoming vacant, the Executive Director: Student Development & Support Services shall notify the relevant student political structure in writing, within two days of the position becoming vacant, to nominate a replacement within seven days of having received the notification.

## **12. INTERIM ARRANGEMENTS**

- 12.1 In the event where a particular campus could not elect an SRC due to various circumstances OR in the event when a motion of no confidence in the SRC is passed, OR if Council dissolves the SRC, appropriate steps will be taken by Council within 14 days to put in place an Interim Structure, to the extent necessary, to serve and promote the interests of the student community until a new SRC has been elected.
- 12.2 Such a structure will be constituted from recognised and represented student formations in the Student General Council of that particular campus. The membership must not exceed 7 members.

### **13. THE ISRC**

13.1. Subject to the Act, Statute and Rules, the ISRC will consist of twelve members, made up as follows:

13.1.1 each separate campus will elect three (3) members in terms of an electoral system that:

13.1.1.1 is democratic and transparent, in accordance with the Rules;

13.1.1.2 results in a First Past-the-Post Electoral System [simple majority]: this is in relation to the 5 CSRC positions (Mandatory Seats), which are the Campus Premier; Secretary General, Social & Welfare Officer, Sport & Culture, Academic Officer.

13.1.1.3 Only the Premier, Secretary General and Academic Officer shall represent the campus to constitute the ISRC.

**Note:** The ISRC will not have a budget. All of its operations will be shouldered by the Student Development and Support Services from Campus SRC budgets.

### **13.2 CONSTITUTING THE ISRC**

At the first sitting after its election (not more than 14 days after the SRC Elections), the ISRC must elect the following portfolios:

13.2.1. President

13.2.2. Secretary General

13.2.3. Academic Officer

13.2.4. Student Services Officer

13.2.5. Policy and Transformation Officer.

13.2.6 7 Additional members

13.3. The Executive Director SDSS will preside over the first meeting.

13.4. The following procedure will apply to the election of these portfolios:

13.4.1. The members will nominate and vote by secret ballot for the five portfolios if more than one member is nominated for a portfolio;

13.4.2 each member present at the meeting may cast one vote per portfolio;



- 13.4.3. the member who receives the majority of the votes will be elected to that portfolio.
- 13.4.4. the principle of rotation will be observed by ensuring that no campus can hold the portfolio of a President for **TWO** (2) consecutive terms.

#### **14. FUNCTIONS OF THE ISRC**

Subject to the authority of the Council, in accordance with the Act, the Statute and the Rules the ISRC will fulfil the following functions:

- 14.1 Exercising the powers and functions delegated to it by the Council;
- 14.2 Liaising with the Council, the Senate, the management, the general public, other institutions, student representative councils of the other institutions and national or international student organisations;
- 14.3 Recommending to the Council rules to determine the conduct of its affairs;
- 14.4 Advising the Council on risks pertaining to its affairs;
- 14.5 Representing students in all University Statutory Bodies and National Forums;
- 14.6 Liaising with Council, Senate, Management, general public, other institutions, students' representative councils of other institutions and national or international student organisations.
- 14.7 Final decision making in all matters falling within its jurisdiction; and
- 14.8 Such additional functions and privileges as may be specifically conferred upon it by the Council.

#### **15. ISRC MEETINGS**

- 15.1.1 The ISRC shall meet at least once per academic term whilst the University is in session during the undergraduate term time.
- 15.1.2 All meetings shall be convened by the Secretary General in consultation with the President.
- 15.1.3 Minutes and Reports of all meetings convened must be submitted in compliance with institutional document management rules

- 15.1.4 Special meetings shall be convened on request of the president;
- 15.1.5 The president shall take the chair at all meetings (with the exception of the first meeting after the election), and in his absence the chair shall be taken by the secretary general, or failing that, by any ISRC member mandated by the ISRC to do so.
- 15.1.6 Fifty percent plus one (50%+1) of the members of the ISRC shall constitute a quorum, at any given point. In the event of there not being a quorum the meeting shall be rescheduled to a later date. In the event when there is no quorum in the rescheduled meeting, those present shall continue with the business of the day.
- 15.1.7 All decisions shall be made by consensus, failing which the matter shall be put to a vote.

## **16. CAMPUS SRC**

- 16.1. Subject to the Higher Education Act, WSU Statute and Rules, the CSRC on each campus will be constituted based on the following seats:
- MTHATHA = 11 members including site coordinators
  - BUTTERWORTH = 7 members
  - BUFFALO CITY CAMPUS = 9 including 2 site coordinators
  - KOMANI = 6
- 16.2. WSU will use the Hybrid Model voting system to fill in the portfolios available in each campus which is as follows,
- 16.2.1 Each campus shall have Five (5) directly voted for portfolios [Campus Premier; Secretary General, Social & Welfare Officer, Sport & Culture, Academic Officer] with the rest of the portfolios following the proportional representation method of electing representatives. In the case of Queenstown, three (3) portfolios will be directly voted for [Campus Premier, Secretary General, Academic Officer].

16.2.2 for the proportional representation seats (Contested by Political Organisations contesting SRC Elections), campuses shall choose from the following in accordance with the campus seat allocation in 16.1 above:

Treasurer,  
Policy and Transformation Officer  
Site Coordinators  
Media & Publicity  
Deputy Premier  
Deputy Secretary

16.3. At the first sitting after its election, or when necessary to fill a vacancy, the CSRC must fill the proportional representation portfolios through nominations and voting by secret ballot.

16.4. The campus Deputy Director Student Development & Support Services shall preside over the first seating to constitute the CSRC within seven (7) days after the publication of the election results.

16.5. The following procedure will apply to allocate portfolios to the Proportional Representation seats:

16.5.1 Members present in the meeting shall nominate and vote for portfolios. In the event where more than one person is nominated the following procedure shall apply:

- i. each member shall cast one vote per portfolio by secret ballot. Whoever receives the majority of the votes will be elected to that portfolio.

## **17. FUNCTIONS OF THE CSRC**

17.1 The SRC represents all students within the university in matters that may affect students, subject to the authority of Council, in accordance with the act, this statute and the rules.

17.2 The SRC derives its powers from the Council, is not a legal entity separate from the university and is not a bearer of its own rights.

- 17.3 The primary function of the SRC is to serve and promote the interests of the University and its student community.
- 17.4 The matters contemplated in subparagraph (1) include –
- 17.4.1 Exercising its powers and functions by using such powers as are delegated to it by the council.
  - 17.4.2 Being the umbrella organisation for all student committees, clubs, councils and societies, it may grant or withdraw recognition of such student committees, clubs, councils and societies in terms of the rules, provided that, the SRC cannot grant or withdraw the recognition of a campus SRC committee without the approval of Student Development & Support Services, after consultation with the ISRC and the relevant campus head,
  - 17.4.3 Coordinating and supervising the use of students' facilities and all matters pertaining thereto, in conjunction with the campus management
  - 17.4.4 Convening and conducting all authorised meetings of the student body and managing all general referenda and petitions organised by the students in accordance with the rules
  - 17.4.5 Appointing such office-bearers and establishing such committees as it deems necessary, subject to paragraph 45(2) of the Institutional Statute.
  - 17.4.6 Final decision making in all matters falling within its jurisdiction
- 17.5 The SRC, as contemplated in section 35 of the Act, including the SRC committees, must be representative of the student body in terms of the campuses and faculties of the University, in accordance to the rules.
- 17.6 The CSRC, may, upon advice from the Vice Chancellor, Campus Rector, SDSS Directorate and ISRC, be given a mandate to perform certain functions for students enrolled at each campus, in accordance with the Rules, more particularly:
- 17.6.1 liaising with the campus statutory bodies such as the campus senate, campus faculty boards, campus library committee, campus student support services council committee

- 17.6.2 keep account of all budgets paid over to it by Management and any other monies which may accrue to it in its capacity as representative of the students
- 17.6.3 allocating or disbursing such funds for use by students, and making grants to approved student clubs, committees, societies and student councils on their particular campus
- 17.6.4 being responsible for the preservation of order at student functions, and ensuring good conduct at all approved meetings of students
- 17.6.5 develop a plan of action (POA) and budget for its operations and activities for submission to the campus head for consideration and approval
- 17.6.6 Organising and promoting extra-mural activities for students on campus
- 17.6.7 co-ordinating student involvement in all community projects initiated on campus
- 17.6.8 assuming responsibility for all student publications on campus, in accordance with the Rules
- 17.6.9 advising the ISRC and management structures on risks pertaining to its affairs
- 17.6.10 recommending to the ISRC Rules to determine the conduct of its affairs
- 17.6.11. final decision making on all matters falling within its jurisdiction as mandated by the ISRC; and
- 17.6.12. such additional functions and privileges as may be specifically conferred upon it by the ISRC.

## **18. CSRC MEETINGS**

- 18.1 The CSRC shall meet at least once a month whilst the University is in session during the undergraduate term time.

- 18.2 All meetings shall be convened by the campus premier and/or the secretary general.
- 18.3 Reports & minutes must be submitted in compliance with institutional document management rules.
- 18.4 Special meetings shall be convened:
  - 18.4.1 on request of the campus premier
  - 18.4.2 when a resolution to this effect is passed by the CSRC
  - 18.4.3 when a written request, signed by not less than fifty percent of the members stating the business to be considered, is made to the secretary general.
- 18.5 The campus premier shall take the chair at all meetings, and in his absence the chair shall be taken by the secretary general, or failing that, by any CSRC member mandated by the CSRC to do so.
- 18.6 Fifty percent of the members of the CSRC shall constitute a quorum at any given point. In the event of there not being a quorum at any meeting, the meeting shall continue with those members present and the draft minutes shall be circulated to all members of the CSRC who will be given the opportunity to object to decisions taken by those present, where after they will be taken as confirmed by the CSRC.
- 18.7 All decisions shall be decided by consensus or failing this the majority of the members present and voting.

## **CHAPTER 6**

### **19. STUDENT GENERAL COUNCIL (ASSEMBLY) SGC**

- 19.1 The Student General Council (SGC) is established by the SRC in terms of Section 45 (3) of the WSU Statute. Each campus will have a separate SGC.
- 19.2 The SGC must be representative of the student body in terms of the campus and faculties of that particular campus, in accordance with the rules.
- 19.3 The SGC consists of the following members, namely:
  - 19.3.1 All Campus SRC members
  - 19.3.2 Representatives from the following organisations:

- a. Academic Council (two per faculty)
- b. Joint Residence Council (two, one of which be elected from the off-campus residences)
- c. Sports Council (two)
- d. Religious Council (two)
- e. Developmental Society Council (two)
- f. Recognised student political structures (two per organisation)
- g. Student Disability Council (one and should be a disabled person)
- h. Creative Arts Council (two)
- i. International Students (**one; provided there is an organized recognised student structure for such**).

19.4 The Premier must preside over the election of the Speaker in the first seating of the SGC. In the event where the Premier is not registered, the DD SDSS must preside.

## **20. AIMS**

The SGC shall be representative in nature, inclusive in character, consistent in its operations and shall represent the widest possible variety of views within the campus student body.

## **21. TERM OF OFFICE**

The term of office of the SGC shall be for the duration of one academic year.

## **22. CONSTITUTING**

22.1 During the first term, the SGC members representing various student societies and structures, shall be summoned together by the campus premier to a place and at a time that has been predetermined.

22.2 At the first meeting, or when necessary to fill a vacancy, the SGC must elect a speaker, a deputy speaker, and a secretary from amongst its members.

22.3 The Deputy Director Student Development & Support Services or his nominee, must preside over the election of a speaker. The speaker presides over the election of a deputy speaker and secretary.

22.4 The following procedure will apply to the election of the speaker, deputy speaker and secretary:

**22.4.1** If more than one candidate is nominated –

**22.4.1.1** a vote must be taken at the meeting by secret ballot

**22.4.1.2** each member present at the meeting may cast one vote

**22.4.1.3** the person presiding must declare elected the candidate who receives the majority of the votes.

**22.4.2** If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates. This procedure must be repeated until a candidate receives a majority of the votes.

## **23. FUNCTIONS AND POWERS**

23.1 The SGC:

**23.1.1** Shall act as the primary advisory body for the CSRC on behalf of the campus student body

**23.1.2** Shall make recommendations to the CSRC on University Policy matters

**23.1.3** Must be consulted by the SRC prior to any amendments to the SRC Constitution being submitted to Council for its consideration.

**23.1.4** To receive two SRC reports per semester

## **24. MEETINGS**

### **24.1 ORDINARY MEETINGS**

Ordinary meetings of the SGC shall be held at least once per semester.

### **24.2 EXTRA ORDINARY MEETINGS**

An extra ordinary meeting shall be held if:

24.2.1 The chairperson calls such a meeting; or

24.2.2 At least five members submit a written request to the chairperson for such a meeting, accompanied by a written motivation for consideration at the meeting.



- 24.2.3 Notice of the date, time and venue of an extra ordinary meeting, including the agenda, shall be given at least twenty- four hours before such a meeting.

## **25. INSTITUTIONAL STUDENT GENERAL COUNCIL (ISGC)**

The ISGC shall comprise of the following:

- 25.1 All members of the ISRC
- 25.2 The Speaker, Deputy Speaker and Secretary from all 4 campuses.
- 25.3 Members of the ISGC will elect the Speaker, Deputy Speaker and Secretary at the first meeting.
- 25.4 The term of office of the ISGC committee shall be for the duration of one academic year.

## **25. FUNCTIONS AND POWERS OF THE ISGC**

- 25.1 The ISGC shall consolidate and recommend policy submissions from all campuses to the Student Services Council.
- 25.2 Perform all functions referred by Campuses for consideration.

## **26. QUORUM**

- 26.1 A quorum shall be 50% + 1 of all members.
- 26.2 In the event of a quorum not being formed, the meeting shall continue with those members present, the draft minutes shall be circulated to all members of the ISGC who will be given the opportunity to object to the decisions taken by those present, after which they would be taken as confirmed by the ISGC; except in the confirmation of an amendment to the constitution a two thirds majority is required.

## **CHAPTER 7**

### **27. AMENDMENTS TO THE CONSTITUTION**

- 27.1. The constitution will have no legal force and effect unless such constitution, or amendments thereto, is approved by council.

- 27.2. Any proposed amendment to the constitution by the student body must be confirmed by a majority of two thirds of each of the four separate SGC's before being forwarded to council for approval.
- 27.3. Council may, having consulted with the SRC:
- 27.3.1 amend the constitution; or
  - 27.3.2 revoke the constitution, subject to the Act and the Statute and/or;
  - 27.3.3 initiate a process to draft a new constitution.
- 27.4. Council may not take action under sub-section 3 unless:
- 27.4.1 it is of the opinion, on reasonable grounds, that the SRC is in operable and unable to function properly
  - 27.4.2 it has informed the SRC, in writing of its intentions so to act and the reasons thereof
  - 27.4.3 it has granted the SRC a reasonable opportunity to make representations to it relating to such intention; and
  - 27.4.4 it has given due consideration to any such representations received.

## **ANNEXURE 1: SRC ELECTIONS**

### **1. PROCEDURE FOR SRC ELECTIONS**

- a) There shall be SRC elections annually in September as announced by the Executive Director Student Development & Support Services
- b) The SRC derives its authority from Section 35 of the Higher Education (Act 101 of 1997) as amended, the University Statute, and other relevant University policies

### **2. WSU GOVERNANCE MODEL**

Elections will be conducted at two levels, namely at the Campus and the Institutional levels;

- a) The 5 Mandatory Seats will be voted for directly on the basis of the First- Past –the- Post system.
- b) Remaining seats, as per the number of seats designated for each campus, shall be contested through the proportional representation system
- c) Independent candidates will contest SRC elections for mandatory seats.

### **3. THE ELECTORAL AGENCY (EA)**

Appointment of the Electoral Agency (EA).

- a) SRC elections shall be supervised and conducted by an impartial Electoral Agency;
- b) The EA shall be appointed by the Executive Director: Student Affairs following the University Procurement Policy;
- c) The EA must sign a Memorandum of Understanding or contract with University (in case of a private service provider) and
- d) The EA must work together with the Department of Student Affairs for administrative purposes.

#### 4.2 Functions and Powers of the Electoral Agency (EA)

- a. To create an environment conducive for free and fair elections and to ensure the highest possible voter participation in the elections and
- b. To establish subcommittees or other substructures when the need arises.
- c. The EA must conduct elections in accordance with the SRC Constitution and the Standard Operating Procedure
- d. The EA may make or suggest provision as may be necessary to effectively manage the SRC elections
- e. The EA may recommend the postponement of elections to the Executive Director Student Development & Support Services should it deem the circumstances not to be conducive to free and fair elections
- f. The EA shall report periodically to ED SDSS on the progress made with regard to the SRC election process before recommending postponement of elections.
- g. EA must announce its Chief Electoral Officer before it commences its duties for purposes of communication
- h. The Chief Electoral Officer is responsible for the deployment of staff across WSU campuses,
- i. EA must conduct and supervise the voting process
- j. EA must in the presence of the CEC, count votes immediately after closure of polls where voting took place
- k. EA shall announce preliminary results of the elections for each campus immediately after counting process.
- l. EA must announce and publish results after counting and verification of votes, within 48 hours after the announcement of preliminary results
- m. The Deputy Director SDSS shall constitute the SRC
- n. The EA may recommend to ED Student Development Support Services for a new election if circumstances arise which may

- substantially affect the outcome of the elections. Such circumstances include lost, destroyed or unlawfully removed ballot papers;
- o. Elections will be conducted in each campus independently. In the event that a particular campus does not hold its elections on set date, an Interim Structure will be put in place pending preparations for by-elections in that particular campus.
  - p. The EA shall present a report on the elections to the Executive Director: Student Development & Support Services within 21 days after the elections.
  - q. The EA shall be responsible for all election materials and specifically for ensuring that sufficient ballot papers are available for the elections at least two (2) hours before the voting station opens; ensuring that all election material is safely stored
  - r. EA shall perform the duties necessary for the effective organization of the election, including:
  - s. opening and closing the nomination process following the election schedule approved by the Executive Director: Student Development & Support Services
  - t. determining the design of the ballot papers and the ballot boxes, including the appropriate method of numbering and labelling of the ballot papers and boxes
  - u. supplying adequate stocks of ballot boxes, voters' rolls and receipts for each campus

#### **4.3. Composition of the EA**

The EA will be composed as follows:

- a) Chief Electoral Officer (Head of the EA)
- b) Presiding Officers
- c) Voting officers
- d) Counting Officers
- e) Any other staff that the EA may require to run and manage free and fair elections at WSU.

## **5. THE ELECTORAL COMMITTEE**

Each campus shall establish a Campus Electoral Committee (CEC) under the auspices of the EA specific for that year's election.

### **5.1 Functions of the Campus Electoral Committee:-**

5.1.1 To ensure that the SRC elections are free and fair through the monitoring of all the election phases, which include –

- i. Nominations and nomination procedures
- ii. Campaigns and campaign procedures
- iii. Voting and voting procedures
- iv. The counting of votes cast in the SRC elections.

5.1.2 To make recommendations on the Election Rules and Procedures to the Executive Director: Student Development & Support Services

5.1.3 To serve as information sharing platforms for the duration of the SRC elections.

## **6. Composition of the Campus Electoral Committee**

Membership of the CECs shall be comprised as follows:

- i. Campus Presiding Officers from the EA (Head)
- ii. Deputy Director SDSS for that campus (Deputy Chairperson)
- iii. Officials from the Student Development Unit
- iv. One nominee designated by the office of the Registrar
- v. One nominee designated by the Campus Safety and Protection office
- vi. One nominee designated by the Facilities Department
- vii. One Representative from each student political organization/ independent candidate representative registered to contest the elections
- viii. One nominee from the outgoing SRC not standing for elections.

## 6. THE ROLE OF STUDENT DEVELOPMENT & SUPPORT SERVICES

SDSS shall:

- a) Provide the EA with access to office space, telephone, and other relevant university facilities
- b) Make arrangements about the areas, facilities and funding for the elections
- c) Provide logistical and administrative support to the EA
- d) Compile and publish a complete list of candidates contesting the SRC elections
- e) Provide an official Voter's Roll for each campus
- f) Coordinate the marketing of the SRC elections.

## 7. ELIGIBILITY OF CANDIDATES

As outlined in this SRC Constitution under SRC Membership, Chapter 5, a person shall be eligible for election to the SRC if:

- a) He identifies and associates himself with the mission of the WSU;
- b) He/she must be a full-time student, registered for at least one academic year at WSU;
- c) He may not be an employee of WSU nor practice a career outside the WSU;
- d) He must not be undergoing practical training outside of the University exceeding one month.
- e) He is progressing academically and must have passed at least 60% **(SIXTY PERCENT)** of his/her registered subjects in the previous year or semester at the WSU;
- f) He must have been in the leadership position in any of the developmental or substructures of the SRC within WSU;
- g) He has not been convicted for any criminal offence by a court of law without an option of a fine;
- h) He has not been barred from seeking election by the Disciplinary Committee of the University or that of the SRC;

- i) He has not already held two (2) terms of office as an SRC member consecutively or separately.
- j) He must not be in a leadership position of any organisation or substructure during his term of office in the SRC, (no dual leadership).

## **8. VOTER ELIGIBILITY**

- a. All registered students, who have been registered at Walter Sisulu University for a formal programme of study approved by Senate, are entitled to vote except for students who are employees or anywhere else
- b. The student's name must be appearing on the voters roll and the EA has not indicated that there is an impediment to his/her being eligible to vote.
- c. The student should be in possession of a valid student card, Green Bar-coded ID book or South African ID Card;
- d. In the event of a student's name not appearing on the voters' roll the student must provide valid proof of registration and identity, after which the relevant representative of the Electoral Agency may add such a student's name to the voter's roll with an accompanying note explaining the nature of proof of registration that was produced
- e. No student has a right to vote by proxy.

## **9. VOTER'S ROLL**

- a. A list of all students registered in a campus for that current year will constitute the Voters' Roll;
- b. The office of the Registrar in each campus must provide a voters' roll of all students who are registered either part time or full time for eligibility as voters
- c. Student Development & Support Services must make the voters' roll available for inspection by students at designated offices at all WSU campuses 7 days prior to the holding of elections; and will close two days before the Election Day for finalization.
- d. Any student who does not appear on the voters' roll may lodge a complaint to Student Development & Support Services before the



deadline for objections. The time for such objections must be 48 hours before the elections. The decision of the EA and Student Development & Support Services in that matter must be final and

- e. Alterations to the Voters' Roll will be made only by the EA in conjunction with Student Development & Support Services and the final voters' roll will be approved by the Institutional HEMIS office.

**11. REGISTRATION OF STUDENT POLITICAL ORGANIZATIONS FOR SRC ELECTIONS**

- a) Within two (2) days declaring the SRC election timetable, Student Affairs shall invite registration of prospective candidates and student political organizations wishing to take part in the SRC elections, by issuing a notice stipulating the requirements and periods within which such registration must be made;
- b) All independent candidates must register to participate for the SRC elections and must produce a list 150 registered students of that particular campus with their proof of registrations
- c) No student must back more than one Independent Candidate
- d) Only registered independent candidates and recognized student political organizations may contest the elections and must register with the EA to contest, at campus level
- e) Registration will be open for 3 working days for all independent candidates and political organisations wishing to participate in the SRC elections
- f) The EA shall within two (2) days after closure of registration, publish the list of all qualified independent candidates and political organizations which have satisfied the registration requirements
- g) The EA shall declare invalid and disqualify any registration of an independent candidate or political organization which has not complied with the registration requirements

## **12. CONDUCT DURING ELECTIONS**

- a. All students and political organizations, their candidates and party agents shall act in the spirit of tolerance and respect for other parties and the EA
- b. Every registered student political organization and every candidate must recognize the authority of the EA in the conduct of an election; assure voters of the EA's impartiality; give effect to any lawful direction, instruction or order of the EA, or a member, employee or officer of the EA or the chief electoral officer
- c. During the campaigning period and the voting days, participating students and or political organizations, their candidates and party agents are expected to abide by the Statute and Rules of the University and this Constitution
- d. During the reading of manifestos and the campaigning process, all students, political organizations, their respective candidates and party agents are expected to act with respect and consideration for each other's manifestos
- e. All participants in the election must not –
  - i. behave in a disorderly manner during the voting process
  - ii. campaign within 30 meters of the voting station
  - iii. do anything that may disrupt the election process or
  - iv. remove campaigning material of opposing organizations.
- f. During the 'Manifesto day' sessions, all candidates and student political organizations that are contesting elections will be responsible for their manifestos in the designated areas as allocated and approved by SDSS
- g. All attendees must respect the 'Manifesto Day' sessions and should not disrupt the process
- h. All the contesting students and or political organizations, their respective candidates and their party agents shall promote conditions that are conducive to free and fair elections, including tolerance of democratic political activity and free political campaigning and open public debate

- i. Every registered student and or political organization and every candidate must accept the result of an election or challenge them by following proper channels as prescribed in this Constitution and
- j. Any alleged violation of the contents of this Annexure by any party, be it a student or a student political organization, must be dealt with in accordance with the official disciplinary procedures of WSU or the Annexure on Election Procedures.

### **13. PROHIBITED CONDUCT**

- a) No registered student and or political organization or candidate may use language or act in a way that may provoke violence during an election; or the intimidation of candidates, members of other student political organizations, representatives or supporters of student political organizations or candidates, or voters
- b) No person may publish false or defamatory allegations in connection with an election in respect of an independent candidate, student political organization, its candidates, representatives or members; or a candidate or that candidate's representatives
- c) No person may plagiaries the symbols, colours or acronyms of other registered student political organizations or independent candidates
- d) No person may discriminate on the grounds of race, ethnicity, sex, gender, class, religion or political conviction, views or activity in connection with an election
- e) No person may offer any inducement or reward to another person to join or not to join a student political organization; to attend or not to attend a public meeting, march, demonstration, rally or other public political event; to vote or not to vote, or to vote or not to vote in any particular way; or to refuse a nomination as a candidate or to withdraw as a candidate;
- f) No person may carry or display arms or weapons at a political meeting; or in any march, demonstration, rally or other public political event

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**14. NOMINATION OF CANDIDATES WHO WILL BE CONTESTING SRC ELECTIONS**

- a) The office of the EA shall receive all registration and/ or nomination forms from Student Development & Support Services
- b) Contesting political structures shall send a photo, candidate lists, encapsulating names, and surname and student number of candidates. Independent Candidates submit the same details to Student Development & Support Services.
- c) The EA shall verify accurate nomination in the event that a candidate is nominated by more than one student organization and meets the criteria for eligibility
- d) SDSS shall within two (2) days after closure of nominations, publish the list of all qualified candidates per student political organization and Independent Candidates who have satisfied the registration requirements
- e) The EA shall declare invalid and disqualify any registration of a candidate that has failed to comply with the requirements of registration
- f) A student political organization or Independent Candidate, shall notify SDSS in writing, within a specified time frame, of its intention to cancel, withdraw or terminate its registration as a contestant in the elections
- g) Any student political organization or Independent Candidate making a false statement or furnishing false particulars in any application or other document required by these regulations shall be guilty of an offence and its registration may be subjected to a review and/ or be terminated as a punishment.

**15. ELECTION PARTY AGENTS**

- a) Each political structure/independent candidates in each campus shall submit 4 party agents for training, two (2) of which shall represent the structure/candidate during voting process and the

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- remaining two (2) shall represent the organisation during the counting of votes in each voting station.
- b) A party agent or independent representative must be a registered student and may not be a candidate in an election
  - c) The agents will be present to observe the fairness of the elections
  - d) The absence of an agent from a place where any electoral proceedings are being conducted does not invalidate those proceedings
  - e) They shall be present during the counting of votes to ensure that transparency and fairness prevails
  - f) They may not campaign for their parties during elections
  - g) Complaints shall be lodged through the Presiding Officer and if the matter cannot be addressed to the satisfaction of the complainant or cannot be resolved, it will be referred to the Chief Electoral Officer whose decision will be final
  - h) Whilst present at any voting station, or venue where the proceedings take place, a party agent or independent representative must wear the prescribed identification indicating that the person is an agent
  - i) Must ensure that the registered student political organisation represented by that agent complies with any order issued by an officer of the EA or a member of the Campus Protection Services.

## **16. VOTING**

- a. The Chief Electoral Officer shall declare the time, voting hours and designated voting station(s) for the SRC elections and the number required to meet the minimum percentage poll before the voting date
- b. The EA shall ensure that each polling station is opened between 09h00 and 21h00. It is the discretion of the Chief Electoral Officer to extend the time of voting in any form he/she deems proper guided by the mission to conduct free and fair elections

- c. The EA shall inform participating student political organizations or independent candidates through their party agents, about the number of ballot papers printed for SRC elections respectively.
- d. The EA shall ensure that sufficient ballot papers are printed for all categories of the elections
- e. Voting is by secret ballot and measures must be put in place to ensure voters privacy and safety by the EA
- f. Only the name and photo of candidates contesting the First- Past- the Post seats shall appear on the ballot paper in the case of the 5 CSRC seats. For the remainder of the seats in the CSRC, political organizations logos shall appear in the ballot instead of candidate photos and photos of candidates shall appear in the case of Independent Candidates
- g. The EA shall seal each ballot box after it is full in the presence of party agents and shall only unseal it during the counting period also in the presence of party agents
- h. Party Agents shall only observe the proceedings at the voting station(s) including counting of the election results without taking part in the actual counting
- i. Party Agents shall only safeguard the interests of their respective student political organizations without interfering with the proceedings of voting or counting
- j. Party Agents may request the EA, who shall apply his discretion, to extend the time of voting
- k. Voting for the SRC elections shall be held in ONE day.
- l. The EA must ensure that students with special needs get assistance
- m. Only members of the EA, participating student political organizations party agents, representatives of Independent Candidates and specified University observers shall be present at the voting station
- n. The EA shall ensure that the following procedural requirements for the elections are brought to the attention of the voters: -
  - i. Every voter must appear on the official Voter's Roll

- ii. Every voter shall enter a polling booth after receiving TWO blank ballot papers for SRC election; and for campuses with only mandatory seats only one ballot paper will be issued.
- iii. only ballot papers provided by the EA through polling officers shall be valid
- iv. Polling officers shall be present at the voting stations throughout the voting period, to assist voters with information concerning the demarcations or purpose of each ballot box and shall also guard against any possible tempering with the ballot boxes
- v. a voter shall vote for one student political organization or Independent Candidate for SRC election
- vi. a voter shall indicate their choice by clearly placing a single cross or mark next to the student political organization or photo of his/her choice. A decision as to whether a ballot paper is spoilt or valid rests with the EA.
- o. The EA shall ensure that all basic information concerning voting procedures is made available to voters.

## **17. COUNTING OF VOTES**

- a) The EA shall ensure that only members of Campus Electoral Committee, participating independent representatives, party agents and specified University observers are present at the voting station during the counting of votes
- b) The EA shall ensure that after the closure of the voting station all ballot boxes are sealed and that the number of all ballot boxes is counted in the presence of party agents
- c) The EA shall unseal every ballot box during the counting period for that specific ballot box, in the presence of party agents.
- d) The EA shall ensure that all cast ballot papers are counted immediately after the closure of the voting station

- e) The total number of votes cast shall be counted against the total number of seats available to determine the number of votes that makeup a seat.
- f) The comparing of the ballot papers for each election with the number of ballot papers issued must be done by counting all the ballot papers for each election and comparing the resulting total number with the total number of ballot papers issued at that voting station as reflected on the form completed by the presiding officer;
- g) The sequence for counting votes must be done as follows:
  - i. All the ballot papers must be scrutinized to ascertain whether any of them must be rejected for any reason.
  - ii. The rejected ballot papers, if any, are filed separately.
  - iii. The remaining ballot papers for each election are sorted face up according to the student political organisation in whose favour the vote was cast.
  - iv. The ballot papers for each party in each election are counted, the totals recorded, and the result of each election are thus determined.
  - v. If the counting officer orders a recount, the counting officer must determine and record the result afresh if there is a different result.
- h) The ballot paper used in elections shall be retained for a period of one month after the elections and the same shall be for inspection by party agents for a period of 24 hours after the announcement of elections results.

**18. MINIMUM PERCENTAGE POLL**

- a) The threshold required for a legitimate poll shall be of 25% of the student body of that particular campus and
- b) If the required percentage poll has not been obtained, an Interim Structure will be instituted up until an agreed date between the EA and the university is set. However, if the required percentage poll is still not attained, then the number of votes cast must be recognized as the threshold.



**19. DISQUALIFICATION OF VOTERS**

Voters must be disqualified by the EA if they –

- a) contravene the Student Code of Conduct
- b) contravene the SOP Document
- c) are not registered UNIVERSITY students
- d) behave in a disorderly manner during the voting process
- e) campaign within 30 meters of the voting station; or in any way
- f) disrupt the election process.

**20. OBJECTIONS OF ELECTIONS**

- a. Objections must be lodged in writing to the EA within 24 hours after the announcement of preliminary results
- b. These objections must be based on the conduct of the elections and the election results
- c. Complaints must be lodged through the Presiding Officer and if the matter cannot be addressed to the satisfaction of the complainant or cannot be resolved, it will be referred to the Chief Electoral Officer whose decision will be final and;
- d. In the event of there being further protestation by the objector regarding the decision of the Chief Electoral Officer, the University reserves the right to resolve the dispute.

**21. CONSTITUTING THE CSRC**

An Extraordinary Meeting to constitute the CSRC shall be convened by SDSS.

- a) Student Development & Support Services shall within 5 days after the announcement of final SRC elections results invite candidates and independent candidates, student political organizations which won seats in the SRC election and their respective two party agents, to an Extraordinary Meeting of the SRC with the sole purpose of constituting the SRC with a designated University Manager representing Council;

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- b) The ex officio members of the SRCs shall not be invited to this extraordinary meeting and shall not have a voting right in the constituting process of the SRC.
- c) In order to effectively assume office in the year following upon his/her election, an elected candidate must again satisfy the academic performance requirement after the Registration Period of his/her tenure.

### **Procedure for Constituting**

- a) The Deputy Director Student Development & Support Services, shall remind the invited candidates and student political organizations about the number of votes that each contesting structure or independent candidate won and their equivalent number of seats
- b) The portfolios that were directly voted for, through First-past-the-Post system will be confirmed as follows; Premier, Secretary, Social and Welfare, Academic Officer and Sport & Culture. For all the past the post portfolios the incumbents succeed.
- c) For additional PR seats the following procedure shall apply;
  - a) The student political organization or candidate that has won fifty plus one (50+1%) shall have a right to select all preferred seats once
  - b) The remaining seats shall be allocated through a secret ballot system
  - c) If there is no student organization or candidate that won fifty plus one (50+1%) of the available seats; the DD SDSS will facilitate nominations and elections to determine the holders of each SRC portfolio amongst qualifying candidates

### **Gender Representation**

- a) The SRC, as contemplated in section 35 of the act, including campus SRC committees, must be representative of the student body in terms of the campuses and faculties of the University, in accordance with the rules.

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### **Nomination Process, Voting and Sequential Selection:**

- a) The Deputy Director Student Development & Support Services shall issue the nomination forms for all seats to be contested;
- b) The Deputy Director Student Development & Support Services shall announce the results of the nomination process;
- c) The Deputy Director Student Development & Support Services shall declare the SRC duly constituted according to the nomination in the event of no contestation;
- d) In case the nomination process failed to produce the final results, the Deputy Director Student Development & Support Services shall develop a simple ballot paper with only the names of the nominated candidates per positions, without the photo or logo of participating candidates or student political organizations;
- e) The voting for the constitution of the SRC shall be by a secret ballot;
- f) The Deputy Director Student Development & Support Services shall immediately count the ballot papers of the election in full view of the invited observers and immediately announce the results;
- g) The Deputy Director Student Development & Support Services shall immediately call for fresh nominations in the event of a tie or draw of votes on a position;
- h) The Deputy Director Student Development & Support Services shall develop a ballot and thereafter allow the voting to take place;
- i) Deputy Director Student Development & Support Services shall immediately count the ballot papers of the election in full view of the invited observers and immediately announce the results;
- j) The Deputy Director Student Development & Support Services shall declare the SRC duly constituted according to the election results in the event of no tie or draw;
- k) In the event of a continued tie or draw the Deputy Director Student Development & Support Services shall allow the candidates or

organizations to choose seats in accordance with the number of votes acquired during the elections;

- l) This shall take place in an alternating order one seat per student political organization or candidate at a time. Preference on the selection of seats shall depend on the number of votes received during the elections;
- m) The student political organization or candidate with the highest number of votes shall choose one preferred seat followed by the organization or candidate with the second highest number of votes; that sequence would be followed until all the seats have been allocated;
- n) The Deputy Director Student Development & Support Services shall declare the SRC duly constituted according to the outcome of the sequence.

## 21. **CONSTITUTING THE ISRC**

Refer to the SRC Constitution Clause 13.2

## 21. **RECALL FROM THE SRC**

- i. Members elected directly by the Student Body may not be recalled by an individual structure, irrespective of whether that member is affiliated to that particular structure
- ii. A motion of no confidence may be instituted against an individual member of the SRC, provided that the motion is passed by a two thirds majority of the student population registered in that campus.
- iii. Deploying student political structures shall have the right to replace their PR seats only once per SRC Term, provided that such replacements may not be made within the first three months and the last three months of the term of office of the SRC. Recalled member(s) must be replaced, unless a student political structure withdraws entirely from participation in the SRC in which event the student political structure will be replaced by another after a recalculation of the results of voting in the elections

- iv. Student political structures opting to exercise the right of replacement are required to inform the SRC and Student Development & Support Services Department of its decisions in writing, providing sound reasons why the recall is being made, and providing a timeframe for the replacement. The recall shall be effective after the Executive Director: Student Development & Support Services has approved the decision.
- v. The recalled member(s) must be replaced by the student political structure holding the seat(s), provided that the replacement members must be drawn (in rank order) from the student political structure's original (having been scrutinised and accepted) candidate list submitted at the time of the elections
- vi. The candidate submitted to replace a recalled member must still meet the requirements of eligibility. In the event that a student organization has no further eligible candidates, the seat shall be forfeited
- vii. The recalling and replacement of members must be done in a manner that does not impede or disturb the functioning and smooth running of the SRC
- viii. In order to ensure that the affairs and the running of the SRC are not negatively affected, a structure may not recall a member within the first three months after the SRC has been constituted and the last three months before elections. A member recalled in the last three months of the SRC term of office will not be replaced

### **23. RESHUFFLING**

All the ISRC members will be directly elected and, as such, cannot vacate their specific seats. Only the members appointed by their political organization in the proportional seats can be reshuffled in the CSRC.

## **ANNEXURE 2 RESPONSIBILITIES OF SRC MEMBERS**

### **1. FUNCTIONS OF THE INSTITUTIONAL STUDENT REPRESENTATIVE COUNCIL (ISRC)**

#### **The President shall:**

- a. Shall be the Chief Executive Officer of the ISRC.
- b. Convene and preside over ordinary ISRC/Executive meetings. Meetings shall be convened in consultation with the Secretary General.
- c. Together with any other delegated member(s) of the ISRC represent students in all designated University structures.
- d. Present a report on the activities of the SRC for consideration by Institutional General Council at its meetings.
- e. Ensure and oversee all the work of the SRC in accordance with this Constitution, the Code of Conduct agreed upon by the SRC; and rules or procedures of the University.
- f. Together with other delegated SRC members, represent the SRC and students at all official functions of the University.
- g. Monitor ISRC activities and delegate duties when and where it is necessary
- h. Attend and address any meetings of committees, sub-structures or sub-committees within the student governance structure and communicate the views of the SRC to such committees, sub-structures or sub-committees within the student governance structures.
- i. Together with the Secretary General, draft and issue press statements, on matters agreed upon by simple majority within the SRC.
- j. Act as the main spokesperson and representative of the SRC
- k. Sign all minutes of the ISRC meetings.
- l. Delegate the duties of the President to the Secretary General during any period of absence or inability to perform his/her duties for whatever reason.
- m. Delegate the duties of President to the Secretary General, failing which, any other member of the ISRC during any period of absence of the President and Secretary General or inability to perform their duties for whatever reason.

**The Secretary General shall:**

- a. Be the Chief Administrative Officer of the ISRC
- b. Be responsible for the general administration of the SRC and maintenance of the SRC records.
- c. Be responsible for the correspondence of the SRC and keep records thereof.
- d. Be responsible for performing and regulating minute-taking of all SRC meetings including the distribution of agendas and minutes and the communication of decisions.
- e. Post the minutes of the ISRC meetings on the student notice boards least seven (7) days after every meeting.
- f. Together with the President, prepare quarterly reports on the activities of the ISRC for update to general student body.
- g. After consultation with members of the ISRC, together with the President, draft and issue press statements on behalf of the SRC.
- h. Liaise with other structures, organizations and institutions internally and externally.
- i. Deputize in the absence of the President.
- j. Prepare an annual report on the overall work of the ISRC.
- k. Liaise with the University's Marketing and Communications Division concerning the publication of news/marketing related to ISRC activities or matters affecting the student body.

**The Academic Officer shall:**

- a. be responsible for all academic matters affecting students
- b. coordinate active Student Academic Committees (SAC) at the University;
- c. liaise with Faculty Representatives of the Campus Representative Council to gather issues that need SRC attention, and to provide feedback on progress made regarding those issues referred to the SRC;
- d. ensure and/or build good relationships between the SRC and the student body, lecturers, Heads of Schools and the Faculty Deans;

- e. represent students on Senate, Academic Committees (AECOM); Examination Committees and Orientation Committees; and any other relevant committees;
- f. Write monthly reports and submit them to the Secretary General.

### **Student Services Officer**

The Student Services Officer shall:-

- (a) coordinates all matters pertaining to campus security, campus residences, campus catering services, campus shuttle services and any other service that relates to student services on campus
- (b) ensure the existence of a conducive housing environment and the provision of nutritious meals to students
- (c) facilitate the establishment of the residence committees and be the Chairperson of the Central Housing Committee of the campus and
- (a) Represent the SRC on all campus-based university committees that deal with Student Services related issues.

### **Policy and Transformation Officer shall:**

- a. be responsible for all policy and transformation matters affecting students
- b. gather and secure information pertaining to the transformation of the University
- c. liaise with Policy and Transformation officers of the Campus Representative Council to gather issues that need SRC attention, and to provide feedback on progress made regarding those issues referred to the SRC

### **Additional Members**

To perform any duties assigned to them by the ISRC.



## **FUNCTIONS OF THE CSRC**

The Premier must –

- (a) Act as the Chief Executive Officer of the CSRC;
- (b) ensure and oversee the execution and implementation of SRC responsibilities, programmes and activities
- (c) preside over all official gatherings of the SRC meetings and other formal gatherings
- (d) Together with and with the approval of Students Affairs and with the Secretary or Treasurer, acts as the signatory to transactions of the SRC in accordance with the SRC: Finance and Administration Policy
- (e) together with the Secretary draft, agendas of SRC meetings and gatherings organized by SRC
- (f) pronounce on behalf of the SRC on student matters
- (g) collectively with the Secretary acts as spokesperson of the SRC
- (h) with other SRC members deployed by the Secretary, represent the SRC and students at all official functions of the University in their respective campus
- (i) supervise all the activities of the SRC
- (j) convene a Campus Mass Meeting at least once per Quarter and;
- (k) liaise with the local external community after SRC approval.

### **Secretary;**

The Secretary shall: -

- (a) act as the Chief Administrative Officer of the SRC in that campus
- (b) co-ordinate the day-to-day management of operations and activities of the SRC
- (c) is responsible for the communication of SRC decisions to SRC substructures, University Management and the student body by way of issuing out a circular of SRC decisions and through minutes; Such minutes be submitted to SDSS within 7 days after the meeting

- (d) shall be responsible for maintaining all archives including resolutions, minutes and correspondence of the SRC
- (e) receive and respond to SRC correspondence
- (f) take responsibility for the SRC inventory, assets, and maintain office order
- (g) prepare the secretariat report for the SGC and Annual General Meeting
- (h) in consultation with the President deploy members of the SRC to structures as well as invitations
- (i) together with the President or the Treasurer acts as signatory to transactions of the SRC in accordance with the SRC finance policy and the university policy
- (j) Organize and co-ordinate all SRC events, projects and campaigns in promoting vibrant student life
- (k) Publicize all activities of the SRC, develop newsletters containing information about the SRC; and promote the image of the SRC.

### **Treasurer**

The Treasurer shall: –

- (a) Be responsible for an open and transparent financial administration of the SRC Budget as allocated by the University Finance Committee in accordance with the rules and regulations of the University.
- (b) Together with the Premier or the Secretary acts as signatory to spending requests from the CSRC budget in accordance with the University Policies and Rules
- (c) Act as the chairperson of the CSRC Finance Committee
- (d) Convenes and coordinates the CSRC Finance Committee which is responsible for the drawing the annual budget of the entire SRC.
- (e) Monitors the expenditure of funds to stay within the parameters of the approved CSRC budget
- (f) Coordinates fund-raising activities in accordance with University policy and regulations in this regard

- (g) Prepare and submit a monthly financial report to the Secretary. A quarterly report on expenditure to be submitted to the campus Student Development & Support Services
- (h) Keep records of all the expenditure of the CSRC
- (i) Receive financial reports from all CSRC sub-committees and campus structures for consolidation into a single Expenditure Report for the campus.

### **The Sport & Culture Officer**

The Sports & Culture Officer shall: -

- (a) be responsible for the promotion and development of sport, arts and culture on campus
- (b) coordinate sporting activities
- (c) promote and build strong relations between CSRC and university sports and cultural clubs
- (d) coordinate and promote cultural diversity and multi-culturalism through programmes and campaigns and
- (e) Work with the Sports and Cultural Committee and act as Chairperson thereof in accordance with the Policies and Rules of the University.

### **Academic Officer**

The Academic Officer shall: –

- (a) participate in curriculum development activities of the Campus Senate and quality assurance in order to ensure that the appropriate curriculum issues are addressed to the benefit of the student body in that campus
- (b) represent students at Campus committees dealing with academic matters
- (c) ensure that there is appropriate maintenance of academic infrastructure such as the library, lecturer halls, and laboratories
- (d) deal with all academic matters affecting students on campus
- (e) Promote academic excellence among all students of the campus.

- (f) facilitate policy formulation and dissemination information relating to policy development
- (g) spearhead the transformation process through campaigns and forums
- (h) promote the inclusion of designated groups, according to the Constitution and policies of the Republic, in the programme of the CSRC and the institution and
- (i) establish the Campus Academic Support Committee and act as Chairperson thereof.

### **Social & Welfare Officer**

The Student Support Services Officer shall: –

26.2.1.1 coordinates all matters pertaining to campus security, campus residences, campus catering services, campus shuttle services and any other service that relates to student services on campus

26.2.1.2 ensure the existence of a conducive housing environment and the provision of nutritious meals to students

(c) Ensure the establishment of a Campus Student Services Committee and act as the chairperson thereof

(d) facilitate the establishment of the residence committees and be the Chairperson of the Central Housing Committee of the campus

(e) Represent the SRC on all campus-based university committees that deal with Student Services related issues.

(f) Investigate and compile a report on matters pertaining to the removal of barriers experienced by students with disabilities

### **Site Coordinators**

In consultation with the SRC, the Site Coordinator shall:

(a) Coordinate student Site activities

(b) Attend to Site Emergency problems

(c) Assist in the organization of campus student functions

(d) Shall prepare reports and submit to the Secretary

## **Deputy Premier**

The Deputy Premier shall -

- (a) assume the duties of Premier in the Premier's absence
- (b) assist the premier in his/her duties when delegated by the Premier
- (c) be responsible for the supervision of the CSRC Academic Support Officers
- (d) be the head of the CSRC's disciplinary committee in that campus
- (e) shall be responsible for the issues that affect the welfare of international students in that campus

## **Deputy Secretary**

The Deputy Secretary General shall:-

- (a) Assume all the responsibilities of the Secretary during his/her temporary/permanent unavailability;
- (b) Be responsible for supervision of the CSRC Projects and Events Officers and,
- (c) perform any duty assigned to him/her by the Secretary and/or the CSRC.

## **Policy and Transformation Officer**

Policy and Transformation Officer shall: -

- (a) coordinate, policy and transformation related issues of students in the campus
- (b) facilitate policy formulation
- (c) spearhead the transformation process through campaigns and forums
- (d) promote the inclusion of designated groups, as defined in the Constitution and policies of the Republic, into the programmes of the SRC and the Institution
- (e) promote tolerance within the institution