




UNIVERSITY *of the*
WESTERN CAPE

**STUDENT GOVERNANCE
CONSTITUTION**



University of the Western Cape

 <p>UNIVERSITY of the WESTERN CAPE</p>	<p>Student Governance Constitution</p>	Reference number:	C2024.05 RRa
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I. PREAMBLE

In recognising the imbalances of the higher education landscape of the past and the present imbalances that still have an impact on the Higher Education (HE) landscape, we, the students of the University of the Western Cape (henceforth UWC), commit ourselves to a democratic higher education system that does not discriminate based on race, gender, sex, pregnancy or maternity, marital status, ethnic or social origin, colour, sexual orientation, age and disability, and to a democratic spirit, as espoused in the Constitution of the Republic of South Africa, 1996.

We realise that our obligations as members of our community are intertwined with our obligations as students. We therefore commit ourselves to embracing the Vision, Mission, and strategic Institutional Operating Plan (IOP) of UWC through, among others, the development of plans and goals by the student' Representative Council (henceforth SRC) that support those objectives and honour those who have suffered in the democratic transformation of the institution;

II. VISION STATEMENT

The current Vision Statement was adopted in 2010 to sketch a picture of UWC's desired future by 2025. It is also informed by the country's desire to make the best use of its talent pool and to be globally competitive.

UWC is considered a vibrant intellectual space where people engage with matters of real significance at the highest levels of competence, and is widely recognised for this role. As a research-led university, UWC can contribute to the country's national goals through:

- a successful first-degree programme, developed in relation to the UWC research programme and attracting students from a range of backgrounds and nationalities,
- respected postgraduate and research programmes in strategically selected spheres,
- its standing in the knowledge economy and in partnership with other research institutions, industry, and the state,
- a well-developed set of productive relationships with other academic and research bodies, government at various levels, and professional organisations, and
- a mature and growing network of active partnerships with other universities, globally and in Africa.

III. THE UNIVERSITY OF THE WESTERN CAPE'S (UWC) MISSION STATEMENT

UWC is a research-led university responsive to the needs of a changing world through excellence in teaching, learning, and research and the generation and application of new knowledge.

Firmly anchored in its local and sub-regional context and inspired by its distinctive academic role in building a more equitable and dynamic society. The University will continue to encourage its students, staff and partners to advance its Mission of serving the greater public good and searching for humane and sustainable solutions to the challenges of our time. This will be realised by achieving high academic standards,



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intellectual rigour and productive partnerships and networks beyond disciplinary and geographic boundaries.

IV. GUIDING VALUES

The Mission is underpinned by the following five enduring values and associated behaviours which guide our actions, decisions, and interactions with the world, and to serve as a compass to direct our work:

Academic excellence: We respect and strive for excellence in teaching and learning and, research and innovation, and our community engagement endeavours as we strive to be widely recognised as a prestigious research-led university. To this end, we seek to bring learning, teaching, and research into an appropriate balance with each other. We recognise the importance of academic freedom and encourage a reflective culture among all members of the University community, rooted in taking responsibility for excellence. More formally, we challenge mediocrity, critically review, and assess what we have done, apply appropriate benchmarks, and use the results to provide encouragement and make us more efficient and effective. We aim to be leaders in distinct and differentiating niche areas of excellence, consistent with our Mission while maintaining exemplary standards overall.

Engagement and responsiveness: We cultivate a socially responsive, people-centred approach through education, research, and critical engagement on important matters. To this end, we commit to pursuing knowledge responsive to societal and disciplinary contexts. We encourage independent thought and critical engagement as a means to help transform lives and inform our work for a more equitable, inclusive, and just society. We will continue to connect and work with communities, instil in our students a culture of engagement, and draw strategically on partnerships, alliances, and international opportunities to address challenging issues of local and global concern.

Integrity and accountability: We expect high standards of ethical and professional behaviour within a collegial institutional climate that is open to challenge and constructive criticism or contestation and with the University's best interest at heart.

Accordingly, we are accountable for our actions and decisions and engender trust within and between our communities through values-based leadership. We commit to credible, ethical and trustworthy conduct; fair treatment of others; and practice openness and transparency while honouring confidential and private information. We are committed to environmental sustainability and stewardship of our campus resources. We also uphold the high standards of intellectual inquiry, academic freedom and quality service provision.

Collegiality and collaboration: We place a high premium on collegiality, collaboration, accountability and shared responsibility.

Accordingly, we work with each other across departmental silos and disciplinary boundaries and foster partnerships between groups (albeit internal or external). We promote ways to make it easy for students



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and staff to connect, communicate and collaborate meaningfully and achieve what is best for the broader University and for individual teams.

The University is committed to equity, diversity, inclusivity and fairness and seeks to nurture and build on our diverse cultural heritage. Accordingly, we commit to creating a welcoming, inclusive, diverse community accentuated by a caring, productive and respectful culture. We will continue to advance the imperatives of access and commit to creating an atmosphere of trust, tolerance of opinion and mutual support in a community characterised by a rich diversity of people and ideas. We remain committed to protecting the rights and dignity of individuals. Therefore, we will not tolerate any forms of discrimination, including that based on race, sexual orientation, religion or xenophobia, to name a few.

V. TERMS AND DEFINITIONS

All terms indicating one gender shall be construed as also including the opposite gender, including all genders.

In this document, unless otherwise indicated –

“calendar year” means the academic year as set out in the rules and regulations of the University; keeping in mind that the terms can be used interchangeably;

“calendar projects” means any such formal events like seminars, symposia, talks, discussions, tutorials, educational tours and graduation ceremonies;

“campus” means the designated learning sites of UWC;

“Council” means the Council of UWC, as duly constituted in terms of the Higher Education Act, 1997 (No. 101 of 1997);

“cultural activities” means any activities such as film shows, musical shows, theatrical productions, contests, social functions, indoor games and picnics;

“day” means any day other than an official University holiday or a public holiday, a Saturday or a Sunday;

“day students” means students who are not living in a residence of the University;

“ex officio member” refers to an individual who holds a role as a result of their position or “by virtue or because of an office”, for example, an SRC member who serves as a Chair of a university committee;

“Higher Education Act” means the Higher Education Act, 1997 (No. 101 of 1997);

“institution” means UWC, as duly constituted in terms of the Higher Education Act, 1997 (No. 101 of 1997);

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“Management” means the Vice-Chancellor and all other persons with delegated powers of administration;

“mass meeting” means a meeting of the general student body;

“two-thirds majority” means more than sixty six percent point six percent (66.6%);

“quorum” means the minimum number of members that has to be present at a meeting to make a decision valid and duly constituted (in other words, formally correct or valid);

“residence” means accommodation for students, as provided or accredited by the University;

“semester” means a period in the calendar year constituting half the year and lasting typically 15 to 18 weeks, as indicated on the University Calendar;

“serious misconduct” means any conduct that constitutes theft, corruption, fraud, dishonesty, violence, barring of staff members from entering the premises, a sexual offence, or any act that undermines the integrity or brings the name of the University into disrepute or any offence that the University’s Disciplinary Committee describes as serious misconduct;

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“simple majority” means fifty percent plus one (50% + 1);

“SA” means Student Assembly as established in terms of Chapter Three of this Student Governance Constitution;

“SRC” means the Student Representative Council of UWC as established in terms of Chapter 15 of the University Statute;

“SRC member” means either a member of the SRC or any member appointed to the Transitional Student Committee;

“SRC position” means an SRC portfolio as defined in this Constitution;

“portfolio committee or council” means any committee or council constituted by the SRC or relevant structures for the execution of specific duties of the SRC;

“structure” means any student organisation with an inclusive representation of student interests and a constitution that is in line with the Constitution of the Republic of South Africa, 1996, namely one which accommodates all students, regardless of gender, race, ethnicity or any other difference;

“student” means any student registered for a qualification offered by the University;

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“affiliated student structure” refers to a structure that is established by registered students of UWC and conducts its activities within UWC;

“Academic Affairs Council” refers to the student governance body that represents students within a faculty;

“Transitional SRC” means an interim structure that exists according to the stipulations of this Constitution;

“University” means the University of the Western Cape (UWC), as duly constituted in terms of the Higher Education Act, 1997 (No. 101 of 1997);

“UWC” means the University of the Western Cape, as duly constituted in terms of the Higher Education Act, 1997 (No. 101 of 1997); and

“Vice-Chancellor” means the Vice-Chancellor of UWC.

“SA term of office” shall be for one year until the next SA has been constituted.

“SRC term of office” means the twelve (12) months from the date of inauguration which shall not be later than the end of December. The inauguration shall be facilitated in conjunction with the handover process, whereby the outgoing SRC shall shadow the incoming SRC for easy succession.

“University Statute” means the recently Amended Institutional Statute, University of the Western Cape.

“Candidate” means any student nominated by either an affiliated student structure or another student, to contest the SRC elections as provided for in the Student Governance Constitution.

“SAAC” means the Student Academic Affairs Council that is made up of student faculty sub-councils.

“AAC” means Accommodation Affairs Council which is made up of university residence and private residence committees.

“SSAC” means Student Sports Affairs Council which is made up of student sporting codes and clubs recognised by the University Sports Department.

“PGSAC” means Post Graduate Student Affairs Council which is made up of all registered post graduate students in the University.



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“**ISAC**” means the International Student Affairs Council which is made up of all registered international students of the University.

“**ASSAC**” means Affiliated Student Structures Affairs Council and is made up of all SRC affiliated student structures.

CHAPTER 1

FOUNDING PROVISIONS

1. Name and status

- 1.1 The name of the body shall be the Student' Representative Council (SRC) of the University of the Western Cape (UWC).
- 1.2 The SRC shall inherit authority from Section 35 of the Higher Education Act, 1997 (No. 101 of 1997), as amended, the Statute of the University of the Western Cape (Chapter 15), this Constitution and other relevant University policies.
- 1.3 The Student Representative Council is not a juristic person and is not the bearer of its own rights except that it exists as a structure according to the provisions of the Act, with powers delegated to it by the Council.
- 1.4 The SRC shall be the highest student representative body and communicate on behalf of UWC's student body.
- 1.5 The SRC shall not be a profit-making body in itself or in respect of its members.
- 1.6 No part of the assets assigned to the SRC shall be paid as dividends or as any other benefit (excluding honoraria) to any member; provided that the SRC compensates persons appointed to render services to the SRC on conditions approved by Management in terms of the University policies.
- 1.7 Every office bearer and official of the SRC shall be indemnified of all cost, losses and expenses which he/she may incur or become liable for by reason of any act or omission in discharge of his/her duties, unless the loss in question is caused by his/her own gross negligence, dishonesty and/or intentional conduct which may bring the SRC into disrepute.

2. Application of the Student Governance Constitution

- 2.1 The Student Governance Constitution, which shall be subject to the Higher Education Act 1997 (No. 101 of 1997) and the University Statute stipulations, shall, in accordance with the applicable legislation, regulate student matters and student governance at the University without fear, favour, or prejudice.
- 2.2 This Student Governance Constitution shall bind the SRC, the Student Assembly (SA), SRC structures and sub-structures, viz. the Student Academic Affairs Council, the Accommodation Affairs Council, Student Sports Affairs Councils, Student Formation Affairs Council, the Postgraduate Student Affairs Council, International Student Affairs Council, political structures, religious structures, the disability forum, commuters' forum, postgraduate and international students.
- 2.3 The application of this Student Governance Constitution shall be limited to the coordination and regulation of student matters and interests.

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- 2.4 The application of this Student Governance Constitution shall be limited to student governance, and this Constitution and any amendments thereto shall commence only upon the approval of the Council of the University.

3. Relationship with the University

- 3.1 The SRC shall function as a governance body within the overall structure of the University, as outlined in the Higher Education Act 1997 (No. 101 of 1997), University Statute, and this Student Governance Constitution.
- 3.2 The SRC shall provide regular feedback to the Student Assembly (SA), the general student body, and the University authorities.
- 3.3 The Student Academic Affairs Council (SAAC), the Accommodation Affairs Council (AAC), the Student Sports Affairs Council (SSAC), Affiliated Student Structures Affairs Council (ASSAC), Postgraduate Student Affairs Council (PGSAC), International Student Affairs Council (ISAC) and recognised student formations shall account to the SRC and the University authorities.

4. Organisational structure of the Student Governance

Student Governance at UWC consists of:

- 4.1 the SRC, which comprises student representatives who serve on this statutory structure and are annually elected by the student body,
- 4.2 Student Assembly (SA),
- 4.3 the SRC's sub-structures, namely the Student Academic Affairs Council (SAAC), The Accommodation Affairs Council (AAC), Student Sports Affairs Council (SSAC), Affiliated Student Structures Affairs Council (ASSAC), Post Graduate Student Affairs Council (PGSAC), International Student Affairs Council (ISAC), and
- 4.4 the general student body.

5. Mission and Vision of the SRC

- 5.1 The Vision of the SRC shall be to strive for academic excellence while creating a student friendly learning environment at UWC. The SRC shall further advocate for the realisation of a community that doesn't discriminate based on race, gender, sex, pregnancy or maternity, marital status, ethnic or social origin, colour, sexual orientation, age and disability, and to a democratic spirit, as espoused in the Constitution of the Republic of South Africa, 1996.
- 5.2 The Mission of the SRC shall be to instil a spirit of unity and coherence in students and play a leading role in their socio-economic development, regionally and nationally. The SRC shall remain a democratic structure that derives its legitimacy from the student body it serves, facilitate social redress and increased access while embracing the Vision, Mission, Code of Conduct of the University and in particular those rules of conduct pertaining to its value system, and the Strategic Plan of the UWC through amongst others developing plans. The SRC shall furthermore affirm the principle of linguistic plurality and, at the same time, subscribe to the language policy of the

University and uphold the principles of transparency, accountability, responsiveness and the broad participation of the student community.

6. Aims and objectives

- 6.1 To promote maximum representation, transparency, and accountability for all SRC structures.
- 6.1 To ensure that the SRC is committed to fundamentally transforming UWC.
- 6.2 To endeavour constantly to render service of the highest quality to all students.
- 6.3 To foster and promote ideals that enhance students' image of UWC.
- 6.4 To promote a culture of openness and tolerance in practice, for the benefit of students and to encourage students to participate in community development work.
- 6.5 To ensure that structures work together for the benefit of all students.
- 6.6 To represent students of UWC, promote their aspirations and interests, and ensure that they and their affiliated student structures are united in their efforts.
- 6.7 To encourage students to use their skills in full and strive for an education that is based on the principles of democracy.
- 6.8 To help promote and maintain an atmosphere of academic excellence and sensitivity to the norms and standards of the world of work and to maintain professional academic standards.
- 6.9 To promote an environment conducive to learning by facilitating a culture of tolerance, understanding, peace and reconciliation among students and staff at all levels, all the time.
- 6.10 Advocating for a free, fair, quality educational system for disadvantaged students.
- 6.11 To foster and nurture good relations between the students of this institution and students of other national and international institutions.
- 6.12 To promote an environment conducive to students' academic, physical, spiritual, social and political development throughout their university career, in cooperation with all departments.
- 6.13 To create a platform for students to articulate and express their views, interests, and aspirations, to maintain a continuous community link, and to resolutely oppose inhumane treatment.
- 6.14 To ensure that students participate in all spheres of university life (cooperative governance).

7. Amendments to the Constitution

- 7.1 The SRC shall recommend to the SRC Policy and Transformation Officer and the SRC Executive Committee to convene a Constitutional Review session if and when a need arises and after consultation with Office Bearers of the Student Assembly (SA) and written approval by the Executive Management or its delegated portfolio.
- 7.2 The Constitutional Review Conference will include:
 - 7.2.1 all members of the SRC.
 - 7.2.2 all SA members
- 7.3 Proposed constitutional amendments from the represented constituencies shall be submitted at least twenty-one (21) days before the Constitutional Review Conference is held.
- 7.4 Members of the general student body shall be invited to submit written inputs, which shall form part of the total submissions to be discussed at the Constitutional Review Conference.

- 7.5 Details of any such amendments shall be included in the notice of the Constitutional Review Conference at least seven (7) days before the Conference.
- 7.6 Proposed amendments shall be passed if voted for by at least a two-thirds ($\frac{2}{3}$) majority of the students that constitute the Constitutional Review Conference.
- 7.7 The amendments adopted at the Constitutional Review Conference shall be published for comments by the general student body for a period stipulated in the publication.
- 7.8 The SRC shall review and incorporate the general student comments into the amendments before submitting the amended Constitution to the Student Development and Support Services Committee (SDSSC) and the University Council for approval.
- 7.9 Any amendment proposed at the Constitutional Review Conference shall first be approved by the University Council on the recommendation of the SDSSC before being implemented.

8. The implementation date of this Constitution

- 8.1 Insofar as it may be required to give effect to any provision thereof, this Student Governance Constitution shall come into operation upon its approval by the University Council.
- 8.2 The repeal of the previous SRC Constitution shall not affect its operation prior to the coming into operation of this Student Governance Constitution nor any resolution of the SRC or anything done under the previous SRC Constitution.
- 8.3 On the adoption of this new Student Governance Constitution, all affiliated student structures will continue to be recognised but will be required to adapt their structures and operating procedures to be aligned with this Student Governance Constitution within a period of twelve (12) months from the date of adoption of this new Student Governance Constitution.

CHAPTER 2

THE STUDENT REPRESENTATIVE COUNCIL (SRC)

9. Powers and duties of the SRC

- 9.1 The SRC shall:
 - 9.1.1 be the highest decision-making body in all matters falling under its jurisdiction as stipulated in Section 35 of the Higher Education Act, 1997 (No. 101 of 1997), and Chapter 15 of the University of the Western Cape Statute.
 - 9.1.2 effectively and efficiently exercise the recommendations submitted to it by then SA and the powers entrusted to it by the Student Governance Constitution.
 - 9.1.3 report to the SA and the student body on its activities.
 - 9.1.4 receive reports from the SRC structures and sub-structures, and receive and adopt Annual Financial Statements of the SRC.
 - 9.1.5 execute policies and participate in the formulation of procedures regarding student affairs at the University.
 - 9.1.6 make decisions on national and international issues pertaining to the student body of the University.
 - 9.1.7 administer finances, in the interest of the students of UWC as stated by the financial rules of the University.

- 9.1.8 receive funds and other assets allocated by the University Council or any other source.
- 9.1.9 establish student committees and commissions and ensure the smooth, efficient and effective operation of the SRC.
- 9.1.10 communicate on behalf of the University students on policy matters and other related issues affecting students.
- 9.1.11 intervene professionally and resolve any element of discontent or conflict among affiliated student structures for the sake of the stability of the University.
- 9.1.12 exercise disciplinary powers in respect of its members, affiliated student structures, and individual members of affiliated student structures in line with the SRC Code of Conduct. These powers are limited to incidents of serious misconduct of its members, affiliated student structures or individual members of affiliated student structures, in carrying out their defined duties. All other matters shall be referred to the University's Student Disciplinary Committee.
- 9.1.13 in consultation with the Manager: Student Governance and Co-curricular Program, be the Convener of the first or inaugural SA gathering at which a Speaker, Deputy Speaker, and Secretary shall be elected. This shall happen within fourteen (14) days after the new SRC is elected to office.

10. Composition of the SRC

- 10.1 The SRC shall consist of fifteen (15) elected members
- 10.2 The SRC shall comprise the following members:
 - 10.2.1 *President (P)*
 - 10.2.2 *Deputy President (DP)*
 - 10.2.3 *Secretary-General (SG)*
 - 10.2.4 *Deputy Secretary-General (DSG)*
 - 10.2.5 *Treasurer-General (TG)*
 - 10.2.6 *Gender and Safety Officer (GSO)*
 - 10.2.7 *Policy and Transformation Officer (PTO)*
 - 10.2.8 *Projects and Campaigns Officer (PCO)*
 - 10.2.9 *Public Relations Officer (PRO)*
 - 10.2.10 *Student Governance and Services Officer (SGSO)*
 - 10.2.11 *Student Academic Affairs Officer (SAAO)*
 - 10.2.12 *Sports Officer (SO)*
 - 10.2.13 *Accommodation Affairs Officer (AAO)*
 - 10.2.14 *Post Graduate Student Liaison Officer (PGSLO)*
 - 10.2.15 *International Student Liaison Officer (ISLO)*
- 10.3 Elections shall take place using the following electoral systems:
 - 10.3.1 First Past the Post (FPTP) for electing the fifteen (15) SRC members; and
 - 10.3.2 Proportionality Representation for electing thirty (30) Student Assembly members.
- 10.4.1 For the SRC positions defined in section 10.2.1 to 10.2.11, students on the General Voters' Roll will be eligible to vote.

10.4.2 For the SRC positions defined in sections 10.12 (Sports Students), 10.13 (Accommodation/Residence students), 10.14 (Post Graduate Students) and 10.15 (International Students), only students registered on the relevant voters' roll will be eligible to vote in the respective categories.

11. Executive Committee of the SRC

The Executive Committee of the SRC shall comprise the directly elected members of the SRC, which are the following members:

- 11.1 President (P)
- 11.2 Deputy President (DP)
- 11.3 Secretary-General (SG)
- 11.4 Deputy Secretary-General (DSG)
- 11.5 Treasurer-General (TG)
- 11.6 Gender and Safety Officer (GSO)
- 11.7 Policy and Transformation Officer (PTO)
- 11.8 Projects and Campaigns Officer (PCO)
- 11.9 Public Relations Officer (PRO)
- 11.10 Student Governance and Services Officer (SGSO)

12. Responsibilities of the Executive Committee of the SRC

- 12.1 Makes decisions on an urgent basis on behalf of the SRC.
- 12.2 Makes decisions on behalf of the SRC after consulting fellow members.
- 12.3 Does not have the power and right to make unilateral decisions on policy matters affecting the student body.
- 12.4 A quorum is formed when fifty percent plus one (50% + 1) member of the SRC are present.
- 12.5 Plans SRC activities.
- 12.6 Makes recommendations to the University Management regarding matters legitimately referred to it by the SRC's affiliated student structures, sub-structures, committees, and councils.

13. Roles and responsibilities of the portfolios of the SRC

13.1 The President (P) shall:

- 13.1.1 be the Chief Executive Officer of the SRC;
- 13.1.2 preside over all official gatherings of the SRC or delegate a deputy;
- 13.1.3 make binding decisions in good faith on behalf of the SRC, provided that such decisions are ratified at the next SRC meeting.
- 13.1.4 be the signatory to financial transactions of the SRC together with the Secretary General and Treasurer-General, and shall be a member of the SRC Finance Committee;
- 13.1.5 be the representative of the students on the University Council and any University strategic governance committee where one student representative is needed;
- 13.1.6 represent students in all official University functions;
- 13.1.7 head any delegation engaging with University authorities;

- 13.1.8 interact with the media, and draft and issue media releases on behalf of the SRC after consulting with the Public Relations Officer electronically or telephonically;
- 13.1.9 ensure the smooth running of the SRC and the implementation of its decisions and resolutions;
- 13.1.10 sign all the minutes of SRC meetings;
- 13.1.11 be an ex officio member of all SRC standing committees;
- 13.1.12 be an ex officio member of all SRC affiliated student structures, sub-structures and councils without voting powers;
- 13.1.13 coordinate international work on behalf of the SRC;
- 13.1.14 present the general state-of-the-SRC update report at the ordinary meetings of the SA; and submit a monthly report to the Secretary General.

13.2 The Deputy President (DP) shall:

- 13.2.1 be the head of policy of the SRC;
- 13.2.2 act as President in the absence of the President;
- 13.2.3 be the Chairperson of the SRC's Disciplinary Committee and shall be deputised by an Office Bearer of the SA;
- 13.2.4 keep a record of all student disciplinary cases handled by the various student disciplinary committees;
- 13.2.5 drive the constitutional development process of the SRC in consultation with the PTO;
- 13.2.6 assess the impact of the existing University policies on students and make the necessary proposals for review in consultation with the PTO, and
- 13.2.7 submit a monthly report to the Secretary General.

13.3 The Secretary-General (SG) shall:

- 13.3.1 be the Chief Administrative Officer of the SRC; and
- 13.3.2 be responsible for the minutes of all SRC and other official meetings of the SRC;
- 13.3.3 manage correspondence of the SRC and keep copies thereof;
- 13.3.4 circulate the notices and agendas of all SRC ordinary meetings at least three (3) working days before the meeting;
- 13.3.5 organise functions of the SRC together with the Treasurer-General;
- 13.3.6 shall be a member of the SRC Finance Committee;
- 13.3.7 prepare an annual report on the overall work of the SRC and submit consolidated SRC reports at required intervals to the Student Support Council;
- 13.3.8 chair SRC meetings and act as President in the absence of the President and the Deputy President;
- 13.3.9 assist the President in ensuring the smooth running of the SRC and the implementation of its decisions and resolutions;
- 13.3.10 facilitate the drafting of discussion documents relating to issues pertaining to students;
- 13.3.11 in consultation with the President, deploy members of the SRC to various structures and other engagements;
- 13.3.12 present the administrative update report of the SRC at the ordinary meetings of the SA;
- 13.3.13 receive letters from student organisations regarding the recalling of any SRC member; and
- 13.3.14 submit regular reports to University authorities and the SA about the work of the SRC.

13.4 The Deputy Secretary-General (DSG) shall:

- 13.4.1 act as deputy to the Secretary-General;
- 13.4.2 serve as the Secretary-General in the absence of the Secretary-General;
- 13.4.3 give administrative support and backup to any other portfolio of the SRC;
- 13.4.4 ensure that all students, affiliated student structures and councils understand and adhere to the Student Governance Constitution;
- 13.4.5 monitor the performance of all deployed SRC members;
- 13.4.6 work with the relevant University units to organise and conduct workshops for affiliated student structures, substructures and councils on leadership development;
- 13.4.7 in consultation with the SGSO, coordinate SRC affiliated student structures and receive reports of all their activities;
- 13.4.8 in consultation with the SGSO, provide standardised guidelines and intervene, where necessary, affiliation of student structures, and
- 13.4.9 submit a monthly report to the Secretary-General.

13.5 The Treasurer-General (TG) shall:

- 13.5.1 be the Chief Financial Officer of the SRC;
- 13.5.2 administer the finances of the SRC in accordance with the financial policies, policy documents, rules, and regulations of the SRC, in compliance with the financial policies of the University;
- 13.5.3 ensure that funds are spent within the parameters of the approved SRC budget; submit a written financial report of the SRC's expenditures at each meeting, separate from the major financial report;
- 13.5.4 convene and chair meetings of the SRC Finance Committee, which shall be composed of the SRC President, SRC Secretary-General, and Treasurers of the SRC structures;
- 13.5.5 have the power to investigate the financial records of any affiliated student structure when instructed or authorised by the SRC to do so, and have the power to, in consultation with the SGSO, recommend the suspension of an affiliated student structures that is being investigated, if deemed necessary;
- 13.5.6 be the custodian of all properties and resources of the SRC;
- 13.5.7 assist the internal and external auditors of the University, at their request;
- 13.5.8 be the signatory to financial transactions of the SRC together with the President and Secretary-General;
- 13.5.9 in the absence of the TG, the President will have the authority to approve financial transactions only after she/he has consulted the TG electronically or telephonically;
- 13.5.10 present the SRC's financial update report at the SA's regular meetings; and
- 13.5.11 submit a monthly report to the Secretary-General.

13.6 Gender and Safety Officer (GSO) shall:

- 13.6.1 constitute and preside over the SRC Diversity Management and SRC Safety and Security committees;
- 13.6.2 be responsible for SRC diversity management programmes;

- 13.6.3 promote gender sensitivity within the student body, and safety and security on campus;
- 13.6.4 coordinate all issues relating to student safety, health, and wellness matters;
- 13.6.5 facilitate support to victims and survivors of violence and abuse against students;
- 13.6.6 monitor the activities of the SRC diversity management programmes and SRC safety and security programmes including other codes under their portfolio; and
- 13.6.7 submit a monthly report to the Secretary-General.

13.7 The Policy and Transformation Officer (PTO) shall:

- 13.7.1 represent the SRC at all University Policy Development committees;
- 13.7.2 shall be responsible for the development of the SRC Constitution and other SRC policy documents;
- 13.7.3 assist the SRC in formulating policies relating to the governance of affiliated student structures in the University;
- 13.7.4 facilitate the drafting of discussion documents relating to student affairs;
- 13.7.5 serve as the Chief Prosecutor during SRC-initiated Disciplinary Hearings in line with the SRC Code of Conduct; and
- 13.7.6 submit a monthly report to the Secretary-General.

13.8 The Projects and Campaigns Officer (PCO) shall:

- 13.8.1 shall constitute and preside over the SRC Projects and Campaigns Committee;
- 13.8.2 be the Chief Coordinator of all SRC-initiated projects;
- 13.8.3 be responsible for the SRC community-based outreach programmes;
- 13.8.4 be responsible for linking with external service providers and promoters to enhance service capacity and outreach for the SRC and the University;
- 13.8.5 monitor the activities of the affiliated SRC student formations, and
- 13.8.6 submit a monthly report to the Secretary General.

13.9 The Public Relations Officer (PRO) shall:

- 13.9.1 represent the SRC at all university Marketing and Communications committees;
- 13.9.2 shall be responsible for the development of the SRC Communication Protocol and other protocols;
- 13.9.3 be responsible for the SRC's official newsletter, other publications and social media platforms;
- 13.9.4 serve as the liaison between the SRC and media houses;
- 13.9.5 serve as the Chief Publicity Officer of the SRC within the University; and
- 13.9.6 be responsible for all media and communication activities and initiatives, including newsletters and social media platforms.

13.10 The Student Governance and Services Officer (SGSO) shall:

- 13.10.1 represent the SRC at the Student Development and Support Services Committee (SDSSC) and other University committees dealing with student services;
- 13.10.2 convene and preside over the meetings of the Affiliated Student Structures Affairs Council (ASSAC);
- 13.10.3 manage the affiliation process of student structures for the SRC;

- 13.10.4 be the Chief Coordinator of all affiliated student structures of the SRC;
- 13.10.5 coordinate all issues related to the SRC sub-structures and committees, and
- 13.10.6 submit a monthly report to the Secretary General.

13.11 The Student Academic Affairs Officer (SAAO) shall:

- 13.11.1 alongside all other designated delegates, represent the SRC at the Senate and other University committees dealing with academic and research matters;
- 13.11.2 convene and preside over the meetings of the Student Academic Affairs Council (SAAC);
- 13.11.3 be the Chief Coordinator of all Student Faculty Representative committees;
- 13.11.4 liaise with all University academic clubs, admissions, examinations, and other University Academic committees;
- 13.11.5 coordinate all issues relating to student-faculty representative committees and class representatives; and
- 13.11.6 submit a monthly report to the Secretary General.

13.12 The Sports Officer (SO) shall:

- 13.12.1 convene and preside over the meetings of the Student Sports Affairs Council (SSAC);
- 13.12.2 be the Chief Coordinator of all student sports committees and their activities;
- 13.12.3 liaise with the University Sports Department and external organisations on all sports and related activities;
- 13.12.4 liaise with the University Sports Department on Student Sports Committee governance and election matters;
- 13.12.5 perform all functions required by the SRC in respect of sport and related activities;
- 13.12.6 represent the SRC at all sports and related University forums; and
- 13.12.7 submit a monthly report to the Secretary General.

13.13 The Accommodation Affairs Officer (AAO) shall:

- 13.13.1 represent the SRC at all University Residence committees;
- 13.13.2 convene and preside over the meetings of the Student Accommodation Affairs Council (SAAC);
- 13.13.3 be the Chief Coordinator of all Residence and Private Student Residence sub-councils and committees and their activities;
- 13.13.4 liaise with residence managers on Residence and the Private Student Residence committees' governance and election matters;
- 13.13.5 liaise with residence managers, and the Deputy Vice-Chancellor: Student Development and Support (DVC: SDS) to highlight student residence problems,
- 13.13.6 coordinate all issues relating to university and university-accredited student residences; and submit a monthly report to the Secretary General.

13.14 The Post Graduate Student Liaison Officer (PGSLO) shall:

- 13.14.1 represent the SRC at all University committees dealing with postgraduate students;
- 13.14.2 convene and preside over the meetings of the Postgraduate Student Affairs Council (PGSAC);
- 13.14.3 coordinate all issues relating to postgraduate students;

- 13.14.4 advise the SRC on matters pertaining to postgraduate students; and
- 13.14.5 submit a monthly report to the Secretary General.

13.15 The International Student Liaison Officer (ISLO) shall:

- 13.15.1 represent the SRC at all university committees dealing with international students;
- 13.15.2 responsible for developing an International Students Affairs Policy and related policy documents;
- 13.15.3 convene and preside over the meetings of the International Student Affairs Council (ISAC);
- 13.15.4 develop and coordinate student exchange programmes;
- 13.15.5 coordinate all issues relating to international students;
- 13.15.6 advise the SRC on matters pertaining to international students; and
- 13.15.7 submit a monthly report to the Secretary General.

14. Ordinary meetings of the SRC

- 14.1 The Secretary-General (SG) shall convene ordinary meetings of the SRC, which shall be held once every month, in consultation with the President.
- 14.2 No ordinary meeting of the SRC shall be held during official examinations or recess periods.
- 14.3 The SG shall provide each member of the SRC with the date, venue, and agenda of a meeting at least three (3) working days before the meeting.
- 14.4 The SG shall provide each member of the SRC with the Minutes of the previous meeting at least five (5) days before the subsequent meeting.
- 14.5 Ordinary meetings of the SRC shall be chaired by the President or any other person acting as President as provided for in this Constitution.
- 14.6 If the President or their substitutes are unable to attend an ordinary meeting, the members present shall appoint a chairperson for such a meeting from those members present.
- 14.7 If the SG or the Deputy Secretary-General (DSG) are unable to attend a meeting, the members present shall appoint a secretary for such a meeting.
- 14.8 Only members of the SRC shall have the right to attend SRC meetings. In consultation with the Secretary-General, the President may extend the invitation to any other person.
- 14.9 To achieve a quorum during an ordinary meeting of the SRC fifty percent plus one (50% + 1) of the SRC positions currently filled must be present. The quorum shall be determined at the start of the meeting. If the required quorum is not present at the beginning of a meeting, the Chairperson of the meeting shall adjourn the meeting for an hour and immediately give oral notice of the time the meeting will resume and contact all members not present to inform them of the arrangements made to resume at a new starting time. If a quorum is still not met at the resuming time, the meeting shall be postponed to another date.
- 14.10 A simple majority of members present and eligible for voting in a quorate meeting shall decide all resolutions of the SRC ordinary meetings.
- 14.11 The Chairperson of the meeting shall have a casting vote in the case of a vote tie.
- 14.12 All voting shall be by a show of hands unless a simple majority of the meeting decides that the vote on all or certain matters should be by secret ballot.

- 14.13 The number of votes cast for, against and/or abstentions with respect to a resolution shall be recorded in the Minutes.
- 14.14 The SG shall send the Minutes to the Manager: Student Governance and Co-curricular Programmes.

15. Special meetings of the SRC

- 15.1 The President shall direct that a special meeting of the SRC be convened after consultation with the Secretary General.
- 15.2 The Secretary-General shall convene such meeting at 24 hours' notice to members if:
- 15.2.1 they deem it necessary, or
 - 15.2.2 three (3) members of the SRC request them in writing to do so, or
 - 15.2.3 three (3) SRC structures request them in writing to do so.
- 15.3 The President shall, in a written invitation to members, state the meeting's time, date, place and agenda.
- 15.4 The quorum of the special meeting of the SRC shall be fifty percent plus one (50% + 1) of the Executive members of the SRC. The Chairperson shall cancel the meeting if the required quorum is not present at the beginning of a meeting.
- 15.5 The SRC shall be under no obligation to publish the Minutes of a special meeting.
- 15.6 The Secretary-General shall send the minutes to the Manager: Student Governance and Co-curricular Programmes immediately after ratification.

16. Termination of SRC membership

- 16.1 A member of the SRC shall cease to be a member and immediately vacate their position when:
- 16.1.1 they cease to be a student of the University;
 - 16.1.2 they resign in writing to the Secretary-General (SG);
 - 16.1.3 they fail to attend three (3) consecutive ordinary meetings of the SRC, unless the reasons for their absence are voted as valid by a simple majority of the SRC;
- 16.2 they are found guilty by a Disciplinary Committee of the University for transgressing the Disciplinary Code or other rules and regulations of the University, unless the Disciplinary Committee or University states in writing that the sentence does not affect their membership of the SRC;
- 16.3 they are found guilty of a criminal offence by a court of law excluding municipal fines and minor traffic offences;
- 16.4 they cease to be a member of the student formation which nominated them to the SRC;
- 16.5 they renounce their membership of the student formation that nominated them to the SRC;
- 16.6 it is proved on a balance of probabilities that the member's behaviour has brought the good name of the SRC or University into disrepute.

17. Filling of SRC vacancies

- 17.1 In the case of any position in the SRC becoming vacant, the Secretary-General (SG) shall in writing and within two (2) days after the resignation, notify the affiliated student structure that nominated such a member to nominate a replacement within five (5) days.
- 17.2 In the case of the affiliated student structure failing to make a nomination as prescribed by this Constitution, the SG, in consultation with the President, shall notify the affiliated student structure or an independent candidate that was next in line in the previous SRC election results provided that they still meet the eligibility criteria as stipulated in Section 32. The nomination must be made within the period stipulated in Section 17.1.
- 17.3 Any new member nominated according to the provisions of Section 17.1 (2) or (4) shall immediately become a member of the SRC.
- 17.4 The Secretary or any person delegated by the affiliated student structure that submitted the nomination to the SRC shall notify the SRC SG within two days after any SRC member has ceased to be a member or renounced the membership of the affiliated student structure that submitted the nomination. The notification should contain the name of a possible replacement.

18. Dissolution of the SRC

- 18.1 The University Council has the power to dissolve the SRC, provided such motion was accordingly debated and ruled upon in line with its procedures.
- 18.2 In the event of the SRC being dissolved, the Vice Chancellor or the DVC: SDS must appoint the TSC and convene a Student Mass Meeting within fourteen (14) days after the appointment of the Transitional Student Committee (TSC), and outline the Terms of Reference for such TSC and its allocated budget.
- 18.3 The TSC shall be appointed within seven (7) days of the dissolution in terms of this Student Governance Constitution, guided by the principles of filling a vacancy in the SRC.
- 18.4 The TSC shall serve for a period not exceeding one hundred and eighty days (180) within which the DVC: SDS shall have made arrangements to host general SRC elections as provided for by Chapter Four (04) of this Student Governance Constitution.
- 18.5 The members of the TSC shall comply with the requirements for eligibility as stated in this Student Governance Constitution.
- 18.6 The Transitional SRC shall comprise the following members:
- 18.6.1 President (P)
 - 18.6.2 Deputy President (DP)
 - 18.6.3 Secretary-General (SG)
 - 18.6.4 Deputy Secretary-General (DSG)
 - 18.6.5 Treasurer-General (TG)
 - 18.6.6 Gender and Safety Officer (GSO)
 - 18.6.7 Policy and Transformation Officer (PTO)
 - 18.6.8 Projects and Campaigns Officer (PCO)
 - 18.6.9 Public Relations Officer (PRO)

- 18.6.10 Student Governance and Services Officer (SGSO)
- 18.6.11 Student Academic Affairs Officer (SAAO)
- 18.6.12 Sports Officer (SO)
- 18.6.13 Accommodation Affairs Officer (AAO)
- 18.6.14 Post Graduate Student Liaison Officer (PGSLO)
- 18.6.15 International Student Liaison Officer (ISLO)

18.7 The Terms of Reference for the TSC shall be:

- 18.7.1 to attend to urgent issues of students and specifically perform urgent duties of an administrative nature;
- 18.7.2 to manage the correspondence of the SRC and keep records thereof;
- 18.7.3 to represent the SRC on various official or ad hoc forums and/or at other appropriate meetings of the University;
- 18.7.4 to facilitate communication between the students and the University; and
- 18.7.5 to submit monthly reports to the SRC Administrator.

CHAPTER 3

THE STUDENT ASSEMBLY (SA)

19. Powers and duties of the Student Assembly (SA)

- 19.1 The SA shall receive feedback from the SRC and its sub-structures on the exercise of their functions in terms of this Constitution and any other student governance policy prescripts.
- 19.2 The Student Assembly (SA) shall act as an advisory body to the SRC on policies and other related activities.
- 19.3 The SA shall receive and discuss reports from the SRC and the SA office bearers are required to ensure compliance with this provision.
- 19.4 The SA shall recommend the adoption of or amendments to the Student Governance Constitution or policies of the SRC.
- 19.5 The SA shall recommend the appointment of commissions or committees and recommend duties to such commissions, committees or individuals, as the case may be.
- 19.6 The SA shall receive and consider reports, which the President, Secretary-General and Treasurer-General submitted.
- 19.7 The SA shall be consulted on matters affecting students.
- 19.8 The SA shall give advice and guidance when the disciplinary committee of the SRC fails to make decisions on discipline matters.
- 19.9 The SA shall be representative in nature, inclusive in character and consistent in its operations.
- 19.10 The SA shall have the authority to dissolve the SRC sub-structures provided that fifty percent plus one (50% plus one) of the students within such student structure constituency have signed a petition and submitted it to the SRC, which debated a motion of no confidence on the said sub-structure and recommended dissolution to the SA.

- 19.11 The SA will establish an ad hoc multi-student formation committee to investigate the motion and its recommendations and report back to the SA within a predetermined timeframe. Such report will guide the SA in finalising the motion of no confidence against the implicated sub-structure.
- 19.12 A member of the SA, except those members who are elected SRC members, may be removed from office by resolution approved by a two-thirds majority of the number of members of the SA at a special meeting called for this purpose; a special notice of motion must be given. The member concerned must be given reasonable written notice (including by electronic means) of not less than five (05) full working days before the meeting date, delivered to the latest address furnished by the student to the University. Such member shall be replaced in accordance with the procedure for filling in a vacancy as outlined in section 17 of the Student Governance Constitution applied *mutatis mutandis*.

20. Composition of the Student Assembly (SA)

The SA shall be composed of the following members:

- 20.1 Fifteen (15) members of the SRC;
- 20.2 Thirty (30) delegates of the SRC structures, allocated as follows:
- 20.2.1 Seven (07) delegates representing the SAAC;
 - 20.2.2 Five (05) delegates representing the AAC;
 - 20.2.3 Five (05) delegates representing the ASSAC;
 - 20.2.4 Five (05) delegates representing the SSAC;
 - 20.2.5 Four (04) delegates representing the PGSAC; and
 - 20.2.6 Four (04) delegates representing the ISAC.
- 20.3 Thirty (30) members elected in terms of 10.3.2 from the student structures that participated in the elections of the SRC.
- 20.4 These 30 members shall be allocated in accordance with the droop quota seat allocation system determined by the last SRC elections. The total number of votes cast shall be counted against the total number of seats available to determine the number of votes that make up a seat.

21. Powers and duties of office-bearers of the Student Assembly (SA)

21.1 The Speaker shall:

- 21.1.1 consult with the Student Assembly (SA) Secretary, after their consultation with the President and the Secretary-General (SG) of the SRC, to convene meetings of the SA;
- 21.1.2 officially preside over official gatherings of the SA;
- 21.1.3 have a casting vote in case of a vote tie during an SA session;
- 21.1.4 summon any member of the SA to appear before the SA Disciplinary Committee;
- 21.1.5 call for an urgent meeting of the SA when a need arises; and
- 21.1.6 dismiss from the SA session any member of the SA who appears to be destructive in the running of the SA sessions.

- 21.2 The Deputy Speaker shall:**
- 21.2.1 act as deputy to the Speaker;
 - 21.2.2 assume the responsibilities and powers of the Speaker in their absence;
 - 21.2.3 assist the Speaker in chairing the Student Assembly (SA) sessions at the request of the Speaker; and
 - 21.2.4 conduct all voting proceedings on issues of the SA and chair all SA disciplinary hearings.

21.3 The Secretary shall:

- 21.3.1 be the Chief Administrative Officer of the Student Assembly (SA);
- 21.3.2 be responsible for the Minutes of all SA sessions;
- 21.3.3 manage correspondence of the SA and keep copies thereof;
- 21.3.4 circulate notices and agendas of all SA sessions two (2) weeks before an ordinary SA meeting;
- 21.3.5 keep all SA documents until officially handing them to the newly-elected Secretary and University authorities;
- 21.3.6 receive all issues submitted for discussion by the SA and forward them to the speaker;
- 21.3.7 receive apologies from SA members who cannot attend the sessions;
- 21.3.8 manage the SA registry at all sessions;
- 21.3.9 announce decisions made by the SRC and SA Disciplinary Committees at SA sessions;
- 21.3.10 in consultation with the Speaker, invite speakers from and outside the University to address the SA; and
- 21.3.11 manage the affairs of the SA in the absence of the Speaker and Deputy Speaker.

22. Meetings of the Student Assembly (SA)

22.1 Ordinary meetings of the SA

- 22.1.1 Ordinary meetings of the SA shall be governed by the SRC's Standing Rules and Orders, applied *mutatis mutandis*.
- 22.1.2 The ordinary meetings of the SA shall be attended by all members of the SA, as stipulated in this Student Governance Constitution.
- 22.1.3 Ordinary meetings of the SA shall be open to all students to attend and observe without voting powers.
- 22.1.4 Ordinary meetings shall be held at least once per academic term, preferably before the University Council meetings.
- 22.1.5 The Secretary shall give at least two (2) weeks' notice of the date, time, and venue of such a meeting and issue a provisional agenda.
- 22.1.6 The Secretary shall request members of the SA to submit items for the meeting (to draw up an agenda), giving them five (5) days to do so.
- 22.2 The final sitting of the SA shall serve as the Annual General Meeting of the SRC.
- 22.3 The last ordinary meeting of the SA shall be convened at least thirty (30) days before the expiry of the term of the SRC to consider and discuss annual reports from the SRC presented by the President, Secretary-General, and Treasurer-General.

22.4 Extraordinary meetings of the SA

- 22.4.1 An extraordinary meeting of the SA shall be convened by the Speaker in consultation with the SA Secretary, after consultation with the President and Secretary-General with at least 72 hours' notice to members if:
- 22.4.1.1 they deem it necessary, or
 - 22.4.1.2 the President and Secretary-General of the SRC request them in writing to do so, or
 - 22.4.1.3 a third ($\frac{1}{3}$) of the members of the SA request them in writing to do so.
- 22.4.2 The Convener shall, in a written invitation to members, state the meeting's time, date, place and agenda.
- 22.4.3 The extraordinary meeting of the SA shall not be open to other students or people who are not members of the SA.

22.5 Quorum of the Student Assembly (SA)

- 22.5.1 The quorum of the ordinary meeting of the Student Assembly (SA) shall be fifty plus one (50 + 1) members of the SA. The quorum is determined at the start of the meeting. If the required quorum is not present at the beginning of a meeting, in such case, the Speaker of the meeting shall adjourn the meeting for an hour, immediately give oral notice of the time the meeting will resume, and contact all members not present to inform them of the arrangements made to resume at a new starting time. If a quorum is still not present at the resuming time; the meeting shall be postponed to another date.
- 22.5.2 The quorum of an extraordinary SA meeting shall be fifty plus one (50 + 1) members of the members of the SA. If the required quorum is not present at the beginning of a meeting, the Speaker shall cancel the meeting.

23. Termination of membership in the Student Assembly (SA)

The Speaker, Deputy Speaker, and Secretary of the Student Assembly (SA) shall cease to occupy such positions when:

- 23.1 they cease to be a student of the University;
- 23.2 the Deputy Speaker or Secretary resigns in writing to the Speaker;
- 23.3 the Speaker resigns in writing to the Secretary of the SA;
- 23.4 they are found guilty by a Disciplinary Committee or the University for transgressing the Disciplinary Code or other rules and regulations of the University, unless the Disciplinary Committee or University stated in writing that the sentence does not affect their position within the SA;
- 23.5 they are found guilty of a criminal offence by a court of law without an option of a fine;
- 23.6 if a motion of no confidence is passed against them by an absolute majority of SA members present and voting at the SA meeting;
- 23.7 they cease to be a member of the student formation that nominated them to the SA; and
- 23.8 they renounce their membership of the student formation that nominated them to the SA.

24. Filling of Student Assembly (SA) vacancies

In case any position of an office bearer becomes vacant in the Student Assembly (SA) the Speaker or any person acting in that capacity shall facilitate an election process for the SA to fill the vacancy.

25. Recall and replacement of SA Members

- 25.1 An affiliated student structures opting to exercise the right to recall or replace a representative at the SA must inform the SRC and the University authorities in writing and provide the rationale for their decision.
- 25.2 An affiliated student structures may, with an absolute majority of its members, present an eligible individual who can be nominated onto the SA and this must be presented to the Secretariat of the SA.
- 25.3 To ensure that the affairs and the running of the SA are not negatively affected, an affiliated student structures may not recall a member within the thirty (30) working days after the inauguration of the SRC and within the last thirty (30) working days of the expiry of the term of office of the SRC.
- 25.4 An affiliated student structures that recalls a member in a manner contrary to the provisions of sections 25(1) and (2) above shall not be allowed to replace such a member before the expiry of the period referred to in section 25(3).

CHAPTER 4

ELECTION RULES AND PROCEDURES

26. The appointment of an External Electoral Management Company (EEMC)

- 26.1 The DVC: SDS or any person delegated after consultation with the SRC and Student Assembly (SA) Speaker shall appoint the External Electoral Management Company (EEMC) to manage the SRC elections in accordance with this Student Governance Constitution.
- 26.2 The EEMC must be independent of the University.
- 26.3 The EEMC shall be appointed to manage the SRC elections on the date determined by the University.
- 26.4 The University Management, University community and student body members must use their best endeavours to enable the SRC elections to take place in the second semester of each academic year.

27. Duties and responsibilities of the External Electoral Management Company (EEMC)

- 27.1 The External Electoral Management Company shall conduct, manage and administer the elections per the provisions of the Student Governance Constitution.
- 27.2 The EEMC shall have one Chief Electoral Officer appointed among its members.
- 27.3 The EEMC, with the assistance of the University Management and general members of the student body, shall ensure that elections of the SRC proceed in a constitutional and orderly fashion.
- 27.4 The EEMC shall exercise control over all aspects of the SRC elections and make all necessary practical arrangements to ensure that the SRC elections are free, fair, and credible.

- 27.5 The EEMC, with the assistance of the University Management, shall safely store all documents concerning the SRC elections for one (1) month after the announcement of the election results.
- 27.6 The EEMC shall destroy all documents concerning the SRC elections one month after the announcement of the SRC elections results or ruling of the objection.
- 27.7 The EEMC shall publish an Electoral Code of Conduct for the conduct of the elections, the conduct of canvassing, and campaigning for each election.
- 27.8 The EEMC must ensure that the Electoral Code of Conduct is read together with any available SRC Electoral Rules and the Constitution.

28. Functions of the Chief Electoral Officer and Presiding Officers

- 28.1 The Chief Electoral Officer and the Presiding Officers serving on the Electoral Monitoring Commission are responsible for organising the elections.
- 28.2 The Chief Electoral Officer shall serve as head of the Electoral Monitoring Commission and principal manager of the SRC elections.
- 28.3 Any objection or complaint regarding the SRC elections must be lodged with the Chief Electoral Officer as prescribed by the Constitution.
- 28.4 The Chief Electoral Officer shall be responsible for introducing and supervising an effective control system to ensure free and honest elections.
- 28.5 The Chief Electoral Officer shall convene and preside over the SRC Election Screening Mass Meeting.
- 28.6 The Chief Electoral Officer shall convene and preside over the first extraordinary meeting of the SRC aimed at constituting the SRC.
- 28.7 The Chief Electoral Officer and the Presiding Officers shall be responsible for the following:
 - 28.7.1 opening the nomination process and assigning a closing date;
 - 28.7.2 preparing nomination forms;
 - 28.7.3 compiling a complete list of candidates;
 - 28.7.4 arranging meetings of candidates and the Electoral Monitoring Committee to explain processes, rules, and regulations for the elections;
 - 28.7.5 ensuring that an election schedule is drawn up and venues for election activities (workshops, manifesto presentations, training, and meetings) are booked;
 - 28.7.6 ensuring that the election publications carrying relevant information about candidates are distributed before the elections;
 - 28.7.7 liaising with the University about the information on the candidate affiliated student structures or individual candidates and ensuring it is published before the elections;
 - 28.7.8 making recommendations to the Deputy Vice-Chancellor: Student Development and Support (DVC: SDS) or any person delegated to ensure the efficient running of the election;
 - 28.7.9 submitting a full report as soon as possible after the elections to the DVC: SDS;
 - 28.7.10 convening and servicing meetings of the Electoral Monitoring Commission in consultation with the Office of the DVC: SDS or any other delegated person; and
 - 28.7.11 declaring the results within two (2) days after the ballot papers have been counted.

29. Establishment of the Election Liaison Committee (ELC)

An Election Liaison Committee (ELC) shall be established at the beginning of any SRC election process.

29.1 Composition of the Election Liaison Committee (ELC)

- 29.1.1 Chief Electoral Officer appointed by the External Election Management Company (EEMC);
- 29.1.2 Manager: Student Governance and Co-curricular Programmes;
- 29.1.3 Presiding Officers and other support staff appointed by the EEMC;
- 29.1.4 Three (3) members of the SRC;
- 29.1.5 Three (3) members per affiliated student structure intending to contest elections;
- 29.1.6 One member representing any individual intending to contest elections as an independent candidate; and
- 29.1.7 The Speaker of the Student Assembly.

30. Functions and responsibilities of the Election Liaison Committee

The primary function of the Election Liaison Committee is to ensure that the SRC elections are free and fair through the monitoring of all the election phases, which include:

- 30.1 nominations and nomination procedures;
- 30.2 campaigns and campaign procedures;
- 30.3 voting and voting procedures;
- 30.4 the counting of votes cast in the SRC elections;
- 30.5 recommending Election Rules and Procedures to the Constitutional Review Conference.

31. Eligibility for election to the SRC, SRC sub-structure and SA

- 31.1 The SRC elections will be contested by independent candidates as well as candidates endorsed by affiliated student structure.
- 31.2 The SA elections shall be contested by affiliated student structures only. Each affiliated student structure shall submit a list of thirty (30) candidates who shall be subjected to an eligibility criteria as set out in 31.4 *infra*.
- 31.3 A student shall be eligible for election to the SRC, if he/she gets nominated by :
 - 31.2.1 an affiliated student structure and such nomination is supported by 20 student signatures; and or
 - 31.2.2 another student (nominator) and such nomination is supported by 20 student signatures. This individual is regarded as an independent candidate in terms of Clause 37.2 and 37.3.
- 31.4 Each nominated candidate nominee must:
 - 31.4.1 be a duly registered student at the UWC;
 - 31.4.2 be registered for a degree/diploma or postgraduate degree/diploma academic programme.
 - 31.4.3 have passed 80% of all modules they have enrolled for as part of their qualification in the last assessment preceding the elections;
 - 31.4.4 have been promoted to the next academic level in the previous year of study;
 - 31.4.5 if registered for a postgraduate diploma/degree, but must present a written confirmation from the Dean or any person designated by the Dean confirming that the student has made sufficient progress and that they will complete their academic qualification within the prescribed period;

- 31.4.6 have not been found guilty by a Disciplinary Committee of the University or Residence Tribunal for transgressing the Disciplinary Code or Rules and Regulations of the University, unless the Disciplinary Committee or Tribunal states in writing that the sentence does not affect his or membership of the SRC;
 - 31.4.7 not have served more than two (2) terms as an SRC member;
 - 31.4.8 not be a staff member of UWC; and
 - 31.4.9 not have been convicted for a criminal offence by the court of law without an option of a fine.
- 31.5 A student who is elected to the SRC and no longer comply with the requirements of this Student Governance Constitution, will automatically forfeit their membership with immediate effect and is replaced following the procedure as outlined in this Student Governance Constitution.

32. Eligibility to vote for SRC

Every person shall be allowed to vote during SRC elections provided they:

- 32.1 are a student of the UWC; and
- 32.2 appear on the final voters' rolls, and the External Electoral Management Committee (EEMC) has not indicated anything that impedes their eligibility to vote.

33. Voters' rolls

- 33.1 Before an election, the External Electoral Management Committee (EEMC) shall obtain from the University Management lists of all students eligible to vote in the SRC elections. There will be five separate voters rolls namely, General Voters Roll, Sports Council Voters roll, Residence Students Voters Roll, Post Graduate Students Voters Roll and International Students Voters Roll as set out in clause 10.4.
- 33.2 The draft voters rolls shall be accessible to enable voters to verify their details for a period stipulated by the EEMC.
- 33.3 Any objections regarding the voters' rolls shall be lodged with the office of the EEMC and adjudicated by the Chief Electoral Officer within a period designated by the EEMC. The decision of the Chief Electoral Officer on issues concerning the voters' roll shall be final.

34. Registration of affiliated student structures for SRC elections

- 34.1 The External Electoral Management Committee (EEMC) shall invite registration of prospective candidates from affiliated student structures wishing to participate in the SRC elections by issuing a notice stipulating the requirements and periods within which such registration must be made.
- 34.2 Only affiliated student structures that have registered with the SRC under the specified categories shall be allowed to participate in the SRC elections.
- 34.3 Affiliated student structures wishing to contest the SRC elections should have existed for at least one (1) year in the University as an affiliated student structure.
- 34.4 The EEMC shall, within two (2) days after the closure of registration, publish the list of all qualified affiliated student structures that passed the audit.
- 34.5 The Chief Electoral Officer shall declare invalid and disqualify any registration of student affiliated student structures which failed the audit.

35. Nomination of candidates

- 35.1 The office of the External Electoral Management Committee (EEMC) shall receive all nomination forms.
- 35.2 All candidates seeking election in the SRC must sign the nomination form to indicate acceptance of the nomination. No candidate shall be allowed to be nominated by more than one (1) affiliated student structure or independent nominator.
- 35.3 All SRC substructures or independent nominators (individual student) shall nominate any student within their constituencies to contest for specific SRC portfolios as provided for in clause 10.4.(b) *supra*.
- 35.4 A nomination form is not valid unless it complies with the provisions of this Student Governance Constitution and the Election Regulations. Furthermore, the nomination should contain the surname, full name(s), student number, and the faculty of the prospective candidate.
- 35.5 The Chief Electoral Officer shall verify the nominations to ensure that candidates meet the criteria for eligibility as set out in clause 31.
- 35.6 The EEMC shall, within two (2) days after the closure of nominations, publish the list of all qualifying candidates who have met the eligibility requirement set out above.
- 35.7 The Chief Electoral Officer shall publish the period for official campaigning and canvassing. Any campaigning or canvassing which threatens or interrupts the academic activities of the University shall be declared invalid and punishable in accordance with the provisions set out in the Disciplinary Code of the University.
- 35.8 An affiliated student structures or independent candidate, shall notify the Chief Electoral Officer in writing, within a specified time frame, of its intention to cancel, withdraw or terminate its registration as a participant in the elections.
- 35.9 Any affiliated student structure making a false statement or furnishing false particulars in any application or document required by these regulations shall be guilty of an offence, and the registration of the formation may be subjected to a review or terminated as a form of punishment.

36. Funding for candidates contesting the elections

- 36.1 The Manager: Student Governance and Co-curricular Programmes shall provide the Chief Electoral Officer with information on how candidates taking part in the elections will be assisted with producing and printing pamphlets and posters for campaigning.
- 36.2 Subject to available budget, the University printing office shall produce such pamphlets and posters in consultation with the Manager: Student Governance and Co-curricular Programmes.

37. SRC Election Screening Mass Meeting

- 37.1 The Chief Electoral Officer shall give two (2) days' notice of the SRC Election Screening Mass Meeting date.
- 37.2 At the SRC candidates' Election Screening Mass Meeting, the Chief Electoral Officer shall introduce the names of participating student formations and the number of candidates, including independent candidates, who are contesting elections.

37.3 At the SRC Election Screening Mass Meeting, participating student formations and independent candidates, shall present any form of information to mobilise voters and respond to any questions raised by voters.

38. Voting

38.1 The electoral system applied is a hybrid electoral system consisting of the Proportional Representative system for electing Student Assembly (SA) delegates and the First Past the Post system for SRC elective portfolios.

38.2 The Chief Electoral Officer shall declare the time, voting hours for the SRC elections, and the number required to meet the minimum percentage poll at least seven (7) days before the voting date.

38.3 Before voting begins, the Chief Electoral Officer shall inform participating affiliated student structures and independent candidates about the procedure to lodge a complaint during any stage of voting until the announcement of the election results.

38.4 Only the name, and picture of an independent candidate shall appear on the ballot paper for SRC elections, unless if endorsed by an affiliated student structure, such affiliated student structure's logo will also appear next to such candidate.

38.5 Only the name and the logo of participating affiliated student structure contesting for SA shall appear on the ballot paper for the SA elections.

38.6 Voting is by secret ballot through online voting platforms.

38.7 The Chief Electoral Officer, in liaison with the University authorities, shall ensure that students with special needs get assistance at the voting station without compromising the integrity of the elections.

38.8 Only members of the External Electoral Management Company (EEMC), candidates' observers, and specified University observers shall be allowed to observe voting.

39. Counting of votes

39.1 The Chief Electoral Officer shall ensure that all votes are electronically counted.

39.2 The candidates with the highest votes through the First Past The Post electoral system shall be declared the winners.

39.3 The total number of votes cast shall be counted against the total number of seats available to determine the number of votes that make up a seat for the Student Assembly (SA). The droop quota system will be used.

40. Announcement of the election results

40.1 After counting, the Chief Electoral Officer shall immediately inform observers about the preliminary results of the elections and the status of the SRC election results based on the required minimum percentage poll.

- 40.2 The Chief Electoral Officer shall invite participating affiliated student structures and/or independent candidates' observers to raise any objection to the preliminary results within twelve hours (12) after they have announced the preliminary results.
- 40.3 The Chief Electoral Officer shall immediately publish the preliminary results, notwithstanding any objection raised.
- 40.4 The Chief Electoral Officer shall immediately publish the final SRC elections results after the lapse of the time frame provided in this Student Governance Constitution if no objection is raised.

41. Objections to election results

- 41.1 Any objection/s to the preliminary results of the elections shall be lodged with the Chief Electoral Officer and shall be in writing and co-signed by both observers of the objecting, participating affiliated student structure and/or independent candidate. The affected participating affiliated student structure and or independent candidate shall write a separate letter taking ownership of the objection its observers raise. Any objection not qualified by the participating affiliated student structure and or independent candidate shall be declared invalid.
- 41.2 The Chief Electoral Officer shall apply their mind to any objection raised and provide a ruling in writing.
- 41.3 The Chief Electoral Officer shall announce the final SRC elections result within two (2) days after the ruling in case the affected participating affiliated student structure and or independent candidate is satisfied with the ruling.
- 41.4 Any pronouncement of the final results for the SA shall be based on the principles of Proportional Representation, and the SRC candidate with the highest votes through the First Past The Post electoral system.
- 41.5 If the affected participating affiliated student structure and or independent candidate is not satisfied with the ruling given by the Chief Electoral Officer, it may further raise its objection with the DVC: SDS within one (1) day after the ruling of the Chief Electoral Officer.
- 41.6 The affected party's appeal must be in writing and co-signed by both observers of the affected participating affiliated student structure and or independent candidate. In addition, the affected participating affiliated student structure and or independent candidate shall write a separate letter taking ownership of the objection its observers raised. Any objection not qualified by the concerned participating affiliated student structure and or independent candidate is invalid.
- 41.7 The DVC: SDS shall give a ruling within two (2) days on the objections raised.
- 41.8 The Chief Electoral Officer shall delay the announcement of the final SRC election results until the DVC: SDS has given a final ruling on any objection raised.
- 41.9 The Chief Electoral Officer shall announce the final SRC elections results within two (2) days after the DVC: SDS has given a ruling.

42. Minimum percentage poll

- 42.1 For the SRC and elections to render valid and binding results, a minimum of fifteen percent (15%) of the registered student body shall have cast ballots during the elections.

- 42.2 The Chief Electoral Officer shall declare the SRC elections null and void if the elections fail to meet the required minimum percentage poll.
- 42.3 After declaring the SRC elections null and void, the Chief Electoral Officer shall immediately notify the DVC: SDS about the status of the elections.
- 42.4 The DVC: SDS shall decide whether to call for new elections or constitute a Transitional Student Committee (TSC) within a reasonable period.
- 42.5 The TSC shall be composed as stipulated in Section 18 of this Student Governance Constitution.

43. Constituting the SRC

- 43.1 The Chief Electoral Officer shall immediately, after the announcement of the final SRC election results, invite candidates of student formations and candidates who won seats in the SRC election and their respective two observers, as well as the Chairperson and Secretary of each SRC structure to an extraordinary meeting of the SRC for the sole purpose of constituting the SRC.
- 43.2 All student formations and or individual candidates who won seats in the SRC shall be obliged to serve in the SRC for at least three (3) months before withdrawing participation.
- 43.3 The Chief Electoral Officer shall remind the invited candidates of student formations and/or individual candidates about the number of votes each won and their equivalent number of seats in the SRC.
- 43.4 The Chief Electoral Officer shall declare the SRC duly constituted according to the SRC election results.

44. Inaugural Student Assembly (SA)

- 44.1 After the SRC elections, the Office of the DVC: SDS shall make resources available for the sitting of the inaugural Student Assembly (SA).
 - 44.1.1 The SRC, in liaison with the DVC: SDS, shall convene the inaugural SA within fourteen (14) days after all student faculties council chairpersons have been elected, and the term of office shall be for one year until the next SA has been constituted.
- 44.2 The budget for the SRC and its related structures shall be declared in writing during the inaugural SA.
- 44.3 The members of the SA shall hold office for twelve (12) months. The same members should serve for the term of office unless officially replaced by their structures.
- 44.4 Replacements of SA members should be done in writing, stating the reasons.
- 44.5 The members of SA shall be officially inaugurated by the DVC: SDS.

45. Elections of Student Assembly (SA) Office bearers

The following persons shall be eligible to hold office:

- 45.1 Only representatives of student governance structures shall stand for Student Assembly (SA) Offices;
- 45.2 No SRC member shall stand for a SA Office;
- 45.3 No guest shall stand for a SA Office; and

45.4 Eligibility requirements that apply to SRC members shall also apply to all the Student Assembly Office bearers.

46. Voting for Student Assembly (SA) Office bearers

46.1 An External Electoral Management Company (EEMC) shall facilitate the elections of the Student Assembly (SA).

46.2 Candidates shall be nominated from student formations that participated in the elections.

46.3 Candidates shall be eligible for election to the SA if their nomination is supported by a minimum of twenty (20) SA members.

46.4 Only three (3) nominees may contest for a particular office.

46.5 Voting shall be by secret ballot.

46.6 The term of office shall be one year and align with that of the SRC as stipulated in this Student Governance Constitution.

47. Term of Office of the SRC and SA

47.1 The term of office shall be twelve (12) months from the date of inauguration which shall not be later than the end of December. The inauguration shall be facilitated in conjunction with the handover process, whereby the outgoing SRC shall shadow the incoming SRC for easy succession.

47.2 No member of the SRC shall be allowed to serve for more than two (2) terms of office on the SRC, whether consecutively or separately.

47.3 The SA term of office shall be for one year until the next SA has been constituted.

47.4 No person may serve as a member of the SA for a period that cumulatively exceeds three terms of office.

48. General Provisions

48.1 The University Management, the University community, and student body members must use their best endeavours to enable the SRC elections to take place in the second semester of each academic year.

48.2 The Manager: Student Governance and Co-curricular Programmes, after consultation with the External Electoral Management Company (EEMC), the SRC, and the Student Assembly (SA) Speaker, shall recommend to the DVC: SDS the date of the elections and a procedural timetable in terms of this Constitution and the Electoral Rules for the conduct of the elections.

48.3 The Manager: Student Governance and Co-curricular Programmes, after consultation with the SRC, shall designate a notice board(s) as the EEMC notice board(s) on which all communications, notices, and matters concerning the SRC elections shall be posted.

48.4 The DVC: SDS shall supply the EEMC with an official office and any other resources that will reasonably assist in delivering free and fair elections.

48.5 Any dispute regarding the interpretation of this Student Governance Constitution which cannot be resolved internally and within the ambit of this Constitution shall be adjudicated upon by the Council of the University who may refer the matter to a subcommittee of Council or to the Director Legal Services for advice or recommendation.

49. POLICY CYCLE

The Student Governance Constitution may be revised every three (3) years or as the need arises.

Last updated on 07 August 2024