# University of Fort Hare

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**DESIGNATION:** Chairperson of Council

03/09/26
**Date:**

**UNIVERSITY OF FORT HARE**

University of Fort Hare
*Together in Excellence*

***STUDENT GOVERNANCE***

# CONSTITUTION

*Adopted and Submitted to Council for Approval*

*In accordance with Section 35 of the Higher Education Act 101 of 1997 (as amended)*

*and the UFH Institutional Statute (Government Gazette No. 43288, 8 May 2020)*

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## VISION

**To be a transformative and accountable student leadership body that champions student aspirations, fosters unity, transparency, and inclusivity, and contributes to a conducive academic environment that empowers all students to achieve excellence and actively shape the future of the University of Fort Hare and South Africa.**

## MISSION

**To provide united, effective, and accountable student leadership that advances the interests, rights, and aspirations of the University of Fort Hare student community, while promoting academic excellence, student development, and meaningful participation in university governance.**

# PART 1: FOUNDING PROVISIONS

## PREAMBLE

We, the Students of the University of Fort Hare:

- Recognise the injustices of our past and the opportunities for the future;
- Respect and recognise that the University of Fort Hare is united within the strengths of its political, social, cultural and intellectual diversity;
- Believe that the University of Fort Hare belongs to all those who progressively contribute to the advancement of its Vision and Mission;
- Affirm our commitment to the South African Constitution, the Higher Education Act 101 of 1997 (as amended), and the UFH Institutional Statute.

We therefore, through our freely elected representatives, adopt this Constitution to:

- Establish a student polity based on democratic values, social justice and fundamental human rights and dignity;
- Lay foundations for a democratic and open student governance structure based on the will of the student population;
- Improve the quality of life of all UFH students and free the potential of each;
- Uphold and promote the values, vision and mission of the University of Fort Hare.

## 1.1 DEFINITIONS

In this Constitution, unless the context clearly indicates otherwise, the following words and phrases shall have the meanings assigned to them:

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| **"Academic Year"** | means the academic year of the University as laid down in the general prospectus of the year in question. |
| **"ASCO"** | means the All-Sport Council. |
| **"Campus Council" or "CSRC"** | means the Campus Student Representative Council established for each campus of the University. |
| **"Chief Electoral Officer" or "CEO"** | means the official appointed by the IEC to oversee and administer the elections. |
| **"Council"** | means the University Council as contemplated in the UFH Institutional Statute. |
| **"Executive Director: Student Affairs"** | means the Executive Director or senior official responsible for Student Affairs. |
| **"IEC"** | means the Independent Electoral Commission, the electoral body established by the University to administer, oversee, and safeguard the integrity of SRC elections. |
| **"Impeachment"** | means the formal process by which allegations of misconduct against a member of the SRC, arising from the exercise or purported exercise of the powers, duties or functions of the SRC office, are referred to the Legal Affairs Office for investigation and determination in accordance with the University's Rules for Student Discipline. |
| **"Institutional Rules"** | means the Institutional Rules of the University of Fort Hare, published in terms of the Institutional Statute. |

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| **“Institutional Statute”** | means the Institutional Statute of the University of Fort Hare, published in terms of the Act on 8 May 2020 in Government Gazette No.43288. |
| **"ISRC"** | means the Institutional Student Representative Council of the University of Fort Hare. |
| **"ISP"** | means the Institutional Student Parliament. |
| **"Mass Meeting"** | means a meeting of the general student body as organised by the SRC. |
| **"Minor"** | means any person under the age of 18. |
| **"Organisation"** | means any student organisation founded on, or associated with, a political affiliation or shared political ideology, duly recognised on the campus in which it operates, and which complies with the Institutional SRC requirements for recognition and affiliation. |
| **"Senate"** | means the University Senate as contemplated in the UFH Institutional Statute. |
| **"Society"** | means any voluntary association of students organised around shared non-political interests (e.g. social, cultural, religious, academic, etc.) duly recognised on the campus on which it finds expression, which meets the Institutional SRC requirements for recognition and affiliation. |
| **"SRC"** | means the Student Representative Council of the University of Fort Hare, comprising the ISRC and the Campus Councils. |
| **"Student"** | For the purposes of participation in student governance, “Student” means any person who is registered as a full-time or part-time student at the University and participating in its academic activities: Provided that a person so registered who is also a full-time or part-time member. |

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| | A staff member of the University (other than a "student tutor") is deemed not to be a student. For student leadership participation (SRC eligibility), only full-time students are eligible for nomination. |
| **"University"** | means the University of Fort Hare. |
| **"University Day"** | means any weekday (Monday to Friday) during the first or second term, excluding public holidays and mid-term vacations. |
| **"University Rules"** | means the University's Statute, policies, rules, regulations, procedures and the like as may be amended from time to time. |
| **"Voter"** | means a Student entitled to vote in terms of this Constitution. |
| **SRC Elections Period** | refers to the officially designated timeframe during which all activities related to the election of Student Representative Council (SRC) members are conducted. This period usually commences on the date announced by the institution or electoral body. It concludes once the election results have been formally declared and any electoral disputes or appeals have been resolved. |

## 1.2 FOUNDING PRINCIPLES

### 1.2.1 Legal Foundation:

The Student Representatives Council (SRC) derives its existence from section 73 of the Statute of the University of Fort Hare 2020, as amended, and is bound by all applicable directives contained in that Statute, as well as in applicable provisions of the Higher Education Act 101 of 1997 and the Constitution of the Republic of South Africa, Act 108 of 1996.

### 1.2.2 Institutional Authority

i) The SRC recognises the authority of the University Council and is bound by the Council's rules, policies and procedures. The SRC shall cooperate with the Council to achieve the objectives of good student governance.

ii) The University will create an enabling environment to facilitate the furtherance of the objectives and goals of the SRC.

iii) The SRC and the relevant officers at the University shall cooperate to achieve the objectives of the SRC and of the University.

### 1.2.3 Founding Values

The SRC is unwaveringly committed to:

i) Upholding, respecting and promoting the founding values of the Constitution of the Republic of South Africa and the rights contained in its Bill of Rights, in particular the rights of equality and non-discrimination; freedom of religion, belief and opinion; freedom of expression and freedom of association.

ii) Providing democratic, transparent, effective, accountable and coherent student leadership.

iii) Creating and sustaining an enabling academic environment and vibrant student community striving for excellence, tolerance and respect for diversity.

iv) Representing the best interests of the student community.

### 1.2.4 Authority of this Constitution

i) Subject to the provisions of sections 1.2.1, 1.2.2 and 1.2.3 above, this Constitution is the primary authority in relation to student governance affairs at the University of Fort Hare, subject to the South African Constitution, Higher Education Act, UFH Institutional Statute and Institutional Rules. The founding principles and applicable

provisions of this Constitution shall bind the SRC and its members, all other student organisations, societies and structures, as well as all students.

ii) This Constitution, upon adoption by the Council, replaces all prior Student Governance Constitutions of the University.

iii) If and to the extent that there is any conflict between the provisions of this Constitution, on the one hand, and the Institutional Statute, University's Rules, and any other policies approved by Council, on the other, the latter will take precedence.

**1.2.5 Principles of Co-operative Governance and Inter-Campus Relations**

i) The SRC is committed to the principles of co-operative governance, democratic leadership, accountability, transparency, inclusivity, and good governance in the conduct of student affairs.

ii) All student governance structures and student bodies established in terms of this Constitution shall uphold these principles and shall co-operate with one another in mutual trust, good faith, and respect to promote effective, accountable, and coherent student governance throughout the University.

iii) Subject to such exceptions as may be provided for in this Constitution, all student governance structures and student bodies shall be subject to the authority and oversight of the SRC and shall give effect to its lawful decisions, resolutions, directives, and policies.

iv) All student governance structures shall preserve and promote the unity, stability, and institutional integrity of the University of Fort Hare.

v) All student governance structures shall exercise their powers and perform their functions in a manner that is democratic, transparent, accountable, responsive, and consistent with this Constitution and the rules and policies of the University.

vi) All student governance structures shall respect the constitutional status, powers, functions, and institutional integrity of other student governance structures established in terms of this Constitution.

vii) No student governance structure shall assume any power or perform any function other than those conferred upon it by this Constitution or any other applicable

governance instrument of the University.

viii) Student governance structures shall consult and coordinate with one another on matters of common interest and on matters affecting more than one campus.

ix) Student governance structures shall exercise their powers in a manner that balances institutional cohesion with the distinct needs, interests, and circumstances of each campus and student constituency.

x) Student governance structures shall share relevant information, support coordinated action, and work collaboratively to advance the interests, rights, welfare, and academic success of the student community.

xi) Student governance structures shall make every reasonable effort to resolve disputes through consultation, dialogue, mediation, or other internal dispute-resolution mechanisms before resorting to formal legal proceedings.

xii) In the exercise of their powers and functions, all student governance structures shall respect the dignity, equality, diversity, and academic freedom of students and shall act in the best interests of the student community and the University.

## OBJECTIVES AND FUNCTIONS OF STUDENT GOVERNANCE

1.2.1 The objectives of Student Governance structures of UFH are to:

i) Promote the academic, intellectual, social, cultural, civic and leadership development of students.

ii) Provide democratic, representative, accountable and effective leadership to the student community.

iii) Represent and advance the interests, rights, aspirations and welfare of students within the University.

iv) Facilitate meaningful student participation in the governance, development and transformation of the University.

v) Promote academic excellence, student success, responsible conduct and active engagement in University life.

vi) Uphold and celebrate the cultural, linguistic, national, religious and social diversity

of the student community.

vii) Advance transformation, equity, inclusion, social justice and equal opportunities for all students.

viii) Promote an institutional environment free from unfair discrimination, harassment, victimisation and prejudice of any kind.

ix) Support and strengthen recognised student organisations and structures and facilitate collaboration among them in pursuit of common objectives.

x) Protect and promote the rights, dignity and well-being of all students, including gender equality, disability inclusion and universal accessibility.

xi) Contribute to the preservation, advancement and reputation of the University of Fort Hare.

xii) Promote and uphold the values, vision, mission and governance principles of the University.

xiii) Foster constructive engagement and cooperation between students, University management and other stakeholders on matters affecting student life and development.

1.2.2 In pursuit of its objectives, Student Governance structures shall:

i) Represent and advocate for the interests, rights, aspirations and welfare of students within the University and in external forums where student interests are affected.

ii) Facilitate and promote meaningful student participation in the governance, development and transformation of the University.

iii) Provide leadership to the student community and communicate student concerns, needs and priorities to the relevant University authorities.

iv) Organise, coordinate and regulate student activities, programmes and initiatives in accordance with this Constitution and applicable University policies.

v) Promote academic excellence, student success, social development, civic engagement and responsible student conduct.

vi) Support, coordinate and engage with recognised student organisations, clubs,

societies and other student structures in pursuit of common objectives.

vii) Protect and promote the rights, dignity, well-being and interests of students, and advocate for an inclusive, equitable and accessible learning environment.

viii) Convene and conduct Mass Meetings, Annual General Meetings and other student consultative forums in accordance with this Constitution.

ix) Implement and give effect to resolutions lawfully adopted by the student body, the Institutional Student Parliament and other competent student governance structures.

x) Facilitate the resolution of disputes involving student governance structures, student organisations and office-bearers through appropriate dispute-resolution mechanisms.

xi) Meet and engage with University management, governance structures and external stakeholders on matters affecting students and student life.

xii) Administer and account for funds, assets and resources allocated to, controlled by or derived by student governance structures in a transparent, responsible and accountable manner.

xiii) Monitor and evaluate the implementation of student governance policies, programmes and resolutions, and report to the student body on matters within their mandate.

## PART 2: STUDENT REPRESENTATIVE COUNCIL

### 2.1 INSTITUTIONAL STUDENT REPRESENTATIVE COUNCIL (ISRC)

#### 2.1.1 Establishment and Status

The Institutional Student Representative Council (ISRC) is the highest executive student governance structure of the University of Fort Hare and forms part of the Student Representative Council (SRC) established in terms of the Constitution.

#### 2.1.2 Powers, Functions and Duties

The ISRC shall:

i) Represent students at the institutional level.



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ii) Promote and protect the interests, rights and welfare of students.

iii) Implement resolutions of the student body and the Institutional Student Parliament.

iv) Engage with University governance structures and management.

v) Coordinate student governance across campuses.

vi) Exercise leadership on institutional matters affecting students.

### 2.1.3 Composition

The ISRC consists of:

i) President

ii) Deputy President

iii) Secretary-General

iv) Deputy Secretary-General

v) Treasurer-General

### 2.1.4 Powers and Responsibilities of Members

**i) President**

a) Head of the SRC.

b) Represents students on Council, Senate, Institutional Forum and other statutory structures.

c) Serves as spokesperson of the SRC.

d) Chairs ISRC meetings.

e) Promotes and protects the image of the SRC.

**ii) Deputy President**

a) Deputises the President.

b) Performs duties delegated by the President.

c) Supports campus structures and mass meetings.

**iii) Secretary-General**

a) Chief administrative officer of the SRC.

b) Responsible for correspondence and records.

c) Records and communicates decisions.

d) Represents students on Council, Senate, Institutional Forum and other

statutory structures

e) Convene meetings as required by the President or Constitution

f) Serves as an ex-officio member of Campus Councils.

**iv) Deputy Secretary-General**

a) Assists the Secretary-General.

b) Records resolutions and minutes.

c) Circulates notices and agendas.

d) Performs duties delegated by the Secretary General.

**v) Treasurer-General**

a) Oversees SRC finances.

b) Presents financial reports.

c) Maintains financial records.

d) Monitors compliance with University procurement requirements.

e) Oversees financial accountability of recognised student organisations.

### 2.1.5 Elections and Eligibility

i) Members are elected through SRC elections.

ii) A candidate for the ISRC must:

a) be a full-time Student;

b) be an independent, a duly recognised Organisation or Society;

c) submit a verifiable list of not fewer than twenty (20) Students who support the nomination. The IEC may prescribe the form and manner in which such support must be verified.

d) have rendered a satisfactory academic performance as follows:

- must at least be in the penultimate year of an undergraduate degree or at postgraduate level in that academic year when nominated for election to the ISRC;
- have achieved an aggregate pass mark of at least 60% aggregate in the most recent academic year for which results are available and having enrolled for all the modules required for his/her qualification in the year preceding the election.

e) not have been convicted by a court of law of a criminal offence for which a sentence of imprisonment without the option of a fine was imposed.

f) not been found guilty by a Student Disciplinary Committee of the University.

g) not already held two (2) consecutive terms of office as an SRC member.

h) not be employed by the University in any capacity, other than as a student assistant, tutor, mentor or in any other category of student employment approved by the University.

A student who is elected into the SRC and who no longer complies with the requirements of this Constitution automatically forfeits his/her membership with immediate effect and is replaced in accordance with the procedures contained in this Constitution.

**2.1.6 Assumption of Office**

Members assume office upon declaration of election results and completion of the prescribed handover process.

**2.1.7 Term of Office**

i) Members of the ISRC shall hold office for a term of twelve (12) months from the date on which they assume office, unless they resign, are removed from office, become disqualified, or otherwise vacate office in terms of this Constitution or University Rules.

ii) SRC Elections period should commence no later than thirty (30) days before the end of the term of office of the incumbent SRC in line with i) above and Section 73 (7) of the UFH Institutional Statute.

iii) Where SRC elections are delayed for any reason and a successor ISRC has not yet been duly elected and assumed office, the Executive Director: Student Affairs must ensure the implementation of ii) above.

**2.1.8 Meetings**

i) The President chairs meetings.

ii) The Deputy President acts in the President's absence.

iii) The ISRC conducts ordinary and special meetings in accordance with the

University's Institutional Rules.

### 2.1.9 Finances

i) The ISRC administers funds allocated to student governance structures, subject at all times to the University's financial policies, procedures, delegations of authority and procurement requirements.

ii) All financial decisions, transactions, commitments and expenditure undertaken by or on behalf of the ISRC shall be conducted strictly in accordance with the University's financial policies, procedures, controls and approval processes.

iii) The ISRC shall ensure that all financial records relating to student governance funds are maintained accurately and in accordance with the University's financial management, record-keeping and audit requirements.

iv) iv) The ISRC shall submit such financial reports, reconciliations and other financial information as may be required by the University from time to time and in the manner prescribed by applicable University policies and procedures.

### 2.1.10 Termination of Membership

Membership terminates when a member:

i) resigns;

ii) ceases to be a student;

iii) is removed from office in terms of this Constitution or University Rules;

iv) is recalled by a recognised Organisation or Society in accordance with its constitution and this Constitution.

### 2.1.11 Dissolution

The ISRC may only be dissolved in accordance with the UFH Institutional Statute.

## 2.2 CAMPUS STUDENT REPRESENTATIVE COUNCIL (CSRC)

### 2.2.1 Establishment and Status

A Campus Student Representative Council (CSRC) is established for each campus of the University and functions as the primary student governance structure at campus level.

### 2.2.2 Powers, Functions and Duties

The CSRC shall:

i) Represent students at campus level.

ii) Implement SRC policies and resolutions.

iii) Address campus-specific student concerns.

iv) Promote student development and participation.

v) Coordinate student services, residence affairs, academic matters, sport, culture and transformation.

### 2.2.3 Composition

The CSRC consists of:

i) Campus Premier

ii) Campus Secretary

iii) Campus Treasurer

iv) Student Services Officer

v) Transformation and Gender Officer

vi) Project and Entertainment Officer

vii) Legal and Constitutional Affairs Officer

viii) Sport and Culture Officer

ix) Academic Affairs Officer

x) Residence Officer

xi) Differently Abled Student Officer

xii) Postgraduate Officer

### 2.2.4 Powers and Responsibilities of Members

**i) Campus Premier**

a) Chairs the CSRC.

b) Oversees implementation of CSRC resolutions.

c) Represents the campus in institutional structures.

d) Manages relations with the ISRC and other campuses.

**ii) Campus Secretary**

a) Responsible for administration, records and minutes.

b) Maintains communication and reporting systems.

c) Coordinates reports from societies and organisations.

**iii) Campus Treasurer**

a) Oversees finances and budgeting.

b) Maintains financial records.

c) Monitors financial compliance of student organisations and societies.

**iv) Student Services Officer**

a) Represents students on welfare and support matters.

b) Deals with financial aid, counselling, health and related services.

**v) Transformation and Gender Officer**

a) Leads transformation and gender programmes.

b) Promotes equality, inclusion and diversity.

**vi) Legal and Constitutional Affairs Officer**

a) Oversees constitutional compliance.

b) Assists with policy development.

c) Participates in disciplinary processes.

d) Promotes campus safety.

**vii) Sport and Culture Officer**

a) Coordinates sport, arts and cultural activities.

b) Liaises with clubs and relevant University departments.

**viii) Academic Affairs Officer**

a) Represents students on academic matters.

b) Engages faculties and academic structures.

c) Addresses academic concerns.

**ix) Residence Officer**

a) Represents students on accommodation and residence matters.

b) Liaises with residence management and house committees.

**x) Project and Entertainment Officer**

a) Coordinates projects, outreach initiatives and entertainment programmes.

**xi) Differently Abled Student Officer**

a) Represents students with disabilities.

b) Promotes accessibility, inclusion and disability rights.

**xii) Postgraduate Officer**

a) Represents postgraduate students.

b) Liaises with postgraduate and international offices.

c) Chairs the Postgraduate Students Association.

### 2.2.5 Elections and Eligibility

i) Members are elected through SRC elections.

iii) A candidate for the CSRC must:

a) be a full-time Student;

b) an independent, a duly recognised Organisation or Society;

c) submit a verifiable list of not fewer than twenty (20) Students who support the nomination. The IEC may prescribe the form and manner in which such support must be verified.

d) have rendered a satisfactory academic performance as follows:

- must at least be in the second year of the programme for which he/she is registered when nominated for election to the ISRC;
- have achieved an aggregate pass mark of at least 60% in the most recent academic year for which results are available and having enrolled for all the modules required for his/her qualification in the year preceding the election.

e) not have been convicted by a court of law of a criminal offence for which a sentence of imprisonment without the option of a fine was imposed.

f) not been found guilty by a Student Disciplinary Committee of the University.

g) not already held two (2) consecutive terms of office as an SRC member.

h) not be employed by the University in any capacity, other than as a student assistant, tutor, mentor or in any other category of student employment approved by the University

A student who is elected into the SRC and who no longer complies with the requirements of this Constitution automatically forfeits his/her membership with immediate effect and is replaced in accordance with the procedures contained in this Constitution.

### 2.2.6 Assumption of Office

Members assume office following the election and handover processes.

### 2.2.7 Term of Office

iii) Members of the CSRC shall hold office for a term of twelve (12) months from the date on which they assume office, unless they resign, are removed from office, become disqualified, or otherwise vacate office in terms of this Constitution or University Rules.

iv) SRC Elections period should commence no later than thirty (30) days before the end of the term of office of the incumbent SRC in line with i) above and Section 73 (7) of the UFH Institutional Statute.

v) Where SRC elections are delayed for any reason, and a successor CSRC has not yet been duly elected and assumed office, the Executive Director: Student Affairs must ensure the implementation of ii) above.

### 2.2.8 Meetings

i) The Campus Premier chairs meetings.

ii) The CSRC conducts ordinary and special meetings in accordance with the University's Institutional Rules.

### 2.2.9 Finances

i) The CSRC shall exercise oversight over, and account for, campus-level student governance resources and funds allocated for campus activities, subject at all times to the University's financial policies, procedures, delegations of authority and procurement requirements.

ii) All financial decisions, transactions, commitments and expenditure undertaken by or on behalf of the CSRC shall be conducted strictly in accordance with the University's financial policies, procedures, controls and approval processes.

iii) The CSRC shall ensure that all financial records relating to campus-level student governance resources and activities are maintained accurately and in accordance with the University's financial management, record-keeping and audit requirements.

iv) The CSRC shall submit such financial reports, reconciliations and other financial

information as may be required by the University from time to time and in the manner prescribed by applicable University policies and procedures.

**2.2.10 Termination of Membership**

Membership terminates when a member:

i) resigns;

ii) ceases to be a student;

iii) is removed from office in terms of this Constitution;

iv) is recalled by a recognised Organisation or Society in accordance with its constitution and this Constitution; or

**2.2.11 Dissolution**

The CSRC may only be dissolved in accordance with the UFH Institutional Statute.

## PART 3: INSTITUTIONAL STUDENT PARLIAMENT

### 3.1 Establishment and Status

3.1.1 The Institutional Student Parliament ("ISP") is established as the representative and oversight forum of student governance at the University.

3.1.2 There shall be an Institutional Student Parliament and a Campus Student Parliament for each campus.

3.1.3 The ISP shall exercise its powers and perform its functions in accordance with this Constitution.

### 3.2 Powers, Functions and Duties

3.3 The ISP shall:

i) Receive reports from the ISRC and CSRCs.

ii) Monitor and hold student governance structures accountable.

iii) Advise the SRC on matters affecting student governance.

iv) Facilitate leadership development and capacity-building initiatives.

v) Receive and consider reports on the recognition, suspension or deregistration of student Organisations and Societies.

vi) Receive reports on the implementation of resolutions and programmes of student governance structures.

vii) Report to the student body through Mass Meetings at least once per semester.

viii) Issue the date for SRC elections.



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ix) Perform such oversight and accountability functions as may be assigned by this Constitution.

**3.4 Composition**

3.4.1 The ISP shall consist of:

i) All members of the ISRC and Campus SRCs.

ii) Each recognised Organisation and Society operating on both the Dikeni and KuGompo City campuses of the University shall be entitled to representation in the ISP by its duly elected Chairperson and Secretary, who shall serve as the Organisation's or Society's two (2) designated representatives, provided that:

a) for purposes of representation in the ISP, an Organisation or Society shall be regarded as represented if at least one of its designated representatives is present at a sitting of the ISP;

b) at least fifty per cent (50%) of all recognised student political Organisations and at least fifty per cent (50%) of all recognised Societies are represented in the ISP; and

c) the absence of representation by an Organisation or Society shall not invalidate the proceedings of the ISP, provided that the representation threshold contemplated in subclause (ii)(b) has been met.

**iii) Secretariat**

The ISP shall elect a Secretariat responsible for administering and coordinating the affairs of Parliament.

The Secretariat shall consist of:

a) Speaker;

b) Deputy Speaker;

c) Organiser;

d) Financial Officer; and

e) Secretary-General of the ISRC as an ex-officio member.

The Secretariat shall be responsible for convening meetings, maintaining records and coordinating the activities of the ISP.



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**iv) Speaker**

The Speaker shall:

a) Preside over sittings of the ISP.

b) Maintain order and ensure compliance with the Constitution and ISP rules.

c) Coordinate the work of the Secretariat.

d) Chair the Annual General Meeting.

e) Represent the ISP in its engagements with student governance structures and the University.

**v) Deputy Speaker**

The Deputy Speaker shall:

a) Assist the Speaker in the performance of their duties.

b) Act as Speaker whenever the Speaker is absent or unable to perform their functions.

c) Perform such other duties as may be assigned by the Speaker.

**vi) Organiser**

The Organiser shall:

a) Coordinate the business and programme of ISP.

b) Coordinate ISP delegations and activities.

c) Manage the administrative affairs of the ISP.

d) Submit reports to the ISP regarding the activities of the Secretariat.

**vii) Financial Officer**

The Financial Officer shall:

a) Oversee the financial administration of the ISP.

b) Monitor and report on the utilisation of funds allocated to ISP activities.

c) Present financial reports to the ISP as required.

d) Ensure that all financial activities of the ISP comply with University policies, procedures and financial controls.

**viii) Ex-Officio Member**

The Secretary-General of the ISRC shall serve as an ex-officio member of the Secretariat and shall:

a) Serve as the liaison between the ISP and the ISRC.

b) Submit reports from the ISRC to the ISP.

c) Provide administrative support and institutional continuity between the ISP and the SRC.

**3.5 Elections and Eligibility**

3.5.1 Members of the Secretariat shall be elected by the ISP.

3.5.2 A candidate for election to the Secretariat must:

i) be a Student of the University and, at the time of nomination, be enrolled in at least the penultimate year of an undergraduate qualification or in a postgraduate qualification;

ii) have achieved an aggregate pass mark of at least sixty per cent (60%) in the most recent academic year for which results are available and having enrolled for all the modules required for his/her qualification in the year preceding the election;

iii) submit, together with the nomination, a verifiable list of not fewer than twenty (20) registered students who support the nomination;

iv) not have been convicted by a court of law of a criminal offence for which a sentence of imprisonment without the option of a fine was imposed;

v) not have been found guilty of serious misconduct by a Student Disciplinary Committee or any successor disciplinary structure of the University during the preceding three (3) years;

vi) not be employed by the University in any capacity, other than as a student assistant, tutor, mentor or in any other category of student employment approved by the University;

vii) demonstrate leadership experience and a satisfactory record of service, integrity and conduct in student leadership or other recognised leadership structures.

**3.6 Meetings and Procedures**

3.6.1 The ISP shall hold at least one ordinary sitting per semester.

3.6.2 Special sittings may be convened by the Secretariat whenever necessary.

3.6.3 The first sitting of a newly constituted ISP shall take place within seven (7) University days after newly elected SRC members assume office.

3.6.4 The Secretariat shall be responsible for convening meetings and coordinating parliamentary business.

3.6.5 The ISP conducts ordinary and special meetings in accordance with the University's Institutional Rules.

**3.7 Committees of the ISP**

3.7.1 The ISP may establish standing committees and ad hoc committees to assist it in the performance of its functions.

3.7.2 The ISP shall determine the composition, powers, functions and reporting obligations of such committees.

3.7.3 Committees shall report to the ISP and remain accountable to it.

## PART 4: STUDENT ORGANISATIONS AND SOCIETIES

**4.1 Recognition of the Role of Student Organisations and Societies**

4.1.1 The University recognises that Student Organisations and Societies constitute an important component of student life and contribute to student development, leadership, advocacy, democratic participation, academic enrichment, cultural expression, social engagement and community service.

4.1.2 Student Organisations and Societies serve as platforms through which students may associate freely, pursue shared interests and contribute to the governance and transformation of the University.

4.1.3 Subject to this Constitution and University Rules, recognised student Organisations and Societies shall enjoy organisational autonomy and the right to determine their own objectives, programmes and activities.

**4.2 Recognition**

4.2.1 No student Organisation or Society may operate as a recognised student governance structure of the University unless it has been granted recognition in accordance with this Constitution and the applicable policies, rules and procedures of Student Affairs.

4.2.2 An application for recognition shall be submitted to Student Affairs in the prescribed form and shall be accompanied by such information and supporting documentation as Student Affairs may require.

4.2.3 Without limiting the generality of clause 4.2.2, an application for recognition shall include:

i) the proposed name of the Organisation or Society;

ii) its constitution;

iii) a list of office-bearers and members;

iv) its objectives and activities; and

v) such additional information as may be prescribed by Student Affairs.

4.2.4 The ISRC shall consider the application in consultation with the Student Affairs and may grant, refuse or conditionally grant recognition.

4.2.5 Student Affairs shall provide written reasons for any refusal of recognition.

**4.3 Constitutions**

4.3.1 Every recognised Organisation or Society shall adopt and maintain a written constitution.

4.3.2 The constitution of an Organisation or Society shall:

i) provide for democratic governance and regular elections;

ii) prescribe membership requirements;

iii) provide for office-bearers and their functions;

iv) regulate meetings and decision-making processes;

v) regulate financial accountability where applicable;

vi) provide for disciplinary procedures and dispute resolution mechanisms; and

vii) be consistent with this Constitution, University policies and applicable law.

4.3.3 A recognised Organisation or Society may affiliate with, or be associated with, an external organisation, federation, movement, association or other mother body and may adopt a constitution, policies or governance instruments derived from such affiliation.

4.3.4 Notwithstanding clause 4.3.3, the Constitution, rules, policies, directives and decisions of any external organisation, federation, movement, association or mother body shall have no force or effect within the University to the extent that they are inconsistent with this Constitution, the Institutional Statute, University Rules, University policies or any lawful decision of the University.

4.3.5 No recognised Organisation or Society may rely on the constitution, policies, directives or decisions of an external organisation, federation, movement, association or mother body to justify conduct that is inconsistent with this Constitution, the Institutional Statute, University Rules or applicable University policies.

4.3.6 In the event of any conflict between the constitution, policies, directives or decisions of an external organisation, federation, movement, association or mother body and this Constitution, the Institutional Statute, University Rules or University policies, the latter shall prevail.

4.3.7 Any amendment to the constitution of a recognised Organisation or Society shall be submitted to Student Affairs within a reasonable period after its adoption.

**4.4 Rights and Responsibilities**

4.4.1 A recognised organisation or society may:

i) recruit members;

ii) organise activities and events;

iii) participate in student governance processes where entitled to do so;

iv) access University facilities and resources in accordance with University policies; and

v) enjoy such other rights and privileges as may be conferred by the University.

4.4.2 A recognised organisation or society shall:

i) comply with this Constitution and all University policies;

ii) conduct its affairs democratically and transparently;

iii) maintain accurate records of its membership and office-bearers;

iv) utilise University resources responsibly;

v) submit reports and information reasonably required by Student Affairs or the SRC; and

vi) conduct its activities in a manner that promotes the values and reputation of the University.

**4.5 Suspension and Withdrawal of Recognition**

4.5.1 Recognition may be suspended or withdrawn where an Organisation or Society:

i) ceases to function;

ii) no longer satisfies the requirements for recognition;

iii) acts in contravention of this Constitution, its own constitution or University Rules;

iv) is found to have provided false or misleading information in support of its recognition;

v) engages in misconduct that brings the University or student governance into disrepute; or

vi) repeatedly fails to comply with lawful directives issued by Student Affairs or the ISRC.

4.5.2 Before recognition is suspended or withdrawn, the organisation or society shall:

i) be informed in writing of the grounds for the proposed action;

ii) be afforded a reasonable opportunity to make representations; and

iii) where appropriate, be afforded an opportunity to remedy the non-compliance within a specified period.

4.5.3 A decision to suspend or withdraw recognition shall be made by the ISRC.

4.5.4 Student Affairs shall communicate the decision and the reasons therefor in writing.

**4.6 Appeals**

4.6.1 An organisation or society aggrieved by a decision to refuse, suspend or withdraw recognition may appeal to the Executive Director: Student Affairs within ten (10) University days of receiving written notice of the decision.

4.6.2 The decision on appeal shall be final.

## PART 5: ELECTIONS

### 5.1 General Electoral Principles

5.1.1 Elections shall be conducted in accordance with the principles of democracy, fairness, transparency, impartiality, accountability, inclusivity and integrity.

5.1.2 Every Student entitled to vote shall have an equal opportunity to participate in elections and to stand for election, subject to this Constitution.

5.1.3 Elections shall be conducted by secret ballot and in a manner that promotes the free expression of the will of Students.

5.1.4 No person or structure shall improperly influence, interfere with or undermine the integrity of the electoral process.

5.1.5 The administration and oversight of elections shall be independent of any candidate, Society or Organisation contesting the elections.

5.1.6 Two separate ballot papers shall be used for elections, namely:

i) an Institutional SRC (ISRC) ballot paper, on which all eligible students of the University may vote; and

ii) a Campus SRC (CSRC) ballot paper, on which only students registered on the relevant campus may vote.

### 5.2 Independent Elections Commission

5.2.1 An Independent Elections Commission ("IEC") shall be appointed to administer, manage and oversee all SRC elections. The IEC shall be independent and impartial and shall perform its functions without fear, favour or prejudice.

5.2.2 The IEC shall:

i) administer and oversee SRC elections;

ii) determine and publish electoral procedures consistent with this Constitution;

iii) manage nominations and candidate verification;

iv) compile and certify the voters' roll;

v) regulate campaigning;

vi) appoint election officials and observers where necessary;

vii) receive and determine electoral complaints and disputes in the first instance;

viii) count and verify votes;



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ix) declare election results; and

x) perform any other function necessary to ensure free and fair elections.

**5.3 Appointment of the IEC**

5.3.1 Student Affairs shall appoint the IEC.

5.3.2 Members of the IEC shall not:

i) publicly support any candidate, organisation or society contesting the election; or

ii) hold any position that may reasonably compromise their independence.

**5.4** Chief Electoral Officer

5.4.1 The IEC shall appoint a Chief Electoral Officer ("CEO").

5.4.2 The CEO shall be responsible for the day-to-day administration and operational management of the election.

5.4.3 The CEO shall:

i) implement the decisions of the IEC;

ii) coordinate election officials;

iii) manage nomination and voting processes;

iv) ensure compliance with the electoral timetable;

v) maintain election records; and

vi) submit reports to the IEC.

**5.5 Electoral Liaison Committee**

5.5.1 An Electoral Liaison Committee ("ELC") shall be established for each election.

5.5.2 The ELC shall consist of:

i) one representative from each recognised organisation or society contesting the election;

ii) representatives of independent candidates;

iii) representatives designated by the IEC; and

iv) such other persons as the IEC may determine.

5.5.3 The ELC shall:

i) serve as a communication and consultation forum between the IEC and electoral stakeholders;

ii) facilitate the dissemination of election information;

iii) constitute and coordinate the Student Election Observer Panel;

iv) receive concerns and complaints relating to campaigning and election conduct and refer them to the IEC;

v) promote compliance with the Electoral Code of Conduct; and

vi) assist in promoting peaceful, orderly and fair elections.

5.5.4 The ELC shall not exercise any decision-making authority in relation to electoral disputes, nominations, voting, counting or the declaration of results.

5.5.5 Student Affairs may provide the ELC with reasonable administrative, communication and logistical support necessary for the performance of its functions, subject to the availability of resources and University Rules.

5.5.6 The ELC shall automatically dissolve upon the conclusion of the electoral process and the finalisation of all electoral disputes and appeals.

**5.6 Student Election Observer Panel**

5.6.1 The ELC shall establish a Student Election Observer Panel.

5.6.2 The Panel shall consist of students who are not candidates in the election.

5.6.3 Observers may:

i) observe campaigning activities;

ii) observe voting and counting processes;

iii) report concerns to the IEC through the ELC; and

iv) promote confidence in the integrity of the election.

5.6.4 Observers shall remain impartial and shall not campaign for any candidate, society or organisation.

**5.7 Electoral Timetable**

5.7.1 The IEC shall publish an electoral timetable at least fourteen (14) University Days before the commencement of nominations.

5.7.2 The timetable shall include:

i) nomination periods;

ii) objection periods;

iii) campaigning periods;

iv) voting dates;

v) counting and verification dates; and

vi) dates for the determination of disputes and appeals.

**5.8 Voters' Roll**

5.8.1 The IEC shall compile or obtain a voters' roll containing all students eligible to vote.

5.8.2 The voters' roll shall be made available for inspection within the period prescribed by the electoral timetable.

5.8.3 A student whose name does not appear on the voters' roll may lodge an objection or request correction before voting commences.

**5.9 Eligibility of Candidates**

5.9.1 Candidates shall satisfy the eligibility requirements prescribed elsewhere in this Constitution.

5.9.2 No person may stand for election unless their nomination has been accepted by the IEC.

**5.10 Nominations**

5.10.1 Candidates may be nominated either:

i) by a recognised student organisation; or

ii) by a recognised student society; or

iii) independently.

5.10.2 Every candidate shall submit:

i) a completed nomination form;

ii) proof of eligibility;

iii) a verifiable list of not fewer than twenty (20) registered students supporting the nomination; and

iv) any other information required by the IEC.

5.10.3 The IEC shall verify all nominations before publishing a provisional list of candidates.

**5.11 Objections to Nominations**

5.11.1 Any student may object to a nomination on grounds that the candidate does not satisfy the requirements of this Constitution.

5.11.2 Objections shall be submitted in writing within the period prescribed by the electoral timetable.

5.11.3 The IEC shall determine objections after affording the affected candidate an opportunity to respond.

**5.12 Campaigning**

5.12.1 Campaigning shall be conducted in accordance with this Constitution, the Electoral Code of Conduct and University Rules.

5.12.2 No candidate, organisation, society or supporter may:

i) engage in intimidation, harassment or violence;

ii) damage property;

iii) disseminate false or misleading information;

iv) interfere with the campaigns of others; or

v) abuse University resources.

**5.13 Electoral Code of Conduct**

5.13.1 The Electoral Code of Conduct forms part of this Constitution.

5.13.2 All candidates, Organisations, societies, observers and supporters shall comply with the Code.

5.13.3 Breaches of the Code may result in sanctions imposed by the IEC.

**5.14 Voting**

5.14.1 Voting shall take place on the dates and in the manner prescribed by the IEC.

5.14.2 Each eligible voter shall be entitled to cast one vote for each category of office for which voting is conducted.

5.14.3 Voting shall be free, secret and secure.

**5.15 Counting and Verification**

5.15.1 The IEC shall supervise the counting and verification of votes.

5.15.2 Candidates and accredited observers may observe the counting process.

5.15.3 The IEC shall certify the final results after completing all verification procedures.

**5.16 Declaration of Results**

5.16.1 The IEC shall declare and publish the election results as soon as reasonably practicable after verification.

5.16.2 The declaration of results shall remain provisional pending the expiry of the period for electoral complaints.

**5.17 Electoral Complaints**

5.17.1 Any student, candidate, society or organisation may lodge a complaint concerning the conduct of the election.

5.17.2 Complaints shall be submitted in writing to the IEC within the period prescribed by the electoral timetable.

5.17.3 The IEC may investigate complaints and impose appropriate remedial measures or sanctions.

**5.18 Electoral Appeals**

5.18.1 A person aggrieved by a decision of the IEC may appeal to an Electoral Appeals Panel appointed by Student Affairs.

5.18.2 The Appeals Panel shall consist of persons independent of the election and the original decision.

5.18.3 The decision of the Appeals Panel shall be final and binding.

## PART 6: RECALLS AND VACANCIES

**6.1 Recalls**

6.1.1 No recognised Organisation or Society may recall a member:

i) during the first three(3) months following the member's assumption of office; or

ii) during the period commencing three (3) months before the scheduled SRC elections and ending upon the assumption of office by the newly elected SRC.

iii) Any purported recall effected in contravention of this clause 6.1.1 shall be null and void and shall have no force or effect.

6.1.2 Where a member elected under the banner of a recognised Organisation or Society is recalled by that Organisation or Society, the Organisation or Society shall notify the Secretary-General and Student Affairs in writing of:

i) the decision to recall the member;

ii) proof that the recall was effected in accordance with the Organisation's or Society's constitution; and

iii) the identity of the proposed replacement, if any.

6.1.3 A recall shall take effect only upon receipt and acceptance by Student Affairs of the documentation contemplated in clause 6.1.1.

6.1.4 No Organisation or Society may recall a member for reasons that are inconsistent with this Constitution or University Rules, and any dispute concerning a recall shall be determined by Student Affairs, whose decision shall be subject to appeal in accordance with the University's internal appeal procedures.

6.1.5 No recall may be effected solely because a member voted contrary to the wishes of the Organisation or Society where such vote was exercised in good faith and in the best interests of the Students.

**6.2 Vacancies**

6.2.1 Where a member elected under the banner of a recognised Organisation or Society vacates office or is recalled, the Organisation or Society may nominate a replacement who satisfies the eligibility requirements prescribed by this Constitution.

6.2.2 The Organisation or society shall nominate its replacement within fourteen (14) University Days of the vacancy arising or the recall taking effect.

6.2.3 Where the Organisation or Society fails to nominate a replacement within the period contemplated in clause 6.2.2, the seat shall be deemed vacant.

6.2.4 Where the vacant office was occupied by an independent candidate, or where an Organisation or Society fails to nominate a replacement within the prescribed period, the vacancy may be filled through a by-election conducted in accordance with this Constitution if Student Affairs, after consultation with the ISRC and the IEC, determines that the vacancy materially affects the effective functioning or representativity of the SRC.

6.2.5 Notwithstanding the foregoing, where a vacancy arises within three (3) months preceding the scheduled SRC elections, no by-election shall be held and the vacancy may remain unfilled for the remainder of the term, unless Student Affairs determines that exceptional circumstances require the vacancy to be filled.

6.2.6 A replacement appointed in terms of this clause shall serve only for the unexpired portion of the predecessor's term of office.

6.2.7 A vacancy does not invalidate the proceedings or decisions of any student governance structure provided that a quorum is present.

## PART 7: ACCOUNTABILITY, DISCIPLINE, IMPEACHMENT AND REMOVAL FROM OFFICE

### 7.1 Principles

7.1.1 Members of student governance structures shall be accountable, transparent and responsible in the exercise of their powers and performance of their functions.

7.1.2 Every office-bearer shall uphold this Constitution, University Rules and the values of good governance.

7.1.3 Disciplinary proceedings in terms of this Section shall be limited to misconduct arising from the performance of SRC functions and the holding of student leadership office.

7.1.4 Nothing in this Constitution shall limit the jurisdiction of the University to investigate and discipline students in terms of the Institutional Rules, the Rules for Student Discipline, or any other applicable University Rule.

### 7.2 SRC Misconduct

7.2.1 An SRC office-bearer commits misconduct if he or she:

i) breaches this Constitution or the SRC Code of Conduct;

ii) fails to perform the functions of office without reasonable cause;

iii) repeatedly fails to attend meetings or fulfil responsibilities associated with office;

iv) wilfully refuses or fails to implement lawful SRC, ISP or University resolutions falling within their area of responsibility;

v) abuses the powers, privileges or authority of office;

vi) acts beyond the powers conferred by this Constitution;

vii) misuses SRC resources, facilities or assets;

viii) knowingly provides false or misleading information to the SRC, ISP or the University;

ix) acts in a manner that undermines the effective functioning of the SRC;

x) brings the SRC into disrepute through conduct directly connected to the performance of SRC duties; or

xi) commits any other act or omission inconsistent with the obligations of student leadership.

**7.3 Matters Subject to University Discipline**

7.3.1 Allegations relating to fraud, theft, corruption, dishonesty, assault, harassment, discrimination, sexual misconduct, academic misconduct, cyber misconduct, breaches of POPIA, damage to property, criminal conduct or any other contravention of University Rules shall be dealt with in terms of the applicable University disciplinary processes.

7.3.2 The institution of disciplinary proceedings in terms of University Rules shall not preclude the SRC from considering whether the conduct also constitutes grounds for suspension or impeachment in terms of this Constitution.

**7.4 Initiation of Proceedings**

7.4.1 Proceedings may be initiated by:

i) a written complaint by any student;

ii) a resolution of the relevant SRC;

iii) a resolution of the ISP; or

iv) Student Affairs.

**7.5 Preliminary Assessment**

7.5.1 The Speaker of the ISP shall conduct a preliminary assessment of the complaint.

7.5.2 Where a prima facie case exists, the matter shall be referred to a Disciplinary Committee.

**7.6 Disciplinary Committee**

7.6.1 The ISP shall establish a Disciplinary Committee consisting of:

i) the Speaker or Deputy Speaker if the Speaker is unavailable, who shall chair the proceedings;

ii) two members of the ISP who are not involved in the matter; and

iii) one representative designated by Student Affairs.

7.6.2 No person with a conflict of interest may participate in the proceedings.

**7.7 Suspension Pending Outcome**

7.7.1 Where the allegations are serious and the continued participation of the office-bearer may prejudice the investigation, the integrity of the proceedings or the effective functioning of the SRC, the Disciplinary Committee may impose suspension from office pending the finalisation of the matter.

**7.8 Hearing**

7.8.1 The hearing shall occur within fourteen (14) University Days of suspension.

7.8.2 The affected office-bearer shall:

i) receive written notice of the allegations and receive copies of relevant evidence at least seven (7) University Days before the hearing;

ii) be entitled to be assisted by a fellow student.

**7.9 Sanctions**

7.9.1 Where misconduct is established, the Disciplinary Committee may impose:

i) counselling or corrective measures;

ii) a written warning;

iii) a final written warning;

iv) mandatory training or development;

v) suspension from specified functions;

vi) suspension from office for a specified period; or

vii) referral for impeachment proceedings.

**7.10 Impeachment**

7.10.1 An SRC office-bearer may be impeached for:

i) serious or repeated misconduct;

ii) abuse of office for personal or organisational or society's gain;

iii) serious failure to perform the functions of office;

iv) persistent failure to comply with this Constitution;

v) serious misuse of SRC resources;

vi) conduct rendering the office-bearer unfit to hold office; or

vii) incapacity preventing the effective performance of duties.

7.10.2 Impeachment proceedings may only commence after an investigation and recommendation by the Disciplinary Committee.

**7.11 Automatic Suspension**

7.11.1 Where an SRC office-bearer is suspended by the University pending disciplinary proceedings for Serious Misconduct, such office-bearer shall automatically be suspended from exercising any powers, functions, duties or privileges associated with SRC office for the duration of the University's disciplinary process.

**7.12 Appeals**

7.12.1 A member aggrieved by a decision of the Disciplinary Committee may appeal to an Appeal Panel appointed by Student Affairs within seven (7) University Days.

7.12.2 The decision of the Appeal Panel shall be final.

## PART 8: ANNUAL GENERAL MEETING AND MASS MEETINGS

**8.1 Annual General Meetings**

8.1.1 The SRC shall convene an Annual General Meeting ("AGM") not less than fourteen (14) University Days before the scheduled SRC elections.

8.1.2 The AGM shall serve as the principal forum through which the student body exercises oversight over the SRC and receives reports on the activities, performance and finances of student governance structures.

8.1.3 Notice of the AGM, together with the agenda and relevant supporting documentation, shall be published on the University's official communication platforms and student notice boards at least seven (7) University Days before the meeting.

8.1.4 At the AGM:

i) The President shall present an all-encompassing report on the affairs of the ISRC;

ii) the Campus Premier shall present a report on the affairs of the respective Campus SRC;

iii) the Campus Secretary shall present a report on the activities and performance of the respective Campus SRC; and

iv) the Campus Treasurer shall present the annual financial report of the respective Campus SRC.

8.1.5 The annual financial report shall be made available to students through the SRC Office and the University's official communication platforms at least forty-eight (48) hours before the AGM.

8.1.6 The AGM may adopt resolutions and recommendations on matters affecting students and student governance, provided that such resolutions are consistent with this Constitution, the Institutional Statute and University Rules.

8.1.7 The AGM shall be quorate if at least five per cent (5%) of registered students, or such minimum number as may be determined by the University from time to time, are present.

8.1.8 Any matter that cannot be resolved by the AGM and which requires institutional intervention may be referred to the Executive Director: Student Affairs or the appropriate University authority for consideration.

**8.2 Mass Meetings**

8.2.1 A Mass Meeting may be convened on either a campus-specific or University-wide basis:

i) by resolution of the relevant SRC, namely:

a) the Campus SRC (CSRC), in the case of a Mass Meeting relating primarily to matters affecting a particular campus; or

b) the Institutional SRC (ISRC), in the case of a Mass Meeting relating to matters affecting the University as a whole; or

ii) upon receipt of a petition signed by not fewer than ten per cent (10%) of eligible voters, submitted to the relevant SRC with a copy to the Executive Director: Student Affairs, namely:

a) in the case of a campus-specific Mass Meeting, not fewer than ten per cent (10%) of the registered students of the affected campus; or

b) in the case of a University-wide Mass Meeting, not fewer than ten per cent (10%) of all registered students of the University.

8.2.2 Upon verification of the petition, the SRC shall convene the Mass Meeting within five (5) University Days.

8.2.3 Mass Meetings shall provide a forum for students to express their views, debate matters affecting student life and governance, and make recommendations to the SRC and the University.

8.2.4 A Mass Meeting shall be quorate if at least five per cent (5%) of eligible voters are present.

8.2.5 The Campus Premier shall preside over a Mass Meeting, provided that where the Campus Premier is absent or has a conflict of interest in relation to the matter under consideration, the meeting shall elect a chairperson from amongst the members present.

8.2.6 Resolutions adopted at a Mass Meeting shall be communicated to the SRC and, where appropriate, to the relevant University authority for consideration and response.

**SCHEDULE 1**

## SRC CODE OF CONDUCT

### 1. Purpose

1.1 This Code of Conduct establishes the standards of conduct expected of all members of the Student Representative Council ("SRC") in the exercise of their powers, performance of their duties and engagement with students, the University and external stakeholders.

1.2 The purpose of this Code is to promote ethical leadership, accountability, integrity, professionalism, transparency and responsible student governance.

1.3 Every SRC member shall, upon assuming office, undertake to comply with this Code, the Student Governance Constitution, University Rules and all applicable laws and policies.

### 2. General Standards of Conduct

2.1 SRC members shall act honestly, ethically, in good faith and in the best interests of the student body and the University.

2.2 SRC members shall perform their duties diligently, responsibly, transparently and accountably.

2.3 SRC members shall comply with the Student Governance Constitution, University Rules, University policies and all lawful decisions of duly constituted governance structures.

2.4 SRC members shall promote and protect the reputation, integrity and credibility of the SRC and the University.

2.5 SRC members shall not knowingly provide, publish or disseminate false, misleading or inaccurate information.

2.6 SRC members shall exercise their powers fairly, impartially and for a proper purpose.

2.7 SRC members shall avoid actual, potential or perceived conflicts of interest and shall disclose any such conflict as soon as it arises.

2.8 SRC members shall not use their office, position, authority, SRC resources or University resources for personal, political or financial gain.

2.9 SRC members shall not solicit, accept or receive any gift, favour, benefit or advantage that may improperly influence, or reasonably be perceived to influence, the performance of their duties.

2.10 SRC members shall treat all persons with dignity, courtesy and respect.

2.11 SRC members shall promote equality, non-discrimination, inclusivity and respect for diversity.

2.12 SRC members shall not engage in harassment, victimisation, intimidation, bullying, hate speech or any form of discriminatory conduct.

**3. Confidentiality**

3.1 SRC members shall protect confidential information obtained in the course of performing their duties.

3.2 Confidential information shall not be disclosed except:

3.2.1 where authorised by the SRC;

3.2.2 where disclosure is required by law or University Rules; or

3.2.3 where disclosure is necessary for the proper performance of official duties.

**4. Attendance and Conduct at Meetings**

4.1 SRC members shall attend all meetings of the SRC and any committee, structure or forum to which they have been elected, appointed or delegated.

4.2 A member who is unable to attend a meeting shall submit a written apology to the Secretary-General or designated official as soon as reasonably practicable.

4.3 A member who is absent from three consecutive meetings without a valid reason or an accepted apology may be subjected to disciplinary proceedings.

4.4 Members shall conduct themselves respectfully and professionally during meetings.

4.5 Members shall not engage in disruptive conduct, offensive language, personal attacks, intimidation or behaviour that undermines the orderly conduct of meetings.

4.6 Members shall comply with rulings of the Chairperson and applicable rules of procedure.

4.7 A member shall not leave a meeting for a prolonged period without the permission of the Chairperson, except in cases of emergency or other reasonable circumstances.

**5. Leadership Responsibilities**

5.1 SRC members shall actively pursue and implement the mandate entrusted to them by students.

5.2 SRC members shall perform the functions assigned to their office and comply with lawful instructions, resolutions and decisions adopted by competent governance structures.

5.3 SRC members shall account for their actions and decisions whenever reasonably required to do so.

5.4 SRC members shall cooperate with fellow office-bearers in promoting effective, accountable and coherent student governance.

**6. Prohibited Conduct**

6.1 Without limiting the generality of this Code, an SRC member shall not:

6.1.1 abuse the powers or privileges of office;

6.1.2 misuse SRC or University funds, assets or resources;

6.1.3 bring the SRC or University into disrepute through conduct connected with the performance of SRC functions;

6.1.4 neglect or refuse to perform the duties of office without reasonable cause;

6.1.5 deliberately undermine the functioning of the SRC or any student governance structure;

6.1.6 engage in conduct that creates unnecessary division, instability or dysfunction within the SRC;

6.1.7 disclose confidential information without authority;

6.1.8 falsely represent the position of the SRC or the University;

6.1.9 engage in excessive alcohol consumption, substance abuse or unlawful conduct while performing official SRC functions or representing the SRC; or

6.1.10 engage in any conduct incompatible with holding student leadership office.

**7. Breaches of the Code**

7.1 Any alleged breach of this Code shall constitute misconduct and may be dealt with in accordance with Section 7 of the Student Governance Constitution.

7.2 Where the alleged conduct also constitutes misconduct in terms of University Rules, the matter may be referred to the Legal Affairs Office.

**8. Sanctions**

8.1 A member found guilty of misconduct may be subjected to any sanction provided for in the Student Governance Constitution, including:

8.1.1 counselling or corrective measures;

8.1.2 a written warning;

8.1.3 a final written warning;

8.1.4 mandatory training or development;

8.1.5 suspension from specified functions;

8.1.6 suspension from office; or

8.1.7 impeachment proceedings; or

**9. Relationship with University Rules**

9.1 This Code supplements and does not replace the University's disciplinary framework.

9.2 Conduct constituting fraud, theft, corruption, dishonesty, assault, harassment, discrimination, breaches of POPIA, criminal conduct or any other contravention of University Rules shall be dealt with in accordance with the applicable University disciplinary processes.

9.3 Compliance with this Code shall not exempt any SRC member from compliance with University Rules, policies or applicable law.

**SCHEDULE 2**

## ALLOCATION OF SEATS

1. Only an Organisation, Society or independent candidate that obtains at least ten per cent (10%) of the total valid votes cast in the relevant election shall qualify for consideration in the allocation of seats.
2. All seats shall be allocated proportionally based on the percentage of valid votes obtained by each qualifying Organisation, Society or independent candidate.
3. An independent candidate who obtains at least ten per cent (10%) of the valid votes cast shall be entitled to one (1) seat only and shall not be entitled to additional seats irrespective of the percentage of votes obtained.
4. Where the number of qualifying Organisations, Societies and independent candidates exceeds the number of seats available, seats shall be allocated in descending order of the percentage of valid votes obtained, commencing with the Organisation, Society or independent candidate that obtained the highest percentage of votes.
5. Subject to clause 3, the number of seats allocated to an Organisation or Society shall be determined in proportion to the percentage of valid votes obtained by that Organisation or Society.
6. Where the allocation of seats results in fractions, or where there is uncertainty regarding the allocation of the final seat, the Independent Elections Commission ("IEC") shall apply the prescribed proportional representation formula contained in the Electoral Rules.
7. The allocation of portfolios amongst successful candidates shall be undertaken in accordance with this Constitution, provided that Organisations, Societies or independent candidates obtaining the highest electoral mandate shall be afforded priority in the selection of portfolios in the manner prescribed by this Constitution.

***Mode of Calculation of Seats***

- ISRC Seats = 5
- Campus Council = 12

EXAMPLE: Where the Total Vote is = 3966 votes as follows

| | |
|---|---|
| Party A | = 1926 |
| Party B | = 870 |
| Party C | = 540 |
| Individual D | = 420 |
| Individual E | = 210 |
| Total | = 3966 |



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***Calculate each to a percentage. All calculations shall be in one decimal place.***

| | |
|---|---|
| Party A | = 1926 / 3966 x 100 = 48.6% |
| Party B | = 870 / 3966 x 100 = 21.9% |
| Party C | = 540 / 3966 x 100 = 13.6% |
| Independent D | = 420 / 3966 x 100 = 10.6% |
| Independent E | = 210 / 3966 x 100 = 5.2% |



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