

**STUDENTS' REPRESENTATIVE COUNCIL
of the
CAPE PENINSULA UNIVERSITY OF
TECHNOLOGY**

CONSTITUTION

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1 CHAPTER 1: GENERAL PROVISIONS

1.1 PREAMBLE

We, the Students of the University,

1.1.1 bound together by our commitment to a non-racial, non-sexist, democratic South Africa;

1.1.2 drawn from diverse cultural, religious, geographic and economic backgrounds;

1.1.3 conscious of the past gender and racial imbalances and limited access to education;

1.1.4 conscious of our responsibility as a stakeholder representing the interests of Students at the University;

1.1.5 recognizing our co-governance role to instil and nurture a culture of learning, tolerance, community engagement and research; and

1.1.6 determined to act in compliance with the Constitution of the Republic of South Africa and all related statutes and University policies, commit to:

1.1.6.1 promote and uphold the vision and mission of the University;

1.1.6.2 meaningfully contribute towards policy development in, the strategic direction of, and upholding the rule of law within, the University;

1.1.6.3 uphold the principles of transparency, accountability and responsiveness in all Student Governance matters;

1.1.6.4 work towards the creation of a student friendly environment that promotes academic excellence; and

1.1.6.5 respect the diversity that comes with plurality of linguistic backgrounds, socio-economic status, culture, religion, race and gender; and establish a student representative body that derives its powers and legitimacy from the Student Community.

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1.2 FOUNDING PROVISIONS

1.2.1 Name and status

- 1.2.1.1 The name of the student representative body shall be the Students' Representative Council of the Cape Peninsula University of Technology, hereinafter referred to as the SRC. The SRC shall comprise of the CSRC and LSRCs.

1.2.2 Legal status

- 1.2.2.1 The SRC derives its authority from section 35 of the Act, the Statute, this Constitution and other relevant University policies.
- 1.2.2.2 The SRC is not a legal entity and as such, is not the bearer of its own rights and it cannot sue or be sued in its name. The Council recognises the SRC as the body that Students have elected to represent their general interests. This Constitution and any amendments to it and the SRC by-laws must be ratified by the Council in order to come into effect.
- 1.2.2.3 This Constitution shall be binding on the Central Student Representative Council, Local Student Representative Councils, CGSC, LGSCs, Student Organisations, CSOs and the Student Community.
- 1.2.2.4 The SRC shall have no political affiliation.
- 1.2.2.5 This Constitution shall apply to all Campuses.
- 1.2.2.6 Any conduct contrary to this Constitution shall be regarded as null and void to the extent of the inconsistency.
- 1.2.2.7 This Constitution is subject to the Act and the Statute.

1.2.3 Colours and symbols

- 1.2.3.1 The colours and symbols of the SRC shall be those of the University.
- 1.2.3.2 Use by the SRC of the University's colours and symbols must be

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consistent with the policies and codes of the University in force from time to time.

1.3 INTERPRETATION

1.3.1 In this Constitution:

1.3.1.1 **Masculine Gender or Singular Number.** In this Constitution, unless inconsistent with the context, words denoting the masculine gender or singular number shall be construed to include the feminine and plural respectively and *vice versa*.

1.3.1.2 **Schedules, Annexures and Appendices.** Schedules, annexures and appendices form part of this Constitution.

1.3.1.3 **References to the SRC.** References to the "SRC" include both the CSRC and each LSRC. Accordingly, the CSRC and each LSRC shall give effect to the provisions of this Constitution relating to the "SRC", within their respective jurisdictions and competencies, as provided in this Constitution.

1.3.1.4 **Applicability of Constitution.** Students shall have rights in respect of an LSRC only to the extent that they are Students at the relevant campus and all provisions of this Constitution shall be construed accordingly, unless expressly otherwise provided.

1.3.1.5 **Conflicts.** In the event of any conflict or inconsistency between this Constitution and the Act and/or the Statute, the Act and/or the Statute shall prevail.

1.3.1.6 **Substantive Provisions.** Substantive provisions set out in Chapter 0 shall be given effect, notwithstanding being included in Chapter 0 only, and not elsewhere in this Constitution.

1.3.2 In this Constitution, the words and expressions set out below have the following meanings:

1.3.2.1 **"Act"** means The Higher Education Act 101 of 1997, as amended from time to time;

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- 1.3.2.2 **"Affiliate Student Organisation"** means a Student Organisation that has met the requirements set out by the Student Representative Council and which has been granted affiliate status by the SRC, and **"Affiliated Student Organisations"** has a corresponding meaning;
- 1.3.2.3 **"AGM"** means annual general meeting, and **"AGMs"** shall have a corresponding meaning;
- 1.3.2.4 **"Announcements"** means written notices displayed on the official notice boards of the University, an **"Announcement"** has a corresponding meaning;
- 1.3.2.5 **"Appendix"** means an appendix to this Constitution;
- 1.3.2.6 **"Calendar Year"** means a "calendar year", as contemplated in the Rules and Regulations of the University;
- 1.3.2.7 **"Campus"** means any one of the five designated learning sites of the University, and such other learning sites as may be designated by the Council for these purposes from time to time, and **"Campuses"** has a corresponding meaning;
- 1.3.2.8 **"Central General Meeting"** means a meeting to which all Students of the University are invited by the CSRC, and **"Central General Meetings"** has a corresponding meaning;
- 1.3.2.9 **"Central General Student Council"** means the general student council for the University as a whole, as provided in section 2.1.2.1;
- 1.3.2.10 **"Central Housing Committee"** means a structure established in terms of section 6.1 to represent all Residences of the University;
- 1.3.2.11 **"CEO"** means **"Chief Electoral Officer"**;
- 1.3.2.12 **"Central Student Representative Council"** means the Student Representative Council of the University as a whole, as provided in section 2.1.3;

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- 1.3.2.13 **"CGSC"** means "Central General Student Council";
- 1.3.2.14 **"Chief Electoral Officer"** means the chief electoral officer appointed in terms of the Election Regulations;
- 1.3.2.15 **"Clubs, Societies and Organisations"** means any social and other clubs, societies and organisations formally approved and recognised as student structures by the CSRC in terms of Chapter 7, but excluding all sport clubs;
- 1.3.2.16 **"Committees"** means the committees established by the CSRC and the LSRCs, respectively, as provided in sections 2.1.9 and 2.1.10;
- 1.3.2.17 **"Constitution"** means the Constitution of the SRC, as contained in this document, inclusive of all schedules, annexures and appendices, as amended and/or substituted from time to time;
- 1.3.2.18 **"Council"** means the Council of the Cape Peninsula University of Technology, as duly constituted in terms of the Act and the Statute;
- 1.3.2.19 **"CSRC"** means "Central Student Representative Council";
- 1.3.2.20 **"CSRC Executive Committee"** means the executive committee of the CSRC as constituted in terms of section 3.1.4 of this Constitution;
- 1.3.2.21 **"CSOs"** means Clubs, Societies and Organisations;
- 1.3.2.22 **"Day"** means any day other than an official University holiday, public holiday, Saturday, Sunday or any day on which University examinations officially take place, provided that where application of the above mentioned definition operates so as to require or permit any action to be taken during, or in a period commencing on, an official University holiday, the number of Days in question shall be determined without the exclusion of official University holidays;
- 1.3.2.23 **"Disciplinary Committee"** means the disciplinary committee established in terms this Constitution, whether at a local or central level;

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- 1.3.2.24 **“Disciplinary Action”** means any corrective action imposed by any body of the University authorized by the Council to undertake such action or by way of Student Governance against a student, member of the SRC, Student Organisation or CSO;
- 1.3.2.25 **“Droop Quota System”** means a method for distribution of seats in the Proportional Representation system, the quota being obtained by dividing the total of valid votes cast by the sum of (i) the number of seats determined by this Constitution, and (ii) one, and then adding one to the quotient, as follows:

$$\text{votes needed to win} = \left(\frac{\text{valid votes cast}}{\text{seats to fill} + 1} \right) + 1 ;$$
- 1.3.2.26 **“EC”** means “Electoral Commission”;
- 1.3.2.27 **“Election Regulations”** means the regulations governing elections for the SRC, as contained in Annexure “A”;
- 1.3.2.28 **“Electoral Commission”** means a commission established in terms of the Election Regulations to supervise SRC elections and resolve disputes in respect of such elections;
- 1.3.2.29 **“Emergency General Meeting”** in respect of the CSRC means a Central General Meeting convened in terms of the Constitution to deal with urgent matters affecting Students, and in respect of the LSRC, means a Local General Meeting convened on petition as provided in this Constitution;
- 1.3.2.30 **“Dean of Students”** means the member of the Management responsible for the welfare of the Students;
- 1.3.2.31 **“ex officio”** means membership by virtue of an office held by the person in question;
- 1.3.2.32 **“Faculty Committee”** means a student committee formed to represent the interests of Students of a particular faculty of a particular Campus of the University, and **“Faculty Committee”** has a corresponding

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meaning;

- 1.3.2.33 **"First-Past-The-Post"** means an electoral system in terms of which the candidate receiving the highest number of votes is declared the winner of the elections;
- 1.3.2.34 **"FPTP"** means **"First-Past-The-Post"**;
- 1.3.2.35 **"General Meeting"** means a Central General Meeting or a Local General Meeting, and **"General Meetings"** has a corresponding meaning;
- 1.3.2.36 **"General Student Council"** means the Central General Student Council and/or the Local General Student Council, and **"General Student Councils"** has a corresponding meaning;
- 1.3.2.37 **"IEA"** means **"Independent Electoral Agency"**;
- 1.3.2.38 **"Independent Electoral Agency"** means an independent body or person(s) appointed in accordance with the Election Regulations to facilitate and manage the annual elections and by-elections of the SRC;
- 1.3.2.39 **"Institutional Forum"** means the institutional forum contemplated in paragraphs 39 to 43 of the Statute and section 31 of the Act;
- 1.3.2.40 **"LGSC"** means **"Local General Student Council"**;
- 1.3.2.41 **"List PR"** means **"List Proportional Representation"**;
- 1.3.2.42 **"List Proportional Representation"** means an electoral system in terms of which organisations standing for elections prepare lists setting out the names of candidates, voters are not able to express a preference for a particular candidate but vote for organisations instead, organisations receive seats in proportion to their overall share of the vote, and the winning candidates are taken from the above mentioned lists in the order of their positions on such lists;
- 1.3.2.43 **"Local Housing Committee"** means a structure established in terms

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of section 6.1 to represent all Residences of a specific Campus of the University;

- 1.3.2.44 **“LSRC Executive Committee”** means the executive management of an LSRC, as provided in section 4.3.1
- 1.3.2.45 **“Management”** means the Vice-Chancellor, Dean of Students and all other persons with delegated powers of administration in respect of the University;
- 1.3.2.46 **“Notice”** means, unless otherwise specified herein, a written notice placed on the official notice-boards of the SRC and recorded in a book to be kept for this purpose by the Secretary-General and the Secretary, as applicable, which book shall be available for inspection by any student of the University at all reasonable times;
- 1.3.2.47 **“Residence”** means accommodation for Students officially provided by the University;
- 1.3.2.48 **“Residence Committee”** means a student committee formed to represent the interests of Students residing at a particular Residence, by way of election by the Students residing at such Residence;
- 1.3.2.49 **“Rules”** means any rules made by the Council in terms of section 32 of the Act;
- 1.3.2.50 **“Semester”** means an academic calendar period constituting half of the year and typically lasting for fifteen (15) to eighteen (18) weeks, as set out in the University Calendar for each succeeding year;
- 1.3.2.51 **“Senate”** means the senate contemplated in paragraphs 31 to 37 of the Statute and section 28 of the Act;
- 1.3.2.52 **“SRC”** means the CSRC and/or LSRC, as the case may be;
- 1.3.2.53 **“SRC Code of Conduct”** means a code of conduct governing the conduct of the SRC, Student Organisations, CSOs and their respective members and committees, as adopted and/or amended by the CSRC

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from time to time;

- 1.3.2.54 **“Statute”** means the Institutional Statute: Cape Peninsula University of Technology as published in Government Gazette No. 33202 of 17 May 2010 (Government Notice 406), as amended from time to time;
- 1.3.2.55 **“SRC Leave of Absence”** means leave from studies granted to an SRC member in terms of which the SRC member may register at the University, but is not required to register for any specific courses, in accordance with this Constitution, the University’s registration policies and general rules in force from time to time, and the rules applicable to any bursary or scholarship awarded to the relevant SRC member from time to time;
- 1.3.2.56 **“Student”** means any person registered as a full time or part time student at the University in accordance with the Rules, provided that a person so registered who is also a full time or part time member of staff of the University (other than a student tutor) is deemed not to be a Student, and **“Students”** has a corresponding meaning;
- 1.3.2.57 **“Student Community”** means the collective body of Students of the University;
- 1.3.2.58 **“Student Governance”** means the decision making processes, operational procedures and structural processes of the SRC;
- 1.3.2.59 **“Student Organisation”** means any student organisation representing student interests with a constitution that conforms with the Constitution of the Republic of South Africa, established to participate in Student Governance;
- 1.3.2.60 **“University”** means the Cape Peninsula University of Technology; and
- 1.3.2.61 **“Work Integrated Learning Programme”** means a practical training programme approved by the University and offered to students under the qualification for which the student is registered.

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1.4 AIMS AND OBJECTIVES

The aims and objectives of the SRC are as follows:

- 1.4.1 to represent individual Students and the Student Community in order to protect and advance their interests;
- 1.4.2 to make representations on behalf of Students and the Student Community to the Council, the Senate, Institutional Forum, and other bodies and offices of the University;
- 1.4.3 to contribute meaningfully to the process of fundamental transformation of the University;
- 1.4.4 to foster and promote ideals that enhance the image of Students of the University;
- 1.4.5 to create a platform for Students to articulate and express their views, interests and aspirations, to maintain a continuous community link, and to oppose inhumane treatment;
- 1.4.6 to help promote and maintain an atmosphere of academic excellence, sensitivity to the norms and standards of the world of work, and maintain professional academic standards;
- 1.4.7 to support Students and student structures by creating forums to achieve common goals, and assist in resolving disputes among Students and the various student structures;
- 1.4.8 to foster and nurture good relations between the Students of the University and Students of other national and international institutions;
- 1.4.9 to strive to increase access for previously disadvantaged Students, and to advocate a free and fair educational system; and
- 1.4.10 to protect and promote the good image of the SRC at all times.

1.5 PRINCIPLES

The SRC shall uphold the principles of democracy, transformation, transparency, accountability, equality, efficiency, non-discrimination, non-racialism, non-sexism, non-prejudice, integrity and responsiveness, participation of the entire Student Community, redress on a fair basis and equal access to the University and its programmes.

1.6 MISSION AND VISION

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The mission and vision of the SRC shall be determined annually by the elected members of the SRC of each succeeding year.

1.7 PATRONAGE

The CSRC shall be entitled to develop policies regarding patronage of internal as well as external bodies, but excluding any political structure.

1.8 BILL OF RIGHTS

1.8.1 Every Student has a right of reasonable access to information held by and concerning the SRC and its committees and structures, provided that the right of access to information held by or concerning an LSRC shall apply only to students of the relevant campus.

1.8.2 Every Student has a right to access information held by the University and which is reasonably required for the exercise or protection of any rights, subject to the applicable laws.

1.8.3 Every Student has a right to attend meetings held by the SRC, provided that the right to attend meetings of an LSRC shall extend only to Students at the relevant campus.

1.8.4 Every Student has the right to voice their opinion at meetings held by the SRC and for their opinion to be considered by the SRC, in accordance with such procedures as are adopted by the SRC for these purposes.

1.8.5 Every Student has the right to stand for SRC elections, subject to the provisions of this Constitution in respect of proportional representation for the CSRC elections, and subject further to the qualification requirements set out in this Constitution.

1.8.6 Every Student has the right to vote at SRC elections, subject to any qualification requirements set out in this Constitution.

1.8.7 Every Student has the right to access reports, minutes of meetings and any other document of the SRC unless that document is declared confidential by the University.

1.8.8 Every Student has the right to request the relevant LSRC to convene a LGSC, subject to the written support of at least 15 Students being delivered to the LSRC along with such request. Every Affiliate Student Organisation has the right to request the CSRC to convene a CGSC.

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If the LSRC fails to convene a LGSC or the CSRC fails to convene a CGSC in accordance with this section 1.8.8, the Student or Affiliate Student Organisation in question shall be entitled to request the Dean of Students to take such steps as may be necessary for enforcement of this Constitution.

1.8.9 Every Student has the right to peaceful protest and to join marches at the University without being persecuted or punished.

1.8.10 Every Student has the right to form and be part of any Student Organisation.

1.9 **POWERS, FUNCTIONS AND RESPONSIBILITIES**

The powers, functions and responsibilities of the SRC shall be:

1.9.1 to perform the functions set out in section 46 of the Statute;

1.9.2 to represent the Students of the University on the Council, the Senate and the Institutional Forum, unless the Statute provides otherwise;

1.9.3 to bring matters affecting the Student Community to the attention of the Council, the Senate and/or Institutional Forum, provided that such matters falls outside the mandate of the Management of the University;

1.9.4 to serve as a channel of formal communication between the Student Community and structures of the University;

1.9.5 to liaise with the Council, the general public, other institutions, students' representative councils of other institutions, national or international student organizations, unions and news media, in pursuit of its aims and objectives;

1.9.6 to participate in the appointment of an IEA, in accordance with the Election Regulations, to administer free, fair and transparent SRC elections;

1.9.7 to promote the transformation of the University in accordance with the vision of the University, and where possible, to assist in the effective implementation of resolutions of the Council and University structures that are applicable to Students;

1.9.8 to establish a Disciplinary Committee to discipline SRC members and Affiliated Student Organisations in matters falling within its competency;

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- 1.9.9 to develop a SRC Code of Conduct that will bind members of the SRC;
- 1.9.10 to investigate complaints and make recommendations in line with University policies with regard to transgressions by Student Organisations that are not affiliated with the SRC;
- 1.9.11 to intervene and resolve any element of discontent or conflict among Student Organisations or Structures;
- 1.9.12 to make itself available, individually and collectively, to attend to the day-to-day needs and problems of Students, and in respect of the CSRC, to do so in consultation with the relevant LSRC, where applicable;
- 1.9.13 to consider any objection by a student against the decision of any office-bearer, committee or sub-committee of the SRC or of any Student Organisation or any office-bearer or committee of such Student Organisation;
- 1.9.14 in respect of the CSRC, to receive reports from LSRCs and provide support to the LSRCs;
- 1.9.15 in respect of the CSRC, to update and brief the LSRCs and general members of the Student Community on matters affecting or likely to affect them;
- 1.9.16 in respect of the CSRC, to grant or decline affiliation to Student Organisations and CSOs;
- 1.9.17 to coordinate, manage and supervise the use of facilities placed under its jurisdiction and matters pertaining thereto;
- 1.9.18 to manage referenda and petitions organised by the Students within the contemplation of the Rules;
- 1.9.19 to appoint office bearers and establish such committees as it deems necessary;
- 1.9.20 to amend, repeal and overrule the decision of any of its Committees;
- 1.9.21 in respect of each LSRC, to present financial reports to the CSRC regarding the use of funds by such LSRC, and make such report available, at all times, for inspection by any student and the Dean of Students;
- 1.9.22 to manage its finances in accordance with the financial policies and procedures of the University, including the provision of audited financial statements;

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- 1.9.23 in respect of the CSRC, to submit to the Council, the CGSC and the Dean of Students an annual report and a financial statement, which must be a true reflection of the state of the financial affairs of the SRC at the end of each term of office of the SRC, and which must include full and complete information concerning the LSRCs;
- 1.9.24 to be accountable, individually and collectively, for all financial irregularities during their term of office;
- 1.9.25 to present recommendations with regard to the SRC budget for the next financial year to the Dean of Students, within such time frames as may be required by the Dean of Students;
- 1.9.26 to submit to the Dean of Students such minutes and other records of proceedings as s/he may, from time to time, require;
- 1.9.27 to submit recommendations to the Council for rules and policies to regulate the conduct of the SRC's affairs;
- 1.9.28 to submit to the Council recommendations for amendments to the SRC's Constitution;
- 1.9.29 to take decisions on behalf of the Students that shall be binding on the whole student body, provided that the decisions of the CSRC shall prevail over the decisions of the LSRCs in the event of any conflict between the two;
- 1.9.30 to inform and report to Students with regard to its activities by means of meetings, posters, newsletters and any other appropriate method;
- 1.9.31 to organise events for Students and take responsibility for the maintenance of order at, and the organisation of, such events;
- 1.9.32 to draft guidelines, rules and policies regulating its own activities and Student Governance, provided that such guidelines, rules and policies do not contravene the Rules;
- 1.9.33 to implement policies relating to Student Governance and student affairs, duly taking into account decisions taken, recommendations made and views expressed by members of the Student Community;
- 1.9.34 to delegate functions to its Committees (such as Faculty Committees, the Central Housing Committee, Local Housing Committees and other Committees);

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- 1.9.35 to carry out and/or exercise such additional functions and privileges as may be specifically conferred upon the SRC by the Council;
- 1.9.36 to affiliate with bodies approved by the CSRC;
- 1.9.37 to organise an AGM in September of each year to account and report to LSRCs, Affiliate Student Organisations and Students; and
- 1.9.38 to adopt, amend, or repeal rules and regulations to regulate its activities, including without limitation the SRC Code of Conduct and SRC Financial Policy.

1.10 **DECLARATION OF INTENT**

Members of the SRC commit, collectively and individually, to:

- 1.10.1 protect, promote and maintain the image and best interests of the University and its Students;
- 1.10.2 act at all times with due regard to the principles of fairness, justice, unity, dignity and equity;
- 1.10.3 assist in the protection of the rights of all Students;
- 1.10.4 execute resolutions of the SRC and be accountable to the SRC and the Student Community;
- 1.10.5 strive for cooperation and communication between Students and other constituencies within the University and assist in the coordination of activities which are of common interest to the University and its Students; and
- 1.10.6 give effect to the principles, aims and objectives contained in this Constitution.

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2. CHAPTER 2: STRUCTURE OF THE SRC

2.1 ORGANS OF THE SRC

2.1.1 The SRC is structured so as to enable effective student representation across all Campuses.

2.1.2 The SRC comprises of the following organs:

2.1.2.1 the CSRC;

2.1.2.2 the CGSC;

2.1.2.3 the LSRCs; and

2.1.2.4 the LGSCs.

2.1.3 A CSRC shall be established in respect of the University as a whole, and shall convene a CGSC, in accordance with the provisions of this Constitution.

2.1.4 A LSRC shall be established at each Campus and each LSRC shall convene a LGSC, in accordance with the provisions of this Constitution.

2.1.5 Each LSRC and LGSC shall represent the Students registered at the Campus in respect of which such LSRC or LGSC is established.

2.1.6 The LSRCs and LGSCs shall channel their inputs in respect of the University as a whole through the CSRC.

2.1.7 At the Campus level, the relevant LGSC shall be the highest decision-making body and its decisions shall prevail over the decisions of the LSRC.

2.1.8 At the level of the University as a whole, the CGSC shall be the highest decision making body and its decisions shall prevail over the decisions of the CSRC, the LGSCs and the LSRCs.

2.1.9 The CSRC shall establish the Faculty Committees, the Central Housing Committee, a Fundraising Committee, a Finance Committee, a Post-Graduate Committee and any other committees provided for in this Constitution, and such other committees as may be determined by the CSRC from time to time.

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- 2.1.10 Each LSRC shall establish such committees at the Campus level as are provided for in this Constitution, and such other committees in respect of the relevant Campus as may be determined by such LSRC from time to time.

2.2 MEETINGS OF THE SRC

The following meetings shall constitute the principal decision-making forums of the SRC:

- 2.2.1 ordinary meetings, special meetings and AGMs of the CSRC and LSRCs, respectively;
- 2.2.2 joint sittings of the CSRC and the LSRCs;
- 2.2.3 meetings of the CGSC and LGSCs, respectively; and
- 2.2.4 Central General Meetings and Local General Meetings.

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3 CHAPTER 3: CENTRAL STUDENTS' REPRESENTATIVE COUNCIL

3.1 COMPOSITION OF THE CSRC

3.1.1 The members of the CSRC shall be as follows:

3.1.1.1 elected members: eight (8) members elected to fill the portfolios set out in section 3.1.3 of this Constitution at the same time as the elections for the LRSC at each Campus, on the basis of a List PR electoral system, pursuant to which Affiliate Student Organisations are awarded seats in proportion to their overall share of the vote, with the winning candidates taken from the Affiliate Student Organisation lists in order of their positions on such lists; and

3.1.1.2 *ex officio* members: the elected chairpersons of each LSRC.

3.1.2 *Ex officio* members shall have the same rights and duties as other members, save that they are automatically removed as members on loss of the office by virtue of which they are members.

3.1.3 The portfolios of the CSRC shall be:

3.1.3.1 President;

3.1.3.2 Deputy President;

3.1.3.3 Secretary-General;

3.1.3.4 Treasurer General;

3.1.3.5 Education and Transformation Officer;

3.1.3.6 International Relations Officer;

3.1.3.7 Student Support Services Officer; and

3.1.3.8 Central Housing Committee Officer.

3.1.4 The CSRC Executive Committee shall comprise of the following portfolios:

- 3.1.4.1 President;
- 3.1.4.2 Deputy President;
- 3.1.4.3 Secretary-General;
- 3.1.4.4 Treasurer General;
- 3.1.4.5 Education and Transformation Officer;
- 3.1.4.6 International Relations Officer;
- 3.1.4.7 Student Support Services Officer; and
- 3.1.4.8 Central Housing Committee Officer.

3.2 FUNCTIONS, DUTIES AND POWERS OF THE CSRC EXECUTIVE COMMITTEE:

3.2.1 Subject to the provisions of this Constitution, the CSRC Executive Committee shall:

- 3.2.1.1 convene meetings of the CSRC;
- 3.2.1.2 assume the role of full-time office bearers;
- 3.2.1.3 deal with any matter of urgency;
- 3.2.1.4 administer its affairs on a daily basis in accordance with the policies laid down by the CSRC and the University;
- 3.2.1.5 exercise efficiently and effectively those powers delegated to it by the CSRC;
- 3.2.1.6 report regularly to the CSRC on its activities and provide the Council promptly with minutes of all CSRC Executive Committee meetings; and
- 3.2.1.7 coordinate and execute the day-to-day administrative tasks of the CSRC in accordance with this Constitution and the CSRC finance and administration policy.

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3.3 POWERS, RIGHTS AND DUTIES OF THE CSRC OFFICE BEARERS

3.3.1 The President:

- 3.3.1.1 is the chief executive officer of the SRC and chairs CSRC meetings and Central General Meetings;
- 3.3.1.2 is an ex officio member of all CSRC Committees;
- 3.3.1.3 shall have ultimate responsibility for co-ordinating the duties and functions of the CSRC;
- 3.3.1.4 shall in conjunction with the Secretary-General be responsible for liaison with external structures, including the University administration and the media;
- 3.3.1.5 shall ensure that measures adopted by the CSRC Committees are carried out and enforced;
- 3.3.1.6 shall delegate any responsibility whose exercise is not otherwise assigned but remains accountable for all actions taken in terms of the delegation;
- 3.3.1.7 shall have ultimate responsibility for co-ordination of duties and functions of the CSRC;
- 3.3.1.8 shall preside over all CSRC meetings or delegate such duties to a member of the CSRC in order of seniority;
- 3.3.1.9 shall be accountable to the CSRC Executive Committee and to all Students;
- 3.3.1.10 shall represent the Students in the decision-making forums of the University or delegate a member of the CSRC Executive Committee to fulfil this role;
- 3.3.1.11 shall, together with other CSRC members, represent the CSRC and Students at all official functions of the University;

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- 3.3.1.12 shall be a signatory to all financial transactions of the CSRC together with the Treasurer General and the Secretary-General;
- 3.3.1.13 shall, in conjunction with the Secretary-General, issue press statements on behalf of the CSRC;
- 3.3.1.14 shall be entitled to reallocate the responsibilities of the various portfolios, if required, for the effective performance of the responsibilities of the CSRC;
- 3.3.1.15 shall together with the Secretary-General, represent the CSRC on the Council or appoint a nominee to represent the CSRC on the Council; and
- 3.3.1.16 shall sign the minutes of all CSRC meetings.

3.3.2 The Deputy President:

- 3.3.2.1 shall assume the duties of the President in his/her absence;
- 3.3.2.2 shall establish a Central Disciplinary Committee and appoint the members of the Central Disciplinary Committee, subject to the provisions of this Constitution;
- 3.3.2.3 shall assist the President in carrying out his/her duties;
- 3.3.2.4 shall coordinate the various structures and activities of the CSRC, as determined by the President of the CSRC, if applicable;
- 3.3.2.5 shall act as the chief coordinator of all the projects of the CSRC;
- 3.3.2.6 shall monitor the performance of the portfolios of the CSRC, in consultation with the President;
- 3.3.2.7 is responsible for liaising with staff employed for the SRC (insofar as such powers are delegated by the Vice-Chancellor of the University); and
- 3.3.2.8 is responsible for setting up and co-ordinating a Student Vacation Work

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Committee.

3.3.3 The Secretary-General:

- 3.3.3.1 is responsible for announcing, convening and recording all meetings of the CSRC and the CGSC (including the preparation of agendas and minutes);
- 3.3.3.2 is responsible for updating and maintaining records of CSRC and CGSC decisions, and updating any rules as have been ratified by the Council;
- 3.3.3.3 shall provide secretarial support for all meetings at the central level;
- 3.3.3.4 is responsible for the day-to-day running of the CSRC;
- 3.3.3.5 shall be entitled to receive from all CSRC structures a copy of the records of any event or meeting hosted by them within seventy-two (72) hours of hosting such meeting or event;
- 3.3.3.6 is responsible for the processing of all correspondence of the CSRC;
- 3.3.3.7 shall keep copies of all records of the CSRC and its Committees; and
- 3.3.3.8 shall ensure, on a quarterly basis, the preparation of the following documents and provide such documents to meetings of the CSRC;
 - 3.3.3.8.1 a report from each member of the CSRC Executive Council;
 - 3.3.3.8.2 a financial statement setting out the budget of the CSRC as well as any variance from the budget provided by the Treasurer General and LSRC reports;
 - 3.3.3.8.3 records of all decisions taken by the CSRC; and
 - 3.3.3.8.4 shall, together with President, represent the CSRC at Council.

3.3.4 The Treasurer General:

- 3.3.4.1 is responsible for all financial transactions, records and accounts of the

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CSRC and allied activities;

- 3.3.4.2 is responsible for the regulation and administration of the funds allocated to the CSRC;
- 3.3.4.3 shall present a mid-term financial report of the CSRC's finances to the CGSC;
- 3.3.4.4 shall present an audited annual financial report to a CGSC meeting, and thereafter publish such report and make it available to the student community;
- 3.3.4.5 is responsible for the budget of the CSRC and any matters incidental thereto;
- 3.3.4.6 shall prepare a quarterly financial statement for the CSRC;
- 3.3.4.7 shall ensure the proper administration and accounting of funds allocated to the Affiliate Student Organisations by the CSRC;
- 3.3.4.8 shall head the fundraising committee and the finance committee established by the CSRC in terms of section 2.1.9; the Fundraising and Finance committee must consist of LSRC Treasurers;
- 3.3.4.9 shall keep proper accounting records and financial reports of all Committees of the CSRC;
- 3.3.4.10 shall ensure that allocated funds are spent only as directed by the CSRC; and
- 3.3.4.11 together with the President and the Secretary-General, is a joint signatory to all CSRC financial transactions, provided that in the event of one of the three signatories being unavailable, two signatories may authorise a transaction, and each such transaction must be tabled and minuted at the earliest meeting thereafter.

3.3.5 Education and Transformation Officer:

- 3.3.5.1 The Education and Transformation Officer shall be responsible for all

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postgraduate academic matters in the university and shall facilitate, co-ordinate and consolidate the operation and functioning of Faculty Representatives, and maintain relations between the Student Community and communities in the different Faculties, at all academic levels, and other related academic programmes;

- 3.3.5.2 shall liaise with the Counselling and Careers Development Unit and Student Support Programmes to inculcate, promote and develop a culture of learning, teaching and research;
- 3.3.5.3 shall establish, head and monitor a Committee for Re-admissions to deal with exclusions;
- 3.3.5.4 together with the President, represent the CSRC in transformational debates and forums taking place in the University;
- 3.3.5.5 shall liaise with internal and external stakeholders on issues of policy, gender and transformation;
- 3.3.5.6 shall promote equality and inclusion of women and people with disabilities in the programmes of the CSRC and the University; and
- 3.3.5.7 shall prepare and submit quarterly reports to the Secretary-General;
- 3.3.5.8 shall work closely with University structures, faculties, external stakeholders and Centre for Community Engagement and Work Intergrated Learning.

3.3.6 International Relations Officer:

- 3.3.6.1 shall co-ordinate SRC international programmes; and maintain relations between the Student Community and international communities, at the academic, social and political levels;
- 3.3.6.2 shall convene an International Students' Forum;
- 3.3.6.3 shall act as a channel for all concerns relating to University structures, policies, rules and regulations in relation to international Students; and

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3.3.6.4 shall submit quarterly reports to the Secretary-General.

3.3.7 Student Support Services Officer:

3.3.7.1 shall represent the CSRC in the University's Orientation Coordinating Committee;

3.3.7.2 shall represent the CSRC in the Student Services Council;

3.3.7.3 shall promote the interests of Students in respect of all issues at the University, including financial assistance, academic support, catering and general student welfare;

3.3.7.4 shall work closely with the Student Affairs Office and other relevant stakeholders on issues such as training and development programmes, and placement of Students for employment both internally and outside the University;

3.3.7.5 shall lobby for assistance for Students participating in national and international sports, arts and cultural competitions and events;

3.3.7.6 shall be a member of the Central Disciplinary Committee; and

3.3.7.7 shall submit quarterly reports to the Secretary-General.

3.3.8 Central Housing Committee Officer:

3.3.8.1 shall establish a Central housing committee consisting of LHC and Welfare Officer,

3.3.8.2 shall represent the CSRC in the University's Housing Committee;

3.3.8.3 shall represent the CSRC in the Students Housing Council;

3.3.8.4 shall promote the interest of Students in respect of all issues at the University related to residential matters.

3.3.8.5 shall work closely with the Student Affairs Office and other relevant stakeholders on issues such as placement of students

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in residences, re- admission of students and any exclusion meetings.

3.3.8.6 shall submit quarterly reports to the Secretary-General.

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4 CHAPTER 4: LOCAL STUDENTS' REPRESENTATIVE COUNCILS

4.1 COMPOSITION OF THE LSRCs

4.1.1 The members of each LSRC shall be as follows:

4.1.1.1 elected members: eight (8) members elected to fill the portfolios set out in section 4.1.3 of this Constitution, by way of elections at each Campus, on the basis of a FPTP electoral system, pursuant to which the winning candidates are the ones with the most votes; and

4.1.1.2 ex officio members: the chairperson of each Student Faculty Committee at each Campus.

4.1.2 *Ex officio* members shall have the same rights and duties as other members, save that they are automatically removed as members on loss of the office by virtue of which they are members.

4.1.3 The Executive portfolios of the LSRC shall be:

4.1.3.1 Chairperson;

4.1.3.2 Deputy Chairperson;

4.1.3.3 Secretary;

4.1.3.4 Treasurer;

4.1.3.5 LHC and Welfare Officer;

4.1.3.6 Sport, Arts and Culture Officer and

4.1.3.7 Local International Relations Officers; and

4.1.3.8 Gender and Diversity Officer.

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4.2 DUTIES AND OBLIGATIONS OF LSRC MEMBERS

4.2.1 Chairperson:

- 4.2.1.1 shall preside over all meetings of the LSRC in question and general student meetings of the Campus in question;
- 4.2.1.2 shall be an *ex officio* of the CSRC
- 4.2.1.3 shall conduct meetings according to the provisions of this Constitution;
- 4.2.1.4 shall supervise all the work of the LSRC in accordance with this Constitution, and the rules and procedures agreed upon by the LSRC;
- 4.2.1.5 shall, together with other delegated LSRC members, represent the LSRC and Students of the Campus in question at all official functions of the campus;
- 4.2.1.6 shall, together with the Treasurer and the Secretary General, is a joint signatory to all LSRC financial transactions, provided that in the event of one of the three signatories being unavailable, two signatories may authorise a transaction, and each such transaction must be tabled and minuted at the earliest meeting thereafter;
- 4.2.1.7 shall issue statements on behalf of the LSRC;
- 4.2.1.8 shall be an *ex officio* member of the CSRC, with the same rights as other members;
- 4.2.1.9 shall be entitled to reallocate the responsibilities of the various portfolios, if required for the effective performance of the responsibilities of the LSRC;
- 4.2.1.10 shall sign all minutes and official correspondence of the LSRC; and
- 4.2.1.11 shall present an annual report of the LSRC at the AGM.

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4.2.2 Deputy Chairperson:

- 4.2.2.1 shall perform the obligations of the chairperson in his/her absence;
- 4.2.2.2 shall be responsible for the discipline of the LSRC;
- 4.2.2.3 shall liaise with the committee responsible for student community service projects on the campus in question;
- 4.2.2.4 shall periodically convene and chair a forum for chairpersons of Affiliate Student Organisations;
- 4.2.2.5 shall monitor the progress and activities of Affiliate Student Organisations, and report to the LSRC on such progress and activities;
- 4.2.2.6 shall in conjunction with the Treasurer, assist with allocation of LSRC funds to Affiliate Student Organisations; and
- 4.2.2.7 shall be responsible for implementation of all communities and other projects initiated by the LSRC in coordination of student involvement in these projects;
- 4.2.2.8 shall be responsible for the convening and proper functioning of Local General Meetings and meetings of the LGSC.

4.2.3 Secretary:

- 4.2.3.1 shall be the custodian of all documents of the LSRC in question;
- 4.2.3.2 shall maintain regular communication with all LSRC affiliates;
- 4.2.3.3 shall circulate relevant agendas and notices to all members of the LSRC;
- 4.2.3.4 shall be a co-signatory in the absence of the chairperson or Finance and Projects
- 4.2.3.5 shall be responsible for the minutes of all meetings of the LSRC and

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Local General Meetings;

- 4.2.3.6 shall, in cooperation with the Treasurer and the Communications Officer, organise functions and activities of the LSRC;
- 4.2.3.7 shall act as chairperson in the absence of the Chairperson and Deputy Chairperson;
- 4.2.3.8 shall prepare monthly and annual reports on the work of the LSRC and present at an AGM and shall be the marketing and communications officer of the LSRC in question; and shall promote the utilization of new technology wherever possible;
- 4.2.3.9 shall receive monthly reports from all members of the LSRC.

4.2.4 Treasurer:

- 4.2.4.1 shall be responsible for the LSRC funds and the budgets of the Affiliate Student Organisations;
- 4.2.4.2 shall preside over a budget meeting with all CSOs, at which budget meeting the CSOs will present their financial statements;
- 4.2.4.3 shall be the custodian of all the assets of the LSRC;
- 4.2.4.4 shall furnish the LSRC with quarterly financial statements;
- 4.2.4.5 shall administer the finances of the LSRC in accordance with the financial policies, policy documents, rules and regulations of the University;
- 4.2.4.6 shall, together with the Secretary and Chairperson, be a signatory to all financial transactions of the LSRC provided that in the event of one of the three signatories being unavailable, two signatories may authorise a transaction, and each such transaction must be tabled and minuted at the earliest meeting thereafter;
- 4.2.4.7 shall, together with the Deputy Chairperson, support and monitor projects;

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- 4.2.4.8 shall, together with Secretary and the Communications Officer, oversee all fundraising programmes of the LSRC;
- 4.2.4.9 shall prepare and submit monthly financial reports to the Secretary and annual reports to the AGM; and
- 4.2.4.10 shall, together with the Treasurer, raise funds for community development.

4.2.5 LHC and Welfare Officer:

- 4.2.5.1 is an *ex officio* member and chairperson of the Local Housing Committee of the Campus in question;
- 4.2.5.2 shall convene and chair the Local Housing Committee of the Campus in question;
- 4.2.5.3 shall coordinate all projects of the Local Housing Committee of the Campus in question;
- 4.2.5.4 shall, in collaboration with the Gender and Diversity Officer and Sports, Arts and Culture Officer, organise recreational events and activities;
- 4.2.5.5 shall promote and protect the social welfare of the Students;
- 4.2.5.6 shall, in collaboration with the Sport, Arts and Culture Officer be responsible for reserving appropriate facilities and equipment in addition to adequate staffing for each event of the LSRC;
- 4.2.5.7 shall design projects that are aimed at building the capacity of, and developing, Students;
- 4.2.5.8 shall liaise with the Campus Residence Managers and HOD: Residences;
- 4.2.5.9 shall facilitate communication between the LSRC and Students residing in the Residences as well as in private accommodation with regard to accommodation, transport and catering needs;

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4.2.5.10 shall play an integral role in managing governance issues and elections in Residences; and

4.2.5.11 shall prepare a monthly report and submit it to the Secretary.

4.2.6 Sport, Arts and Culture Officer:

4.2.6.1 shall serve on the Local Sport Forum

4.2.6.2 shall represent Students in the relevant sport, arts and culture decision-making forums on the relevant Campus;

4.2.6.3 shall organise programmes aimed at uniting Students through sport, arts and culture; and

4.2.6.4 shall prepare and submit quarterly reports to the Secretary.

4.2.6.5 report and submit it to the Secretary.

4.2.7 Local International Relations Officer:

4.2.7.1 shall coordinate LSRC international programmes; and maintain relations between the Student Community and international communities, at the academic, social and political levels;

4.2.7.2 shall convene the Local International Students' Forum;

4.2.7.3 shall act as a channel for all concerns relating to University structures, policies, rules and regulations in relation to international students;

4.2.7.4 shall be the Marketing and Communications Officer of the LSRC in question;

4.2.7.5 shall build, promote and maintain goods relations with all departments, faculties and organisations on the campus;

4.2.7.6 shall submit quarterly reports to the Secretary of the LSRC.

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4.2.8 Gender and Diversity Officer

- 4.2.8.1 shall promote gender sensitivity and general inclusivity within the student body;
- 4.2.8.2 represent all student committees where gender and diversity issues are discussed;
- 4.2.8.3 monitor legal prosecution in relation to cases of violence and abuse against all students;
- 4.2.8.4 facilitate support programmes available to victims of violence and abuse;
- 4.2.8.5 convene a gender committee of the SRC;
- 4.2.8.6 shall organise campaigns to advocate against inhuman treatment of deprived communities; and
- 4.2.8.7 prepare a monthly report and submit it to the Secretary.

4.3 THE RESPONSIBILITIES OF THE LSRC

The responsibilities of the LSRC are as follows:

- 4.3.1 acting as an umbrella organisation for all Student Organisations on the relevant Campus, overseeing Student Organisations;
- 4.3.2 coordination and supervision of the use of facilities placed under the jurisdiction of, or made available to the LSRC, and where appropriate the provision of services for Students;
- 4.3.3 convening and conducting of all authorised meetings of the general student body on the relevant Campus, and the managing of all general referenda organised by the Students on such campus;
- 4.3.4 establishment of a Local Disciplinary Committee to discipline members guilty of transgressing the SRC Code of Conduct;
- 4.3.5 organisation and promotion of extramural and social activities for Students on the relevant campus;

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- 4.3.6 accounting for funds provided to the LSRC at the Local General Student Council and AGM, by producing and adhering to an annual budget, and by complying with all financial regulations of the University, as well as making grants to Affiliate Student Organisations and CSOs with affiliated status;
- 4.3.7 preserving order at student functions, and ensuring good conduct at campus meetings of Students;
- 4.3.8 coordination of student involvement in all community projects initiated by the LSRC;
- 4.3.9 reporting back to Students on the activities of the LSRC by means of meetings, posters, newsletters or other appropriate methods, and publication of a quarterly report on the state of the LSRC budget;
- 4.3.10 liaising on behalf of Students of the relevant campus with academic staff and faculty administrative staff, the office of the Dean of Students, campus administration staff and Students Services Support staff;
- 4.3.11 any additional functions and responsibilities delegated by the CSRC;
- 4.3.12 implementation of the aims and objectives set out in section 1.4 above in respect of the relevant Campus; and
- 4.3.13 formation of such Committees as considered necessary to fulfil its functions.

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CHAPTER 5: MEETINGS

MEETINGS OF THE CSRC AND THE LSRCs

5.1.1 Ordinary Meetings of the CSRC

5.1.1.1 Ordinary meetings of the CSRC shall be convened by the Secretary-General in consultation with the President.

5.1.1.2 Ordinary meetings of the CSRC shall be held at least once in every two weeks. Ordinary meetings shall be convened in accordance with the itinerary of the CSRC meetings as may be determined by the CSRC from time to time.

5.1.2 Special Meetings of the CSRC

5.1.2.1 The President shall convene a special meeting of the CSRC after consultation with the Secretary-General on 24 hours notice to members of the CSRC if:

5.1.2.1.1 the President deems it necessary; or

5.1.2.1.2 if three members of the CSRC request him/her in writing to do so; or

5.1.2.1.3 if at least two LSRCs request him/her in writing to do so.

5.1.2.2 Notice of special meetings, including the date, venue and agenda, shall be published on student notice boards at the same time that notice of such special meeting is given to the members of the CSRC.

5.1.2.3 The special meeting shall be quorate if at least forty (40) % of members are present. If the required quorum is not present at the beginning of a meeting, the President shall cancel the meeting.

5.1.2.4 The CSRC shall be under no obligation to publish the minutes of special meetings.

5.1.2.5 Save as otherwise provided in this section 5.1.2, the provisions of section 5.1.3 shall apply *mutatis mutandis* to special meetings, to the extent relevant.

5.1.3 General Provisions regarding Meetings of the CSRC

5.1.3.1 This section 5.1.3 shall apply to the extent not expressly otherwise provided in sections

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5.1.1 and 5.1.2.

5.1.3.2 The Secretary-General shall provide each member of the CSRC with a copy of the date, venue and the agenda of the meeting at least five Days before the meeting.

5.1.3.3 The Secretary-General must provide each member of the CSRC with a copy of the minutes of the previous meeting at least five Days before the subsequent ordinary meeting.

5.1.3.4 Meetings of the CSRC shall be chaired by the President or any other person acting as President as provided for in this Constitution. If the President or his/ her substitutes as described in section 3.3.2.1 of this Constitution do not attend the meeting, the members present shall appoint a chairperson for such a meeting from their numbers provided that at least two members of the CSRC Executive Committee are present.

5.1.3.5 If the Secretary-General is not in attendance at a meeting, the members present shall appoint a scribe for such a meeting.

5.1.3.6 Only members of the CSRC shall have the right to attend CSRC meetings. The President in consultation with the Secretary-General may extend the invitation to any other person.

5.1.3.7 The quorum for ordinary meetings shall be fifty percent plus one (50%+1) of members.

5.1.3.8 The quorum is 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 a period of an hour and immediately give oral notice of the resuming time and must exercise reasonable endeavours to contact all members not present to inform them of the arrangements for the starting time. If at that time a quorum is still not present, the meeting shall continue only if one third of members is present, failing which the meeting will stand adjourned to the same time and day of the following week and the same venue, at which meeting the members present shall constitute a quorum.

5.1.3.9 Members unable to attend the meeting must submit a written apology at least four hours before the meeting.

5.1.3.10 All resolutions shall be decided by a simple majority of members present and voting in the meeting.

5.1.3.11 The chairperson of the meeting shall have a casting vote in case of a tie in votes, but is not

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obliged to exercise his/her casting vote.

5.1.3.12 All voting shall be by show of hands unless a simple majority of the meeting decides that the voting on all or certain matters should be by secret ballot.

5.1.3.13 The number of votes cast for or against a resolution and the number of abstentions (if any) shall be recorded in the minutes.

5.1.4 AGMs of the CSRC and LSRC

5.1.4.1 The CSRC and each LSRC shall convene their respective AGMs in the last month of the third quarter of each year, in accordance with this Constitution.

5.1.4.2 The AGM shall:

5.1.4.2.1 be presided over by the President, in respect of the CSRC, or the relevant Chairperson, in respect of the LSRCs, or their respective nominees;

5.1.4.2.2 deliberate on recommendations for policy issues and amendments to this Constitution;

5.1.4.2.3 be open to all Students (of the University in respect of AGMs of the CSRC, and of the Campus in question in respect of AGMs of a LSRC), who shall have full voting rights;

5.1.4.2.4 receive and consider reports of the CSRC and LSRCs, presented by the Chairperson (Political Report) and Secretary (Organisational Report), Treasurer (Audited Financial Report) in the case of a LSRC AGM, and the President, Secretary-General and the Treasurer General respectively, in the case of the CSRC AGM; and

5.1.4.3 The CSRC and LSRCs, respectively, shall give at least four (4) weeks' notice of the date, venue, and time of their respective AGMs.

5.1.5 Meetings of the LSRC

5.1.5.1 Sections 5.1.1 to 5.1.3 shall apply to ordinary and special meetings of each LSRC, *mutatis mutandis*.

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5.1.5.2 Without prejudice to section 5.1.5.1, in respect of meetings of the LSRC:

5.1.5.2.1 references to the CSRC shall be deemed to be references to the LSRC;

5.1.5.2.2 references to the President shall be deemed to be references to the Chairperson and references to the Secretary-General shall be deemed to be references to the Secretary; and

5.1.5.2.3 the reference to "LSRCs" in section 5.1.2.1.3 shall be deemed to be a reference to Affiliate Student Organisations operating at the campus in question.

5.2 GENERAL MEETINGS

5.2.1 **Purpose:** The CSRC may convene a Central General Meeting, and each LSRC may convene a Local General Meeting, to consolidate their respective mandates, to provide a platform for debate, and/or to serve as a tool to translate the principles of democracy, accountability and transparency of Student Governance into action.

5.2.2 Central General Meetings

5.2.2.1 The CSRC must convene at least one Central General Meeting per Semester in order to account to the Student Community on the activities of the CSRC and to deliver a report at such meeting.

5.2.2.2 Notice of the date, time, venue and agenda of Central General Meetings must be given at least seven Days before such a meeting, except in the case of Emergency Mass Meetings for which a shorter notice may be provided, by way of written notices on the official notice-boards of the SRC.

5.2.2.3 An Emergency General Meeting may be called by the CSRC if an urgent matter affecting Students arises.

5.2.2.4 Students may request a Central General Meeting by delivering to the Secretary-General a petition signed by at least five hundred (500) Students.

5.2.2.5 Upon receiving the petition, the Secretary-General shall inform the CSRC and convene an Emergency General Meeting within two weeks after the petition has been received.

5.2.2.6 Attendance at Central General Meetings is compulsory for all CSRC members.

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5.2.2.7 The Secretary-General shall be responsible for taking minutes of Central General Meetings and posting such minutes on the notice-boards.

5.2.2.8 A resolution taken by simple majority of a Central General Meeting of at least five hundred (500) Students binds the CSRC and LSRCs.

5.2.2.9 Central General Meetings shall be presided over by the President or his/her nominee.

5.2.3 Local General Meetings

5.2.3.1 Each LSRC shall convene a Local General Meeting at least once every quarter, and at such other times as may be determined by such LSRC.

5.2.3.2 Local General Meetings shall be held at such times and places as will avoid disruption of the academic process.

5.2.3.3 Notice of the venue, date, time and the agenda shall be displayed on notice boards at least seven (7) Days before the meeting.

5.2.3.4 All registered Students at the campus in question are eligible to attend and participate in Local General Meetings.

5.2.3.5 Local General Meetings shall be entitled to assess the progress of the LSRC in question, and to consider all matters affecting Students at the campus in question.

5.2.3.6 Each respective LSRC shall convene an Emergency General Meeting if petitioned to do so by at least one thousand (1000), or one third (1/3) of the Students at the campus in question, whichever is the least.

5.3 General Student Councils

5.3.1 CGSC

5.3.1.1 The Secretary-General shall convene a CGSC meeting at least once in every academic quarter and at such other times as are provided in this Constitution.

5.3.1.2 The CGSC shall consist of delegates from each Affiliate Student Organisation in such number as may be specified in the notice issued by the Secretary-General convening the CGSC or as otherwise agreed by the CSRC - being a number no less than 2 and no more

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than 10.

5.3.1.3 The CGSC is the highest decision making body of the SRC.

5.3.1.4 The CGSC shall:

5.3.1.4.1 be presided over by the Deputy President;

5.3.1.4.2 accept only written apologies from delegates; and

5.3.1.4.3 sit when convened by the Secretary-General or upon delivery of a written request by a simple majority of Affiliate Student Organisations to the Secretary-General.

5.3.1.5 Each Affiliate Student Organisation shall notify the Secretary-General in writing of its delegates to the CGSC no later than 24 hours before the commencement of the each meeting of the CGSC.

5.3.1.6 Fifty per cent plus one of the members of the CGSC (determined on the basis of the number of Affiliate Student Organisations who have sent delegates) shall be required to be present at meetings of the CGSC to constitute a quorum.

5.3.2 LGSC

5.3.2.1 The LGSC shall consist of two delegates from each Affiliate Student Organisation and each CSO with affiliate status at the campus in question.

5.3.2.2 The Secretary of each LSRC shall convene a LGSC meeting at least once in every academic quarter and at such other times as are provided in this Constitution.

5.3.2.3 The LGSC is the highest decision making body at the campus level.

5.3.2.4 The LGSC shall:

5.3.2.4.1 be presided over by the LSRC Deputy Chairperson;

5.3.2.4.2 receive and consider the recommended budget allocations by LSRCs;

5.3.2.4.3 accept only written apologies from delegates.; and

5.3.2.4.4 sit when convened by a LSRC or upon written request by a simple majority

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(50% plus one) of its affiliated structures to the Secretary of the LSRC.

5.3.2.5 Fifty per cent plus one of the affiliated structures of the LGSC shall be required to be present at meetings of the LGSC to constitute a quorum.

5.4 JOINT SITTINGS OF THE CSRC AND LSRC

5.4.1 The CSRC shall convene joint sitting of the CSRC and the LSRCs at least once every academic quarter.

5.4.2 The President shall chair the proceedings or delegate such responsibility.

5.4.3 The President shall convene a special joint sitting of the CSRC and LSRCs on the request of four (4) members of the CSRC.

5.4.4 At the joint sitting, quarterly reports from LSRCs and the CSRC shall be presented and critical functions common to the various campuses shall be identified.

5.4.5 The joint sitting shall assess the state of affairs at the University and propose interventions for Management's consideration.

5.4.6 This sitting may request any senior University member to clarify or give a briefing on a matter identified as a matter of urgency for Students.

5.4.7 Decisions made in joint sittings shall be binding on all members of the CSRC and the LSRCs.

5.5 PUBLICATION OF MINUTES OF MEETINGS

5.5.1 The Secretary General of the CSRC and the Secretary of LSRC shall, as soon as possible, publish on the official SRC noticeboard the minutes of each meeting and shall send a copy to an official of the University designated for these purposes by the Head of Department : Student Affairs.

5.5.2 Any part of the minutes may be embargoed or declared confidential, with the consent of the Head of Department : Student Affairs and the Vice-Chancellor on external issues.

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6 CHAPTER 6: COMMITTEES

6.1 CONSTITUTING OF COMMITTEES

6.1.1 Each of the CSRC and the LSRC shall be entitled to constitute committees.

6.1.2 The CSRC shall establish the following committees:

6.1.2.1 for academia - **Faculty Committees** in respect of each faculty at each campus;

6.1.2.2 for residences - **Central Housing Committee**; and

6.1.2.3 **Sports Forum**.

6.1.3 Each LSRC shall establish a Local Housing Committee.

6.2 COMPOSITION OF COMMITTEES

The composition of each Committee shall be determined in accordance with this Constitution and the provisions of the rules of such Committee as approved by the CSRC or the LSRC, as applicable.

6.3 COMMITTEE EXECUTIVE

Each Committee must elect a Chairperson, Vice-Chairperson and a Secretary from its members.

6.4 POWERS AND DUTIES OF COMMITTEES

6.4.1 Committees are accountable to the CSRC or the LSRC, as the case may be, that established it.

6.4.2 Each Committee shall:

6.4.2.1 refer the following to the SRC:

6.4.2.1.1 all policy resolutions;

6.4.2.1.2 proposed amendments to its rules;

6.4.2.1.3 decisions that may affect the broader Student Community;

6.4.2.1.4 budgets and financial statements of the Committee; and

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- 6.4.2.1.5 the planned programme of each of the Committee members;
- 6.4.2.2 be entitled to develop its own terms of reference and operate in accordance with such terms of reference;
- 6.4.2.3 implement decisions of the relevant organ established by the SRC;
- 6.4.2.4 make decisions on operational and technical matters that affect its constituency;
- 6.4.2.5 perform the duties set out in its rules;
- 6.4.2.6 submit minutes of its meetings to the relevant organ of the SRC that established it;
- 6.4.2.7 communicate matters affecting Students within its constituency to the SRC;
- 6.4.2.8 be entitled to make representations and/or presentations on particular matters to the SRC;
- 6.4.2.9 administer funds and assets raised for its own affairs in accordance with its rules and approved budget;
- 6.4.2.10 be entitled to receive funds from the SRC, spend such funds in accordance with the relevant budget allocations, and account for such funds in the manner prescribed in the rules;
- 6.4.2.11 convene and conduct its own meetings; and
- 6.4.2.12 prepare and submit financial reports to the SRC once a semester.

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6.5 Housing Committees

- 6.5.1 Each LSRC shall facilitate the election of a Residence Committee at each Residence serving the Campus that falls under its jurisdiction.
- 6.5.2 In respect of each Campus, the chairperson and secretary of the Residence Committees of that Campus shall be ex officio members of the Local Housing Committee of that Campus.
- 6.5.3 The LHC and Welfare Officer of each LSRC:
- 6.5.3.1 shall be the chairperson of the Local Housing Committee of that LSRC;
 - 6.5.3.2 shall be a member of the Central Housing Committee; and
 - 6.5.3.3 shall report to the CSRC and the Student Support Services Officer in respect of housing matters.
- 6.5.4 The LHC and Welfare Officer of the respective LSRCs and the Student Support Services Officer shall constitute the Central Housing Committee, which shall be entitled to make binding decisions in respect of housing matters.

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7 CHAPTER 7: RECOGNITION OF STUDENT STRUCTURES

7.1 RECOGNITION OF STUDENT ORGANISATIONS AND CSOs

- 7.1.1 The SRC shall recognise student structures by way of granting affiliate status to Student Organisations and CSOs on the basis provided for in this Constitution.
- 7.1.2 Student Organisations and CSOs that seek annual affiliation with the SRC must apply to the relevant LSRC and provide such LSRC with their respective constitutions and proof of paid up membership. New student organisations must provide a list of their respective elected executive members, and lists of signed up members that comply with the procedures set out below.
- 7.1.3 To maintain affiliation, Student Organisations and CSOs must (i) update or confirm their profiles annually during the first term of each year, and (ii) have complied with all continuing requirements determined from time to time by the LSRC and/or the CSRC (as applicable), failing which the status as an affiliate of the SRC shall lapse at the end of such first term.
- 7.1.4 For the avoidance of doubt, granting of affiliation status shall not be construed to mean that the SRC regards the constitution of the relevant Student Organisation or CSO as complying with all applicable requirements. The CSRC shall be entitled at any time to require Student Organisations and CSOs to amend their respective constitutions so as to comply with the applicable requirements.

7.2 PROCEDURE FOR THE RECOGNITION OF STUDENT ORGANISATIONS AND CSOs

- 7.2.1 A Student Organisation or CSO must apply in writing to the office of the Secretary of the relevant LSRC for affiliation with the SRC. The LSRC reserves the right to grant affiliation, or refuse affiliation to Student Organisations or CSOs that fail to comply with the requirements for recognition, as determined by the LSRC from time to time, and failing such determination by the LSRC of requirements for recognition, the LSRC may exercise its reasonable discretion in granting or refusing affiliation to Student Organisations and CSOs.
- 7.2.2 Applications for affiliation must be lodged on or before the last Day of the first term of each year.
- 7.2.3 The application must include the vision, mission statements, aims and objectives of the Student Organisation or CSO, as applicable.

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- 7.2.4 Following the submission of the application and the required documents, Student Organisations and/or CSOs applying for recognition must organise a meeting of its members to be attended by a member of the LSRC, and submit a record of the proceedings of that meeting together with an attendance register to the Secretary. The LSRC member that attends the above mentioned Student Organisation's and/or CSO's meeting attends in the capacity of an observer and to communicate the mandate of the LSRC, if applicable.
- 7.2.5 If the LSRC decides not to grant an application, that decision may be appealed to the LGSC by way of written notice of appeal lodged with the LSRC for the attention of the LGSC, in which event the LSRC must place the appeal on the agenda of a meeting of the LGSC within 10 (ten) Days of the lodgement of the appeal. If recognition is granted or refused by the LGSC, the LSRC must notify the Student Organisation (and/or CSO, as applicable) and the LSRC in writing within seven Days of the meeting at which the decision is taken.
- 7.2.6 Probational affiliation may be granted to Student Organisations and CSOs that are new and have a minimum of 50 signed-up members, to enable the LGSC to consider any objections to recognition of such Student Organisations and/or CSOs.
- 7.2.7 Probational affiliation shall not be for more than two (2) months, in which period the LGSC shall be required to make a final decision.
- 7.2.8 In the event of an application being declined by the LGSC, the LGSC shall provide written reasons for the rejection to the applicants and the LSRC by no later than seven (7) Days after the LGSC meeting at which the application was declined.
- 7.2.9 In the event of an application being declined by the LSRC, and an appeal against the decision of the LSRC not being granted by the LGSC, the aggrieved Student Organisation or CSO has the right to appeal to the CSRC by lodging with the Secretary General a notice of appeal together with the LGSC's notice of rejection within fourteen (14) Days of receipt of the notification of rejection.
- 7.2.10 The Secretary-General of the shall facilitate the convening of an appeals meeting of the CGSC, within 14 Days of lodgement of the notice of appeal, for the determination of the appeal.
- 7.2.11 In the event of an application being declined by the CSRC, the aggrieved Student Organisation or CSO has the right to appeal within seven (7) Days of receipt of the notification of rejection, and subject to all other appeal processes having been exhausted, to an Appeals Committee established by the Office of the Executive Director – Dean of Students. The decision of the

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Appeals Committee shall be final and binding.

7.3 TERMINATION OF AFFILIATION OF STUDENT ORGANISATIONS AND CSOs

- 7.3.1 The LSGC shall be entitled to terminate the affiliation of a Student Organisation or CSO (in accordance with the procedures set out below) if it fails to comply with the provisions of this Constitution or if any of its affairs involve any misconduct, as provided in this Constitution and/or the SRC Code of Conduct.
- 7.3.2 If the LSRC determines that a Student Organisation or CSO has failed to comply with the provisions of this Constitution or if any of its affairs involve any misconduct, as provided in this Constitution and/or the SRC Code of Conduct, the LSRC shall give the Student Organisation or CSO in question three (3) months' written notice in which to remedy the issues identified by the LSRC in such notice. The Student Organisation or CSO must report to the LSRC in writing within the stipulated period as to the remedial steps it has taken.
- 7.3.3 If the LSRC is not satisfied with the remedial steps taken, the LSRC shall be entitled recommend to the LGSC that affiliation status of the Student Organisation or CSO be withdrawn by way of written notice setting out the reasons for its recommendation. The LGSC shall be entitled to withdraw recognition of the Student Organisation or CSO if so recommended by the LSRC.
- 7.3.4 A Student Organisation or CSO whose recognition has been withdrawn has the right to lodge an appeal within seven Days of receipt of the withdrawal notice by lodging a written notice of appeal with the Secretary-General, who shall refer the appeal to the CGSC. The withdrawal of recognition shall be suspended while the appeal is being considered, and the decision of the CGSC shall be final.
- 7.3.5 Student Organisations and CSOs shall submit written quarterly reports to the LSRC and be sanctioned should they fail to do so.

7.4 BENEFITS OF AFFILIATION

Granting of affiliation status shall entitle the Student Organisation or SCO in question to official status as affiliates of the SRC and to the rights associated with such status, including:

- 7.4.1 being a recognized structure of the University;
- 7.4.2 the use of University premises and facilities subject to the rules and regulations of the SRC and the

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University; and

7.4.3 the right to apply for a financial grant from the relevant LSRC.

7.5 GROUPING

All Student Organisations and CSOs shall be grouped according to their activities.

7.6 MEMBERSHIP OF STUDENT ORGANISATIONS AND CSOs

7.6.1 Membership shall be open to all registered Students of the University.

7.6.2 A club, society, league, organisation or fellowship may be granted affiliation status only if it has a minimum of fifty (50) members and a constitution.

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8 CHAPTER 8: SRC BENEFITS AND PROVISIONS

8.1 PRIVILEGES OF SRC MEMBERS

- 8.1.1 The privileges of members of the CSRC and LSRCs as the case may be are determined by Council on an annual basis.
- 8.1.2 *Ex officio* members shall be entitled to full status including any benefits.
- 8.1.3 Flexibility in academic arrangements may be afforded to all members of the SRC, subject to approval by the University in its sole discretion, upon a written application submitted in advance. Academic arrangements shall include alternative arrangements for tests, submission of assignments, reports, and other academic obligations. A rebate may be granted to executive members of the SRC on such conditions as may be determined by the University in its sole discretion from time to time.
- 8.1.4 Nothing contained in section 8.1 shall oblige the University to provide any benefits to SRC members and the University shall be entitled to modify, amend and/or withdraw any benefits and the conditions thereof at any time in its sole discretion.

8.2 INDEMNITY

- 8.2.1 No member of the SRC shall be liable for any loss, damage or misfortune which may occur to or be incurred by any SRC member in the execution of his/her duties or in relation thereto, save those losses and damages suffered as a result of (i) the member in question being found in a court of law to be engaged in a criminal activity the result of which the SRC or the SRC member in question has directly incurred such losses and damages, or (ii) negligence, default, breach of duty or breach of trust on the part of the first mentioned member.
- 8.2.2 The SRC may purchase and maintain in respect of any member or appointee insurance against any liability referred to above.

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8.3 RECALLING AND RESHUFFLING OF PORTFOLIOS

8.3.1 CSRC

8.3.1.1 The CGSC may recall any member(s) of the CSRC at a sitting convened in terms of section 5.3 of the Constitution, subject to the provisions of sections 8.5 and 8.6.

8.3.1.2 The CSRC shall be entitled to effect a reshuffling of portfolios due to a recall of members, resignation or other reason that necessitates a reshuffling of portfolios.

8.3.1.3 The CSRC shall inform the office of the Dean of Students in writing of the intention to reshuffle portfolios and a person nominated by the office of the Dean of Students Student Affairs shall preside over the reshuffling process.

8.3.1.4 Reshuffling of portfolios must be ratified by a simple majority of the CSRC.

8.3.2 LSRC

8.3.2.1 The LGSC may recall any member(s) of the LSRC at a sitting convened in terms of section 5.3 of the Constitution, subject to the provisions of sections 8.5 and 8.6.

8.3.2.2 The LSRC shall be entitled to effect a reshuffling of portfolios due to a recall of members, resignation or other reason that necessitates a reshuffling of portfolios.

8.3.2.3 The LSRC shall inform the CSRC and the office of the Dean of Students in writing of the intention to reshuffle portfolios and a person nominated by the office of the Dean of Students Student Affairs shall preside over the reshuffling process.

8.3.2.4 Reshuffling of portfolios must be ratified by a simple majority of the LSRC.

8.4 TERM OF OFFICE

8.4.1 The term of office of the SRC shall be twelve months from 1 November of each year until 31 October of following year, provided that if the inauguration of the incoming SRC is for any reason delayed, the term of the outgoing SRC shall be extended until the incoming SRC has been inaugurated.

8.4.2 No member of the SRC shall be allowed to serve for more than two terms of office at any level (central level and/or local level) of the SRC, whether consecutively or separately. Any term of

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office in a Faculty Committee or any other Committee shall not be considered for these purposes.

- 8.4.3 The President and the Secretary-General must be registered as full-time students in the year of their election, but may, respectively, in the succeeding year register at least one module in each semester and still be deemed to be registered full-time for the purposes of standing for SRC elections in such succeeding year, subject to sections 8.4.6 and 8.4.7.
- 8.4.4 The President and the Secretary-General respectively, shall be entitled to apply the provisions of section 8.4.3 only once.
- 8.4.5 Any period of tenure resulting from a by-election is deemed not to be a term of office and a person who resigns his/her membership is deemed to have completed his/her term of office.
- 8.4.6 Only the President of the CSRC, Secretary General of the CSRC and Local SRC Chairpersons are entitled to take SRC Leave of Absence and remain in office in their respective portfolios.
- 8.4.7 A person who has utilized the SRC Leave of Absence is not eligible to contest the SRC elections for a second term in a position that has the benefit of the SRC Leave of Absence.

8.5 TERMINATION OF MEMBERSHIP ON THE SRC

- 8.5.1 A member of the CSRC or LSRC shall cease to be a member and immediately vacate his or her position if he/she:
- 8.5.1.1 ceases to be a Student of the University;
 - 8.5.1.2 resigns by way of written notice to the President of the CSRC specifying an effective date no less than 3 Days from the date of delivery of such notice to the CSRC, and such notice of resignation is final but may be revoked with the prior written consent of the President at any time prior to the specified effective date;
 - 8.5.1.3 fails to attend three (3) consecutive ordinary meetings of the CSRC or LSRC, as the case may be, unless the reasons for his or her absence are accepted by a simple majority of the CSRC or LSRC, as the case may be;
 - 8.5.1.4 fails, without a reasonable explanation that is acceptable to the CSRC or LSRC, as the case may be, to carry out such duties as may be entrusted to him/her;
 - 8.5.1.5 is recalled by the CGSC or LGSC, as applicable;

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8.5.1.6 is found guilty by the SRC Disciplinary Committee or University Tribunal of a transgression of the Disciplinary Code or other rules and regulations of the University, unless the Disciplinary Committee or Tribunal determines in writing that the sentence does not affect his or her membership of the SRC;

8.5.1.7 is found guilty of a criminal offence by a court of law and sentenced to prison, without an option of a fine;

8.5.1.8 is found guilty of an offence that would make him or her ineligible to stand for election provided such a finding is ratified in terms of the procedures set out in this Constitution and/or the SRC Code of Conduct;

8.5.1.9 brings the name of the SRC and/or the University into disrepute;

8.5.1.10 is removed or suspended from office by way of a resolution passed by a two-thirds majority of members present and voting at the relevant CSRC or LSRC meeting (Any removed or suspended member may appeal against such decision within five Days by way of written notice to the Secretary-General for the attention of the CGSC. The suspension or removal shall be delayed pending the decision of the CGSC. If the CGSC fails to notify its decision to the CSRC within one month of referral, the removal or suspension shall come into force;

8.5.1.11 is the subject of a vote of no confidence passed by two thirds of the Students present at a duly constituted General Meeting;

8.5.1.12 ceases to be a member of the Affiliate Student Organisation which nominated him/her to the CSRC; or

8.5.1.13 the term of office of the member expires.

8.5.2 On ceasing to be an SRC member, the member in question shall automatically forfeit any benefits attached to the portfolio previously held by him/her and cease to hold any office connected with such membership or held on nomination by the SRC, subject to the outcome of any disciplinary process, where applicable, on the basis that such forfeiture and cessation shall be suspended pending the outcome of such process.

8.6 FILLING OF VACANCIES

8.6.1 In case of any position in the CSRC becoming vacant, the Secretary-General shall in writing and

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within two (2) Days after the position becomes vacant, notify the Affiliate Student Organisation that nominated the member who held the position that became vacant to nominate a replacement within a period of seven (7) Days.

- 8.6.2 If the relevant Affiliate Student Organisation fails to make a nomination as prescribed by this Constitution, the Secretary-General in consultation with the President shall notify the Affiliate Student Organisation that followed the above mentioned Affiliate Student Organisation in terms of votes obtained during the SRC election to make a nomination. The nomination must be made within a period of 7 Days from such notification.
- 8.6.3 The SRC shall be entitled through a simple majority of its members present and voting at an ordinary or special meeting to make a decision on a date for a by-election or co-option of any new member(s), as provided below.
- 8.6.4 If a vacancy occurs in the SRC through resignation of any member occupying any of the elected portfolios, or otherwise, and in respect of the CSRC such vacancy is not filled in terms of sections 8.6.1 to 8.6.2, a by-election shall be held to fill the vacancy, provided that the vacancy has occurred in the first semester of the year.
- 8.6.5 If the vacancy occurs in the second semester, and in respect of the CSRC such vacancy is not filled in terms of sections 8.6.1 to 8.6.2, the SRC may fill the vacancy through a process of co-option, as provided below. In respect of the LSRC, the Students who participated in the elections and obtained votes closest to the number of votes of the member whose position has been vacated shall be co-opted in descending order. In respect of the CSRC, the persons whose names appear following the vacating member in the list of the relevant Affiliate Student Organisation shall be co-opted in descending order. If no person in such list is available to fill the vacant position, the list of the Affiliate Student Organisation that followed the first mentioned Affiliate Student Organisation in terms of votes obtained during the relevant SRC election shall be utilised to co-opt a new member in descending order.
- 8.6.6 The secretary of an Affiliate Student Organisation, or any person delegated by an Affiliate Student Organisation, that nominated a member to the SRC, shall notify the Secretary-General in writing within two Days after such SRC member has ceased to be a member of such Affiliate Student Organisation. The notification must contain the name of his/her replacement, failing which the other provisions of this Constitution concerning vacancies shall apply.

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9 CHAPTER 9: ELECTIONS

9.1 SRC ELECTIONS

- 9.1.1 The SRC elections shall be held annually in the first month of the fourth quarter of each year in accordance with the Election Regulations, or, in exceptional circumstances, in such other period as may be determined by the CSRC in consultation with the office of the Dean of Students.
- 9.1.2 The President shall call an election of the SRC by way of proclamation setting out dates on which voting will take place.
- 9.1.3 The Vice-Chancellor or his/her nominee may, after consultation with the outgoing SRC, outsource the conduct of elections of the SRC to a reputable organisation.

9.2 ELIGIBILITY

- 9.2.1 Only Affiliate Student Organisations shall be eligible to stand for election to the CSRC and nominate candidates for election to the CSRC, on the basis of the List PR system.
- 9.2.2 Registered full-time Students shall be entitled to stand for election to the LSRC at the Campus at which they are registered, subject to sections 4.2 to 4.3.
- 9.2.3 To be eligible for election, a student must:
- 9.2.3.1 not be a student in his/her first year of registration as a full-time student of the University;
 - 9.2.3.2 have been promoted to the following year of study ;
 - 9.2.3.3 be registered full time for at least 50 % of credits for the relevant semester/year;
 - 9.2.3.4 Have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year ;
 - 9.2.3.5 in respect of first –year full time post graduate students , have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year ;
 - 9.2.3.6 In respect of none – first year full –time post graduate students , the Director of the Centre of Post Graduate Studies needs to confirm that a nominated student has made sufficient

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progress in line with the requirements of the Higher Degrees Committee in their previous post graduate academic year.

9.2.3.7 the nominee has not served a period of two full terms of office as a member of the LSRC and/or CSRC

9.2.3.8 not be serving a disciplinary penalty imposed by any disciplinary body at the University;

9.2.3.9 not serve under a Work Integrated Learning Programme for a period exceeding two months in the first semester of the academic year in which the student is in office;

9.2.3.10 not be serving a penalty as a result of a criminal conviction at the time of the election; and

9.2.3.11 have lodged a properly completed nomination form with the electoral office before the specified closing date and time.

9.2.4 No member of staff shall be eligible to stand for SRC elections.

9.2.5 The office of the Registrar shall conduct the screening of the academic eligibility and the disciplinary records of students who have been nominated for the SRC.

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10 CHAPTER 10: AMENDMENTS TO THE CONSTITUTION

- 10.1 The President shall, with the approval of the CSRC, convene a policy conference ("Policy Conference"), if the need arises, to formulate proposals for the amendment of the Constitution or the by-laws of the SRC.
- 10.2 Proposed constitutional and/or by-law amendments shall be submitted by the President to the CSRC at least 20 (twenty) Days before the Policy Conference is held.
- 10.3 Details of such amendments shall be included in the notice announcing the Policy Conference, which shall be posted on the official notice boards at least twenty (20) Days before the Policy Conference.
- 10.4 Proposed constitutional amendments shall be passed if voted for by at least a two-third (2/3) majority of the Student Community present at the Policy Conference, subject to section 10.6.
- 10.5 Proposed by-law amendments shall be passed if voted for by a simple majority of the Student Community present at the Policy Conference, subject to section 10.6
- 10.6 Constitutional and/or by-law amendments shall take effect immediately upon their ratification by the Council after having been passed in accordance with sections 10.4 and 10.5.

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CHAPTER 11: DISPUTE RESOLUTION

- 11.1 The Council of the University shall have the final say in any matter relating to the enforcement of this Constitution, interpretation or the application of the provisions thereof.
- 11.2 Any conflict of interest between SRC affiliates shall be dealt with by the GC in the first instance and then the SRC.

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CHAPTER 12: TRANSITIONAL ARRANGEMENTS BY COUNCIL

- 12.1 The CPUT Council shall make transitional arrangements in circumstances where the annual SRC Elections have not been conducted or concluded in a particular academic year.

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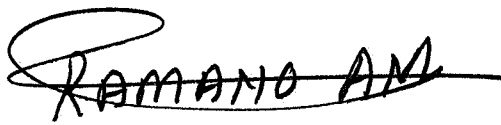
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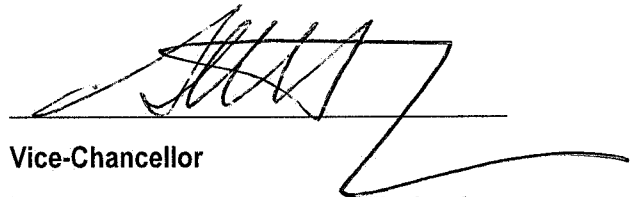
This Constitution is hereby approved by the Council of the Cape Peninsula University of Technology, thereby giving the SRC powers and functions set out in this Constitution, the Act, and the Statute.

This Constitution shall be the supreme document governing the activities of the SRC, General Student Councils, CSOs, Student Organisations and Students in general.

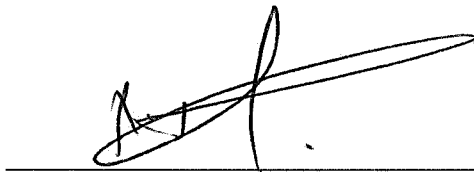
This Constitution comes into effect on **24 June 2023** and therewith revokes all previous Constitutions of the SRC.



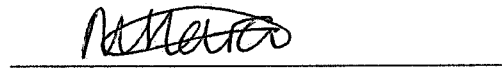
President of the CSRC



Vice-Chancellor
Cape Peninsula University of Technology



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PART 2

ANNEXURE "A" CPUT SRC Election Regulations

1 FOREWORD

- 1.1 Elections provide Students with an opportunity to choose their leadership. Elections also foster Students' faith in democratic principles and practices. These Election Regulations provide a legal framework for the planning and management of the Student Representative Council (SRC) elections at the Cape Peninsula University of Technology (CPUT). The Election Regulations focus on the process before, during and after voting, and on the roles and responsibilities of the various officials and participants. All stakeholders must familiarise themselves with the Election Regulations to ensure a credible, free and fair election, encourage broader participation by Students and consolidate and deepen democracy.
- 1.2 For the purpose of these Election Regulations, the definitions in the SRC Constitution will apply.

2 ELECTORAL SYSTEM

- 2.1 Elections shall be conducted at two levels, with each level having a unique electoral system, the levels are as follows:
- 2.1.1 Central level; and
- 2.1.2 Local or Campus level.
- 2.2 Seats at the central level will be allocated in proportion to the percentage of votes that a participating Student Organisation obtains during the election.
- 2.3 At the local or campus level, the candidates are individually nominated and individually elected by a simple majority on a First-Past-The-Post basis.

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3 INDEPENDENT ELECTORAL AGENCY

- 3.1 The office of the Dean of Students in consultation with CSRC shall, in the month of August, appoint an Independent Electoral Agency (IEA) to manage the election process to ensure a credible, free, fair and transparent election.
- 3.2 The IEA shall appoint a Chief Electoral Officer.

4 CHIEF ELECTORAL OFFICER

- 4.1 The Chief Electoral Officer (CEO) shall be responsible for the management of the election of members of the CPUT SRC and ensure that the election process is credible, free and fair. This will require strategic planning, efficient management and detailed record-keeping of the election process and activities.
- 4.2 The CEO shall:
- 4.2.1 manage the election in accordance with the Election Regulations;
 - 4.2.2 compile and publish an election timetable, approved by the Electoral Commission (EC) within seven (7) Days of his/her appointment;
 - 4.2.3 be responsible for oversight of all election material and through EC specifically for:
 - 4.2.3.1 providing nomination forms;
 - 4.2.3.2 ensuring that sufficient ballot papers are available for the elections;
 - 4.2.3.3 ensuring that all election material is safely stored;
 - 4.2.3.4 preparing and distributing election nomination forms;
 - 4.2.3.5 opening and closing the nomination process following a timetable approved by the EC.
 - 4.2.3.6 compiling and publishing a complete list of the candidates and Student Organisations contesting the SRC elections;

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- 4.2.3.7 determining the design of the ballot papers and the ballot boxes, including the appropriate method of numbering and labelling of the ballot papers and boxes;
- 4.2.3.8 supplying adequate stocks of ballot papers, ballot boxes, voters' rolls and receipts for each campus;
- 4.2.3.9 ensuring availability of adequate and secure space for storage of ballot boxes and voting compartments on each campus;
- 4.2.3.10 postponing the election should the circumstances not be conducive to credible, free and fair elections;
- 4.2.3.11 calling for a new election if circumstances (e.g. lost, destroyed or unlawfully removed ballot papers) arise which may substantially and negatively affect the outcome of the election;
- 4.2.3.12 submitting the results of SRC elections to the Dean of Students within twenty four hours after the counting of the ballot papers, and final results respectively;
- 4.2.3.13 declaring the results of the elections for each campus at a predetermined time and place;
- 4.2.3.14 performing the duties necessary for the effective organisation of the election, including:
 - 4.2.3.14.1 liaising with all stakeholders;
 - 4.2.3.14.2 overseeing the marketing of the election on each campus;
 - 4.2.3.14.3 monitoring the conduct of all stakeholders;
 - 4.2.3.14.4 ensuring the integrity of the nomination process, assessing objections to nominations and ruling on objections;

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- 4.2.3.14.5 managing the presentation of Student Organisation / candidate manifestos;
- 4.2.3.14.6 supervising and directing the functions of the polling officers;
- 4.2.3.14.7 monitoring activities at the polling stations;
- 4.2.3.14.8 considering all objections in line with elections processes equitable way;
- 4.2.3.14.9 reconciling and counting the votes in the presence of agents;
- 4.2.3.14.10 keeping a diary in which all pertinent information and decisions are recorded until the election is completed;
- 4.2.3.14.11 declaring the election credible, free and fair;
- 4.2.3.14.12 compiling a report on the election;
- 4.2.3.14.13 recruiting and training polling officials.
- 4.2.3.14.14 presenting a report on the elections, including financial statements, to the Dean of Students within twenty (20) Days after the constituting of the CSRC and LSRC.

5 ELECTORAL COMMISSION (EC)

5.1 Composition of the Electoral Commission

5.1.1 The CEO shall establish an EC.

5.1.2 The EC shall comprise of the CEO, the President of the CSRC and his/her deputy, subject to clause 5.1.3 of this Annexure, all Student Development Officers, members appointed by each respective Student Organisation contesting the elections, and observer members (who shall not be entitled to vote) appointed by Student

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Organisations respectively in respect of each Campus at which the Student Organisation in question is recognised as an Affiliate Student Organisation in terms of this Constitution. For these purposes, the secretaries (or other responsible officers) of the respective Student Organisations must notify the CEO (in writing and setting out the full name, contact details and student registration number) of the members of the respective Student Organisations appointed to the EC.

- 5.1.3 If the President of the CSRC and/or his/her deputy is a candidate in the elections, the CSRC must appoint an alternative representative or representatives, who are not candidates in the elections.
- 5.1.4 The purpose of the EC shall be to supervise the elections and serve as a consultative body for resolving disputes.
- 5.2 Powers of the Electoral Commission and Conduct of Student Organisations and Candidates During Election Period
 - 5.2.1 The Electoral Commission shall be entitled to adopt and amend from time to time a Code of Conduct for Candidates Eligible for Elections. Any previously adopted Code of Conduct for Candidates Eligible for Elections shall remain in force until amended or replaced with a new Code of Conduct for Candidates Eligible for Elections.
 - 5.2.2 Candidates eligible for contesting elections are bound by the Code of Conduct for Candidates Eligible for Elections as well as these Election Regulations.
 - 5.2.3 The Code of Conduct formulated by the Electoral Commission must ensure that Candidates are prohibited from engaging in the following conduct:
 - 5.2.3.1 collecting or handling ballot boxes and papers;
 - 5.2.3.2 venturing within a two meter radius of any voting material at any time during the election except to cast their own votes;
 - 5.2.3.3 electioneering within the demarcated areas of the polling stations;
 - 5.2.3.4 canvassing or loitering within 10 meters of the demarcated area of the voting booths;

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- 5.2.3.5 intimidating or act violently towards other candidates and voters; and
- 5.2.3.6 encouraging or inviting their supporters or any other student or persons to perform any act prohibited in this section or the Code of Conduct for Candidates Eligible for Elections.
- 5.2.3.7 Candidates are responsible for any misconduct by their supporters.
- 5.2.3.8 A candidate may be disqualified from contesting elections if the candidate:
 - 5.2.3.8.1 uses or erects advertising material that contains sexist, racist or defamatory remarks, illustrations or images;
 - 5.2.3.8.2 obstruct or interfere with the Electoral Officers in the performance of their duties;
 - 5.2.3.8.3 intimidates, harasses or acts violently towards other candidates or voters; or
 - 5.2.3.8.4 engages in any form of unlawful and fraudulent activities in connection with the elections.
- 5.3 Any rules contained in the Code of Conduct for Candidates Eligible for Elections or any other Code of Conduct inconsistent with section 5.2 of this Annexure are of no force or effect to the extent that they are inconsistent with section 5.2 of this Annexure.
- 5.4 Any person or candidate who infringes the Code of Conduct for Candidates Eligible for Elections and/or the provisions of section 5.2 of this Annexure will be subject to disciplinary action.
- 5.5 Eligibility
 - 5.5.1 In order to contest the CSRC or LSRC elections a student shall:

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- 5.5.1.1 not be a student in his/her first year of registration as a full-time student of the University;
- 5.5.1.2 have been promoted to the following year of study ;
- 5.5.1.3 be registered full time for at least 50 % of credits for the relevant semester/year;
- 5.5.1.4 Have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year ;
- 5.5.1.5 in respect of first –year full time post graduate students , have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year ;
- 5.5.1.6 In respect of none – first year full –time post graduate students , the Director of the Centre of Post Graduate Studies needs to confirm that a nominated student has made sufficient progress in line with the requirements of the Higher Degrees Committee in their previous post graduate academic year.
- 5.5.1.7 the nominee has not served a period of two full terms of office as a member of the LSRC and/or CSRC
- 5.5.1.8 not be serving a disciplinary penalty imposed by any disciplinary body at the University;
- 5.5.1.9 not serve under a Work Integrated Learning Programme for a period exceeding two months in the first semester of the academic year in which the student is in office;
- 5.5.1.10 not be serving a penalty as a result of a criminal conviction at the time of the election; and
- 5.5.1.11 have lodged a properly completed nomination form with the electoral office before the specified closing date and time.

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5.5.1.12 No member of staff shall be eligible to stand for SRC elections.

5.5.2. The office of the Registrar shall conduct the screening of the academic eligibility and the disciplinary records of students who have been nominated for the SRC.

5.6 Candidates contesting LSRC elections

5.6.1 Any registered student of the University may contest any portfolio in the LSRC elections, provided that he/she meets the prescribed criteria.

5.7 Student Organisations contesting CSRC elections

5.7.1 Any Affiliate Student Organisation may contest any portfolio in the CSRC elections provided that such Student Organisation:

5.7.1.1 has disclosed on the nomination form the names of individual Students complying with the prescribed criteria; and

5.7.1.2 has been recognised in terms of the Constitution for at least six (6) months prior to the elections.

5.8 Inclusivity Principle

5.8.1 The EC must put in place measures to accommodate students with special needs in the election process.

5.8.2 The Disability Unit of the University will provide software and other resources as available to the University from time to time, subject to the policies and approved budgets in force as at the relevant time.

6 NOMINATIONS

6.1 Every Student Organisation or Student wishing to contest a portfolio in the CSRC or LSRC elections shall submit a completed nomination form.

6.2 For every candidate and each person listed by a Student Organisation, the following shall be submitted with the nomination form:

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- 6.2.1 acceptance of the nomination; and
- 6.2.2 for each independent candidate so nominated, the names and signatures of at least fifty (50) registered Students of the University supporting the nomination.
- 6.3 Completed nomination forms shall be delivered by hand, by the independent candidate or the authorised representative of the Student Organisation to a designated point and at a specified time, as determined by the EC.

7 SCREENING AND VALIDATION OF CANDIDATES' NOMINATIONS

- 7.1 The IEA must establish, as soon as possible after the appointment of the IEA, a pre-screening system for students who wish to contest elections in order to determine on a preliminary basis whether such students are eligible. The IEA must ensure that sufficient notice of the pre-screening process is provided to students.
- 7.2 Nomination verification process shall be conducted in two phases.
- 7.2.1 The First Phase - The office of the CEO will scrutinise all nominations in order to determine whether:
- 7.2.2 with regard to independent candidates, the nomination is supported by fifty (50) signatures of nominators who must be eligible voters;
- 7.2.3 with regard to all Student Organisations and independent candidates, the nomination forms include acceptance of the nomination; and
- 7.2.4 all other required documents have been submitted.
- 7.3 The Second Phase - The second phase of screening will be conducted by the Office of the Registrar of CPUT to determine whether:
- 7.3.1 To be eligible for election, a student must:
- Full –time undergraduate students
- 7.4.1.1 not be a student in his/her first year of registration as a full-time student of the University;
- 7.4.1.2 be advancing or promoted to the following year of study ;
- 7.4.1.3 be registered full time for at least 50 % of credits for the relevant semester/year;

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- 7.4.1.4 Have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year ;
- 7.4.1.5 in respect of first –year full time post graduate students, have obtained an average mark of sixty percent (60 %) across all the subjects for which the student was registered in the previous academic year;
- 7.4.1.6 In respect of none – first year full –time post graduate students, the Director of the Centre of Post Graduate Studies needs to confirm that a nominated student has made sufficient progress in line with the requirements of the Higher Degrees Committee in their previous post graduate academic year.
- 7.4.1.7 the nominee has not served a period of two full terms of office as a member of the LSRC and/or CSRC
- 7.4.1.8 not be serving a disciplinary penalty imposed by any disciplinary body at the University;
- 7.4.1.9 not serve under a Work Integrated Learning Programme for a period exceeding two months in the first semester of the academic year in which the student is in office;
- 7.4.1.10 not be serving a penalty as a result of a criminal conviction at the time of the election; and
- 7.4.1.11 have lodged a properly completed nomination form with the electoral office before the specified closing date and time.
- 7.4.1.12 No member of staff shall be eligible to stand for SRC elections.
- 7.5 The Electoral Commission shall verify the validity of all nominations for elections, and its decision shall be binding, and may only be appealed to the Dean of Students.
- 7.6 An independent candidate or student organisation whose nomination has been approved by the Electoral Commission shall be deemed to be registered for contesting the elections.
- 7.7 Once a nomination has been approved, the student organisation or independent candidate concerned shall be bound to adhere to all instructions issued by the Electoral Commission with regard to the elections.
- 7.8 No nomination form shall be accepted after the final submission date and time set by the Electoral Commission.
- 7.9 The Electoral Commission may cancel the nomination of any independent candidate or student organisation who furnishes false information with regard to a nomination.
- 7.10 If no nominations are received for a particular portfolio by the time of closing of nominations, such a

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portfolio will not be contested in the election but be filled by means of a by-election.

8 VOTER'S ROLL

- 8.1 A list of Students registered on each Campus shall be used as a basis to compile the official voters' roll for each campus.
- 8.2 The office of the Registrar shall provide a voter's roll of all Students who are registered either part-time or full-time.
- 8.3 The Electoral Commission shall make the voter's roll available for inspection by Students at designated offices and/or on notice boards at all campuses.
- 8.4 Any student who does not appear on the voter's roll may lodge a complaint to the Electoral Commission before the deadline for objections.
- 8.5 Alterations to the voter's roll will be made only by the Registrar in consultation with the Electoral Commission and the final voter's roll will be approved by the Registrar.

9 VOTING

- 9.1 Each registered student shall have the right to cast one vote for each portfolio of the LSRC of the Campus at which he/she is registered.
- 9.2 In order to cast a vote:
 - 9.2.1 the name of the voter must appear on the voters' roll; and
 - 9.2.2 the voter must produce a valid student card (or valid proof of registration) and valid proof of identity
- 9.3 Voting shall be by secret ballot.
- 9.4 Voting shall be conducted electronically through the online/hybrid method whereby voting shall take place by utilising electronic devices such as cellular phones, computers, or any other devices suitable for this purpose, irrespective of where the voting student(s) are located at the time of voting".
- 9.5 Every voter shall be given one ballot paper in respect of each LSRC portfolio to be voted for during LSRC elections and another ballot paper containing names of Student Organisations contesting the

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- 9.6 Each voter shall cast one vote for the candidate and/or organisation of his/her choice in respect of each portfolio of the LSRC and/or CSRC.

10 OBSERVERS

- 10.1 Every registered Student Organisation and independent candidate contesting the election is entitled to appoint an observer to witness the election process at each voting and counting station within the campus at which it is contesting elections.
- 10.2 Observers must be registered Students whose names appear on the voter's roll and who are not themselves standing for election or incumbent office-bearers of the SRC.
- 10.3 There will be no recourse if observers nominated by candidates do not arrive at the opening of the poll or do not stay until the close of the poll. The polling process will proceed regardless of observers' late arrival or non-attendance.
- 10.4 Each observer shall:
- 10.4.1 bear an acceptable form of identification indicating that such observer is appointed by a Student Organisation or an independent candidate contesting elections at that Campus; and
- 10.4.2 comply with any order issued by the Presiding Officer or member of the security personnel acting on instructions of the Presiding Officer.

11 COUNTING

- 11.1 Votes shall be counted at the voting station at which they are cast by no later than twenty-four (24) hours after voting has ended., In exceptional circumstances, counting of votes may be adjourned or provisionally suspended with the approval of the EC in consultation with the office of the Dean of Students.
- 11.2 Ballot papers must be counted on the campus where voting took place, at secure locations which shall be identified by the EC prior to the elections.
- 11.3 Votes shall be counted in the presence of accredited party agents and/or observers, if they are present.

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- 11.4 Ballot papers will be sorted, straightened, and aligned before counting.
- 11.5 Ballot papers will be individually audited.
- 11.6 Counting officers will reject a ballot paper if:
- 11.6.1 it is not an official ballot paper;
 - 11.6.2 the ballot paper reveals the identity of the voter;
 - 11.6.3 the ballot paper contains a vote cast in favour of more than one independent candidate or student organisation for a portfolio;
 - 11.6.4 the ballot paper does not contain any vote cast; or
 - 11.6.5 ballot paper is defaced so as not to reflect any vote cast for either an independent candidate or Student Organisation.
- 11.7 A decision to reject a ballot paper must be confirmed by the CEO.
- 11.8 Rejected ballot papers shall be counted and kept in a secure place, but votes brought out on such papers shall not be added to the total number of votes for an independent candidate or Student Organisation.
- 11.9 The results of all the counting will be consolidated after all the ballot boxes are counted.
- 11.10 During counting, the Presiding Officer may decide to conduct a recount at any time if he/she deem fit to do so, before the declaration of the result.
- 11.11 As soon as the EC has declared the completion of the counting of votes, all observers for candidates and student organisations contesting the elections shall sign a declaration form stating whether or not they accept the provisional election results.

12 OBJECTIONS AND APPEALS

- 12.1 Objections to the election results shall be made in writing and accompanied by evidence in support of such objection.
- 12.2 Objections shall be submitted to the EC through the election office within twenty four (24) hours of the provisional announcement of election results.

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- 12.3 In the event of no objections having been received by the deadline, the results of the elections may be officially and finally announced by the EC and the elections shall be declared as free and fair.
- 12.4 An appeal against a decision of the EC shall be lodged in writing with the office of the Dean of Students within twenty-four (24) hours of pronouncement of such decision.
- 12.5 Appeals shall be considered by an Election Appeal Tribunal comprising of not less than three (3) members appointed by the Dean of Students.
- 12.6 No person shall serve concurrently on the EC and the Election Appeal Tribunal.
- 12.7 A written appeal against the ruling of the Election Appeal Tribunal may be lodged with the Office of the Vice Chancellor within 24 hours of pronouncement of the ruling. The decision of the office of the Vice Chancellor shall be final and binding.
- 12.8 The outcome of appeals shall be communicated via the EC.

13 CONDUCT OF MEMBERS OF THE ELECTION APPEAL TRIBUNAL

- 13.1 The Election Appeal Tribunal shall:
- 13.1.1 at all times act with impartiality and shall adjudicate matters without favour or bias;
- 13.1.2 ensure that their conduct at all times maintains the confidence of all stakeholders and avoid situations that might give rise to the reasonable perception of favouritism or partiality;
- 13.1.3 not initiate, permit or consider *ex parte* communications concerning a pending matter; and
- 13.1.4 ensure that appeal proceedings are conducted fairly and that the rights of all parties are respected.
- 13.2 A member of the Election Appeal Tribunal who has a conflict of interest in the matter to be considered shall recuse himself /herself.
- 13.3 The proceedings shall be open to the public.
- 13.4 The decisions of the Election Appeal Tribunal shall be made in writing and shall be accompanied by the reasons for the decision.

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14 ANNOUNCEMENT OF RESULTS

14.1 The duly authorised member of the EC shall:

- 14.1.1 announce the provisional results of the elections immediately after he/she has declared the completion of the counting of votes;
- 14.1.2 announce the final election results within seven (7) Days of the completion of counting, provided that final decisions have been made with regard to objections and appeals, where relevant;
- 14.1.3 Conduct a by election in the event of a tie in results by two (2) or more candidates for any of the portfolios at local level.

15 SEATS ALLOCATED TO STUDENT ORGANISATIONS

The formula used to determine the number of seats allocated to Student Organisations, shall be the Droop Quota System.

16 CONSTITUTING THE LSRC

16.1 LSRCs

- 16.1.1 LSRCs shall be constituted within five (5) Days after the final announcement of the election results.
- 16.1.2 The CEO or a member of the IEA delegated by him/her shall provide written notice of the date, time and place of the constituting meeting to all the candidates who were elected to the LSRC at least twelve (12) hours before the meeting. The constituting meeting shall be attended only by the newly elected LSRC and the electoral staff members. All the members of the newly elected LSRC must be present at the meeting.
- 16.1.3 At the constituting meeting of the LSRC the relevant member of the EC shall:
 - 16.1.3.1 confirm the name of each independent candidate to fill each portfolio of the LSRC; and
 - 16.1.3.2 declare the LSRC duly constituted.
- 16.1.4 A minimum of seven (8) LSRC members must have been elected for the LSRC to be constituted. If such a minimum has not been achieved, a by-election must be held to fill the vacant portfolios.

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16.2 CSRC

- 16.2.1 The chairperson of the EC shall within ten (10) Days of the constituting of all LSRCs call a meeting to constitute the CSRC.
- 16.2.2 The chairperson of the EC shall provide written notice of the date, time and place of the constituting meeting to the CSRC members as elected and as nominated by student organizations, as applicable, at least twelve (12) hours before the meeting. The constituting meeting shall be attended only by the new CSRC members, a Student Affairs staff member as observer, a representative of the outgoing CSRC as observer, and the EC Chairperson facilitating the meeting. All the members of the new CSRC must be present at the meeting.
- 16.2.3 At the beginning of the constituting meeting, the chairperson of the EC shall declare whether or not the CSRC is constituted according to the stipulations of these Electoral Regulations and if so, that they are authorised to act according to the stipulations of the SRC Constitution.
- 16.2.4 The CEO shall confirm names and portfolios and then formally constitute CSRC.

17 BY-ELECTIONS

- 17.1 By-elections are to be held if:
- 17.1.1 a vacancy occurs in the CSRC or a LSRC and when it is necessary for the effective functioning of the LSRC; or
- 17.1.2 all portfolios are not filled during elections.
- 17.2 In the case of a by-election, a committee comprising the office of the Dean of Students, Faculty Committee Chairperson, Deputy President and an LSRC member (who is not a student of the Campus in question if the by-election is in respect of an LSRC) shall organise the by-election. Such committee must be approved by the Dean of Students after consultation with the CSRC.

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