



**Tshwane University
of Technology**

We empower people

**CONSTITUTION OF THE TSHWANE UNIVERSITY OF TECHNOLOGY
STUDENT REPRESENTATIVE COUNCIL AS AMENDED BY THE CONSTITUTIONAL
REVIEW CONFERENCE AND APPROVED BY COUNCIL ON THE 20th JUNE 2025**

A handwritten signature in black ink, appearing to read 'Ivan Ka-Mbonane', written over a horizontal line.

Mr Ivan Ka-Mbonane
Chairperson of Council

20 June 2025

Date

A handwritten signature in black ink, appearing to read 'Tinyiko Maluleke', written over a horizontal line.

Professor Tinyiko Maluleke
Vice Chancellor and Principal

20 June 2025

Date

TABLE OF CONTENTS

- I. PREAMBLE**
- II. DEFINITIONS OF TERMS**

Chapter 1

FOUNDING PROVISIONS

- 1. Name and status**
- 2. Application of constitution**
- 3. Relationship with the University**
- 4. Organisational structure of SRC**
- 5. Mission and vision**
- 6. Aims and objectives**
- 7. Amendments to the constitution**
- 8. Implementation date of this Constitution**

Chapter 2

THE INSTITUTIONAL STUDENT REPRESENTATIVE COUNCIL (ISRC)

- 9. Powers and duties of the Institutional SRC**
- 10. Composition of the Institutional SRC**
- 11. Executive committee of the ISRC**
- 12. Responsibilities of the executive committee of the ISRC**
- 13. Roles and responsibilities of the portfolios of the ISRC Executive Committee**
- 14. Ordinary meetings of the ISRC**
- 15. Special meetings of the ISRC**
- 16. Termination of membership of the ISRC**
- 17. Filling of the ISRC vacancies**
- 18. Recall and replacement of ISRC members**
- 19. Dissolution of the ISRC**

Chapter 3

THE INSTITUTIONAL STUDENT PARLIAMENT (ISP)

- 20. Powers and duties of the ISP**
- 21. Composition of the ISP**
- 22. Powers and duties of office-bearers of the ISP**
- 23. Meetings of the ISP**
- 24. Termination of membership of the ISP**
- 25. Filling of vacancies on the ISP**

Chapter 4

THE CAMPUS STUDENT REPRESENTATIVE COUNCIL (CSRC)

- 26. Powers and duties of the CSRC**
- 27. Composition of the CSRC**
- 28. Powers and duties of members of the CSRC**
- 29. Ordinary meetings of the CSRC**
- 30. Special meetings of the CSRC**
- 31. Campus SRC mass meeting**
- 32. Special Campus SRC mass meeting**
- 33. Annual General Meeting (AGM) of the CSRC**
- 34. Termination of membership of the CSRC**
- 35. Filling of the CSRC vacancies**
- 36. Recall and replacement of CSRC members**
- 37. Dissolution of the CSRC**

Chapter 5

THE CAMPUS STUDENT PARLIAMENT (CSP)

- 38. Powers and duties of the CSP**
- 39. Composition of the CSP**
- 40. Powers and duties of office-bearers (CSP)**
- 41. Meetings of the CSP**
- 42. Quorum of the CSP**
- 43. Termination of membership of the CSP**
- 44. Filling of the CSP vacancies**

Chapter 6

ELECTION RULES AND PROCEDURES

- 45. The appointment of External Electoral Management Company (EEMC)**
- 46. Duties and responsibilities of the EEMC**
- 47. Functions of the Chief Electoral Officer**
- 48. Establishment of the Electoral Monitoring Commission/s**
- 49. Eligibility for election to the ISRC, ISP, CSRC, CSP and SFC**
- 50. Eligibility to vote for ISRC and CSRC**
- 51. Voters' roll**
- 52. Registration of student organisations for ISRC and CSRC elections**
- 53. Nomination of candidates by contesting student organisations**
- 54. Funding of student organisations contesting the elections**
- 55. Voting and counting of results**
- 56. Complaints during the voting period**
- 57. Announcement of the election results**

- 58. Objections to election results**
- 59. Transitional SRC**
- 60. Constituting of the Campus Student Representative Council**
- 61. Inaugural Institutional Student Parliament**
- 62. Constituting of the Institutional Student Parliament**
- 63. Constituting of the Institutional Student Representative Council**
- 64. Inaugural Campus Student Parliament**
- 65. Constituting of the Campus Student Parliament**
- 66. Elections of Student Parliament Office Bearers**
- 67. Voting for Student Parliament Office Bearers**
- 68. Term of office of the ISRC, ISP, CSRC, CSP, and SFC**
- 69. General provisions**

SCHEDULE 1

70. SAMPLE OF BALLOT PAPERS – ISRC, CSRC and SFC

- 70.1. Name of Student Organisation**
- 70.2. Logo of Student Organisation**

SCHEDULE 2

71. Registration of student organisations, clubs or societies

SCHEDULE 3

72. Organogram of the TUT SRC

SCHEDULE 4

- 73. Student Faculty Councils**
- 74. Composition of Student Faculty Council**
- 75. SFC Nominations and Elections**
- 76. Powers and duties of the Officer Bearers of the SFC**
- 77. Meetings of the Student Faculty Council**
- 78. Organisational Structure of the SFC**

I. PREAMBLE

We, the students of the Tshwane University of Technology, in recognising the imbalances of the higher education landscape of the past, commit ourselves to a democratic higher education system that does not display any discrimination based on race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age and disability, and to a democratic spirit, as espoused in the Constitution of the Republic of South Africa.

While realising that our obligations as members of our community come before our obligations as students, we commit ourselves to embrace the vision, mission and strategic plan of the Tshwane University of Technology through, among others, the development of plans and goals by the Student Representative Council.

II. TERMS AND DEFINITIONS

- a) All terms indicating one gender shall be construed as also including the opposite gender.
- b) In this document, unless otherwise indicated –

“Absolute majority” means seventy percent plus one;

"Act" means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, or the Higher Education Act, 1997 (as per its short title as stated under Section 77 of the Act);

"All students" means TUT students, including full-time, part-time, day-class, residential, undergraduate, and postgraduate students in the faculties and on the campuses of TUT, who are registered for the current academic calendar year;

"An objection" means a formal expression of disapproval of anything related to the elections, including the election results or the conduct or actions of any person witnessed at the voting station during an election. All objections concerning voting should be directed to the Presiding Officer at campus level, whereas any objections concerning the voters' roll should be directed to the Chief Electoral Officer at the institutional level;

“Calendar projects” means any such formal events as seminars, symposia, discussions, tutorials, educational tours and graduation ceremonies;

“Calendar year” means the calendar year contemplated in the rules and regulations of the University;

“Campus” means any one of the six designated learning sites of TUT;

“Class Representative” means being chosen alongside another representative by means of a vote, to represent the whole class.

“Club or society” means any social club or society, but excludes a sporting club;

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

“CSP” means Campus Student Parliament

“CSRC” means Campus Student Representative Council;

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

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

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

“Ex officio member” means a member by virtue of an office developed for an SRC member, e.g. the President-General or Campus president;

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

“Institution” means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997);

“ISP” means Institutional Student Parliament

“ISRC” means the Institutional Student Representative Council;

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

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

“Mutatis mutandis” is a medieval Latin phrase in law which means "with things changed that should be changed" or "once the necessary changes have been made";

“One-third majority” means thirty percent;

“Quorum” means the simple majority of members that makes a meeting duly constituted;

“Residence” means accommodation for students, as provided by the University;

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

“Serious misconduct” means any conduct that constitutes theft, corruption, fraud, dishonesty, serious violence, barring of staff members from entering the premises, sexual offence, or any act that undermines the integrity or brings the name of the University into disrepute or any offence that is described by the disciplinary committee as a serious misconduct;

“Simple majority” means **fifty** per cent plus one;

“SRC member” means either a member of the ISRC, CSRC or any member appointed to the interim SRC/transitional SRC;

“SRC position” means an SRC seat;

“SRC seat” means an SRC position;

“SRC” means the Student Representative Council of the Tshwane University of Technology;

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

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

“Student Faculty Council (SFC)” means students governance body that represents students within a faculty;

“Student organisation” refers to a structure that is established by registered students of the Tshwane University of Technology (TUT) and conducts its activities within TUT;

“Student” means any student registered with the Tshwane University of Technology;

“Transformation” implies deep change in knowledge and curriculum. It often entails questions about inclusion, identity, diversity, power, intellectual traditions and intellectual justice;

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

"TUT" means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997);

"UAD" is an acronym for Universal Access Desk;

"Universal access" - means a body that is formed of structures representing students from all constituencies with special needs;

"University" means the Tshwane University of Technology, as duly constituted in terms of the Higher Education Act, 1997 (Act No. 101 of 1997); and

"Vice-Chancellor" means the Vice-Chancellor of the Tshwane University of Technology.

CHAPTER 1

FOUNDING PROVISIONS

1. Name and Status

- 1.1 The name of the body shall be the Student Representative Council of the Tshwane University of Technology, hereinafter referred to as "SRC", and such SRC shall comprise the ISRC and Campus SRCs.
- 1.2 The Student Representative Council shall inherit authority from section 35 of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, the Statute of the Tshwane University of Technology (section 57), this Constitution and other relevant University policies.
- 1.3 The SRC shall be the highest student representative body and shall communicate on behalf of the TUT's student body.
- 1.4 The SRC shall not be a profit-making body, in itself, or in respect of its members.
- 1.5 No part of the assets assigned to the SRC shall be paid as dividends or as any other benefit (excluding honoraria) to any member, provided that the SRC compensates persons appointed to render services to the SRC on conditions approved by Management in terms of the University policies.

2. Application of Constitution

- 2.1 The Constitution, which shall be subject to the stipulations of the Higher Education Act, 1997 (Act No. 101 1997) and the University Statute, shall, in accordance with the applicable legislation, regulate student matters and student governance at the University without fear, favour or prejudice.
- 2.2 This Constitution shall bind the Institutional Student Representative Council, the Institutional Student Parliament, Campus SRCs and their structures, and the Campus Student Parliament, and Student Faculty Councils, subcommittees, Residence councils, Sports Councils, student societies, political structures, religious structures, disability forum, commuters' forum, postgraduates and individual students.
- 2.3 The application of this Constitution shall be limited to the coordination and regulation of student matters and interests.

- 2.4 The application of this Constitution shall be limited to student governance and any amendments thereto shall commence only upon the approval of the Council of the University.
- 2.5 All constitutions, regulations, rules, codes, documents, motions, and decisions adopted by the SRC, or the student body are subject to this Constitution.
- 2.6 This Constitution replaces all previous TUT SRC Constitutions.
- 2.7 The Council-approved copy or version of this Constitution shall be published on the TUT website and, where applicable, be accessible on request.

3. Relationship with the University

- 3.1 The SRC shall function as a governance body within the overall structure of the University, as outlined in the Higher Education Act, University Statute and this Constitution.
- 3.2 The ISRC shall account to the ISP, the general student body and the University authorities.
- 3.3 Each CSRC shall account to the CSP, the specific campus student body, the ISRC, the ISP and the University authorities.
- 3.4 The SFC, RC and SC shall account to the Campus SRC, CSP and the University authorities.
- 3.5 TUT shall, through the SGLD Directorate, induct, orientate, and train all newly elected members of the ISRC, CSRCs, as well as the executive members of all structures and sub-committees of the TUT SRC, on student governance and leadership, enabling them to effectively respond to the needs and aspirations of students, as expected by the SRC Constitution.

4. Organisational structure of SRC

- 4.1 Institutional Representative Council (ISRC)
- 4.2 Institutional Student Parliament (ISP)
- 4.3 Campus SRC (CSRC)
- 4.4 Campus Student Parliament (CSP)
- 4.5 SRCs' sub structures (Residence Councils, all Sport Councils and Student Faculty Councils)
- 4.6 Recognised student organisations
- 4.7 General student body

5. Mission and vision of the SRC

- 5.1 Mission and vision of the SRC shall be determined annually by elected members of the SRC of each succeeding year.

6. Aims and objectives

- 6.1 To promote maximum representation, transparency and accountability in respect of all SRC structures.
- 6.2 To ensure that the SRC is committed to the process of fundamentally transforming the Tshwane University of Technology.
- 6.3 To endeavour constantly to render service of the highest quality to all students.
- 6.4 To foster and promote ideals that enhances the image of students of the Tshwane University of Technology by promoting a culture of openness and tolerance, in practice, for the benefit of students, and to encourage students to participate in community development work.
- 6.5 To represent students of TUT and promote their aspirations and interests, and to ensure that they and their structures are united in their efforts.
- 6.6 To encourage students to use their skills in full and strive for education based on the principles of democracy.
- 6.7 To help promote and maintain an atmosphere of academic excellence and sensitivity to the norms and standards of the world of work, and to maintain professional academic standards.
- 6.8 To promote an environment that is conducive to learning, by facilitating a culture of tolerance, understanding, peace and reconciliation among students and staff, at all levels, all the time.
- 6.9 To foster and nurture good relations among students.
- 6.10 To ensure that students participate in all spheres of university life (cooperative governance).

7. Amendments to the Constitution

- 7.1 The ISRC must, after a period of three years and after consultation with office bearers of the ISP, the Director of Student Governance and Leadership Development, and with the approval of the Head of Student Affairs, convene a Constitutional Review Conference.

- 7.2 The composition of the Constitutional Review Conference shall be in line with the composition of the ISP as outlined in section 21.
- 7.3 Proposed constitutional amendments from the represented constituencies shall be submitted at least twenty-one (21) days before the Constitutional Review Conference is held;
- 7.4 Members of the general student body shall be invited to submit written inputs, which shall form part of the total submissions to be discussed by the Constitutional Review Conference;
- 7.5 Details of any such amendments shall be included in the notice of the Constitutional Review Conference at least seven (7) days before the Constitutional Review Conference;
- 7.6 Proposed amendments shall be passed if voted for by at least a two-third majority of the students present at the Constitutional Review Conference.
- 7.7 The amendments adopted by the Constitutional Review Conference shall be published for comments by the university community for a period that will be stipulated in the publication.
- 7.8 The ISRC shall review and incorporate the university community comments into the amendments before submitting the amended constitution to the SSC and Council for approval.
- 7.9 Any amendment proposed by the Constitutional Review Conference shall first be approved by the Council, on the recommendation of the Student Services Council, before being implemented.
- 7.10 The University, through the Vice-Chancellor in consultation with the Head of Student Affairs and the ISRC, can adjust the Constitution when:
 - (1) there is a court ruling that changes the status quo;
 - (2) the President of the country declares a state of national disaster;
 - (3) the University Council decides that there should be adjustments;
 - (4) for any reason beyond the University's control, a Constitutional Review Conference cannot be held; and
 - (5) the changes made under Section 7.10 of the SRC Constitution must be ratified by the University Council.

8. Implementation date of this Constitution

- 8.1 Insofar as it may be required for the purpose of giving effect to any provision thereof, this Constitution shall come into operation upon its approval by the University Council.
- 8.2 The repeal of the previous Constitution shall not affect the operation of it prior to the coming into operation of this Constitution or affect any resolution of the SRC or anything done under the previous Constitution.
- 8.3 All structures that existed before the adoption of this Constitution shall continue to exist until the reconstitution of such a structure in line with this constitution.
- 8.4 Changes to comply with this Constitution may be implemented gradually in order to afford the affected structures and candidates a reasonable opportunity to effect the necessary changes for compliance.
- 8.5 To ensure a seamless transition from the current term to the implementation of this constitution, a Transitional SRC shall be constituted for October and December.

Chapter 2

THE INSTITUTIONAL STUDENT REPRESENTATIVE COUNCIL (ISRC)

9. Powers and duties of the ISRC

The ISRC shall:

- 9.1 be the highest decision-making body in all matters falling under its jurisdiction as stipulated in section 35 of the Higher Education Act, 1997 (Act No. 101 of 1997), and the Tshwane University of Technology Statute;
- 9.2 exercise, effectively and efficiently, the recommendations submitted by the ISP and the powers entrusted by the SRC Constitution;
- 9.3 report to the ISP and the student body on its activities;
- 9.4 receive reports from CSRCs, and also receive and adopt annual financial statements of the SRC;
- 9.5 execute policies and participate in the formulation of procedures regarding student issues at the University;
- 9.6 make submissions and recommendations on general and policy issues pertaining to the student body, and effectively communicate on behalf of and with students on the progress and outcome of such submissions and recommendations;

- 9.7 administer, in the interest of the students of TUT, and in the manner set out in the financial rules of the University, such funds and other assets as may be allocated to the SRC by the University Council or any other source;
- 9.8 establish student committees and commissions and to ensure the smooth, efficient and effective operation of the SRC;
- 9.9 intervene professionally and resolve any element of discontent or conflict situation among the student organisations or structures for the sake of the stability of the University; and
- 9.10 exercise disciplinary powers in respect of its individual members, CSRCs and their members, student organisations, and individual members of structures, and refer cases not falling under its jurisdiction to the University's Student Disciplinary Committee.

10. Composition of the ISRC

- 10.1 The ISRC shall consist of seven directly elected members who shall form the Executive Committee of the ISRC, and twelve (12) ex officio members.
- 10.2 The ISRC shall be composed of the following members:
 - 10.2.1 President-General (PG)
 - 10.2.2 Deputy President-General (DPG)
 - 10.2.3 Secretary-General (SG)
 - 10.2.4 Deputy Secretary-General (DSG)
 - 10.2.5 Treasurer-General (TG)
 - 10.2.6 Education and Transformation Officer (ETO)
 - 10.2.7 Student Affairs and Residence Operations Officer (SARO-O)
 - 10.2.8 Campus Presidents of the Campus SRCs (ex officio)
 - 10.2.9 Secretaries of the Campus SRCs (ex officio)

11. Executive Committee of the ISRC

The Executive Committee of the ISRC shall be composed of the following members:

- 11.1 President-General (PG)
- 11.2 Deputy President-General (DPG)
- 11.3 Secretary-General (SG)
- 11.4 Deputy Secretary-General (DSG)

- 11.5 Treasurer-General (TG)
- 11.6 Education and Transformation Officer (ETO)
- 11.7 Student Affairs and Residence Operations Officer (SARO-O)

12. Responsibilities of the Executive Committee of the ISRC

- 12.1 Takes decisions on behalf of the ISRC after consultation with other members.
- 12.2 Does not have the power and right to make unilateral decisions on policy matters affecting the student body.
- 12.3 Plans ISRC activities.
- 12.4 Makes recommendations to the University management regarding matters legitimately referred to it by the CSRC.
- 12.5 In consultation with Student Governance and Leadership Development, be the convener of the first or inaugural ISP gathering at which the Speaker, Deputy Speaker and Secretary shall be elected.
- 12.6 The ISRC shall in between its meetings represent students in strategic meetings and governance structures of the University.
- 12.7 The ISRC shall represent the SRC on all strategic committees including the national body of all SRCs in South Africa.
- 12.8 The ISRC shall raise funds on behalf of the SRC.

13 Roles and responsibilities of the portfolios of the ISRC Executive Committee

13.1 The President-General (PG) shall:

- 13.1.1 be the Chief Executive Officer of the SRC and preside over all official gatherings of the ISRC or delegate his/ her deputy;
- 13.1.2 make binding decisions in good faith on behalf of the ISRC, provided that such decisions be reported to the next ISRC meeting for ratification;
- 13.1.3 be the representative of the students on the University Council and any University strategic governance committee where one student representative is needed;
- 13.1.4 be the official spokesperson of the ISRC on all matters;
- 13.1.5 be an ex officio member of all ISRC standing committees;
- 13.1.6 be an ex officio member of all CSRC committees without voting powers;
- 13.1.7 Present the ISRC political report at the ordinary meetings of the ISP; and

13.1.8 Be a member of the University financial aid committee.

13.2 The Deputy President-General (DPG) shall:

- 13.2.1 act as deputy to the President-General and act as the President-General in his/her absence;
- 13.2.2 initiates and coordinates all policy related matters of the ISRC including the SRC constitutional review process; and
- 13.2.3 be the Chairperson of the ISRC's Disciplinary Committee; and shall be deputised by an Office Bearer of the ISP.
- 13.2.4 Ensure that the Code of Conduct of the University is adhered to.
- 13.2.5 Provide administrative support to any other portfolio of the ISRC.
- 13.2.6 Coordinate and work with the SGLD to organize and conduct workshops for structures and societies on leadership development.
- 13.2.7 Coordinate CSRCs and receive reports on all their activities.
- 13.2.8 Coordinate and work with the SGLD regarding the recognition of structures by CSRCs.

13.3 The Secretary-General shall:

- 13.3.1 be the Chief Administrative Officer of the ISRC;
- 13.3.2 circulate the notices and agendas of all ISRC ordinary meetings at least three working days before the meeting;
- 13.3.3 organise functions of the ISRC together with the Treasurer-General;
- 13.3.4 be the representative of the students on the University Council;
- 13.3.5 be a member of the ISRC Finance Committee;
- 13.3.6 prepare an annual report and administrative updates on the overall work of the ISRC and submit consolidated SRC reports at required intervals to the SSC;
- 13.3.7 chair ISRC meetings in the absence of the President-General and Deputy President-General;
- 13.3.8 act as the President-General in the absence of both the President-General and Deputy President-General;
- 13.3.9 assist the President-General in ensuring the smooth running of the ISRC and implementation of its decisions and resolutions;

- 13.3.10 in consultation with the President-General, deploy members of the ISRC to various structures;
- 13.3.11 present the administrative update report of the ISRC at the ordinary meetings of the ISP; and
- 13.3.12 receive letters from student organisations regarding the recalling of any ISRC member.

13.4 The Deputy Secretary-General (DSG) shall:

- 13.4.1 be able to work with, and where applicable, assist the Secretary-General in carrying out his or her responsibilities;
- 13.4.2 be instrumental in and actively involved in the education and enlightenment of students—regardless of their background, ability, or financial situation—to ensure all students have equal opportunities to succeed and participate fully in university life;
- 13.4.3 liaise with external organisations on matters of interest to minority groups within the University;
- 13.4.4 facilitate the development of a policy document on disability and special needs issues;
- 13.4.5 advocate for the realization of TUT's policy stance on creating equal opportunities and access for students with disabilities in a non-discriminatory manner;
- 13.4.6 support TUT's commitment to eliminating barriers that may hinder the advancement of students with disabilities;
- 13.4.7 ensure that all students enjoy universal access to services offered by the University. These services include, but are not limited to, healthcare, habitable residences, recreation, and safety; and
- 13.4.8 be responsible for the work of the Universal Access Officer at institutional level.

13.5 The Treasurer-General (TG) shall:

- 13.5.1 be the Chief Financial Officer of the ISRC;
- 13.5.2 administer the finances of the ISRC in accordance with the financial policies, policy documents, rules and regulations of the ISRC, in compliance with the financial policies of the University;

- 13.5.3 submit a written financial report of ISRC expenditure at each meeting, separate from the major financial report and to the ISP;
- 13.5.4 in consultation with SGLD, convene meetings of the ISRC Finance Committee, which shall be composed of the Campus Treasurers of the CSRCs, ISRC President-General and ISRC Secretary-General;
- 13.5.5 investigate the financial situation of any student organisation recognised by the SRC, when instructed or authorised by the ISRC to do so, and have the power to recommend the suspension of a structure which is being investigated, if deemed necessary;
- 13.5.6 be the chief coordinator of all the projects of the ISRC;
- 13.5.7 present the financial update report of the ISRC at the ordinary meetings of the ISP; and
- 13.5.8 together with the President General and all Campus Treasurers and Presidents, will attend the University Financial Aid meetings.

13.6 The Education and Transformation Officer shall:

- 13.6.1 represent students at the Senate and other University committees dealing with academic and transformation matters;
- 13.6.2 monitor the activities of the campuses' Transformation and Education Committees and other codes under his or her jurisdiction;
- 13.6.3 be responsible for all ISRC academic affairs and transformation matters; and
- 13.6.4 coordinate and chair the ISRC Education and Transformation Committee.

13.7 The Student Affairs and Residence Operations Officer (SARO-O) shall:

- 13.7.1 coordinate all issues relating to student residences, security and sports;
- 13.7.2 be involved in the formulation of rules and regulations of all University residence and private residences;
- 13.7.3 be the chief coordinator of all residence committees;
- 13.7.4 convene and chair the meetings of all residence committees;
- 13.7.5 assist the delegated official of the Department of Sport to convene and coordinate the All Sports Council.
- 13.7.6 perform all functions required by the ISRC in respect of sporting activities;
- 13.7.7 be the chief coordinator of all student affairs committees at all campuses;

- 13.7.8 perform all functions required by the ISRC in respect of recreational activities;
- 13.7.9 represent the ISRC on all arts and cultural forums;
- 13.7.10 facilitate the drafting of discussion documents relating to student affairs;
- 13.7.11 facilitate forums and projects that enable students to engage with topical issues of interest;
- 13.7.12 form part of the Student Support Services Portfolio Committee;
- 13.7.13 represent the ISRC on the Student Services Council;
- 13.7.14 present issues raised at Student Support Services Committee meetings in ISRC meetings; and
- 13.7.15 compile monthly reports and submit them to the ISRC.

14 Ordinary meetings of the ISRC

- 14.1 Ordinary meetings of the ISRC shall be convened by the Secretary-General in consultation with the President-General and shall be held at least once every month.
- 14.2 No ordinary meeting of the ISRC shall be held during official examination or recess periods.
- 14.3 The Secretary-General shall provide each member of the ISRC with the date, venue and agenda of the meeting at least three (3) working days before the meeting.
- 14.4 The Secretary-General shall provide each member of the ISRC with a copy of the minutes of the previous meeting at least five (5) days before the subsequent meeting.
- 14.5 Ordinary meetings of the ISRC shall be chaired by the President-General or any other person acting as President-General as provided for in this Constitution.
- 14.6 If the Secretary-General or the Deputy Secretary-General does not attend a meeting, he/she shall appoint a secretary for such a meeting.
- 14.7 The quorum of the ordinary meeting of the ISRC shall be fifty per cent plus one (50%+1) of the ISRC members. The quorum shall be determined at the start of the meeting.
- 14.8 All resolutions of the ISRC ordinary meetings shall be decided by a simple majority of members present and eligible for voting in the meeting. The Chairperson of the meeting shall have a casting vote in case of tie of votes.
- 14.9 All voting shall be by a show of hands, unless a simple majority of the meeting decides that the voting on all or certain matters should be by secret ballot.

- 14.10 The number of votes cast for, against and/or abstentions with respect to a resolution shall be recorded in the minutes.
- 14.11 After every meeting the Secretary-General shall send a copy of the minutes immediately to the University executive responsible for Students Affairs.

15 Special meetings of the ISRC

- 15.1 The President-General shall convene a special meeting of the ISRC after consultation with the Secretary-General at 24 hours' notice to members if:
 - 15.1.1 he/ she deems it necessary, or
 - 15.1.2 three (3) members of the ISRC request him/her in writing to do so, or
 - 15.1.3 three (3) CSRCs request him/her in writing to do so; or
 - 15.1.4 the University management request him/her in writing to do so.
- 15.2 The Secretary-General shall, in a written invitation to members, state the time, date, place and agenda of the meeting.
- 15.3 The Secretary-General shall hand a copy of the minutes to the Director: Student Governance and Leadership Development or executive responsible for Students Affairs immediately after ratification.

16 Termination of membership of the ISRC

- 16.1 A member of the ISRC shall cease to be a member and immediately vacate his/ her position when:
 - 16.1.1 he/she ceases to be a student of the University or he/she resigns in writing to the Secretary-General;
 - 16.1.2 he/she fails to attend three (3) consecutive ordinary meetings of the ISRC, unless the reasons for his/her absence are voted as valid by a simple majority of the ISRC;
 - 16.1.3 he/she is found guilty by a disciplinary committee or University or campus tribunal for transgressing the disciplinary code or other rules and regulations of the University, unless the disciplinary committee or tribunal states in writing that the sentence does not affect his/her membership of the ISRC;
 - 16.1.4 he/she is found guilty of a criminal offence by a court of law without an option of a fine;

- 16.1.5 he/she ceases or renounces to be a member of the student organisation which nominated him/her to the ISRC;
- 16.1.6 the disciplinary committee of the SRC expels the member;
- 16.1.7 it is proved on a balance of probabilities that the member's behaviour has brought the name of the SRC/or University into disrepute;
- 16.1.8 the disciplinary committee of the SRC expels the member;
- 16.1.9 he/she does not maintain an average of 55% during the exam period following their election;
- 16.1.10 he/she is placed on probation by the Academic Exclusion Committee; and
- 16.1.11 he/she is employed by TUT or any other organisation (including in-service training) during their term of office.

17 Filling of ISRC vacancies

- 17.1 In the case of any position in the ISRC becoming vacant, the Secretary-General, in liaison with Student Governance and Leadership development, shall, in writing and within two (2) days of resignation, notify the student organisation that nominated such a member to nominate a replacement within a period of seven (7) days.
- 17.2 In the case of the student organisation responsible failing to make a nomination as prescribed by this Constitution, the Secretary-General, in consultation with the President-General, shall notify the student organisation that followed the responsible student organisation in terms of votes acquired during the SRC elections to make a nomination. The nomination must be made within the period stipulated in **section 17.1**.
- 17.3 Any new member, after meeting eligibility requirements as per this constitution, nominated according to the provisions of **section 17.1 (2) or (4)**, shall immediately become a member of the ISRC.
- 17.4 The Secretary or any person delegated by the student organisation that made the nomination to the ISRC shall notify the ISRC Secretary-General within two days after any ISRC member has ceased to be a member or renounced the membership of the student organisation that made the nomination. The notification should contain the name of a possible replacement.

18 Recall and replacement of ISRC members

A structure will be allowed to recall a member if the following conditions are met:

- 18.1 A structure that has deployed a representative for election to the ISRC may, from time to time, recall such person, as it deems it fit, by giving the ISRC a written notice to that effect.
- 18.2 The ISRC may, with an absolute majority of its members present and eligible for voting in the ISRC meeting, reshuffle, as and when the need arises, after consultation with the ISP.
- 18.3 Student organisations opting to exercise the right to recall or replace a representative are required to inform the ISRC in writing and provide the rationale for their decision.
- 18.4 The resolution for a recall shall be substantiated with a submission of minutes and the roll-call of the higher structure that took a decision to re-call.
- 18.5 In order to ensure that the affairs and the running of the ISRC are not negatively affected, a structure may not recall a member within the thirty (30) working days after the inauguration of the ISRC and within the last thirty (30) working days of the expiry of the term of office of the ISRC.
- 18.6 Members recalled or replaced within the last thirty (30) working days of the expiry of the term of office shall not be entitled to any ISRC benefits.
- 18.7 A structure that recalls a member in a manner contrary to the provisions of section 18 (4) above, shall not be allowed to replace such a member before the expiry of the time period contemplated in **section 18 (4)**.
- 18.8 In the case of a recall, a structure must comply with the requirements of Section 17.1.

19 Dissolution of the ISRC

- 19.1 All members of the ISRC shall cease to be members if a motion of no confidence is passed against them by an absolute majority of members of all CSRCs present and eligible for voting at the respective special ISRC meetings. The ISRC shall entertain the issue of motion of no confidence only if half of the number of students that voted in the last elections demand the dissolution of the ISRC by signing petitions.
- 19.2 Any motion of no confidence passed in accordance with **section 19.1** shall come into effect immediately after the University ratifies the authenticity of the entire process.
- 19.3 The ISP shall dissolve the ISRC if a motion of no confidence passed according to **section 19.1** is ratified as authentic.
- 19.4 The Vice-Chancellor has power to dissolve the ISRC having considered justifiable reasons to do so.

- 19.5 In the event of the ISRC being dissolved, the Director: Student Governance and Leadership Development shall, after consultations and approval by the Head of Student Affairs, convene ISRC elections or appoint a Transitional ISRC within thirty (30) days after the dissolution of the ISRC.
- 19.6 The Transitional ISRC shall be appointed in terms of section 68 of this Constitution.
- 19.7 The Transitional ISRC shall serve for a period equivalent to the term of the ISRC or the remainder of the term of the ISRC until the next elections unless the ISP shortens the term of office of that Transitional SRC.
- 19.8 The Transitional ISRC shall consist of not less than five (5) and not more than seven (7) members complying with the requirements of **section 54**.
- 19.9 The Transitional ISRC shall be composed of the following members:
 - 19.9.1 President-General;
 - 19.9.2 Deputy President-General;
 - 19.9.3 Secretary-General;
 - 19.9.4 Deputy Secretary-General;
 - 19.9.5 Treasurer-General;
 - 19.9.6 Education and Transformation Officer; and
 - 19.9.7 Student Affairs and Residence Operations Officer.

CHAPTER 3

THE INSTITUTIONAL STUDENT PARLIAMENT (ISP)

20 Powers and duties of the ISP

- 20.1 The ISP shall act as an advisory body to the ISRC on matters relating to policies and other related activities.
- 20.2 The ISP shall receive and discuss reports from the ISRC.
- 20.3 (a) The ISP shall recommend the appointment of commissions or committees, and recommend duties to such commissions or committees, or individuals, as the case may be.
(b) Officers of the ISRC shall table their reports to the relevant Portfolio Committee before the Parliament sitting.
- 20.4 The ISP shall receive and consider reports, which shall be submitted by the President-General, Secretary-General and Treasurer-General before they can be presented at a mass meeting of the student body.
- 20.5 The ISP shall give advice and guidance when the disciplinary committees of the ISRC, CSRC and CSPs fail to make decisions on matters of discipline.
- 20.6 The ISP shall be representative in nature, inclusive in character and consistent in its operations.
- 20.7 The final seating of the ISP shall serve as the annual general meeting of the ISRC.

21 Composition of the ISP

- 21.1 the ISP shall be composed of the following:
 - 21.1.1 All members of the ISRC;
 - 21.1.2 All office-bearers of the ISP and CSP speakers;
 - 21.1.3 Thirty-five (35) members delegated from the student structures that participated in the preceding elections of the ISRC.
 - 21.1.4 The seats shall be allocated in accordance with the number of votes the student structure received during the SRC elections, as stipulated in this Constitution.

22 Powers and duties of office-bearers of the ISP

22.1 The Speaker shall:

- 22.1.1 in consultation with the ISP Secretary, and after consultation with the President-General and Secretary-General of the ISRC, convene sessions of the ISP;
- 22.1.2 officially preside over all official gatherings of the ISP;
- 22.1.3 have a casting vote in the case of a tie vote during a ISP session;
- 22.1.4 summon any member of the ISP to appear before the ISP disciplinary committee;
- 22.1.5 call for an urgent session of the ISP when the need arises;
- 22.1.6 dismiss from the ISP session any member of the ISP who appears to be destructive in the running of the ISP sessions; and
- 22.1.7 give any member of the ISP observer status if he/she appears to be destructive at a particular session.

22.2 The Deputy Speaker shall:

- 22.2.1 act as deputy to the Speaker;
- 22.2.2 assume the responsibilities and powers of the Speaker in his/her absence;
- 22.2.3 assist the Speaker in chairing the ISP sessions at his/her request; and
- 22.2.4 conduct all voting proceedings on issues of the ISP; and chair all ISP disciplinary hearings.

22.3 The Secretary shall:

- 22.3.1 be the chief administrative officer of the ISP;
- 22.3.2 be responsible for the minutes of all ISP sessions;
- 22.3.3 manage the correspondence of the ISP and keep copies thereof;
- 22.3.4 circulate notices and agendas of all ISP sessions two (2) weeks before a ISP ordinary meeting;
- 22.3.5 keep all ISP documents until officially handing them to the newly elected Secretary;

- 22.3.6 receive all issues submitted for discussion by the ISP and forward them to the Speaker;
- 22.3.7 receive apologies from the ISP members who cannot attend the sessions;
- 22.3.8 manage the ISP registry at all sessions;
- 22.3.9 announce decisions made by the ISRC and ISP disciplinary committees at ISP sessions;
- 22.3.10 in consultation with the Speaker, invite speakers from inside and outside the University to address the ISP; and
- 22.3.11 manage the affairs of the ISP in the absence of the Speaker and Deputy Speaker.

23 Meetings of the ISP

23.1 Ordinary meetings of the ISP

- 23.1.1 Ordinary face-to-face or virtual meetings of the Institutional Student Parliament shall be governed by the SRC's Standing Rules and Orders, applied *mutatis mutandis*.
- 23.1.2 The ordinary face-to-face or virtual meetings of the ISP shall be attended by all members of the ISP, as stipulated in this Constitution.
- 23.1.3 Ordinary meetings of the ISP shall be open to all students to attend and observe, without voting powers.
- 23.1.4 Ordinary meetings shall be held at least once per semester.
- 23.1.5 The Secretary shall give at least two weeks' notice of the date, time and venue of such a meeting, at the same time issuing a provisional agenda.
- 23.1.6 The Secretary shall request members of the ISP to submit items for the meeting (to draw up an agenda) in a period of five days.
- 23.1.7 The last ordinary meeting of the ISP shall be convened at least thirty (30) days before the expiry of the term of the ISRC to consider and discuss annual reports from the ISRC presented by the President-General, Secretary-General and Treasurer-General.

23.2 Extraordinary meetings of the ISP

- 23.2.1 An extraordinary meeting of the ISP shall be convened by the Speaker in consultation with the ISP Secretary, after consultation with the President-

General and Secretary-General of the ISRC at 48 hours' notice to members if:

- 23.2.2 He/she deems it necessary, or
- 23.2.3 the President-General and Secretary-General of the ISRC request him/her in writing to do so, or
- 23.2.4 all CSRCs and/or CSPs request him/her in writing to do so, or
- 23.2.5 a third of the members of the ISP request him/her in writing to do so.
- 23.2.6 The Convener shall, in a written invitation to members, state the time, date, place and agenda of the meeting.
- 23.2.7 The extraordinary meeting of the ISP shall not be opened to other students or people who are not members of the ISP.

23.3 Quorum of the ISP

- 23.3.1 The quorum of the ordinary meeting of the ISP shall be fifty plus one (50+1) of the members the ISP. If the required quorum is not present at the beginning of a meeting, the Speaker of the meeting shall adjourn the meeting for a period of an hour, immediately give oral notice of the resuming time, and contact all members not present to inform them of the arrangements for the starting time. If at the resuming time a quorum is still not present, the meeting shall continue only if one third of the members are present at the meeting.
- 23.3.2 The quorum of an extraordinary meeting of the ISP shall be one third of the members present at the meeting. If the required quorum is not present at the beginning of a meeting, the Speaker shall cancel the meeting.

24 Termination of membership of the ISP

- 24.1 The Speaker, Deputy Speaker and Secretary of the ISP shall cease to occupy such positions when:
 - 24.2 he/she ceases to be a student of the University;
 - 24.3 the Deputy Speaker or Secretary resigns in writing to the Speaker;
 - 24.4 the Speaker resigns in writing to the Secretary of the ISP;
 - 24.5 he/she is found guilty by a Disciplinary Committee or University/Campus Tribunal for transgressing the Disciplinary Code or other rules and regulations of the University,

unless the Disciplinary Committee or Tribunal stated in writing that the sentence does not affect his or her position of the ISP;

- 24.6 he/she is found guilty of a criminal offence by a court of law without an option of a fine;
- 24.7 a motion of no confidence is passed against him/her by an absolute majority of ISP members present and voting at the ISP meeting;
- 24.8 he/she ceases to be a member of the student organisation that nominated him/her to the ISP;
- 24.9 he/she renounces his/her membership of the student organisation that nominated him/her to the ISP.
- 24.10 The disciplinary committee of the SRC expels the member;
- 24.11 he/she does not maintain an average of 55% during the exam period following their election;
- 24.12 he/she is placed on probation by the academic exclusion committee; and
- 24.13 he/she is employed by TUT or any other organisation (including In-Service Training) during their term of office.

25 Filling of ISP vacancies

- 25.1 In case of any position in the ISP becoming vacant, among the office bearers, the Speaker or any person acting in that capacity shall organise an election and facilitate a process of the ISP to fill the vacancy.

CHAPTER 4

THE CAMPUS STUDENT REPRESENTATIVE COUNCIL (CSRC)

26 Powers and duties of the CSRC

26.1 The CSRC shall:

- 26.1.1 fulfil the local executive functions of the SRC at campus level;
- 26.1.2 exercise, effectively and efficiently, those recommendations submitted to it by the CSP and those powers delegated to it by the ISRC and the SRC Constitution;
- 26.1.3 act as the second highest decision-making body after the ISRC;
- 26.1.4 act as a disciplinary committee for members of the CSRC in matters falling within its competency;
- 26.1.5 submit reports to the CSP ordinary meetings and the student body on its activities;
- 26.1.6 execute policies and participate in the formulation of procedures regarding student affairs at the University or campus;
- 26.1.7 administer, in the interest of the students of TUT and in the manner set out in the financial rules of the University, such funds and other assets as may be allocated to the SRC by the University Council or any other sources;
- 26.1.8 establish student committees and commissions to ensure its smooth, efficient, and effective operation; and
- 26.1.9 either recognise or not recognise campus student organisations in terms of the powers vested in it by this Constitution.

27 Composition of the CAMPUS SRC

- 27.1 Campus President (CP);
- 27.2 Campus Deputy President (CDP);
- 27.3 Campus Secretary (CS);
- 27.4 Campus Deputy Secretary (CDS);
- 27.5 Campus Treasurer (CT);
- 27.6 Officer for Universal Access (OUA);
- 27.7 Campus Student Support Services Officer (CSSS-O);

- 27.8 Campus Sports and Culture Officer (CSCO); and
- 27.9 Campus Education and Transformation Officer (CETO).

28 Powers and duties of members of the CSRC

28.1 The Campus President shall:

- 28.1.1 be the Chief Executive Officer of the CSRC and preside over all gatherings of the CSRC, or delegate such duty to his/her deputy or any member;
- 28.1.2 be the official spokesperson of the CSRC on all matters;
- 28.1.3 represent the CSRC at ISRC meetings as an ex officio member of the ISRC;
- 28.1.4 ensure that the CSRC's report on its activities is submitted to the ISRC for consideration by the ISP; and
- 28.1.5 ensure the smooth running of the CSRC and the implementation of its decisions and resolutions.

28.2 The Deputy Campus President shall:

- 28.2.1 act as deputy to the Campus President and as a Campus President in his/her absence;
- 28.2.2 head the policy unit in the CSRC;
- 28.2.3 initiate and coordinate all community-based projects of the CSRC; and
- 28.2.4 be the Chairperson of the CSRC disciplinary committee.

28.3 The Campus Secretary shall:

- 28.3.1 be the Chief Administrative Officer of the CSRC;
- 28.3.2 circulate notices and agendas of all CSRC ordinary meetings at least two working days before the meeting;
- 28.3.3 with the Campus Treasurer, organise the functions of the CSRC;
- 28.3.4 prepare annual reports on the overall work of the CSRC;
- 28.3.5 represent the CSRC at ISRC meetings as an ex officio member;
- 28.3.6 chair CSRC meetings in the absence of both the Campus President and the Campus Deputy President;
- 28.3.7 act as Campus President in the absence of both the Campus President and Deputy Campus President;

- 28.3.8 assist the Campus President in ensuring the smooth running of the CSRC and the implementation of its decisions and resolutions;
- 28.3.9 facilitate the drafting of discussion documents relating to issues pertaining to students;
- 28.3.10 in consultation with the Campus President, deploy members of the CSRC to various structures; and
- 28.3.11 receive letters from the student organisations regarding the recalling of any CSRC member.

28.4 The Deputy Campus Secretary shall:

- 28.4.1 act as deputy to the Campus Secretary and act as the Campus Secretary in his/her absence;
- 28.4.2 give administrative support and back-up for any other portfolio of the CSRC;
- 28.4.3 execute duties as required by the CSRC or Campus Secretary;
- 28.4.4 be in charge of the registration of structures and report to the ISRC Deputy Secretary-General; and
- 28.4.5 liaise with Student Governance and Leadership Development to organise and conduct leadership development workshops for structures and societies.
- 28.4.6 receive quarterly reports from recognised organisations and submit a copy of such reports to the DSG.

28.5 The Campus Treasurer shall:

- 28.5.1 be the Chief Financial Officer of the CSRC;
- 28.5.2 liaise with Student Governance and Leadership Development in ensuring that the finances of the CSRC (in accordance with the financial policies, policies and rules and regulations of the SRC), comply with the financial policies of the University;
- 28.5.3 submit a written financial report of the CSRC's expenditure at each meeting, separate from the major financial report;
- 28.5.4 be a member of the ISRC Finance Committee; and
- 28.5.5 investigate the financial situation of any student organisation recognised by the CSRC, when instructed or authorised by the CSRC or ISRC to do

so and have the power to recommend the suspension of a structure which is being investigated, if deemed necessary.

28.6 Officer for Universal Access shall:

- 28.6.1 be instrumental and actively involved in the education and enlightenment of students on various aspects of disability, gender and privilege;
- 28.6.2 liaise with outside organisations with respect to matters of interest to minority groups within the University;
- 28.6.3 facilitate the development of the policy document on disability and special needs issues;
- 28.6.4 the Officer for Universal Access (OUA) shall represent the interests and demands of minority students;
- 28.6.5 promote equity and inclusion of minority students in the programmes of the CSRC and the institution;
- 28.6.6 monitor and evaluate the infrastructure development of the University and assess whether or not it responds to the aspirations of minority students; and
- 28.6.7 the OUA shall report to the ISRC Deputy Secretary-General.

28.7 The Education and Transformation Officer shall:

- 28.7.1 be responsible for all the CSRC academic affairs;
- 28.7.2 represent students on campus academic structures;
- 28.7.3 monitor the activities of the educational desks and other codes under his/her jurisdiction and be the chief coordinator of all campus educational officers; and
- 28.7.4 be responsible for all matters of transformation.
- 28.7.5 receive monthly reports from the SFC.

28.8 The Student Support Services Officer shall:

- 28.8.1 handle all matters relating to security, residences, catering and transport;
- 28.8.2 be the chief coordinator of the Campus All Residence Committee; and

- 28.8.3 handle all student safety matters and take complaints to the respective departments; and attend all meetings of the University's Campus security committee.

28.9 The Sports Officer and Culture Officer shall:

- 28.9.1 coordinate all sport forums of the CSRC and convene and coordinate the campus All Sports Council;
- 28.9.2 perform all functions, as required by the CSRC;
- 28.9.3 coordinate all sport forums of the CSRC and assist the delegated sport department official to convene and coordinate the campus All Sports Council;
- 28.9.4 be the chief coordinator of all arts and cultural activities on campus; and
- 28.9.5 perform all functions, as required by the CSRC, in respect of recreational activities, represent the CSRC on all arts and culture forums; and lead the Arts and Cultural Desk of the CSRC.

29 Ordinary meetings of the CSRC

- 29.1 Ordinary meetings of the CSRC shall be convened by the Campus Secretary in consultation with the Campus President and shall be held at least once every month.
- 29.2 No ordinary meeting of the CSRC shall be held during official examinations or recess period.
- 29.3 The Campus Secretary shall provide each member of the CSRC with the date, venue and the agenda of the meeting at least two working days before the meeting.
- 29.4 The Campus Secretary must provide each member of the CSRC with a copy of the minutes of the previous meeting at least five days before the subsequent meeting.
- 29.5 Ordinary meetings of the CSRC shall be chaired by the Campus President or any other person acting as Campus President as provided for in this Constitution. If the Campus President or his/ her substitutes do not attend the meeting, the members present shall appoint a chairperson for such a meeting from the members.
- 29.6 Only members of the CSRC shall have the right to attend CSRC meetings. The Campus President in consultation with the Campus Secretary may extend the invitation to any other person.

- 29.7 The quorum of the ordinary meeting of the CSRC shall be fifty per cent plus one (50%+1) of the CSRC members present in the meeting. The quorum is determined at the start of the meeting.
- 29.8 All resolutions of the CSRC ordinary meetings shall be decided by a simple majority of members present and voting in the meeting.
- 29.9 The Chairperson of the meeting shall have a casting vote in case of equal votes.
- 29.10 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.
- 29.11 The number of votes cast for, against and/ or abstentions with respect to a resolution shall be recorded in the minutes.
- 29.12 The Campus Secretary shall submit a copy of the minutes to the Student Governance and Leadership Development officials immediately after the meeting.

30 Special meetings of the CSRC

- 30.1 The Campus President shall, after approval by the HOD Student Governance and Leadership Development convene a Special meeting of the CSRC after consultation with the Campus Secretary at 24 hours' notice to members if:
 - 30.1.1 he/ she deems it necessary; or
 - 30.1.2 at least four members of the CSRC request him/her in writing to do so; and
 - 30.1.3 the campus management requests him/her in writing to do so.
- 30.2 The Campus Secretary shall, by a written invitation to members, state the time, date, place and agenda of the meeting;
- 30.3 The quorum of the special meeting of the CSRC shall be fifty percent plus one of the members present in the meeting. If the required quorum is not present at the beginning of a meeting, the Chairperson shall cancel the meeting; and
- 30.4 The Campus Secretary shall submit a copy of the minutes to the Student Governance and Leadership Development immediately after the meeting.

31 Campus SRC Mass Meeting

- 31.1 The purpose of the Campus SRC mass meeting shall be to:-
 - 31.1.1 provide the opportunity for open discussions on matters of pressing concern to the student body; and

- 31.1.2 provide the opportunity for the CSRC to report on and/ or seek views or advice of the student body on any matter within the jurisdiction of the CSRC.
- 31.2 The Campus SRC mass meeting shall be convened by the Campus Secretary acting on the resolution of the CSRC meeting;
- 31.3 The Campus Secretary shall place a notice of a mass meeting, stipulating the date, time, venue, and agenda, on the CSRC official notice boards and/or website/social media within 24 hours prior to the meeting;
- 31.4 The Campus SRC mass meetings shall be attended by only registered students of the affected Campus;
- 31.5 The Secretariat of the Campus SRC mass meeting must publish the resolutions of the mass meeting within five (5) days after the meeting; and
- 31.6 The Campus SRC mass meeting shall be convened in accordance with the University's policy on gatherings.

32 Special Campus SRC mass meeting

- 32.1 The CSRC, through the Campus Secretary, shall convene a Special Campus SRC mass meeting at the request of any student(s) by way of a petition signed by a minimum of one-third majority of the registered students and indicating clearly and concisely the grounds for the request.
- 32.2 The ISRC Secretary-General, together with the Campus Secretary, shall verify the authenticity of the signatures on the petition. They shall notify the requester if any of the signatures has failed the audit. The requester shall be granted an opportunity to rectify any defects on the petition, after which it may again be submitted within five (5) days.
- 32.3 If the petition has passed the audit, the Campus Secretary shall immediately advise the Campus President to convene a Special Campus SRC meeting to discuss the preparations of the Special Campus SRC mass meeting which should include the date, time, venue and agenda of the Special Campus SRC mass meeting. The mass meeting must be convened within five (5) days after the audit process.
- 32.4 The Campus President shall inform the ISRC President-General about the agenda, date, venue and the time of the Special Campus SRC mass meeting.
- 32.5 The Special Campus SRC mass meeting shall be attended by registered students of the affected Campus.

- 32.6 The Secretariat of the Special Campus SRC mass meeting must publish the resolutions of the Special Campus SRC mass meeting within three (3) days after the Special Campus SRC mass meeting.
- 32.7 The Special Campus SRC mass meeting shall be convened in accordance with the University's policy on gatherings.

33 Annual General Meeting (AGM) of the CSRC

- 33.1 The CSRC shall convene an Annual General Meeting, at the end of its term, to submit the CSRC reports, which shall comprise the Campus President, Campus Secretariat and Campus Treasurer reports.
- 33.2 The adopted reports shall form part of the comprehensive report to be submitted by the Secretary-General of the ISRC to the ISP and the newly elected ISRC.
- 33.3 The Campus Secretary shall send notices of the AGM at least seven days before the meeting to all structures and people allowed to attend the AGM.
- 33.4 The AGM shall be attended by the following:
 - 33.4.1 all members of the CSRC;
 - 33.4.2 the President-General, Secretary-General and Treasurer-General of the ISRC; and
 - 33.4.3 all members of the CSRC.

34 Termination of membership of the CSRC

- 34.1 A member of the CSRC shall cease to be a member and immediately vacate his/ her position when:
 - 34.1.1 he/ she ceases to be a student of the University;
 - 34.1.2 he/or she ceases to be a student at the Campus concerned or he/she resigns in writing to the Campus Secretary;
 - 34.1.3 he/she fails to attend three (3) consecutive ordinary meetings of the CSRC, unless the reasons for his/her absence are voted as valid by a simple majority of the CSRC;
 - 34.1.4 he/she is found guilty by a disciplinary committee or University/campus tribunal for transgressing the disciplinary code or other rules and regulations of the University, unless the disciplinary committee or tribunal made it in writing that the sentence does not affect his/her membership of the CSRC;

- 34.1.5 he/she is found guilty of a criminal offence by a court of law without an option of fine;
- 34.1.6 removed or suspended from office by an absolute majority of CSRC members present and voting at the CSRC meeting. Any such affected member may appeal against the decision within five days to the Director of Student Governance and Leadership Development. The suspension or removal shall be delayed pending the decision by the Director of Student Governance and Leadership Development. If the Director of Student Governance and Leadership Development does not make his/her decision known within two months, the decision of the CSRC shall come into effect;
- 34.1.7 he/she ceases to be a member or renounce their membership of the student organisation which nominated him/her to the CSRC;
- 34.1.8 it is proved on a balance of probabilities that the member's behaviour has brought the name of the SRC or University into disrepute; and
- 34.1.9 he/she is registered for a non-degree/diploma purpose.

35 Filling of CSRC vacancies

- 35.1 In case of any position in the CSRC becoming vacant, the Campus Secretary in liaison with Student Governance and Leadership Development, shall in writing and within two (2) days after the resignation, notify the student organisation that nominated such a member, to nominate a replacement within a period of seven (7) days.
- 35.2 In case the student organisation responsible fails to make a nomination as prescribed by this Constitution, the Campus Secretary in consultation with all CSRC members shall notify the student organisation that followed the former organisation in terms of votes acquired during the SRC elections to make a nomination. The nomination must be made within a period provided in **section 35.1**.
- 35.3 Any new member nominated, meeting eligibility requirements as per this constitution according to the provisions of **section 35.2** shall immediately become a member of the CSRC.
- 35.4 The Secretary or any person delegated by the student organisation that made the nomination to the CSRC shall notify the CSRC Campus Secretary within two days after any CSRC member has ceased or renounced the membership of the student

organisation that made the nomination. The notification should include the name of a possible replacement.

36 Re-call and replacement of CSRC members

- 36.1 A structure that has nominated a representative for election to the CSRC may, from time to time, re-call such person, as it deem it fit, by giving the SRC a written notice to that effect.
- 36.2 The CSRC, in a meeting specifically convened to reshuffle, may with absolute majority of its members present and voting in the SRC meeting reshuffle, as and when the need arises.
- 36.3 Student organisations opting to exercise the right to replace a representative are required to inform the CSRC in writing stating the rationale for the decision.
- 36.4 The resolution for a recall shall be substantiated with a submission of minutes and the roll-call of the Branch Executive Committee meeting that took a decision to re-call.
- 36.5 In order to ensure that the affairs and the running of the CSRC are not negatively affected, a structure may not re-call a member within the thirty (30) days working days after the inauguration of the CSRC and within the last thirty (30) working days of the expiry of the term of office of the CSRC.
- 36.6 A structure which re-calls a member in a manner contrary to the provision of **section 36.4** above shall not be allowed to replace such a member before the expiry of the time period contemplated in **section 36.4**.
- 36.7 Members recalled or replaced within the last thirty (30) working days of the expiry of the term of office shall not be entitled to any ISRC benefits.

37 Dissolution of the CSRC

- 37.1 All members of the CSRC shall cease to be members of the CSRC if a vote of no confidence is passed against the CSRC by absolute majority of members of the CSRC present and voting in the meeting.
- 37.2 The CSRC shall be dissolved if fifty per cent plus one of the members of the CSRC resign or are suspended or expelled.
- 37.3 All members of the CSRC shall cease to be members if a vote of no confidence, through a petition, is passed against the CSRC by absolute majority of the number of students, who participated in the last preceding CSRC elections.

- 37.4 Any motion of no confidence passed in accordance with **section 37.3** shall come into effect immediately after the University ratifies the authenticity of the entire process.
- 37.5 The Director: Student Governance and Leadership Development shall dissolve the CSRC if a motion of no confidence passed according to **section 37.3** is ratified as authentic.
- 37.6 The Vice-Chancellor has power to dissolve the CSRC having considered justifiable reasons to do so.
- 37.7 In the event the CSRC is dissolved, the Director: Student Governance and Leadership Development shall after consultation and approval by the Head of Student Affairs convene CSRC elections or appoint a Transitional CSRC within thirty (30) days after the dissolution of the CSRC.
- 37.8 The Transitional CSRC shall be appointed in terms of section 68 of this Constitution.
- 37.9 The Transitional CSRC shall serve for a period equivalent to the term of the CSRC, unless the Director of Student Governance and Leadership Development shortens the term of office of that Transitional SRC.
- 37.10 The Transitional CSRC shall be composed of the following members:-
- 37.10.1 Campus President;
 - 37.10.2 Deputy Campus President;
 - 37.10.3 Campus Secretary;
 - 37.10.4 Deputy Campus Secretary;
 - 37.10.5 Campus Treasurer;
 - 37.10.6 Officer for Universal Access;
 - 37.10.7 Campus Education and Transformation Officer Campus Student Support Services Officer; and
 - 37.10.8 Campus Sports and Culture Officer.

CHAPTER 5

THE CAMPUS STUDENT PARLIAMENT (CSP)

38 Powers and Duties of the CSP

- 38.1 The CSP shall act as an advisory body to the CSRC on matters relating to policy and other related activities.
- 38.2 The CSP shall receive and discuss reports from the CSRC.

- 38.3 The CSP shall recommend to the ISP the proposed amendments to the Constitution or policies of the SRC.
- 38.4 The CSP shall recommend the appointment of commissions or committees, and recommend duties to such commissions or committees, or to individuals, as the case may be.
- 38.5 The CSP shall receive and discuss monthly reports, which must be submitted by all members of the CSRC before they are presented at a mass meeting of the student body.
- 38.6 The CSP shall give advice and guidance when the disciplinary committees of the CSRC and CSP fail to make decisions on matters of discipline.
- 38.7 The CSP shall be representative in nature, inclusive in character and consistent in its operations.
- 38.8 The CSP shall make input to the ISP on matters of policy and proposed amendments to the SRC Constitution.

39 Composition of the CSP

The CSP shall be composed of the following members:

- 39.1 All members of the Campus SRC;
- 39.2 All office-bearers of the CSP (Speaker, Deputy Speaker, Secretary);
- 39.3 Members delegated from the student structures that participated in the preceding elections of the Campus SRC.
- 39.4 The seats shall be allocated in accordance with the number of seats the student formation received during the SRC elections as stipulated in **section 61**.
- 39.5 Non-voting members representing the subcommittees of the CSRC; All Chairpersons Residence Committees, All Student Faculty Councils office bearers, Chairperson of Sport Council, Chairpersons of Academic House committees and all Chairpersons of Commuter Forums.

40 Powers and duties of office-bearers of CSP

40.1 The Speaker shall:

- 40.1.1 the Speaker shall, in consultation with the Secretary of the CSP, convene sessions of the CSP;
- 40.1.2 preside over all official gatherings of the CSP;
- 40.1.3 have a casting vote in case of a tie vote during a CSP session;

- 40.1.4 summon any member of the CSP to appear before the CSP Disciplinary Committee;
- 40.1.5 call for an urgent session of the CSP when the need arises;
- 40.1.6 dismiss any member of the CSP who appears to be destructive in the running of the CSP sessions; and
- 40.1.7 give any member of the CSP an observer status if the member appears to be destructive at a particular session.

40.2 The Deputy Speaker shall:

- 40.2.1 act as deputy to the Deputy Speaker;
- 40.2.2 assume the responsibilities and powers of the Speaker in his/her absence;
- 40.2.3 assist the speaker in chairing the CSP sessions at the request of the speaker;
- 40.2.4 conduct all voting proceedings on issues of the CSP; and chair all CSP disciplinary hearings.

40.3 The Secretary shall:

- 40.3.1 be the chief administrative officer of the CSP;
- 40.3.2 be responsible for the minutes of all CSP sessions;
- 40.3.3 manage the correspondence of the CSP and keep copies thereof;
- 40.3.4 circulate notices and agendas of all CSP sessions two (2) weeks before the CSP ordinary meeting;
- 40.3.5 keep all CSP documents until officially handing them to the newly elected Secretary;
- 40.3.6 receive all issues submitted for discussion by the CSP and forward them to the Speaker;
- 40.3.7 receive apologies from the CSP members who cannot attend the sessions;
- 40.3.8 manage the CSP registry at all sessions;
- 40.3.9 announce decisions made by the CSRC and CSP Disciplinary Committees at CSP sessions;
- 40.3.10 invite speakers from inside and outside the campus to address the LSGC; and

- 40.3.11 manage the affairs of the CSP in the absence of the Speaker and Deputy Speaker.

41 Meetings of the CSP

41.1 Ordinary meetings of the CSP

- 41.1.1 Ordinary meetings of the CSP shall be governed by the SRC's standing rules and orders, applied *mutatis mutandis*.
- 41.1.2 The ordinary meetings of the CSP shall be attended by all members of the CSP.
- 41.1.3 Ordinary meetings of the Campus Student Parliament shall be open to all students to attend and observe without voting powers.
- 41.1.4 Ordinary meetings shall be held at least three (3) times a year.
- 41.1.5 The Secretary shall give at least two weeks' notice of the date, time and venue of such a meeting, at the same time issuing a provisional agenda.
- 41.1.6 The Secretary shall request members of the CSP to submit items for the meeting (to draw up the agenda), giving them reasonable time to do so.

41.2 Extraordinary meetings of the CSP

- 41.2.1 An extraordinary meeting of the Campus Student Parliament shall be convened by the Speaker in consultation with the CSP Secretary, Campus President and Campus Secretary of the CSRC at 24 hours' notice to members if:-
- 41.2.1.1 he/ she deems it necessary, or
- 41.2.1.2 the Campus President and Campus Secretary of the CSRC request him/her in writing to do so, or
- 41.2.1.3 at least five members of the CSRC and/ or at least one-third of the members of CSP request him/her in writing to do so, or
- 41.2.1.4 a committee of the CSP requests him/ her in writing.
- 41.2.2 The Speaker shall, by written invitation to members, state the time, date, place and agenda of the meeting.
- 41.2.3 The extraordinary meeting of the CSP shall not be opened to other students or people who are not members of the CSP.

42 Quorum of the CSP

- 42.1 The quorum of the ordinary meeting of the CSP shall be fifty per cent plus one (50%+1) of members
- 42.2 The quorum is determined at the start of the meeting. If the required quorum is not formed at the beginning of a meeting, the Speaker of the meeting shall adjourn the meeting for a period of an hour and immediately give oral notice of the resuming time and must contact all members not present to inform them of the arrangements for the starting time.
- 42.3 If at the resuming time a quorum is still not formed, the meeting shall continue only if one-third of members are present in the meeting.
- 42.4 The quorum of the extraordinary meeting of the CSP shall be one-third of members present in the meeting. If the required quorum is not formed at the beginning of a meeting, the Speaker shall cancel the meeting.

43 Termination of membership of the CSP

- 43.1 The Speaker, Deputy Speaker and Secretary of the CSP shall cease to occupy such positions when:
 - 43.1.1 he/she ceases to be a student of the University or the Campus concerned;
 - 43.1.2 the Deputy Speaker or Secretary resigns in writing to the Speaker;
 - 43.1.3 the Speaker resigns in writing to the Secretary of the CSP;
 - 43.1.4 he/she is found guilty by a Disciplinary Committee or University/Campus Tribunal for a transgression of the Disciplinary Code or other rules and regulations of the University, unless the Disciplinary Committee or Tribunal made it in writing that the sentence does not affect his/her position of the CSP;
 - 43.1.5 he/she is found guilty of a criminal offence by a court of law without an option of fine;
 - 43.1.6 he/she ceases to be a member of the student organisation which nominated him/her to the CSP; and
 - 43.1.7 he/she renounces the membership of the student organisation which nominated him/her to the CSP.

44 Filling of CSP vacancies

- 44.1 In case any position in the CSP becoming vacant, the Speaker or any person acting in that capacity shall convene an extraordinary meeting of the CSP to fill the vacancy.

CHAPTER 6

ELECTION RULES AND PROCEDURES

45 The appointment of External Electoral Management Company (EEMC)

- 45.1** The Head of Student Affairs, or any person delegated, after consultation with the ISRC President-General and ISP Speaker, shall appoint the External Electoral Management Company (EEMC) on a three-year fixed contract to manage the ISRC, CSRC, SRC, and SFC elections in accordance with the Constitution. The EEMC shall be appointed in line with the University's procurement processes.
- 45.2** In the absence of the ISP Speaker, the Deputy Speaker shall replace him/her in the consultation meeting.
- 45.3** The EEMC shall be appointed to manage the SRC and SFC elections on the same date determined by the University.
- 45.4** The EEMC shall be appointed to manage the ISRC and CSRC elections on the same date determined by the University.
- 45.5** The University management, University community and members of the student body must use their best endeavours to enable the SRC elections to take place at the respective campuses in the second semester of each academic year.
- 45.6** The EEMC's duration of appointment shall be aligned with and adhere to the approved election timetable or schedule.

46 Duties and responsibilities of the EEMC

- 46.1** The EEMC shall conduct, manage and administer the elections in accordance with the provisions of the Constitution.
- 46.2** The EEMC shall have one Chief Electoral Officer appointed amongst its members.
- 46.3** The EEMC, with the assistance of the University management and general members of the student body, shall ensure that elections of the SRC proceed in a constitutional and orderly fashion.
- 46.4** The EEMC shall exercise control over all aspects of the SRC elections and shall make all necessary practical arrangements to ensure that the SRC elections are free, fair and credible.
- 46.5** The EEMC shall take all reasonable measures to ensure that no campaigning is done within twenty (20) meters of a polling station.

- 46.6 The EEMC, with the assistance of the University management, shall safely store all documents concerning the SRC elections for a period of one (1) month after the announcement of the elections results. (This will help in case any participant structure that participated in the elections has raised an objection).
- 46.7 The EEMC shall destroy all documents concerning the SRC elections one month after the announcement of the SRC elections results or ruling of the objection.
- 46.8 The EEMC shall publish an Electoral Code of Conduct for the conduct of the elections, the conduct of canvassing and electioneering for each separate election.
- 46.9 The EEMC must ensure that the Electoral Code of Conduct is read together with any available SRC Electoral Rules and the Constitution.

47 Functions of the Chief Electoral Officer

The Chief Electoral Officer shall:

- 47.1 Serve on the Electoral Monitoring Commission and be responsible for organising the elections for the University.
- 47.2 The Chief Electoral Officer shall serve as head of the Electoral Monitoring Commission and principal manager of the SRC elections for the university.
- 47.3 Any objection or complaint regarding the SRC elections must be lodged with the Chief Electoral Officer as prescribed by the Constitution.
- 47.4 The Chief Electoral Officer shall be responsible for the introduction and supervision of an effective control system to ensure free and honest elections.
- 47.5 The Chief Electoral Officer shall convene and preside over the SRC Election Screening Mass Meeting.
- 47.6 The Chief Electoral Officer shall convene and preside over the first extraordinary meeting of the ISRC and CSRC aimed at constituting the ISRC and CSRC.
- 47.7 Be appointed in line with the provisions of this constitution and TUT policies, and shall be responsible for:
 - 47.7.1 open the nomination process and assigning a closing date;
 - 47.7.2 prepare nomination forms;
 - 47.7.3 compile a complete list of candidates;
 - 47.7.4 arrange meetings of candidates and the Electoral Monitoring Committee to explain processes, rules and regulations for the elections;
 - 47.7.5 ensure that an election schedule is drawn up and venues for election activities (workshops, circuses, training and meetings) are booked;

- 47.7.6 ensure that the election publications carrying relevant information about candidates are distributed before the elections;
- 47.7.7 liaise with campus media about information on the candidate organisations, to be published before the elections;
- 47.7.8 make recommendations to the Head of Student Affairs or any person delegated concerning the efficient running of the election;
- 47.7.9 Submit a full elections report for the attention of TUT Council through the Head of Student Affairs or a delegated person. The report shall include an account of how allocated election funds were spent and shall be submitted within a timeframe agreed upon between the University and the Electoral Commission at the time of its appointment;
- 47.7.10 convene and servicing meetings of the Electoral Monitoring Commission in consultation with the office of the Head of Student Affairs or any person delegated; and
- 47.7.11 declare the results within a period of two (2) days after the ballot had been counted.

47.8 Functions of the Presiding Officers

The Presiding Officers shall:

- 47.8.1 Serve on the Electoral Monitoring Commission and assist the Chief Electoral Officer in organising the elections;
- 47.8.2 Ensure the efficient day-to-day running of the election process; and
- 47.8.3 Be appointed in line with the provisions of this Constitution and relevant TUT policies.

48 Establishment of the Electoral Monitoring Commission(s)

- 48.1 There shall be the Electoral Monitoring Commission at institutional level and one in each campus.

48.2 Composition of the Electoral Monitoring Commission(s)

At Institutional Level:

- 48.2.1 Chief Electoral officer appointed by the EEMC.
- 48.2.2 The Director: Student Governance and Leadership Development.
- 48.2.3 The SGLD Heads of Departments.
- 48.2.4 Six (6) Presiding Officers and other support staff appointed by the EEMC.

- 48.2.5 The Student Development Practitioners from all campuses.
- 48.2.6 Two (2) members of the Institutional SRC not contesting in the elections.
- 48.2.7 One nominee designated by the office of the Registrar.
- 48.2.8 One nominee designated by the office of the Director: Campus Protection Services (CPS).
- 48.2.9 One nominee designated by the office of the Director: Information and Communication Technologies (ICT).
- 48.2.10 Representative from the Vice-Chancellor's office.
- 48.2.11 Each student structure contesting elections at the institutional level can appoint one official observer. This observer must be a registered Tshwane University of Technology student and, once vetted and approved by the Commission, will serve for the entire election duration, unless removed for valid reasons.

At Campus Level

- 48.2.12 The Presiding officer as the chairperson
- 48.2.13 The SGLD Head of Department
- 48.2.14 The Student Development Practitioner
- 48.2.15 Two members of the CSRC not contesting in the current election.
- 48.2.16 The Speaker of the Campus Student Parliament
- 48.2.17 One nominee designated by the office of the Assistant Registrar.
- 48.2.18 Each student structure contesting elections at the institutional level can appoint one official observer. This observer must be a registered Tshwane University of Technology student and, once vetted and approved by the Commission, will serve for the entire election duration, unless removed for valid reasons.
- 48.2.19 One nominee designated by the office of Director: Campus Protection Services.
- 48.2.20 One nominee designated by the office of Director: ICT.
- 48.2.21 A representative from Campus Management Committee designated by the Campus Rector.

48.3 Functions and responsibilities of the Electoral Monitoring Commission

48.3.1 The Electoral Monitoring Commission shall:

- 48.3.1.1 Develop and publish the election regulations and the election schedule;
- 48.3.1.2 Register student organisations;
- 48.3.1.3 Provide oversight on the institution-wide election process.
- 48.3.1.4 Monitor and ensure a consistent and standard campus election management and implementation process by the respective Campus EMCs. CEMCs shall be the subsidiary bodies of the IEMC and shall operate in accordance with the institutional decisions of the IEMC.
- 48.3.1.5 Ensure that the SRC elections are free and fair by sound management and administration of:
 - a) Nominations and nomination procedures;
 - b) Campaigns and campaign procedures;
 - c) Voting and voting procedures;
 - d) The counting of votes cast in the SRC elections.
- 48.3.1.6 Make recommendations on the Election Rules and Procedures to the Constitutional Review Conference.
- 48.3.1.7 Establish additional rules to run effective SRC elections.

48.3.2 To ensure that those elections are free and fair;

48.3.3 To make recommendations on the Election Rules and Procedures to the Constitutional Review Conference.

48.4 Role of upper or mother-body organization in the elections

- 48.4.1 Upper or mother-body organization shall not form part of the Election Monitoring Commission of the University.

48.5 Management of election results

- 48.5.1 The Chief Electoral Officer shall formulate and facilitate an adoption and approval of systems and processes that would ensure:
 - a) candidate eligibility self-check,
 - b) verification of results against the official records,
 - c) swift handling of appeals by Office of the Registrar.

49 Eligibility for election to the ISRC, ISP, CSRC, CSP, and SFC

A person shall be eligible for election to the SRC and SFC if he/ she:-

- 49.1 is a dully registered student with good academic standing at Tshwane University of Technology;
- 49.2 has been a registered TUT student for at least one year preceding the elections and his/her name appears on the final voter's roll; and
- 49.3 is registered for a full academic programme and not for a non-degree/diploma programme.
- 49.4 Should have rendered a satisfactory academic performance as follows:
 - 49.4.1 must be in at least the second academic year when nominated for election, and must have passed the previous examinations with at least a 55% aggregate, having enrolled for all the modules required for his/her qualification in the year preceding the election;
 - 49.4.2 he/she must be registered for a structured qualification that includes coursework and must have passed at least seventy percent (70%) of the total courses/modules registered for in the year/semester preceding the nomination for election to the SRC; or
 - 49.4.3 He/she must be registered for a research-based qualification; he/she must present written confirmation from the executive dean or any person designated by the Executive Dean.
- 49.5 has not been convicted for a criminal offence by the court of law without an option of a fine;
- 49.6 has not been barred by the Disciplinary Committee of the University;
- 49.7 A person shall be eligible for election to the SRC if he/she has not already held two (2) terms of office as an SRC (ISRC or CSRC) member. Serving on the ISP, CSP, SFC, and other sub-structures of the SRC shall be viewed as part of leadership development and shall not disqualify one from contesting the elections;
- 49.8 is not a member of staff at Tshwane University of Technology;
- 49.9 does not seek election to the ISRC and CSRC at the same time; and
- 49.10 a student who is elected into the SRC and who no longer complies with the requirements of this constitution automatically forfeits his/her membership with immediate effect and is replaced in accordance with the procedures contained in this Constitution.

50 Eligibility to vote for ISRC and CSRC

Every person shall be allowed to vote during SRC elections provided he/she:-

- 50.1 is a student of the Tshwane University of Technology; and
- 50.2 is appearing on the final voter's roll and the EEMC has not indicated that there is an impediment to him/her being eligible to vote.

51 Voters' roll

- 51.1 Before an election, the EEMC shall obtain from the University management a list of names of all students, per campus, eligible to vote in the SRC elections.
- 51.2 The draft voter's roll shall be placed on the EEMC electronic platform public inspection and subsequent objections for a period stipulated by the EEMC.
- 51.3 Any objections regarding the voter's roll shall be lodged with the office of the EEMC and adjudicated by the Chief Electoral Officer within a period designated by the EEMC. The decision of the Chief Electoral Officer on issues concerning the voter's roll shall be final.

52 Registration of student organisations for CSRC and ISRC elections

- 52.1 The EEMC shall invite registration of prospective candidates per student organisation wishing to take part in the SRC elections, by issuing a notice stipulating the requirements and periods within which such registration must be made.
- 52.2 Only student organisations which have registered with the CSRC under the specified categories shall be allowed to participate in the SRC elections.
- 52.3 Only registered and recognised student organisations may contest the elections and must register with the EEMC to contest, either on Campus or Institutional level.
- 52.4 Student organisations wishing to contest the ISRC elections should be recognised in at least two (2) campuses of the Tshwane University of Technology, having existed for at least six (6) months in the country and one (1) year at the University. The one-year period shall be calculated from the date of formal recognition of the organisation to the end of the twelve (12) months.
- 52.5 The EEMC shall within two (2) days after closure of registration, publish the list of all qualified student organisations which passed the audit.
- 52.6 The Chief Electoral Officer shall declare invalid and disqualify any registration of student organisation which failed the audit.

- 52.7 In the event that all three SFC positions are not filled by contestants, class representatives shall be given the opportunity to fill the vacancies through elections facilitated by SGLD.

53 Nomination of candidates by contesting student organisations

- 53.1 The office of the EEMC shall receive all registration and/ or nomination forms.
- 53.2 All candidates seeking election in the ISRC and CSRC must sign the nomination form to indicate acceptance of the nomination. No candidate shall be allowed to be nominated by more than one student organisation.
- 53.3 A nomination form is not valid unless it complies with the provisions of section 52.2. Furthermore, the nomination should contain the surname, full name(s), student number, and the faculty of the prospective candidates.
- 53.4 The Chief Electoral Officer shall verify the nominations to ensure that candidates meet the criteria for eligibility as set out in section 48.
- 53.5 The EEMC shall within two (2) days after closure of nominations, publish the list of all qualified candidates per student organisation which passed the audit.
- 53.6 The Chief Electoral Officer shall declare invalid and disqualify any registration of student organisation which failed the audit.
- 53.7 The Chief Electoral Officer shall publish the period for official campaigning and canvassing. Any campaigning or canvassing which threatens or interrupt the academic activities of the University shall be declared invalid and punishable in accordance with the provisions of the Disciplinary Conduct of the University.
- 53.8 A student organisation shall notify the Chief Electoral Officer in writing, within a specified time frame, of its intention to cancel, withdraw or terminate its registration as a contestant in the elections.
- 53.9 Any organisation making a false statement or furnishing false particulars in any application or other document required by these regulations shall be guilty of an offence and its registration may be subjected to a review and/ or terminated as a form of punishment.
- 53.10 Student structures intending to contest SRC election shall submit all their final nomination lists to the EEMC at once, at the commencement of the election process.
- 53.11 The nomination period shall be open for at least 21 days before the actual day of the election.

54 Support of student organisations and SFC Candidates contesting the elections

- 54.1 The Director of Student Governance and Leadership Development shall provide the Chief Electoral Officer with clear information on the support that will be made available to student organisations and SFC candidates participating in the elections, particularly in relation to the production of election campaign materials.
- 54.2 The production of such election campaign materials shall be facilitated by the University's Printing Office, in collaboration with the Director of Student Governance and Leadership Development.

55 Voting and counting of results

- 55.1 Electronic voting for the SRC shall take place by means of secure, confidential and anonymous election ballot on which the names and logos of participating structures appear. Voting shall extend for the period of three days.
- 55.2 Electronic voting for the SFC shall take place by means of secure, confidential and anonymous election ballot on which the names and photographs of all the candidates appear. Voting shall extend for the period of three days.
- 55.3 At any time before voting could begin, the Chief Electoral Officer shall inform participating student organisations through observers about the procedure to lodge a complaint during any stage of voting until the announcement of the election results.
- 55.4 Only the name and the logo of participating student organisations shall appear on the ballot paper.
- 55.5 Voting for the ISRC and CSRC elections shall be held over the same period of three days.
- 55.6 the Chief Electoral Officer shall ensure that the following procedural requirements for the elections are brought to the attention of the voters:-
 - 55.6.1 a voter shall vote for one student organisation for ISRC election and one student organisation for CSRC election;
 - 55.6.2 the Chief Electoral Officer shall ensure that all basic information concerning voting procedures is made available to voters.
- 55.7 The total number of votes cast shall be counted against the total number of seats available to determine the number of votes that makeup a seat. The droop quota system will be used.

- 55.8 Additional regulations on online voting and counting of votes will be provided by the EEMC in consultation with the Institutional Electoral Monitoring Commission.

56 Complaints during the voting period

- 56.1 Only participating student organisations, through observers, shall be eligible to file any complaint on the SRC elections at any time during the voting period.
- 56.2 All complaints shall be in writing and co-signed by both observers of the participating student organisations.
- 56.3 All complaints shall be raised with the Chief Electoral Officer in a manner described in **section 57.1 and 57.2.**
- 56.4 The Chief Electoral Officer shall apply his/her mind on any complaint raised and give a ruling.
- 56.5 In case the complaining participating student organisation is not satisfied with the ruling of the Chief Electoral Officer, it may further use the complaint as a ground to refuse the outcome of the SRC election. Any such participating student organisation shall only contest the outcomes of the SRC elections after the Chief Electoral Officer has announced the preliminary SRC election results as provided in **sections 57.1 and 57.2.**

57 Announcement of the election results

- 57.1 The Chief Electoral Officer shall immediately after counting inform observers about the preliminary results of the elections and the status of the SRC election results based on the required minimum percentage poll.
- 57.2 The preliminary results and preliminary seats allocation shall be based on principles of proportional representation.
- 57.3 The Chief Electoral Officer shall invite participating student organisations observers to raise any objection to the preliminary results within twelve hours (12) after the announcement of the preliminary results.
- 57.4 The Chief Electoral Officer shall immediately publish the preliminary results notwithstanding any objection raised.
- 57.5 The Chief Electoral Officer shall immediately proceed to publish the final SRC elections results after the lapse of the time frame provided in **section 59.2** if no objection is raised.

58 Objections to election results

- 58.1 Any objection to the preliminary results shall be lodged with the Chief Electoral Officer and shall be in writing and co-signed by both observers of the objecting participating student organisation. The affected participating student organisation shall write a separate letter taking ownership of the objection raised by its own observers. Any objection which is not qualified by the concerned participating student organisation shall be declared invalid.
- 58.2 The Chief Electoral Officer shall apply his/her mind to any objection raised and provide a ruling in writing. The Chief Electoral Officer shall proceed to announce the final SRC elections result, within two (2) days after the ruling in case the affected participating student organisation is satisfied with the ruling. Any pronouncement of the final results shall be based on the principles of proportional representation and seats shall be allocated as such.
- 58.3 In case the affected participating student organisation is not satisfied with the ruling given by the Chief Electoral Officer, it may further raise its objection with the Director of Student Governance and Leadership Development within one (1) day after the ruling of the Chief Electoral Officer.
- 58.4 In case the objection is based purely on the complaint raised in accordance with the provisions of **section 60.1**, the objecting participating student organisation may appeal against the results of the SRC elections directly to the Director of Student Governance and Leadership Development.
- 58.5 The appeal must be in writing and co-signed by both observers of the affected participating student organisation. The affected participating student organisation shall write a separate letter taking ownership of the objection raised by its own observers. Any objection which is not qualified by the concerned participating student organisation is invalid. The affected participating student organisation shall provide the Chief Electoral Officer with all copies of appeal letters written to the Director of Student Governance and Leadership Development.
- 58.6 The Director of Student Governance and Leadership Development shall give a ruling on the objections raised in accordance with **section 60.1** within ten (10) days.

- 58.7 The Chief Electoral Officer shall delay the announcement of the final SRC election results until the Director of Student Governance and Leadership Development, after approval by the Head of Student Affairs has given a final ruling on any objection raised.
- 58.8 The Chief Electoral Officer shall announce the final SRC election results within two (2) days after the Director of Student Governance and Leadership Development has given a ruling.
- 58.9 In the case of elections not being successful in one or two campuses, the Director of Student Governance and Leadership Development after consultation and approval by the Head of Student Affairs shall within a reasonable period declare whether to call for new election/re-run of elections or constitute a transitional SRC in the affected campuses.
- 58.10 The Chief Electoral Officer shall immediately after declaring the SRC elections null and void notify the Director of Student Governance and Leadership Development about the status of the elections.
- 58.11 The Director of Student Governance and Leadership Development after consultation and approval by the Head of Student Affairs shall within a reasonable period declare whether to call for new elections or constitute Transitional SRC.
- 58.12 The Director of Student Governance and Leadership Development after consultation and approval by the Head of Student Affairs shall within a reasonable period declare whether to call for new elections or constitute Transitional SRC.

59 Transitional SRC

- 59.1 The Director of Student Governance and Leadership Development shall after approval by the Head of Student Affairs constitute a Transitional SRC.
- 59.2 The Transitional SRC shall be composed of student organisations which participated in the previous SRC elections.
- 59.3 Seats shall be allocated to student organisations that has won seats in the preceding elections according to the number of votes won.
- 59.4 The Director of Student Governance and Leadership Development shall invite other interested members of the student body into the Transitional SRC, if one or more of the student organisations which participated in the preceding SRC elections is/are not willing to take part in the Transitional SRC.

- 59.5 The Transitional SRC shall hold office until the next ordinary SRC elections, or any such time determined by the Director of Student Governance and Leadership Development, which time shall not exceed the normal term of an elected SRC.
- 59.6 Any appointment into the Transitional SRC shall amongst others only be limited to students who comply with the provisions of **section 48**. The Transitional SRC shall be composed as stipulated in sections 19.7 and 37.9 respectively.

60 Constituting of the CSRC

- 60.1 The Chief Electoral Officer shall immediately after the announcement of the ISRC constituting meeting results, invite candidates of student organisations which won seats in the CSRC election and their respective two observers, to an extraordinary meeting of the CSRC for the sole purpose of constituting the CSRC.
- 60.2 All student organisations which won seats in the CSRC shall be obliged to serve in the CSRC for at least four (4) months before withdrawing participation.
- 60.3 The Chief Electoral Officer shall remind the invited candidates of student organisations about the number of votes each won and their equivalent number of seats.
- 60.4 The Chief Electoral Officer shall issue the nomination forms for all seats to be contested.
- 60.5 The Chief Electoral Officer shall announce the results of the nomination process.
- 60.6 The Chief Electoral Officer shall declare the CSRC duly constituted according to the nomination in the event of no contestation.
- 60.7 In case the nomination process failed to produce final results, the Chief Electoral Officer shall develop a simple ballot paper with only the names of the nominated candidates per positions, without the name or logo of participating student organisations.
- 60.8 The voting for the constitution of the CSRC shall be by a secret ballot.
- 60.9 The Chief Electoral Officer shall develop a ballot described by **section 68.8** and thereafter allow the voting to take place.
- 60.10 The Chief Electoral Officer shall immediately count the ballot of the election in full view of the invited observers and immediately announce the results.
- 60.11 The Chief Electoral Officer shall declare the CSRC duly constituted according to the election results in the event of no tie or draw.
- 60.12 The Chief Electoral Officer shall immediately call for fresh nominations in the event of a tie vote or draw on a position. In the event of a continued tie or draw, the Chief

Electoral Officer shall allow the organisations to choose seats in accordance with the number of votes acquired during the elections. Preference on the selection of seats shall depend on the number of votes received during the elections. An organisation shall select its preferred seats once and as a block.

61 Inaugural Institutional Student Parliament (ISP)

- 61.1 After the SRC election, Student Governance and Leadership Development Director shall make resources available for the sitting of the inaugural Institutional Student Parliament.
- 61.2 Student Governance and Leadership Development Director shall facilitate the inauguration of the ISP within fourteen (14) days of the constituting of the same.

62 Constituting of the Institutional Student Parliament (ISP)

The ISP shall consist of the following number of seats:-

- 62.1 All members of the ISRC;
- 62.2 All office-bearers of the ISP and CSP speakers;
- 62.3 Thirty-five (35) members delegated from the student structures that participated in the preceding elections of the ISRC.

63 Constituting of the ISRC

- 63.1 The Chief Electoral Officer shall immediately after the announcement of the final SRC election results invite candidates of student organisations which won seats in the CSRC election and their respective two observers, as well as the Chairperson and Secretary of each CSRC to an extraordinary meeting of the ISRC for the sole purpose of constituting the ISRC.
- 63.2 The Chief Electoral officer shall issue the nomination forms for all seats to be contested.
- 63.3 All student organisations which won seats in the ISRC shall be obliged to serve in the ISRC for at least three (3) months before withdrawing participation.
- 63.4 The ISRC shall not be constitutionally constituted if it is composed of members from one campus.
- 63.5 The Chief Electoral Officer shall remind the invited candidates of student organisations about the number of votes that each won and their equivalent number of seats.
- 63.6 The Chief Electoral Officer shall issue the nomination forms for all seats to be contested.

- 63.7 The Chief Electoral Officer shall announce the results of the nomination process.
- 63.8 The Chief Electoral Officer shall declare the ISRC duly constituted according to the nomination in the event of no contestation.
- 63.9 In case the nomination process failed to produce the final results, the Chief Electoral Officer shall develop a simple ballot with only the names of the nominated candidates per position, without the name or logo of participating student organisations.
- 63.10 The voting for the constitution of the ISRC shall be by a secret ballot and all ex officio members shall have a voting right.
- 63.11 The Chief Electoral Officer shall develop a ballot paper and thereafter allow the voting to take place.
- 63.12 The Chief Electoral Officer shall immediately count the ballot of the election in full view of the invited observers and immediately announce the results.
- 63.13 The Chief Electoral Officer shall declare the ISRC duly constituted according to the election results in the event of no tie or draw.
- 63.14 The Chief Electoral Officer shall immediately call for fresh nominations in the event of a tie vote or draw on a position. In the event of a continued tie or draw, the Chief Electoral Officer shall allow the organisations to choose seats in accordance with the number of votes acquired during the elections. Preference on the selection of seats shall depend on the number of votes received during the elections. An organisation shall select its preferred seats once and as a block.
- 63.15 The Chief Electoral Officer shall declare the ISRC not duly constituted in the event of failure to meet the requirements of this constitution and the matter shall be referred to the Director of Student Governance and Leadership Development who shall delegate functions of the ISRC to CSRCs until new election is convened for the ISRC.

64 Inaugural Campus Student Parliament (CSP)

- 64.1 After the SRC elections, the Director of Student Governance and Leadership Development shall make resources available for the sitting of the inaugural Campus Student Parliament.
- 64.2 The Director of Student Governance and Leadership Development shall, after approval by the Head of Student Affairs, facilitate the inauguration of the CSP within fourteen (14) days of its constitution.

65 Constituting of the Campus Student Parliament

The CSP shall consist of the following number of seats:-

- 65.1 Members of the Campus SRC;
- 65.2 Three (3) seats for CSP office-bearers;
- 65.3 Seven (7) seats for non-participants in the SRC elections (on invitation);
- 65.4 Thirty-five (35) seats for structures, which participated in the elections, proportioned in percentages, in accordance with the result of the elections; and
- 65.5 Sixteen (16) seats for SRC committees (Education and Transformation Committee, All Cultural Activities Committee, All Sports Council, Universal Access Committee and All Residence Council where applicable).

66 Elections of Student Parliament Officer bearers

The following persons shall be eligible to hold office:-

- 66.1 Only representatives of structures shall stand for Student Parliament offices;
- 66.2 No SRC member shall stand for a Student Parliament office;
- 66.3 No invited guest shall stand for a Student Parliament Office; and
- 66.4 Other requirements shall be according to **Section 49** of the SRC Constitution.

67 Voting for Student Parliament office bearers

- 67.1 Candidates shall be nominated from structures that participated in the elections.
- 67.2 Candidates shall be eligible for election to the ISP if their nomination is supported by a minimum of twenty (20) ISP members.
- 67.3 Only three nominees may contest for a particular office.
- 67.4 Voting shall be held by secret ballot.
- 67.5 The term of office shall be in line with that of the SRC as stipulated in this constitution.

68 Term of Office of the ISRC, ISP, CSRC, CSP and SFC

- 68.1 The term of office of the ISRC, CSRC, or SFC shall be twelve months, from 1 January to 31 December of the academic year. The inauguration of the ISRC, CSRC, and SFC shall take place at least thirty days before the term of office commences.
- 68.2 No member of the SRC or SFC shall be allowed to serve for more than two terms of office at any level (institutional level or campus level) of the SRC; whether consecutively or separately.

- 68.3 The Vice-Chancellor, in consultation with the Head of Student Affairs, has the authority to extend the SRC term of office for a period not exceeding three (3) months.

69 General Provisions

- 69.1 The University management, University community and members of the student body must use their best endeavours to enable the SRC elections to take place at the respective campuses in the second semester or at any given period of each academic year.
- 69.2 The Director of Student Governance and Leadership Development after consultation with the EEMC, the ISRC President-General and the ISP Speaker, shall recommend to the Head of Student Affairs the date of the elections and a procedural timetable in terms of this Constitution and the Electoral Rules for the conduct of the elections on a particular campus.
- 69.3 The respective campus management, after consultation with the CSRC President, shall designate notice board(s) as the EEMC notice board(s) on which all communications, notices and matters concerning the SRC elections shall be posted.
- 69.4 The University management shall supply the EEMC with an official office and any other resource that will reasonably assist in delivering free and fair elections.
- 69.5 University Management may after consultation with the ISRC and EEMC, develop guidelines to address areas which are not clearly covered by this constitution.
- 69.6 Any dispute regarding the interpretation of this Constitution which cannot be resolved internally and within the ambit of this Constitution may be referred to mediation by a party with legal expertise identified by the Director of Student Governance and Leadership Development in consultation with the ISRC President-General.
- 69.7 This constitution must be read and applied in conjunction with relevant SRC and SGLD guidelines for specific processes.

SCHEDULE 1

70 Sample of ballot paper – ISRC, CSRC, SFC

71.1 Name and Logo of the student organisation	71.2 Names and Photo of the SFC Candidate
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SCHEDULE 2

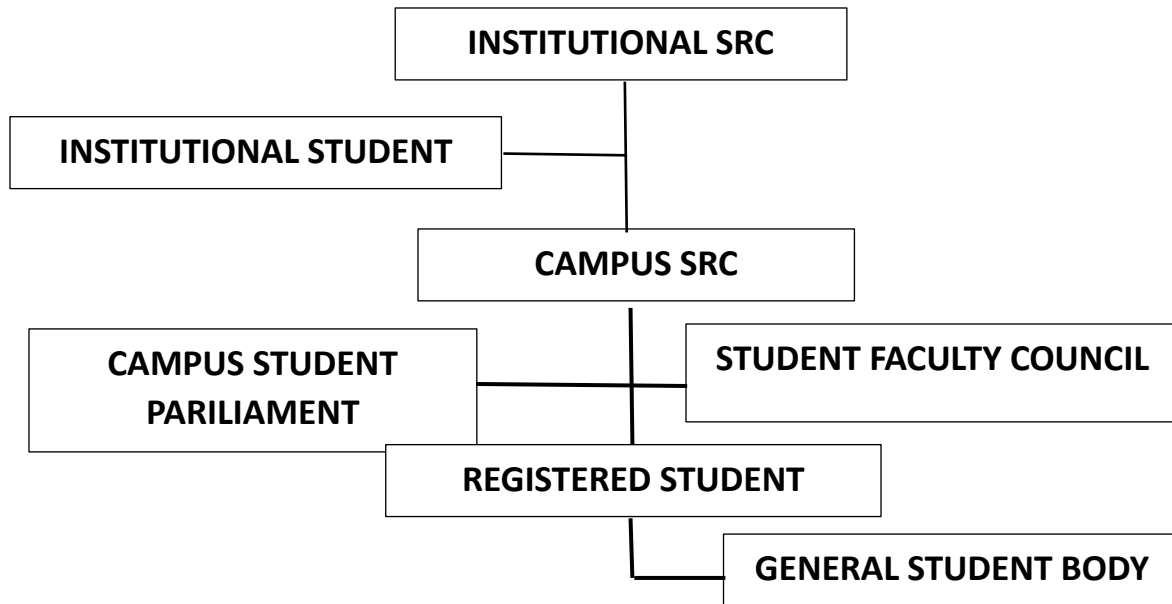
71 Registration of student organisations, clubs or societies

- 71.1 This section shall be applied together with the Policy and procedures for the recognition and registration of student structures
- 71.2 All student organisations, clubs / or societies and structures must register with the CSRC, and the SRC has the right to grant or refuse recognition of an organisation or structure that fails to comply with the requirements for recognition.
- 71.3 A student organisation whose application has been refused by the CSRC may, within seven days of such refusal, appeal to the ISRC.
- 71.4 If the student organisation is still not satisfied with the decision of the ISRC, a further appeal may be lodged at the office of the Director of Student Governance and Leadership Development within five days of the decision of the ISRC. The decision of the Director of Student Governance and Leadership Development shall be final and binding.
- 71.5 All student organisations, clubs and/ or societies must provide the CSRC with their respective Constitutions and the list of elected Executive members in order to qualify for registration with the CSRC.
- 71.6 The CSRC must provide the ISRC with all copies concerning the registration status of student organisations, clubs and/ or societies.
- 71.7 All structures, codes or clubs shall be grouped according to their areas of specialisation without prejudicing the structure, code or club concerned.
 - a. Academic student structures

- b. Advocacy groups and special interest groups
 - c. Cultural, recreational and talent student groups
 - d. Religious and spiritual student organisations
 - e. Sport and/or social student clubs or codes
 - f. Student political organisations
- 71.8 Membership of all structures, codes or clubs shall be open to all registered students of TUT.
- 71.9 A club, society, league or fellowship may be registered only if it has a minimum of thirty (30) members and a Constitution.

SCHEDULE 3

72 Organogram of the TUT SRC



SCHEDULE 4

STUDENT FACULTY COUNCILS

73 Powers and duties of the Student Faculty Council

- 73.1 To support class representative committees and/or any other structure under its direct control.
- 73.2 To effectively and efficiently assist the Campus SRC in developing and implementing policies relating to student governance and student affairs, duly taking into account decisions taken, recommendations made, and views expressed by members of the student body.
- 73.3 To establish student opinions on any academic matters affecting them.
- 73.4 To communicate with and present to the executive of the faculty its views on matters affecting student interests.
- 73.5 To bring matters affecting the student body to the attention of the University Senate provided such matters fall outside the mandate of the executive of the faculty.
- 73.6 To individually and collectively make themselves available to attend to the academic issues of students, and do so in consultation with the relevant CSRC, and/ or Class Representative Committees.
- 73.7 To update and brief the ISRC, CSRC, class representative committees and faculty students on matters that affect or have a potential to affect them.
- 73.8 To exercise effective control over all structures under its jurisdiction and consider any objections or queries from a student(s), or other student structures against decisions or conduct of any member of the Faculty Council or structure under its jurisdiction.
- 73.9 To do whatever is reasonably required to effectively execute its powers and duties in terms of this Constitution or specially assigned to it by the ISRC, CSRC, Faculty or University Management.
- 73.10 To submit its programme of action and dates of Faculty Council meetings at the beginning of every academic term to the CSRC.

74 Composition of the Student Faculty Council

- 74.1 The Student Faculty Council shall be composed of the following office bearers:
 - 74.1.1 Student Faculty Council Chairperson;
 - 74.1.2 Student Faculty Council Secretary;
 - 74.1.3 Student Faculty Council Deputy-Secretary;

- 74.1.4 A staff member designated by the executive dean of the faculty;
- 74.1.5 One representative from each academic society operating in the faculty;
and
- 74.1.6 One representative from each academic department duly elected or nominated by students in that department, on the understanding that no other member may represent the interest of more than one department.

75 SFC nominations and elections

- 75.1 SFC members shall be elected in accordance with Section 49 of this Constitution.
- 75.2 Any student intending to be elected as a member of the SFC shall secure a minimum of 25 unique nominations.

76 Powers and duties of office bearers of the Student Faculty Council

76.1 The Student Faculty Council Chairperson shall:

- 76.1.1 chair the Faculty Council meetings;
- 76.1.2 attend meetings of the class representative committees of all departments in the faculty as an *ex officio* member without voting powers;
- 76.1.3 have ultimate responsibility for co-ordination of duties and functions of the Student Faculty Council;
- 76.1.4 together with other Student Faculty Council members ensure that the Students Faculty Council operate in accordance with this Constitution, and the University rules, regulations and provisions;
- 76.1.5 be accountable to the Student Faculty Council and to all students within his/her faculty;
- 76.1.6 be a signatory to all financial transactions of the Student Faculty Council subject to University policies, procedures and rules;
- 76.1.7 represent the Student Faculty Council on various official or *ad hoc* forums and/or other appropriate meetings of the faculty as directed by the Statute of the University, the CSRC, SFC and/ or other rules, regulations and provisions of the University or faculty.

76.2 The Student Faculty Council Secretary shall:

- 76.2.1 coordinate the operations and activities of the SFC;

- 76.2.2 attend meetings of the class representative committees as an *ex officio* member without voting powers;
- 76.2.3 provide secretariat functions to the SFC meetings;
- 76.2.4 provide general support to the entire SFC in the execution of its functions and duties;
- 76.2.5 represent the SFC on various official or *ad hoc* forums and/or other appropriate meetings of the faculty as delegated by the CSRC, SFC, the Statute of the University and/or other rules, regulations and provisions of the University or faculty;
- 76.2.6 submit a draft budget proposal for the SFC;
- 76.2.7 record and control every financial transaction undertaken by the SFC;
- 76.2.8 together with the SFC chairperson be responsible and accountable for finances of the SFC;
- 76.2.9 allocate funds to class representative committees and any structure entitled thereto in accordance with the approved SFC budget; and
- 76.2.10 be a signatory to financial transactions of the SFC subject to University policies, procedures and rules.

76.3 The Student Faculty Council Deputy-Secretary shall:

- 76.3.1 deputise the SFC Secretary and perform functions assigned to him/her by the Faculty Council; and
- 76.3.2 act as SFC Secretary in the absence of the Student Faculty Council Secretary.

77 Meetings of the Student Faculty Council

- 77.1 Meetings shall be convened by the Students Faculty Council Secretary in consultation with the Chairperson.
- 77.2 Meetings shall be held at least once a month unless a need arises.
- 77.3 No meeting of the Student Faculty Council shall be held during official examinations or recess.
- 77.4 Meetings shall be convened in accordance with the dates of the Student Faculty Council meetings as stipulated.

- 77.5 The Student Faculty Council Secretary shall provide each member of the Student Faculty Council with the date, venue and agenda of the meeting at least five days prior to the meeting.
- 77.6 The Student Faculty Council Secretary must provide each member of the Student Faculty Council with minutes of the previous meeting at least five days prior to the next meeting.
- 77.7 Meetings of the Faculty Council shall be chaired by the Student Faculty Council Chairperson. The members present shall appoint a chairperson in the event the Chairperson is not available.
- 77.8 If the Student Faculty Council Secretary does not attend a meeting, the members present shall appoint a secretary.
- 77.9 Only members of the Student Faculty Council shall have the right to attend Student Faculty Council meetings.
- 77.10 The Student Faculty Council Chairperson or any person acting as chairperson of the Student Faculty Council meeting, in consultation with the Student Faculty Council Secretary may extend the invitation to any other person.
- 77.11 The quorum of the Student Faculty Council meeting shall be fifty plus one (50+1) of members. 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 thirty (30) minutes and immediately give oral notice of the resuming time and must contact all members not present to inform them of the arrangements for the starting time. If at that time a quorum is still not met, the meeting shall continue only if one thirds of members are present in the meeting.
- 77.12 All resolutions of the Student Faculty Council meetings shall be decided by a simple majority of members present and voting in the meeting.
- 77.13 The chairperson of the meeting shall have a casting vote in case of equal votes.
- 77.14 All voting shall be by show of hands unless a simple majority of the members of the meeting decides that the voting on all or certain matters should be by a secret ballot.
- 77.15 The number of votes cast for, against and/ or abstentions with respect to a resolution shall be recorded in the minutes.

- 77.16 The Student Faculty Council Secretary shall submit a copy of the minutes to the members of the Student Faculty Council and the University management and CSRC Secretaries immediately after ratification.

78 Organisational structure of the SFC

- 78.1 Student Faculty Council
- 78.2 Academic House Committees (per department)
- 78.3 Class Representatives
- 78.4 Academic Societies
- 78.5 Faculty Students
- 78.6 Education and Transformation Officer (ex-officio)