

RHODES UNIVERSITY

CONSTITUTION OF THE STUDENTS

*Subject always to the authority of the Council of Rhodes University and the power of the University Senate to superintend and regulate the administration of the University and discipline of the students, the following constitution has been duly approved.*

Approved by the SRC: 07 September 2001

Approved by Senate: 26 October 2001

Approved by Council: 13 December 2001

**Preamble**

*We, the students of Rhodes University (hereinafter called “the University”), hereby confirm the supreme and inalienable right of all students at the University to join in the acquisition and advancement of knowledge. We determine that the University Student Representatives’ Council (hereinafter called “the SRC”) be our primary governing body in matters falling within its jurisdiction, which will ensure the conveyance of the student voice to the administration, the University Senate and Council in matters of institutional policies. We will promote the welfare and progress of the University community and enforce our rights and uphold our responsibilities; establish an effective, efficient, responsible, and responsive form of co-operative student government; encourage discussion, investigation, and expedient resolution of student problems, concerns, and ideas; support and help implement the desires of the Student Body; provide leadership; recognize student accomplishments so that the role of the student is rewarding and meaningful; retain the authority to appoint and remove student representation on University standing committees and advisory boards to which the SRC normally makes appointments. We task the SRC to report to us through our broadly elected leadership contained in the Student Forum. We, the students of the University, with full confidence in this constitution, do hereby ratify and agree to follow and implement it.*

**Objectives**

*This constitution is founded by the students, for the students, with a developmental consideration of the functional needs of the University student population. We, as the active voice of the Student Body, acknowledge our duty to maintain a key responsibility in the workings of the Institution. This document is intentionally flexible, and simple to accurately represent the unique dynamics of the University.*

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<b>Definitions</b>
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**Student Body**

Any registered student on any campus of Rhodes University is a member of the Student Body.

**General Meetings**

Meetings which the Student Body are invited to attend.

**Student Governance Sub-Structures**

Meetings of students at House, Hall, Committee, Class, Club or Society level.

## **Chapter 1 Introduction**

### **Article 1.1. Status**

This constitution is the supreme authority when dealing with student matters within the competence of the Student Body. All other constitutions and/or documents within the Student Body, which fall under the SRC, are subject to the provision of, and derive their authority and jurisdiction from this constitution.

### **Article 1.2. Name**

The name of the body hereinafter referred to as the SRC is the “Students’ Representative Council, Rhodes University”.

### **Article 1.3. Powers and Duties**

Subject to the provisions of this constitution the SRC shall be empowered to:

- 1.3.1. Make representations on behalf of the students of the University to the Council, Senate and other bodies and officers of the University.
- 1.3.2. Administer the funds placed at its disposal by the University Council for the promotion of student activities as well as such other funds as it may, with permission of the University authorities, raise by subscription or levy or otherwise.
- 1.3.3. Be responsible for the recognition of student societies and organisations and for the control of such recognised societies and organisations.
- 1.3.4. Organise social functions and schemes for the benefit of students, and be responsible for the control and administration of such activities.
- 1.3.5. Affiliate to bodies and organisations outside the university.
- 1.3.6. Constitute an SRC Disciplinary Board in order to exercise the powers conferred on it by the Student Disciplinary Code.
- 1.3.7. Summon and conduct general meetings of students and other meetings of the student body.
- 1.3.8. Represent the student body both on campus and externally.
- 1.3.9. Do all such other things as bodies of this nature may lawfully do.

### **Article 1.4. Logo of the SRC**

- 1.4.1. The logo of the SRC shall include Rhodes University’s Coat of Arms with the word “SRC” on the right-hand side alongside the Coat of Arms, and beneath that, the words “Representing Leaders”. The numerals of the substantive year for which the SRC is in office shall be superimposed above and between the two statements described above.

## **Chapter 2 The Student Body**

### **Article 2.1. Membership and Voting Rights**

- 2.1.1. All registered students, including full-time, part-time, occasional and continuing-education students, shall be voting members of the Student Body.
- 2.1.2. All students registered with the University that fall outside of the limits set in 2.1.1 are non-voting members of the Student Body who shall not be counted in determining a quorum, but shall be entitled to request the SRC to represent their interests from time to time should they so desire.
- 2.1.3. Members of the Student Body shall be entitled to attend and participate in discussions during general meetings, meetings of student governance sub-structures, organisations and student political organisations of which they are members, in accordance with the respective standing rules of order of the relevant meeting.
- 2.1.4. Voting in terms of Student Governance sub-structures shall be limited to those members who are entitled to vote.

### **Article 2.2. General Meetings**

- 2.2.1. A General Meeting of the Student Body members shall be held as and when is necessary and only if
  1. the SRC Chairperson or 50% of the SRC call such a meeting, or
  2. written request therefor is made by at least 20 members to the SRC, accompanied

- by a written motion for consideration by the meeting.
- 2.2.2. The SRC shall give at least 5 working days notice of the date, time and venue of such a meeting, with disclosure of an agenda.
- 2.2.3. Student Body members shall be granted a reasonable opportunity to put additional matters on the agenda of such a meeting.
- 2.2.4. The SRC Chairperson or in his/her absence any person appointed by the SRC, shall act as chairperson of a general meeting and shall have an ordinary and casting vote.
- 2.2.5. The generally accepted rules pertaining to meetings of the SRC, as contained Schedule 8, shall apply at all general meetings.
- 2.2.6. Quorum
1. Quorum for a general meeting shall be 5% of students qualified to vote.
  2. Quorum for an extraordinary meeting, summoned by the SRC or requisitioned by members shall be 5% of students qualified to vote.
  3. In the event of there not being a quorum at any meeting, the meeting may elect to continue with those members present and the draft minutes shall be circulated to all members of the Student Forum who will be given the opportunity to object to decisions taken by those present, whereafter they would be taken as confirmed.
  4. Once a meeting has been declared quorate, it remains quorate even if members leave during the course of business, thereby resulting in a lack of a quorum as defined above.
- 2.2.7. Motion of No-Confidence
1. A motion of no-confidence may be instituted against an individual member of a student governance substructure or against a student governance substructure as a whole.
  2. A motion of no-confidence shall not be:
    - 2.1 tabled unless at least 5% of the student body are present at the meeting;
    - 2.2 passed unless such a motion has been published as part of the agenda for the meeting;

### **Article 2.3. Minutes of Meetings**

The SRC shall ensure that a designated person shall keep minutes of the proceedings of each general meeting.

### **Article 2.4. Resolutions**

- 2.4.1. Resolutions may only be adopted in respect of matters disclosed by the agenda, provided that other matters may be added to the agenda if there is no objection thereto by any member present.
- 2.4.2. A resolution shall be adopted by an ordinary majority of open votes of the members present, except in the case of motions of no-confidence which shall be passed by a two-thirds majority of the votes of the members present.
- 2.4.3. A resolution adopted at a general meeting shall take immediate effect unless otherwise stipulated in the resolution.

### **Article 2.5. Finance**

- 2.5.1. The different student governance sub-structures who rely on the SRC for funding shall annually submit a budget in prescribed form to the SRC before the specified time.
- 2.5.2. All funds made available by the university for student governance shall only be applied in accordance with an approved budget.
- 2.5.3. The Finances of the SRC shall be administered according to Schedules 1 and 2 of the Constitution.

<b>Chapter 3 The SRC</b>
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### **Article 3.1. Composition of the SRC**

- 3.1.1. The SRC shall be composed of a President and a Vice-President (Grahamstown) and Vice-President (East London) and those members voted onto the SRC by the Grahamstown and East London campus student body of the University.
- 3.1.2. The Grahamstown section of the SRC shall consist of an executive committee, a

- representative from the Oppidan students and the representative(s) from each Hall on the Grahamstown Campus.
- 3.1.3. The East London section of the SRC shall consist of an executive committee, and five other students, elected by the students on the East London Campus.
- 3.1.4. The Vice-President (East London) shall exercise all delegated authority from the SRC President and shall assume all responsibilities of the SRC President in his/her absence on the East London Campus.
- 3.1.5. Each member shall have only one vote and in the case of a deadlock, the President shall have a casting vote.
- 3.1.6. The SRC will decide on the appointment of portfolios and responsibilities of members as it sees fit, with reference to Article 9.1, with the following provisions;
1. Each campus should elect a full executive committee.
  2. Members of the SRC Executive (Grahamstown) i.e. The President, Vice-President (Grahamstown), Secretary, Treasurer and Academic Councillors must have run an election campaign across all constituencies of their campus.
  3. The remaining SRC members shall assume portfolios that the members of the SRC on that campus may from time to time determine and are detailed in Schedule 6.
- 3.1.7. The SRC may establish committees, task groups (SRC members only) and working groups (SRC members and non SRC persons) as it sees fit.

### **Article 3.2. The Executive Committee**

There shall be an SRC Executive for each campus, and shall consist of:

*in Grahamstown:*

at least the President (Chairperson), Vice-President (Grahamstown), Secretary, Treasurer and Academic Councillor and shall be elected from among those candidates that ran a general campaign at the first meeting of the SRC.

*in East London*

at least the Vice-President (EL), Treasurer, Secretary, Transformation Officer and one other member, and shall be elected from among candidates at the first meeting of the SRC.

- 3.2.1. The duties of the Executive
1. To deal with urgent matters which affect the interest of students and which arise between SRC meetings.
  2. To generally act for and represent the SRC in the period between SRC meetings, in terms of the constitution.
  3. To deal with such matters as the SRC shall from time to time direct, provided they are within its competence.
  4. To act as a core body of the SRC and develop proposals or define the parameters for debate on issues so as to streamline the deliberations and functioning of the SRC.
  5. To deal with matters that are required to be dealt with in the period between the last meeting of the outgoing SRC and the election of the new SRC.
  6. To assume overall responsibility for ensuring that resolutions of the SRC are executed, and to implement decisions of the Executive where such decisions do not arise from resolutions of the SRC, until such decisions are ratified by the SRC.
  7. To ensure that the new SRC is fully instructed in their role and capabilities before finally handing over responsibility.
- 3.2.2. Meetings of the Executive
1. The Executive shall meet at least once per fortnight to deal with matters in accordance with its duties outlined above.
  2. The President shall take the chair at all meetings, and in his / her absence the Chair shall be taken by the Vice-President or Secretary.
  3. Quorum shall be three members.
  4. The minutes of each Executive meeting shall be read, corrected if necessary, and then confirmed by the SRC at its next meeting.

### **Article 3.3. The Secretariat**

The Secretariat of the SRC shall, unless inconsistent with the Portfolio responsibilities and designations the SRC has decided upon, consist of at least the Secretary (Chairperson), SRC Chairperson, Treasurer, SRC Accounts Clerk and/or the SRC Permanent Secretary.

#### **3.3.1. Duties of the Secretariat**

1. To ensure the smooth running of the SRC in terms of its administration, finances, recognised structures, facilities, equipment and resources.
2. To assume specific responsibility for:
  - 2.1 final decisions pertaining to finance and for controlling and conducting all SRC financial affairs in terms of the provisions of the Constitution.
  - 2.2 the day to day running of the SRC office.
  - 2.3 maintenance of all equipment and facilities, including telephones, fax machine, computers and printers, and vehicles.
  - 2.4 In terms of the Grahamstown campus, the allocation of offices in the Student Union building in accordance with the Societies Policy.

#### **3.3.2. Meetings of the Secretariat**

1. The Secretariat shall meet once a week to deal with matters in accordance with its duties outlined above.
2. The Secretary shall take the chair at all meetings, and in his / her absence the Chair shall be taken by the President or Vice-President.
3. Quorum shall be three members.
4. The minutes of each Secretariat meeting shall be read, corrected if necessary, and then confirmed by the SRC at its next meeting.

### **Article 3.4. Meetings of the SRC**

- 3.4.1. The SRC shall meet at least once a week while the University is in session during the undergraduate term time.
- 3.4.2. All meetings shall be convened by both the President and/or the Vice-President and/or the Secretary.
- 3.4.3. Special meetings shall be convened:
  1. on request of the President, and during his / her absence, by either the Vice-President or the Secretary.
  2. when a resolution to this effect is passed by the SRC.
  3. when a written request, signed by not less than three members stating the business to be considered, is made to the Secretary.
- 3.4.4. The President shall take the chair at all meetings, and in his / her absence the Chair shall be taken by the Vice-President or Secretary, or failing that, by any SRC member mandated by the SRC to do so.
- 3.4.5. 50% of the members of the SRC shall constitute a quorum, at any given point. In the event of there not being a quorum at any meeting, the meeting shall continue with those members present and the draft minutes shall be circulated to all members of the SRC who will be given the opportunity to object to decisions taken by those present, whereafter they would be taken as confirmed by the SRC.
- 3.4.6. All questions shall be decided by a consensus or failing this the majority of the members present and voting, except that in the following cases the majority shall be at least two thirds (2/3):
  1. Finance;
  2. Recognition of Societies;
  3. Special Permission for the use of the name of the University by a recognised structure.
  4. Rules for the elections;
  5. The amendment of any Schedules to this Constitution;
  6. The institution of any disciplinary action against an SRC member.

### **Article 3.5. Forfeiture of Office on the SRC**

- 3.5.1. In keeping with emphasising the right of all students to come to the University to join in the acquisition and advancement of knowledge, and recognising that the leadership of the Student Body should act as examples and be held to the very highest standards in terms of their behaviour, any duly-elected SRC member shall, subject to the provisions of the Student Disciplinary Code, forfeit his or her place on the SRC if he/she is:



1. Subsequently placed on academic probation and/or academically excluded from the University, or
  2. Found guilty of a University disciplinary offence before a Proctor of the University and sentenced to a fine in excess of 25% of the maximum fine jurisdiction or to any form of exclusion or to community service based on the fine rate equivalent per hour, during his or her term of office.
- 3.5.2. In the unusual event that an SRC member has forfeited or has been deprived of his/her place on the SRC, the SRC shall:
1. In the case where the forfeited portfolio is the SRC President:
    - 1.1 The SRC Vice-President (Grahamstown) shall assume the portfolio of President
    - 1.2 The SRC Executive shall re-assign executive portfolios by consensus from among themselves, failing which consensus from the SRC
    - 1.3 The SRC shall elect one of its non-executive members to the SRC Executive
    - 1.4 If the runner-up in the vacated constituency is available and willing to take the forfeited place, the SRC shall co-opt the runner-up according to the results of the previous election.
    - 1.5 In the event that no runner-up is willing to be co-opted, the SRC shall convene another election for that Constituency.
  2. In the case where the forfeited portfolio is a member of the SRC Executive:
    - 2.1 The procedure outlined in 3.5.2.1.2 – 3.5.2.1.5 shall apply.
  3. In the case where the forfeited portfolio is not a member of the SRC Executive:
    - 3.1 The procedure outlined in 3.5.2.1.4 – 3.5.2.1.5 shall apply.

#### **Article 3.6. Privileges of the SRC**

- 3.6.1. Members of the SRC shall receive certain privileges, in return for their service to the Student Body and the University, specifically:
1. A financial incentive that will be determined by the Dean of Students in conjunction with the SRC President and Vice-President (East London) from time to time.
  2. For members of the SRC living in Residence, they shall not be expected to pack up their rooms during the vacation, except the December/February vacation, in the same manner as Sub-Wardens and Senior/Head Students.

#### **Article 3.7. Continuity and handing-over**

- 3.7.1. The previous SRC members shall be responsible for handing-over and familiarising the new SRC with their new portfolios and functions.
- 3.7.2. At the beginning of the new year the SRC President should arrange for the SRC to meet key staff and students.
- 3.7.3. Where possible, the old SRC shall shadow the new SRC in the various committees until December of the year in which the new SRC was elected.
- 3.7.4. The immediate Past Chairperson of the SRC shall act as an advisor, in an unpaid capacity, to the new SRC until December of the year he or she was Chairperson, and may continue for a mutually agreeable period after that should the new SRC desire.

### **Chapter 4 Class and Faculty Student Representation**

#### **Article 4.1. Class Representatives**

- 4.1.1. Every class shall elect at least one class representative.
- 4.1.2. The election of the class representative may be conducted by a Head of Department /Lecturer-in-Charge or his/her nominee within the first three weeks of the course.
- 4.1.3. The election process used should be acceptable to the class concerned.
- 4.1.4. The Class representative shall act as a liaison between students and staff in the department and should retain regular contact with the students in the class and the course co-ordinator and/or Head of Department/Lecturer-in-Charge.

#### **Article 4.2. Faculty / Academic Board Representatives**

- 4.2.1. Two Faculty / Academic Board Representatives shall be elected from among the Class

Representatives. This process shall be facilitated by the SRC Academic Councillor in conjunction with the Dean/Associate Dean of the Faculty.

- 4.2.2. The term of office shall be for two years and shall be staggered so that there is an incoming and outgoing Faculty / Academic Board representative for the purposes of continuity.
- 4.2.3. These two representatives shall be full voting members of their respective Faculty / Academic Boards; The SRC Academic Councillor shall have observer status on every Faculty and Academic Board and as part of the SRC Executive, shall be a full voting member of Senate.
- 4.2.4. The Faculty / Academic Board Representatives shall be part of the Student Forum.

#### **Article 4.3. Meetings**

- 4.3.1. The SRC Academic Councillor shall co-ordinate a meeting of all Class and Faculty Representatives at least twice a year; and as and when is necessary.
- 4.3.2. These meetings may coincide with a meeting of the Student Forum.

### **Chapter 5 House and Hall Student Representation**

#### **Article 5.1. House Representation**

- 5.1.1. Every House shall elect a House Committee who, in accordance with its Hall Constitution, shall be an advisory committee to the House Warden.
- 5.1.2. The House Senior/Head student shall be a member of the Student Forum.
- 5.1.3. The exact procedures and portfolios available for election shall be left to the individual House to decide.

#### **Article 5.2. Hall Representation**

- 5.2.1. Every Hall shall elect a Hall Senior/Head Student who, in accordance with its Hall Constitution and with other members of the Hall Committee, shall be an advisory committee to the Hall Warden.
- 5.2.2. The Hall Senior/Head student shall be a member of the Student Forum.

#### **Article 5.3. Notification of election**

- 5.3.1. The Hall Warden or his/her nominee shall be responsible for informing the SRC Permanent Secretary, within one week of election, of the names and contact details of all student members of the Hall and House Committees.

#### **Article 5.4. Meetings**

- 5.4.1. The SRC Residence Councillor shall co-ordinate a meeting of all House and Hall Senior/Head Students at least twice a year and as and when is necessary.
- 5.4.2. These meetings may coincide with a meeting of the Student Forum.

### **Chapter 6 SRC Disciplinary Board**

The SRC Disciplinary Board (hereinafter referred to as "the Board") shall at all times be subject to the provisions of the Student Disciplinary Code.

#### **Article 6.1. Composition**

- 6.1.1. The SRC shall invite the third or fourth year LLB students of the Law Faculty to submit applications to sit on the SRC Disciplinary Board.
- 6.1.2. The applications must include the applicant's *curriculum vitae*.
- 6.1.3. The criteria for being chosen include practical experience at the University Legal Aid Clinic and/or vacation legal practice experience.
- 6.1.4. The SRC shall elect five persons as permanent members of the Board.
- 6.1.5. The term of office of a member of the SRC Disciplinary Board shall be from 1<sup>st</sup> September of each year until 31<sup>st</sup> August of the following year.
- 6.1.6. The SRC shall elect one of the five persons as the Chairperson of the SRC Disciplinary Board.
  1. The Chairperson will appoint his/her secretary from this team.
  2. The Chairperson will chair all proceedings of the hearings and conduct of the Board.
  3. In the absence of the Chairperson, the Chairperson's nominee will convene the proceedings.

- 6.1.7. The SRC Disciplinary Board cannot convene any proceedings without the presence of a designated SRC Councillor, who shall have observer status only.
- 6.1.8. A member of the Board may only be removed from office by the SRC in consultation with the Law Student's Council on grounds of serious misconduct.
- 6.1.9. In the event of a vacancy on the SRC Disciplinary Board the SRC shall choose a replacement from applications already in its possession.
- 6.1.10. Subject to the provisions of the Students' Disciplinary Code, the SRC may summon a student to appear before the Board to answer any disciplinary charge which the Board is competent to try.

#### **Article 6.2. Functions and Powers**

##### 6.2.1. General

- 1. The Board is competent, upon application and within its area of jurisdiction or with regard to substructures that receive funds from the SRC, to:
  - 1.1 review the proceedings, actions and resolutions of:
    - 1.1.1. student governance substructures;
    - 1.1.2. members of student governance substructures;
  - 1.2 settle disputes relating to:
    - 1.2.1. the validity and fairness of Student Governance substructure elections;
    - 1.2.2. the validity of referenda;
    - 1.2.3. the validity of resolutions taken by student governance substructures;
  - 1.3 the interpretation of this constitution as well of student governance substructures;
  - 1.4 the interpretation of the rules of the SRC;
  - 1.5 any other matter for which provision has been made in this constitution.

##### 6.2.2. Discipline

- 1. The Board is empowered, after convicting a member of the Student Body of misconduct, to impose one or more of the following punishments;
  - 1.1 a fine as provided for in the Student Disciplinary Code;
  - 1.2 exclusion from participation in SRC functions or facilities for a period not exceeding one month;
  - 1.3 payment of such sum of money as may be required to make good any loss, damage or expense caused to the University or to another person as a result of the offence;
  - 1.4 exclusion from entering the Union Building for a period not exceeding one month;
- 2. The Board may impose one, two, three or all four of the aforesaid penalties.

#### **Article 6.3. Procedure at Hearings**

- 6.3.1. The model of the proceedings shall be as close as possible to the system allowed for in a hearing before a Proctor or the Disciplinary Board as described in the Student Disciplinary Code.
- 6.3.2. In the event that a person, who has been served with a notification of a SRC Disciplinary Board hearing, cannot attend such a hearing, she or he shall notify the Chairperson of the SRC Disciplinary Board to that effect.

#### **Article 6.4. Quorum**

- 6.4.1. A quorum shall be three members.

#### **Article 6.5. Case Records**

- 6.5.1. A case record must be written for every hearing before the Board.
- 6.5.2. The case record shall contain the following information:
  - 1. Disciplinary Board (list of members present)
  - 2. Accused(s): name, address and student number
  - 3. The Charge: in terms of the Student Disciplinary Code
  - 4. The date of hearing
  - 5. Plea: The accused(s) plea to the charge.
  - 6. Verdict

7. Facts found proven
  8. Mitigating factors
  9. Aggravating factors
  10. Penalty: to be enforced within 21 days of receipt of the case record which will be sent to the accused(s).
  11. Reasons for penalty
  12. The signatures of those listed in 2.1.
  13. The date that the case record is signed.
- 6.5.3. Copies of the case record are to be sent to the accused(s), the SRC office, the Dean of Students and the University Investigating Officer and kept for the Board's own records.
- 6.5.4. A further copy, in which the names of those involved have been deleted, shall be posted on a notice board(s) designated by the Dean of Students for that purpose.

#### **Article 6.6. Findings**

- 6.6.1. A finding shall be made by a majority of votes of the members present.
- 6.6.2. Findings as well as the reasons therefor shall be put in writing and signed by all the members who agree therewith.

#### **Article 6.7. Admission to Hearings**

- 6.7.1. SRC Disciplinary Board hearings shall take place *in camera*.
- 6.7.2. Members of the Student Body shall be entitled to attend non-disciplinary SRC Disciplinary Board hearings.
- 6.7.3. A non-member of the Student Body may apply in writing to the Board for permission to attend a non-disciplinary Board hearing.
- 6.7.4. In the event of the Board ordering, upon application of one of the parties, at a non-disciplinary hearing that the proceedings before them, or part thereof, take place *in camera*, all spectators shall leave the hearing.

#### **Article 6.8. Reviews**

- 6.8.1. If upon consideration of the record the student decides that he/she wishes the case reviewed, he/she shall furnish a written request to this effect to the Dean of Students within 5 days of receipt of the case record.
- 6.8.2. The procedure to be followed will, thereafter, be in accordance with rule 19.4 of the Student Disciplinary Code.

#### **Article 6.9. Termination of Membership**

- 6.9.1. A person shall cease to be a member of the Board if:
  1. a motivated written resignation of that person as a Board member is not withdrawn within fourteen days after it has been noted by the SRC at the SRC meeting; or
  2. that person's Board membership is terminated as a result of disciplinary action taken by any disciplinary organ of the University, and that person is found guilty; or
  3. that person ceases to be a member of the Student Body.

<b>Chapter 7 Student Forum</b>
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#### **Article 7.1. Composition**

- 7.1.1. The Student Forum, operating on the Grahamstown campus, shall consist of a maximum number of persons, namely:
  1. the members of the SRC;
  2. the Hall Senior/Head Students.
  3. the House Senior/Head Students.
  4. two Sub-Wardens from every Hall recommended by their Hall Committee.
  5. a representative from the Oppidan Council.
  6. the Student Faculty Representatives for the different Faculties.
  7. the Chairpersons of the Societies.
- 7.1.2. The SRC Vice-President (Grahamstown) shall be the Chairperson of the Student Forum.

**Article 7.2. Aims**

- 7.2.1. The Student Forum shall serve as the collective voice of all student governance sub-structures on campus.
- 7.2.2. It may make recommendations to the SRC and shall receive reports from the SRC. In this way, transparent communication between the various student governance sub-structures shall be achieved.

**Article 7.3. Constituting**

- 7.3.1. During February of the new year, the Student Forum members shall be summoned together by the SRC Vice-President (Grahamstown) to a place and at a time that has been predetermined.
- 7.3.2. As soon as the Student Forum members are summoned, the Chief Electoral Officer shall declare the Student Forum duly constituted in terms of the provisions of this constitution.

**Article 7.4. Term of Office**

- 7.4.1. The term of office of the Student Forum shall ordinarily be for the duration of the academic year.

**Article 7.5. Functions and Powers**

The Student Forum is charged with the formulation of policy for the Student Body and is therefore competent to:

- 7.5.1. make recommendations to the SRC on policy matters;
- 7.5.2. facilitate communication between its members;
- 7.5.3. exercise all other powers allowed under this constitution.

**Article 7.6. Obligations**

The Student Forum shall:

- 7.6.1. act in accordance with the rules of the University when exercising its powers;
- 7.6.2. behave in a manner in keeping with the Student Code of Ethics contained in Schedule 5.
- 7.6.3. strive for co-operation and communication between the different student governance substructures.

**Article 7.7. Obligations of Members**

Members shall:

- 7.7.1. individually serve the interests of the Student Body when formulating policy;
- 7.7.2. perform the duties and functions allocated to them by the Student Forum.

**Article 7.8. Meetings**

7.8.1. Ordinary Meetings

- 1. Ordinary meetings of the Student Forum shall be held at least once per semester. All members shall attend such meetings.
- 2. The Chairperson shall give at least five days notice of the date, time and venue of such meeting with disclosure of a provisional agenda.
- 3. Members shall be granted a reasonable opportunity to put matters on the agenda for a meeting for a period of not less than three (3) days, but closing no later than two days before the said meeting.
- 4. The SRC Vice-President (Grahamstown) shall act as chairperson of Student Forum meetings and shall have an ordinary and a casting vote.
- 5. The generally accepted rules pertaining to meetings of the SRC shall apply at all Student Forum meetings.

7.8.2. Extra-Ordinary Meetings

- 1. An extraordinary meeting shall be held if:
  - 1.1 the Chairperson calls such a meeting; or
  - 1.2 at least 5 members submits a written request to the Chairperson for such a meeting, accompanied by a written motivation for consideration at the meeting.
- 2. Notice of the date, time and venue of an extraordinary meeting with disclosure of the agenda shall be given at least twenty-four hours before such a meeting.

7.8.3. Quorum

- 1. A quorum shall be one third of all members.

2. In the event of a quorum not being formed, the meeting shall continue with those members present and the draft minutes shall be circulated to all members of the Student Forum who will be given the opportunity to object to decisions taken by those present, whereafter they would be taken as confirmed by the Student Forum.

**Article 7.9. Minutes of meetings**

- 7.9.1. The Student Forum shall ensure that a designated person shall keep minutes of the proceedings of each Student Forum meeting.
- 7.9.2. The minutes of a Student Forum meeting shall be submitted to the following ordinary Student Forum meeting for approval and thereafter signed by the chairperson.
- 7.9.3. The minutes thus approved and signed shall be the only official account of the proceedings of the meeting and shall be available at the reasonable request of any interested party within three days after the approval of the minutes.
- 7.9.4. A document register shall be kept of all documents considered by the Student Forum and this register including the documents shall be available at the reasonable request of any interested party.

**Article 7.10. Recommendations to the SRC**

- 7.10.1. Recommendations may only be made in respect of matters disclosed by the agenda, provided that other matters may be added to the agenda if there is no objection thereto by any member present.
- 7.10.2. A recommendation shall be adopted by a majority of votes of the members present.

**Article 7.11. Admission to Meetings**

- 7.11.1. Members of the Student Body, who are not members of the Student Forum, shall be entitled to attend Student forum meetings as observers.
- 7.11.2. Members of the Student Body shall be entitled to apply in writing to the Chair of the Student Forum for permission to speak at a Student Forum meeting on a particular matter disclosed on the agenda. Such requests may reasonably be granted or refused.
- 7.11.3. A non-member of the Student Body may apply in writing to the Chair of the Student Forum for permission to attend a Student Forum meeting.
- 7.11.4. A non-member of the Student Body may apply in writing to the Chair of the Student Forum for permission to speak at a Student Forum meeting on a particular matter disclosed on the agenda. Such request may be granted in exceptional circumstances.
- 7.11.5. The Chair of the Student Forum may at his/her discretion, invite a non-member of the Student Body to attend and/or to speak to the Student Forum.
- 7.11.6. In the event of the Student Forum dealing with personnel matters and it is decided to conduct its business *in camera*, non-Student Forum members shall leave the meeting.

**Article 7.12. Termination of Membership**

A person shall cease to be a member of the Student Forum if:

- 7.12.1. a written notification from the particular student governance substructure to that effect has been noted by the Student Forum meeting; or
- 7.12.2. that person is absent, without a valid excuse, from two consecutive meetings of the Student Forum; or
- 7.12.3. that person failed to attend, without a valid excuse, twenty-five (25) percent of scheduled Student Forum meetings during his / her term of office.

<b>Chapter 8 Constitutional Matters</b>
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**Article 8.1. Amendments**

- 8.1.1. Any proposed amendment to this Constitution must be discussed and recommended for approval by two-thirds of the Student Forum.
- 8.1.2. Once an amendment has been recommended for approval, it shall be publicised to the Student Body who may submit comments to the Student Forum regarding the proposed amendment.
- 8.1.3. The Student Forum shall then discuss the proposed amendment in light of the comments received and recommend a final proposed amendment.
- 8.1.4. The final proposed amendment shall then be brought before the Senate and Council by the

SRC for approval.

### **Article 8.2. Ratification**

- 8.2.1. Having been approved by two-thirds of the votes cast by the Student Forum, and recommended for approval by the SRC and accepted by Senate and Council, this constitution and all legislation properly enacted thereunder, shall become effective immediately and shall supercede all provisions of student Government.

### **Article 8.3. Student Liberties**

The SRC acknowledges that it is bound to the Student Liberties of:

- 8.3.1. Freedom of Association  
8.3.2. Freedom of Enquiry and Expression  
8.3.3. Student Participation in Institutional Government  
according to the Bill of Rights (Chapter 2) of the Constitution of the Republic of South Africa (1996) and as outlined in Schedule 4.

## **Chapter 9 Rules governing the election of members to the SRC**

### **Article 9.1. Election**

- 9.1.1. The annual elections shall take place by ballot or through electronic vote, and shall be conducted by the SRC in accordance with regulations laid down by the SRC and in accordance with this Constitution.
- 9.1.2. The Grahamstown and East London campus may run their elections independently of each other.
- 9.1.3. Any currently registered student at the University, except
1. those on academic probation<sup>1</sup>, or
  2. having been previously found guilty and convicted of a University disciplinary offence before a Proctor of the University and sentenced to a fine in excess of 25% of the maximum fine jurisdiction or to any form of exclusion or to community service based on the fine rate equivalent per hour,
  3. those who are a member of the full-time academic or administrative support staff
- are eligible for election onto the SRC. An affidavit from the Dean of Students, or his/her nominee, confirming that a student has satisfied the requirements laid down in 9.1.3.1 and 9.1.3.2 will be required before a student is accepted by the Election Committee as a candidate for the SRC election.
- 9.1.4. Notwithstanding the fact that the SRC Chairperson shall have completed successfully at least three semesters of University study – the SRC Chairperson shall be the student with the highest number of votes from the general election.
- 9.1.5. If two-thirds of the elected members of the SRC vote in favour of a motion of no confidence in the candidate with the highest number of votes from the general election, that candidate and a nominee proposed by the elected members shall run a general by-election on the campus in which the seat is contested. The student with the majority number of votes shall become the SRC Chairperson, and the runner-up shall become his/her deputy.
- 9.1.6. Should an individual, elected in terms of 9.1.4 desire to serve in a portfolio other than that of Chairperson, that individual may at his or her sole discretion elect to choose another portfolio.
- 9.1.7. In the event of two candidates receiving an equal number of votes, and after the Scrutineers have re-checked the votes, the SRC shall invite both members to verbally motivate to the SRC why he or she wishes to be elected to that portfolio whereupon, after the SRC members concerned have recused themselves from the room, the SRC shall take a vote on which portfolio shall be awarded to which individual.
- 9.1.8. In the event of a deadlock between the SRC members voting, the SRC President shall have a casting vote.
- 9.1.9. In the event that a deadlock has been reached and the portfolio at stake is the SRC Chairperson, there shall be a second Student Body election between the two individuals. The student with the majority number of votes shall become the SRC Chairperson, and the runner-up shall become his/her deputy.

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<sup>1</sup> Acting within a University where academic excellence is the primary goal, the SRC recognises academic discrimination as being a fair form of discrimination.

- 9.1.10. Whenever a seat on the SRC becomes vacant by resignation or otherwise in terms of this constitution, the procedure outlined in 3.5.2 of this Constitution shall be followed. The new person shall hold office for the remaining portion of the term of office of the SRC.
- 9.1.11. 40% of the registered full-time students must vote before these elections shall be valid, provided that where as many nominations are received as vacancies exist, candidates shall be deemed to be elected unopposed.

**Article 9.2. Qualifications to Vote at Elections, By-elections and polls**

- 9.2.1. Any registered student who has been registered for one full term is qualified to vote at an SRC election.

**Article 9.3. Monitoring of the Elections**

The Principal shall instruct the Dean of Students and/or the Dean of Law or his/her nominee to act as an impartial official, overseeing the election and ensuring that these regulations are complied with.

**Article 9.4. Specific Rules governing the election**

- 9.4.1. The specific rules governing the election of the SRC shall be determined by the SRC and are attached as Schedule 7.



## RHODES UNIVERSITY

### SCHEDULE 1 : FINANCIAL REGULATIONS PERTAINING TO SOCIETIES

- a) The SRC Accounts Clerk shall be responsible to the University Administration and the SRC for the correct administration of Council Grant.
- b) The administrators of the SRC shall be the Chairperson of the SRC, the Treasurer of the SRC and the SRC Accounts Clerk.
- c) The books of the SRC will be kept by the SRC Accounts Clerk who is appointed by the University, subject to the approval of the SRC.
- d) The only persons authorized to sign cheques and other financial documents for and on behalf of the SRC shall be:
  - o The SRC Chairperson
  - o The SRC Treasurer
  - o The SRC Accounts Clerk
- e) Two signatures shall be required on all cheques, and such documents at ALL times.
- f) The finances of all Societies and Sub Committees shall be entirely under the control of the SRC Finance Committee, consisting of at least the SRC Chairperson, SRC Treasurer, SRC Accounts Clerk and SRC Societies Councillor.
- g) All monies deposited with the SRC Accounts Clerk, by a Society or Sub-Committee shall be receipted on an official SRC receipt book.
- h) Buying shall only be done by a Society or Sub-Committee using funds from its SRC grant, on an official SRC order form, which must be obtained from, and signed by the SRC Accounts Clerk who shall be obliged to check from the records available that the society appears to have sufficient funds to cover the purchase.
- i) **The SRC will not be liable for payments to companies or businesses that have taken orders unofficially, i.e. without an official SRC order form.**
- j) Reimbursement for personal monies spent by a society, will only be done against vouchers produced proving such expenditure and verified by the Treasurer of the Society or Sub-Committee.
- k) The ownership of all assets acquired by societies shall vest in the SRC.
- l) Each year the OUTGOING committee of a Society shall submit a detailed inventory of all equipment and other movable assets to the SRC Finance Committee before the society AGM.
- m) **Equipment shall at all times be stored in a secure and safe place.**
- n) Before a Society is permitted to operate on any grant from the SRC, the Chairpersons and Treasurer shall be required to state in writing that they understand and accept the regulations, and to furnish completed signatory forms available from the SRC Accounts Clerk.
- o) Auditors, appointed by the University, shall audit the books of the SRC annually.
- p) The outgoing SRC Finance Committee shall assist the incoming Finance Committee with the drawing up of a provisional budget for the succeeding period of office.
- q) Each Society Treasurer must report at the beginning of each semester on the forthcoming events for that Society for that semester. This report must include a financial report which reflects expected expenditure and funding.
- r) After any function is held, the Society/Committee which has hosted the function must also present a report of Income and Expenses to the SRC Accounts Clerk. This report must account for all advances or orders received from the SRC Accounts Clerk prior to the function and any other takings. Supporting vouchers for expenditure items must be included, as well as accounting for all tickets printed and sold. This report must be submitted within four days of the function. The SRC Accounts Clerk will then reconcile the takings and the amount to be banked. It is noted that Entrance Fees for such functions are subject to VAT, and the SRC Accounts Clerk must account for this accordingly. Any

irregularities must be reported in writing by the SRC Accounts Clerk to the SRC Chairperson. The Chairperson of the Committee or Society concerned must submit a written report concerning the irregularities within two weeks, and copies should be submitted to the Registrar Finance for information. Where further action is deemed necessary, the SRC Chairperson and/or the Registrar Finance should make recommendations accordingly.

- s) **No Society or SRC committee shall undertake any financial contract or binding agreement. Only the Vice-Chancellor, Vice-Principal or Registrar of the University have this right. Failure to comply with this clause will make the Chairperson or Treasurer of the Society or the SRC personally liable for any transaction of agreement entered into.**

## RHODES UNIVERSITY

### SCHEDULE 2 : ADMINISTRATIVE PROCEDURES OF THE SRC

- a) A Letter of Confirmation must be signed by each Society/Committee President/Chairperson and Treasurer to confirm that the Society or Committee does not operate any bank accounts (including Current/Savings/Investments). This letter must be kept on file by the SRC Accounts Clerk. This letter should be signed once a year after elections of new Society/Committee office bearers. Furthermore a letter should be sent to all Banks in Grahamstown advising of the prohibition, and requesting them to advise of any accounts held. This should be done by the Finance Division annually. Where any Society/Committee is found to have contravened the prohibitions, the President/Chairperson and Treasurer should be subject to disciplinary action in terms of the Student Disciplinary Code.
- b) New Mandates should be given to the SRC Bankers in September of each year. The SRC Accounts Clerk must ensure that the necessary forms are obtained from the Bank and the replacing mandates must be countersigned by the registrar Finance. Authorised signatories on the account must be two signatures: one A category (SRC Chairperson or SRC Treasurer) and one B category (Rhodes Administration which includes the SRC Accounts Clerk, University Accountants, Registrar Finance or Dean of Students). In these circumstances, no cheques can be issued unless signed by one SRC member and one Rhodes Administration official. Under no circumstances may blank cheques be signed. Should any authorised signatory sign a blank cheque, their mandate will be suspended immediately, and they will be subject to disciplinary action. During vacations, the SRC Accounts Clerk must make payments via the Rhodes University bank account, and the Universities usual mandates will apply.
- c) Income Statements for the period ended 31 August, with the lists of net positions of each Committee/Society, must be presented each year by mid-September. This will ensure that the incoming SRC are fully aware of the state of affairs.
- d) Budget Applications for the new year, from all Societies and Committees must be submitted to the SRC Chairperson by 30 September each year. This includes both requests for Running Grants and Capital Equipment.
- e) The SRC Chairperson and Treasurer, the SRC Accounts Clerk, the University Administrative Accountant, Dean of Students and Registrar Finance should meet by 15 October, to review the budget application which must be presented to the Budget Committee. It is recommended that at this meeting agreement should be reached on the actual amount available for the Orientation Week in the New Year. It should be accepted that although the budget can only be final once sanctioned by Council, the specific allocation for Orientation Week should be finalised at this meeting to allow the SRC to plan properly.
- f) Once SRC Budgets have been sanctioned by Council for the Calendar year January to December, only 80% of the allocation may be made available to the SRC and its Committees and to the Societies. This will ensure that funds are available to new SRC and Society officials after elections each year. It is noted that this 80/20 restriction has not been placed on Society membership subscriptions.
- g) "Quarterly" Income Statements, with net positions of the SRC, Committees and Societies must be prepared on 31st December, 31st March, 30th June and 31st August. The SRC Treasurer, SRC Accounts Clerk and University Administrative Accountant should meet quarterly once these accounts have been prepared to discuss any matters which may arise from the accounts. It is noted that interest due on Unspent Funds Invested with Rhodes University will be accounted for quarterly. Copies of the Income Statements will be submitted to the Registrar Finance and Dean of Students for information. These statements must be reviewed by the SRC Secretariat. The SRC Secretariat will note any instances where Committees or Societies have overspent. The Chairperson and Treasurer of any Committee or Society is accountable to the SRC Chairperson for such irregularities. A written report of the irregularities should be sent to

the Registrar Finance, together with the SRC Chairperson's recommendation of the action to be taken.

- h) The SRC operating month will be from 26th to 25th, to ensure that all data capture, journal entries, loan account and cashbook reconciliations can be done and processed by the calendar month end. This will ensure that up-to-date accounts can be kept. The SRC Accounts Clerk will ensure that a full history of the Rhodes University Account is obtained on the 25th and reconciled to ensure the SRC Ledgers are updated by month end.
- i) SRC Members, Committees and Societies are to be discouraged from using Car Rental Companies for transport. In this regard the University should be requested to make smaller vehicles available to the SRC and Societies for use from time to time. At present the policy appears to be that only Kombis are provided to the SRC and this is not always suitable, and also is not economical. The Registrar Finance will examine this policy and will in due course advise further. Orders for use of Car Rental Company vehicles for SRC/Committees/Societies must be signed by both the SRC Accounts Clerk and the SRC Chairperson. Any irregularities including abuse of vehicles or excessive mileage of either University vehicles or Car Hire Company Vehicles must be reported in writing by the SRC Accounts Clerk to the SRC Chairperson. The University Transport Office and the Car Rental Company must be instructed to advise the SRC Chairperson directly of such irregularities, preferably in writing. The Chairpersons of Committees/Societies will be required to report in writing of such irregularities and copies should be submitted to the Registrar Finance for information. Where further action is deemed necessary, the SRC President and/or Registrar Finance should make recommendations accordingly.
- j) The SRC Secretariat should hold meetings once a week where a "Schedule of Approved Expenditures" must be completed, and signed by the SRC Chairperson and his or her deputy. This schedule must be provided to the SRC Accounts Clerk the day after each meeting. The Accounts Clerk will administer the approved spending for SRC and complete the schedule by entering the actual amount spent. The schedule is then returned to the SRC Secretariat at the next meeting. The SRC Accounts Clerk will not allow any expenditure which does not appear on the Approved List. The SRC Accounts Clerk will also not allow any expenditure which exceeds budget limits, and these items will be referred back to the SRC Secretariat. It is noted that this expenditure excludes normal administrative expenses of the SRC Office such as Telephone, Fax, Admin, Stationery, Lights & Water, General Repairs and Maintenance, etc. The SRC Accounts Clerk must ensure these are processed timeously and that accounts are kept up to date.
- k) Any requests for payment from Societies must be referred to the SRC Accounts Clerk. Provided the Payment is properly authorised by the appropriate office bearers of the Society, and the request does not exceed the funds available, the SRC Accounts Clerk will process the payment. Small payment requests (less than R120) may be paid from Petty Cash. Other Payments will be made by cheque, signed as per the requirements stated above. The SRC Accounts Clerk will ensure that the processing of cheques and the signing of these cheques is treated as a priority, but Societies must allow 48 hours for all cheque requests.

## RHODES UNIVERSITY

### SCHEDULE 3 : SOUTH AFRICAN UNIVERSITIES STUDENTS' REPRESENTATIVE COUNCIL CONSTITUTION AND RULES OF ORDER

*The Rhodes University Student Representatives' Council recognises the need to communicate and network with other SRC's within the Higher Education System of South Africa. To this end the Rhodes University SRC accepts the need to affiliate with and participate, where practically possible, in the activities of the South African Universities SRC's, through the recognised body of SAUSRC. To this end we acknowledge the SAUSRC Constitution and Rules of Order.*

#### **PREAMBLE**

We, the representatives of the South African Universities Student Representative Council (SAUSRC), acknowledge the need to form a single coherent and united national organisation that will speak in one voice. A disciplined student leadership, that puts the interests of students first, characterises our deposition. We further acknowledge that our universities are characterised by multilingual and multicultural societies, and that these diversities, if united, can unsettle the foundations of the order. We further commit ourselves to the principles and practises of democracy, non-racism, non-sexism and oppose any other form of discrimination in order to ensure unity amongst all the universities' SRC's.

We therefore resolve to establish a South African Universities Student Representative Council (SAUSRC), that will be unifying in origin, democratic in character, progressive in approach.

#### **CHAPTER 1: NAME**

The name of the organisation shall be the South African Universities Student Representative Council. Here after referred to as SAUSRC.

#### **CHAPTER 2: OBJECTIVES**

- 2.1 To promote greater solidarity, co-operation and mutual respect within the tertiary sector, with a view to the creation of a national organisation of all tertiary SRC's.
- 2.2 To strive for an education system that is dynamic, empowering and democratic in nature
- 2.3 To promote and advance the interests of all tertiary students irrespective of colour, sex, religion or creed
- 2.4 To play an active role in the process of democratisation and transformation of the education system in particular and South African society in general
- 2.5 To struggle for a society that rejects discrimination, directly or indirectly on one of the following grounds: race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture or language
- 2.6 Involve students in a process of social, political and economic reconstruction and development
- 2.7 Promote affirmative action
- 2.8 Facilitate capacity building for student leaders for active and effective engagement in academic process

#### **CHAPTER 3: FUNCTION**

- 3.1 To co-ordinate the work of the affiliates and assist them in formulating programmes
- 3.2 To act as a representative body for tertiary students vis-a-vis international, governmental and non-governmental bodies
- 3.3 To promote the development of tertiary students

#### **CHAPTER 4: MEMBERSHIP**

- 4.1 The membership of the organisation shall be open to all universities' SRC's who wish to become members of the organisation

- 4.2 SRC's become members on receipt of the membership fee, or a promissory note by the Treasurer of that SRC, an amount that will be determined annually by the National Executive Committee, subject to ratification by the National Congress
- 4.3 Membership is valid for one year
- 4.4 Full member status shall be granted to those SRC's that fulfil all the criteria included in Chapter 2 of the SAUSRC Constitution
- 4.5 Observer status shall be granted during the congress to National Student Organisations. The organisations shall have no voting rights, but shall be entitled to participate
- 4.6 All members of SAUSRC shall be student structures:
  - 4.6.1 that are controlled and run by students and in which all members of all governing bodies are democratically elected by students themselves
  - 4.6.2 Which in their function are autonomous and independent from state authorities
  - 4.6.3 Which accept the objectives of this constitution as stated in Chapter 2
- 4.7 The National Congress shall have the right to freeze or suspend the membership of a SRC or Organisation by a two-thirds majority of votes cast

#### **CHAPTER 5: FUNCTIONAL AREAS OF NEC MEMBERS AND VIS-A-VIS AFFILIATE MEMBERS**

- 5.1 NEC members shall be entitled to attend any meeting of any affiliate member as *ex-officio* member
- 5.2 Deputy President's of affiliate members shall automatically be SAUSRC liaison officers by virtue of the character of the portfolios
- 5.3 Elections of affiliate members shall be monitored by a delegated NES member and reports shall be submitted to the Secretary General
- 5.4 General Secretaries of affiliate members shall submit reports to the Secretary General as requested from time to time

#### **CHAPTER 6: CONTINUATION OF THE NATIONAL EXECUTIVE COMMITTEE'S (NEC) FUNCTIONS FOR CERTAIN CONDITIONS**

Provisions for the continuation of the National Executive Committee (NEC) function in the absence of the affiliate SRC or in a situation where affiliate SRC's membership is reduced substantially.

The NEC shall be empowered to terminate the period of office of that SRC in consultation with the student body and in that event:

Arrange elections to be held within a period of a month from the date of such termination for the purpose of electing a new SRC and appoint officers, at least half of whom shall be from the student body, a representative from the university and NEC representative/s.

#### **CHAPTER 7: STRUCTURE**

SAUSRC shall have three governing bodies:

- National Congress (NC)
- National General Council (NGC)
- National Executive Committee (NEC)

##### **7.1 National Congress (NC)**

###### **7.1.1 Composition**

- 7.1.1.1 The National Congress is the highest decision-making body and should meet once a year
- 7.1.1.2 The National Congress consists of a maximum of 10 members from each SRC

###### **7.1.2 Powers and Duties**

- 7.1.2.1 To formulate policy in accordance with the general aims and objectives of SAUSRC
- 7.1.2.2 To elect National Executive Committee (NEC)
- 7.1.2.3 To ratify or nullify decisions of the NEC
- 7.1.2.4 For the better conduct of its affairs to make or amend standing orders which are not consistent with a motion passed by two-thirds of the National Congress
- 7.1.2.5 To receive from the secretary of finance the year's audited financial report and statements, accounting for all the funds and assets administered by the National Congress and the NEC

- 7.1.2.6 To initiate contact and affiliate with organisations necessary to the realisation of the aims and objectives enunciated in this SAUSRC Constitution
  - 7.1.2.7 Subject to the provisions of the disciplinary measures in Chapter 4 (4.7) suspend or expel a member or SRC from the organisation
  - 7.1.2.8 To invite and admit applications by other organisations for participatory observer status at annual meetings of the National Congress
- 7.2 **National General Council (NGC)**
- 7.2.1 Composition
    - 7.2.1.1 The National General Council of all the SRC Presidents or the mandated representative of a SRC and NEC
  - 7.2.2 Powers and Duties
    - 7.2.2.1 To fill any vacancies arising in the NEC for the remaining period before the National Congress
    - 7.2.2.2 To adjudicate upon the interpretation of the constitution or rules and regulations issued in terms thereof and also to consider matters referred to it by the NEC. The decision of the council shall be final and binding on the NEC
    - 7.2.2.3 To meet during the period when the National Congress is not in session or at any time when called upon by the NEC to do so
- 7.3 National Executive Committee (NEC)
- 7.3.1 Composition
    - 7.3.1.1 The NEC shall consist of all elected officials
    - 7.3.1.2 All elected officials shall have tenure of one year
  - 7.3.2 Powers and Duties
    - 7.3.2.1 Powers
      - 7.3.2.1.1 The Secretary General shall head the NEC
    - 7.3.2.2 Duties
      - 7.3.2.2.1 The elected officials shall run SAUSRC activities between the National Congress and the NEC
  - 7.3.3 NEC Portfolios
    - 7.3.3.1 The **Secretary General** shall be:
      - 7.3.3.1.1 the Executive Officer of the organisation and shall be the highest senior official
      - 7.3.3.1.2 appointed full-time personnel in consultation with members of the National Executive Committee
      - 7.3.3.1.3 the chief political implementer of SAUSRC
      - 7.3.3.1.4 the representative of the organisation and carry the mandate of the NEC in accordance with the SAUSRC Constitution
    - 7.3.3.2 The **Deputy Secretary General** shall:
      - 7.3.3.2.1 deputise the Secretary General
      - 7.3.3.2.2 keep minutes, records and correspondences from other organisations
      - 7.3.3.2.3 have conditions of service determined by the NEC, subject to ratification by both the National General Council (NGC) and National Congress
      - 7.3.3.2.4 head the administrative division of the organisation
      - 7.3.3.2.5 be assigned with special tasks by the Secretary General
    - 7.3.3.3 The **President** shall:
      - 7.3.3.3.1 preside at meetings of SAUSRC
      - 7.3.3.3.2 be the ceremonial head of the organisation and shall attend all ceremonial functions on behalf of the organisation
      - 7.3.3.3.3 promote the good image of the organisation and shall work in close co-operation with the head of the organisation (i.e. Secretary General)
      - 7.3.3.3.4 convene NEC meetings in consultation with the Secretary General and Secretary of Finances

- 7.3.3.3.5 represent SAUSRC in all international forums to which SAUSRC is invited, with the provision that NEC members support it
- 7.3.3.3.6 maintain a proper image of SAUSRC internationally
- 7.3.3.3.7 forge links with other student organisations
- 7.3.3.4 The **Secretary of Information and Publicity** shall be:
  - 7.3.3.4.1 the head of the information and publicity department of the organisation
  - 7.3.3.4.2 the chief spokesperson of SAUSRC and shall issue statements on behalf of the organisation in consultation with Secretary General
  - 7.3.3.4.3 responsible for information gathering from provinces of SAUSRC and shall form national data systems that will aid the organisation
- 7.3.3.5 The **Secretary of Finances** shall:
  - 7.3.3.5.1 work in collaboration with the Secretary General
  - 7.3.3.5.2 ensure the effective administration of SAUSRC finance through university administration cost centres
  - 7.3.3.5.3 be responsible for the administration of financial transactions of the organisation
  - 7.3.3.5.4 be responsible for having the financial statements audited annually
- 7.3.3.6 The **Projects Officer** shall be:
  - 7.3.3.6.1 the head of SAUSRC Research Unit and shall co-ordinate the Transformation Programme with a particular emphasis on governance
- 7.3.3.7 The **Gender Officer** shall:
  - 7.3.3.7.1 be responsible for the implementation of programmes addressing the objectives expressed in Chapter 2 (2.5)
  - 7.3.3.7.2 ensure that SAUSRC reflects the principle of gender equality in its programmes and structures

## **CHAPTER 8: STANDING ORDERS OF THE CONGRESS**

### **8.1 The standing orders shall govern the proceedings of the Congress of SAUSRC**

The standing order clarifies questions such as quorum, checking the credentials and the legalities of the congress, Chairpersons, conduct of debates, procedural motions. Procedural points, suspension and adoption of the standing orders.

### **8.2 Quorum**

There shall be a quorum for meetings of National Congress only if there is an attendance of 66% of the members. If quorum is not met the congress will adjourn for 24 hours after which time the meeting will be deemed quorate.

### **8.3 Congress Preparatory Committee**

The Congress Preparatory Committee, appointed by the NEC, conducts the National Congress. All questions relating to the Congress shall be referred to the Congress Preparatory Committee. The outgoing Secretary General, Constitutional Committee and Financial Committee shall assist the Preparatory Committee.

### **8.4 Credential Committee**

At the beginning of the National Congress, the Credential Committee shall be elected from full members. It shall be responsible for the checking of the credentials of participants and shall deliver the report at the first plenary session of the Congress. The Congress Planning Committee shall be responsible for the registration of the participants. The Congress will only initiate its task if the necessary quorum has been established. This will be announced by the outgoing Secretary General at the first plenary session. The Congress will be validated immediately after the Credentials Committee report has been presented, confirming the validity and the existence of the necessary quorum.

### **8.5 Presidium**

Every plenary session of the National Congress will have a Presidium nominated by the Congress Planning Committee. In the Preparatory Committee, the Presidium shall be appointed amongst the members.



### **8.6 Agenda**

The agenda of the National Congress determines the issues for discussion. It will consist of points that are obligatory included and the SAUSRC Constitution and by-laws, and other current issues. The draft agenda prepared by the Congress Preparatory Committee shall be presented at a first plenary session of the National Congress. For the introduction of business, which is not on the agenda, a motion for the suspension will have to be introduced. The suspension of the standing orders required two-thirds of the majority of delegates present.

### **8.7 Speaking and Voting Rights**

SAUSRC members with full membership status shall be entitled to full speaking and voting rights, and many present motion (motion need to be seconded by the full or associate members). The voting system shall be per delegate, since the affiliates will be represented equally.

The system applicable to seeking and voting rights shall in respect of voting on election, *mutatis mutandis* be applicable.

### **8.8 Procedural Motions**

All motions shall be submitted to the Chairperson in writing. If submitted verbally during the session, they should be handed over to the Chairperson as soon as possible. No motion may be discussed unless it has been seconded by another delegate. Only one motion can be discussed on one subject. The amendment will be discussed simultaneously, but the first to be presented, will be voted on first. If amendments to the amendment in question are presented, these must be discussed simultaneously and the amendment to the amendment in question will be put to the vote according to the order in which they were presented, and therefore the discussion of the amendment itself. After the motion is seconded, the mover of the motion shall introduce the motion to the National Congress. The Chairperson will then open the speaker's list for discussion and the amendment may be put forward for discussion.

The mover of the motion has the right to reply at the closing of the debate upon his or her motion. The above procedure is valid for amendments. In accordance with the SAUSRC Constitution, the National Congress is composed of delegates from associate and full members. They shall have equally votes at the National Congress. Every delegate will have one vote.

Taking into account the diversity of opinions and experience of participants as well as the differences in their approach and methods, all efforts should be exerted while taking decisions to establish a joint platform on the basis of mutually acceptable agreements. Consensus (which is understood as the absence of any active objection) will thus be a desired method utilised in taking decisions. Whenever this is not possible, the voting procedure as provided by the SAUSRC Constitution shall follow. In all cases, it should be possible to record specific, different opinions. Voting on questions before the National Congress, shall be done by the show of hands, unless one third of the full and associate members request the ballot. Every delegate has the right to have his or her position, opposition or abstention recorded. To this end, a special voting form will be prepared with the National Congress' published Congress Document.

### **8.9 Conduct of a Debate**

The discussion may be interrupted if one of the following procedural motions is taken after the proposal for such a procedural motion/s has been second and voted for:

Motions will be considered in the following order of importance:

- 8.9.1 Motion of no confidence in the Chairperson
- 8.9.2 That the session be adjourned for a certain period of time
- 8.9.3 That the question be considered by another body or a committee of the National Congress
- 8.9.4 That the discussion of the matter be postponed until a specific time later on
- 8.9.5 That the motion under discussion be voted on
- 8.9.6 That the time limit fixed by the chairperson should be changed, or an extension to a concrete time be given to a speaker

### **8.10 Procedural Points**

The Chairperson shall recognise those requesting the floor in the following order of procedure:

- Point of Order
- Point of Information
- Point of Personal Privilege

#### 8.10.1 Point of Order

A Point of Order must be heard immediately at all times except when a vote is being taken. A Point of Order should deal with the transgression of the SAUSRC Constitution and or the standing orders of the National Congress, or draw the attention of the National Congress to the introduction of a matter, which is not relevant to the point under discussion.

8.10.2 Point of Information

Point of information is a brief statement of relevant facts concerning the matter under discussion of which the Congress is unaware.

8.10.3 Point of Personal Privilege

Point of personal privilege can be requested only and if a concrete discrediting reference has been made to a person and only he or she can respond.

**8.11 National Executive Committee (NEC) and the National General Council (NGC)**

The standing orders will also be valid for NEC meetings and the NGC.

**8.12 Adoption of the Standing Orders**

The standing orders shall be adopted at the first plenary of the National Congress, and may be amended only by a two-thirds majority votes cast.

**8.13 Standing Orders**

8.13.1 Only affiliated members will fully participate in amending constitution, elections of NEC and policy adoption

8.13.2 All non-members have observer-status, and will be allowed to participate in discussion other than the above mentioned in paragraph 1

8.13.3 Student organisations will be treated as non-members

**8.14 Suspension of the Standing Orders**

A motion for the suspension of the standing orders requires two-thirds of the majority.

**8.15 SAUSRC Elections**

8.15.1 SAUSRC Electoral By-laws

8.15.1.1 Elections for different positions on SAUSRC shall take place during the National Congress

8.15.1.2 The voting system shall be by secret ballot

8.15.1.3 An independent Electoral Commission appointed by the NEC shall conduct the SAUSRC election process

8.15.1.4 All the names of those candidates who wish to contest the elections shall submit their names to the NEC 30 days before the Congress in question

8.15.1.5 No candidate shall stand for the election unless the institution concerned supports the candidate

8.15.2 Candidature

All the names of those candidates who wish to contest the election shall submit their names to the NES 30 days before the Congress in question. No candidate shall stand for election unless the institution or organisation concerned support the candidate. The Secretary-General shall, not later than 14 days before the relevant meeting, notify all institutions in writing of the names of persons nominated along with a brief C.V. of each candidate. The Congress shall accept new names at the meeting if nominated and only if such nominations are supported by 50+1 of those eligible to vote.

**8.16 Amendments to this Constitution**

This Constitution may only be amended by National Congress. The amendments must be submitted to the Constitutional Committee in writing at least 6 weeks before the meeting of the National Congress at which they can be considered. These must in turn, be circulated to all participants. Any amendments to this Constitution require strictly two-thirds majority of the votes cast at the meeting in question.

**8.17 Dissolution of the Organisation**

A proposal for the dissolution of SAUSRC shall be discussed firstly at the first National General Council meeting and be finalised by the National Congress. The proposal can be adopted only and if the majority of delegates are in favour of the resolution of the National General Council (NGC). If the National Congress adopts the resolution of the NGC, it shall then discuss matters relating to the property of the organisation. The property of SAUSRC shall then be sold or donated in accordance with the National Congress resolution.

**CHAPTER 9: DISCIPLINARY PROCEDURES AND CODE OF CONDUCT OF SAUSRC**

## **INTRODUCTION**

SAUSRC has been characterized in the past by having an ill-disciplined membership. The actions of the ill-disciplined members had an extremely negative influence on the effectiveness, image and legitimacy of the organisation. This situation is found to be unacceptable.

### **9.1 PREAMBLE**

We, the South African Universities Student Representative Council (SAUSRC) commit ourselves to the Code of Conduct, as set out in the rest of this document.

- 9.1.1 Whereas, the South African Universities Student Representative Council (SAUSRC) is an independent organisation comprising university Student Representative Councils (SRC's).
- 9.1.2 And whereas the duties and obligations of members are clearly spelt out in the SAUSRC Constitution and policy documents. The Code of Conduct augments and reinforces the aforementioned documents without in any manner altering or modifying their content or meaning.
- 9.1.3 And whereas the purpose of the Code of Conduct is entirely practical and concerned with the rules and/or regulations of Code of Conduct which members are required to obey in the course of their membership.

### **9.2 VALUES / PRINCIPLES**

- 9.2.1 As members of this organisation we commit ourselves to the following fundamental values/principles
  - 9.2.1.1 Professionalism
  - 9.2.1.2 Punctuality
  - 9.2.1.3 Transparency
  - 9.2.1.4 Tolerance and respect for different opinions
  - 9.2.1.5 Honesty
  - 9.2.1.6 Accountability
  - 9.2.1.7 Efficiency
  - 9.2.1.8 Objectivity
  - 9.2.1.9 Discipline
- 9.2.2 Members must commit themselves to the values and obligations set out in the SAUSRC Constitution. The diversity of opinions found in SAUSRC should be seen as a strength and not as a weakness. Therefore members are expected to respect differences of opinion and deal with conflict in a decent and honorable way.
- 9.2.3 As student leaders we are expected to set a good example in terms of our conduct. We must always carry out our responsibilities with the greatest honesty and integrity, and must always remember that we are the servants of, and accountable to, the South African student community.
- 9.2.4 Because we are the representatives of the whole South African student community, we must always strive to be objective in our points of view, and try to unite rather than divide students.
- 9.2.5 Members are expected to react on time and efficiently to requests from the National Executive Committee (NEC). Members are also expected to fulfill tasks given to them by the NEC to the best of their ability.
- 9.2.6 Members and delegates are expected to be on time for all meetings and functions and attend them as requested. If it is not possible to attend, the necessary apology must be made beforehand with the organisers.

### **9.3 MISCONDUCT**

The following actions will be deemed as misconduct:

- 9.3.1 Any act or conduct aimed at destroying or tarnishing the name and/or integrity of the organisation, its members and personnel, and/or property.
- 9.3.2 Appropriating, intentionally and wrongly, the property of members and/or the organisation.
- 9.3.3 Sabotaging the activities and programmes of the organisation or doing anything that in any manner impedes the proper functioning or effectiveness of the organisation.
- 9.3.4 Breeding factionalism or embarking in any activity that threatens or creates division within and/or amongst the ranks of the organisation.

- 9.3.5 Intentional and wrongful usage of an authorised signature for any unapproved purpose and/or personal gain.
- 9.3.6 Willful acceptance of a benefit of whatever nature which is not legally due by a person for the purpose of concluding an underhand dealing.
- 9.3.7 Threatening or applying force, directly or indirectly, without lawful reason, to the person of another, with intent to compel or induce such person to do or abstain from doing any act or to assume or to abandon a particular perspective in the organisation.
- 9.3.8 Any willful and unlawful misrepresentation which occasions or has potential to occasion prejudice to members and/or the organisation.
- 9.3.9 Any such conduct which may be deemed by the organisation to be inimical to the mission and vision of the organisation.

#### 9.4 DISCIPLINARY PROCESS

##### 9.4.1 Composition of the Disciplinary Tribunal

- 9.4.1.1 The organisation may nominate, appoint, and constitute a quasi-judicial disciplinary tribunal of persons who serve in such process with impartiality and a great sense of fairness.
- 9.4.1.2 The Tribunal may have internal or external persons, as the organisation deems fit and proper.
- 9.4.1.3 The Tribunal would entail the Presiding Officer, whose role would be to conduct the proceedings of the tribunal and assess the cogency of evidence and mainly determine the appropriate sanction for the misconduct.
- 9.4.1.4 The prosecutor will investigate, lead, present facts and evidence of the case against the transgressor, and propose the sanctions to the Presiding Officer.
- 9.4.1.5 Three other persons as may be appointed by the NEC of SAUSRC. Such three people would partake in the finality of the sanction to be meted out.
- 9.4.1.6 The number of persons to serve in the Disciplinary Tribunal may include such other persons as may be determined by the NEC depending on the nature and complex of the case under adjudication. Decisions shall be taken by simple majority voting.
- 9.4.1.7 If and when a matter is still being dealt with in a court of law, the proceedings at the tribunal would be stayed until such time the matter had reached finality at such court of law.
- 9.4.1.8 The NEC may ratify, amend or rescind any part of a decision of the Tribunal, and above all decisions of expulsion shall retain the force of a full suspension until ratified by congress.
- 9.4.1.9 Any such person expelled may appeal at congress, and would bear the expenses incidental to such efforts to ensure that the appeal is dealt with by the congress of the organisation.

##### 9.4.2 Transgressions

- 9.4.2.1 All members of SAUSRC are obliged to adhere to the Code of Conduct at all times.
- 9.4.2.2 Any conduct contrary to that stipulated by the Code of Conduct will be seen as a transgression, and must be dealt with formally by the Tribunal after a formal complaint has been lodged.
- 9.4.2.3 Complaints can be made by any member of the organisation, and must be made in writing.

##### 9.4.3 Process

- 9.4.3.1 The Presiding Officer will convene a meeting of the Tribunal after a formal, written complaint has been received.
- 9.4.3.2 The accused member will be notified of all arrangements relating to the pending disciplinary hearing, within reasonable time before the meeting.
- 9.4.3.3 The accused is expected to appear in person at the hearing. Failure to appear without making an apology will result in the hearing going on *in absentia*.
- 9.4.3.4 The accused will be given the opportunity to defend him/herself at the hearing, by receiving all the information beforehand, explaining his/her case during the hearing and providing witnesses to testify. The legal principle of *audi alteram partem* will apply fully.

- 9.4.3.5 Decisions of the Disciplinary Committee (DC) must be presented in writing with explanations of the reasons behind these decisions.
- 9.4.4 Application
- 9.4.4.1 This document applies to all full members of SAUSRC, their delegates and the NEC.
- 9.4.5 Penalties / Punishment
- 9.4.5.1 The organisation may upon having assessed the immensity of the perpetrated misconduct, elect to impose any of the listed corrective measures.
- 9.4.5.1.1 Reprimand  
The transgressor would have to be reprimanded in the presence of two or more persons of the organisation with the intention not to humiliate the person concerned, but rather to instil discipline, and reinforce a sense of unity and shared values in the organisation.
- 9.4.5.1.2 Redeployment and/or Demotion  
A person who occupies a specific position may be offered a different position other than the one he occupies at the time of the disciplinary process, including a lower position. The purpose of which is to enhance our organisational capacity and the respect of the organisation.
- 9.4.5.1.3 Suspension  
The suspension would be spelt out in terms of the period to be served and conditions of such suspension.
- 9.4.5.1.4 Expulsion  
A resolution of expulsion would have the status of a suspension until ratified by the congress of the organisation. Any such conduct may be deemed misconduct by the Tribunal in consultation with the NEC.
- 9.4.5.2 When considering sentence, the Disciplinary Tribunal must consider every case on its own merits.
- 9.4.5.3 The Tribunal must look at the seriousness of the offence, and all other mitigating factors. The facts of the particular misconduct would determine the sort of measure to be meted out or imposed.

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### SCHEDULE 4 : STUDENT LIBERTIES

The SRC acknowledges that according to the Bill of Rights (Chapter 2) of the Constitution of the Republic of South Africa it is bound to Student Liberties:

#### **Freedom Of Association**

- The membership, policies and actions of a student society will usually be determined by vote of only those who hold bona fide membership in the University Community.
- Policies of student societies should be consistent with the Student Body constitution.
- Affiliations with an extramural organisation is not of itself adequate reason to disqualify a student society from institutional recognition, so long as the campus society complies with the purpose and policies of the SRC.
- Student societies shall not discriminate with respect to race, creed or national origin in the determination of membership, although religious qualification may be required for some societies whose aims are primarily related to the furtherance of their religious beliefs.

#### **Freedom Of Enquiry And Expression**

- Students and student societies shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Students should be free to conduct orderly enquiry into decisions and actions affecting students and student societies should make clear that they speak only for themselves in their public expressions or demonstrations.
- Students and authorised student societies shall be allowed to invite and to hear persons of their choice subject to the clearly stated and published policies of the institution. Institutional control of campus facilities should not be used as a device of censorship as consistent with the above statement.
- The University should strive to safeguard against physical abuse of students who by orderly and legal means demonstrate their freedom of enquiry and expression. The university will not take disciplinary action against students who question traditional values or expose unpopular causes.

#### **Student Participation In Institutional Government**

- Students should be free, individually and collectively to express their views on issues of institutional policy and on matters of general interest to the student body not inconsistent with the purposes of the University.

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### SCHEDULE 5 : CODE OF ETHICS

In keeping with emphasising the right of all students to come to Rhodes University to join in the acquisition and advancement of knowledge, and recognising that the leadership of the Student Body should act as examples and be held to the very highest standards in terms of their behaviour, students in Student Governance Sub-structures shall subscribe to, and seek to live by, the principles of:

- I. HONESTY:** knowing that honesty, truthfulness, and sincerity are a necessary attribute of good character and effective leadership;
- II. SERVICE:** being aware of the fact that true happiness comes only through helpful service to others;
- III. INDUSTRIOUSNESS:** knowing that real progress can be achieved only if the mind is alert to comprehend and the hands ready to perform individual and community tasks;
- IV. HUMILITY:** being convinced that true humbleness of spirit is the only proper attitude to maintain in their relations with their associates;
- V. JUSTICE:** believing that it is only right and proper to be just and fair in their dealings with their fellow students; to condemn no one without giving one a chance to defend oneself; to consider all factors before forming an opinion of another's motives, or before passing judgment on ones actions;
- VI. COOPERATION:** realizing that they must work closely and harmoniously with others in this day of highly organized endeavour;
- VII. RESPONSIBILITY:** assuming always full responsibility for their actions, and accepting opportunities to fulfill their academic, social, economic, and moral obligations;
- VIII. CHARITABLENESS:** being tolerant, generous and considerate in their relationships with others; and courteous, gentle, and kind in their attitudes and actions toward their fellow students.
- IX. SELF-DISCIPLINE:** acting with reasonable restraint, organising their time commitments and not indulging in excessive behaviour that brings disrepute to themselves or to the University.

These are the principles that the leaders of the Student Body adhere to in their promotion of scholarship, service, and character.

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**SCHEDULE 6 :**  
**LIST OF PORTFOLIOS**

**Schedule 6****1 The President: Executive Member**

- 1.1 The President, as the primary representative of students at the University should be a senior student of the Student Body. Thus, the President of the SRC shall have completed successfully at least 3 semesters of University study.
- 1.2 Co-ordinates the functions of the SRC as a formal University Body and shall be accountable as such.
- 1.3 Carries out the functions laid down in the SRC Constitution.
- 1.4 Liaises with the University Authorities on relevant matters of the SRC, the Student Body and individual students.
- 1.5 Fulfills an important liaison and public relations function on behalf of the SRC.
- 1.6 Maintains contact with the outside world and acts as external spokesperson.
- 1.7 Ensures a positive image of the SRC.
- 1.8 Has the sovereign right to issue press releases or issue permission to members to issue press releases.
- 1.9 Ensures reasonable availability times to the Student Body, in which members of the SRC and Student Body may request consultation or consideration of student matters.
- 1.10 Ensures that SRC Councillors are readily available at given and other times to members of the Student body for consultation on matters within the ambit of their portfolio and when the exigency of the situation call for consultation, (even) beyond this ambit.
- 1.11 Promotes and co-ordinates action aimed at appraisal of the structure of the University and its rules and regulations.
- 1.12 Chairs all SRC Executive, Statutory, Extraordinary and Emergency Meetings, unless unable to do so in which case the Vice-President, the Secretary, or nominee shall deputise.
- 1.13 Compiles an annual report on the activities of the SRC during his/her term of office. The report must be submitted to the Dean of Students no later than one month after the induction of the new SRC.

**2 Vice-President: Executive Member**

- 2.1 Shall be the chair of all SRC Executive, Statutory, Extraordinary and Emergency Meetings in the absence of the President, unless unable to do so, in which case the Secretary, or nominee shall deputise.
- 2.2 Assumes delegated authority from the President.
- 2.3 Represents the President when required to do so.
- 2.4 Deals with all matters concerning the Student body and, on the Grahamstown Campus, acts as Chair of the Student Forum.
- 2.5 Reports to the SRC any recommendation made by the Student Forum to the SRC.
- 2.6 Fulfills all external activities involving the SRC including:
  - 2.6.1 Contact with other Educational Institutions.
  - 2.6.2 Overall South African political and social developments.
  - 2.6.3 Any other national or international events which affect students.
- 2.7 Collates relevant information on current affairs as required by the SRC.
- 2.8 Promotes and co-ordinates activities aimed at re-appraisal of the structure of the University and its Rules and Regulations.
- 2.9 Acts as Chair of the Orientation Week Committee for the students.



- 3 Secretary: Executive Member**
- 3.1 Shall be the chair of all SRC Executive, Statutory, Extraordinary and Emergency Meetings in the absence of the President and Vice-President, unless unable to do so in which case the President or Vice-President's nominee shall deputise.
  - 3.2 Is responsible for the internal workings, administration and functioning of the SRC. This includes *inter alia*:
    - 3.2.1 agendas and minutes
    - 3.2.2 grievances procedures
    - 3.2.3 all policies relating to SRC's working
    - 3.2.4 the chairing of and maintenance of the Secretariat
    - 3.2.5 overall responsibility for liaison with SRC staff members and
    - 3.2.6 to be responsible for the utilisation and maintenance of the Student Union Building's offices.
  - 3.3 Ensure that systems are created to ensure the optimal implementation of the SRC's plans of actions.
  - 3.4 Ensure that appropriate linkage mechanisms exist between the Executive, Secretariat, SRC and the Student Forum.
  - 3.5 Receives and co-ordinates monthly portfolio reports and is responsible for a portfolio assessment which shall be communicated to the Student Forum.
  - 3.6 Advises the President and the SRC on internal matters.
  - 3.7 Is responsible for an on-going structures audit.
  - 3.8 Ensures that task lists, responsibility charts and other such planning is done / implemented and the results of this filed
- 4 Treasurer: Executive Member**
- 4.1 Administers the finance operations of the SRC in conjunction with the SRC Accounts Clerk.
  - 4.2 Spearheads the budgeting process.
  - 4.3 Is responsible for and assists in the banking functions of the SRC.
  - 4.4 Presents interim financial statements to the SRC once a term and makes recommendations based on these.
  - 4.5 Together with the Secretary, is responsible for the Audit Committee.
  - 4.6 Co-ordinates all fundraising efforts of the SRC and assists the Student Benefits and Sponsorship Officer where possible.
  - 4.7 Advises and assists structures with their financial transactions and ensure their familiarity with financial guidelines and procedures.
- 5 Academic Councillor: Executive Member**
- 5.1 Ensures the development of an environment conducive to academic excellence.
  - 5.2 Ensures appropriate and constant liaison amongst staff and students at faculty and department level.
  - 5.3 Creates or enhances education initiatives within the university and within the region and our country.
  - 5.4 Participates in any Academic Planning.
  - 5.5 Ensures the availability of academic support mechanisms and other bureaucratic infrastructure for student and staff usage.
  - 5.6 Assists the SRC in keeping abreast of all the debate with relation to academic issues.
- 6 Transformation and SAUSRC Liaison Councillor**
- 6.1 Spearheads and be the driving force of the SRC's transformation programme.
  - 6.2 Empowers student representatives at a faculty level to engage transformation and other such concerns.
  - 6.3 Ensures the empowerment of student and transformation issues, especially those related to the curriculum development.
  - 6.4 Creates relevant forums and other appropriate mechanisms for the engagement of transformation debate.
- 7 Media Councillor**
- 7.1 Is the chief publicity agent of the SRC internally within the University.
  - 7.2 Ensures publication of a monthly report back broadsheet to students and the Student Forum.
  - 7.3 Edits and publishes a publication that allows for idea sharing and debating of issues affecting students.
  - 7.4 In conjunction with the Secretary, files all meeting report backs, accomplishments and failures of the SRC in an orderly fashion.
- 8 Residence Councillor**
- 8.1 Ex-officio member of the Board of Residences

- 8.2 Promotes and co-ordinates activities aimed at the re-appraisal of the structure of the University and its Rules and Regulations in relation to Resident Students.
- 8.3 Liaises with Hall and House Senior Students on all internal matters.
- 8.4 Ensures availability to all student residents for consultation or consideration of student residence matters.
- 9 **Student Benefits and Sponsorship Councillor**
  - 9.1 Investigates and attends to all issues that are associated with the development of benefits or amenities for the Student Body.
  - 9.2 Pursues the continued implementation of existing student benefits on campus.
  - 9.3 Pursues individual requests from students for benefits or amenities, either within the residence structure (in liaison with the Residence Councillor) or campus life in general in liaison with the President or Vice-President.
  - 9.4 Ensures availability for consultation or consideration of Student Body benefits.
  - 9.5 In conjunction with the Treasurer, actively searches for sponsorship for SRC activities.
  - 9.6 Liaises with other SRC members with a view to securing benefits such as discounts at stores, student nights and other such things for the benefit of students and then publicising these.
- 10 **Oppidan Councillor**
  - 10.1 Ensures regular contact with the Oppidan Community by means of newsletters and publications.
  - 10.2 Is responsible for informing the SRC on matters concerning the Oppidan Community.
  - 10.3 Ensures availability to Oppidan students who request consultation or consideration on Oppidan matters.
  - 10.4 Ensures open lines of communication between Oppidan Students, the SRC and the University Authorities.
  - 10.5 Arranges interviews, where requested, between Oppidan Students and the SRC.
- 11 **Society and Culture Councillor**
  - 11.1 Chairs the Societies Constituting Committee of the SRC.
  - 11.2 Makes recommendation to the SRC for the recognition of new societies.
  - 11.3 Is responsible for arranging cultural events of the SRC.
  - 11.4 Is responsible for arranging seminars under the auspices of the SRC.
  - 11.5 Is responsible for arranging exhibitions of the SRC.
  - 11.6 Liaises with the Grahamstown Foundation when Festivals are held.
  - 11.7 Liaises with SRC Societies, when necessary, on cultural matters.
- 12 **Sports Councillor**
  - 12.1 Liaises with all sport clubs through the Sports Union.
  - 12.2 When necessary, co-ordinates sporting events for the duration of Orientation Week.
  - 12.3 Represents the SRC in the Sports Union and on the Sports Council.
- 13 **International Affairs Councillor**
  - 13.1 Co-ordinates SRC International Programmes.
  - 13.2 Develops and maintains an International Desk.
  - 13.3 Constitutes an International Students' Forum.
  - 13.4 Liaises with the SAU-SRC international Affairs Officer.
  - 13.5 Initiates student exchange programmes.
  - 13.6 Represents the SRC in International Forums.
- 14 **Gender Affairs Councillor**
  - 14.1 Co-ordinates all gender programmes on behalf of the SRC.
  - 14.2 Organises a gender awareness week.
  - 14.3 Represents the SRC in gender forums
  - 14.4 Liaises with the SAU-SRC gender officer on National Gender Programmes.
- 15 **Community Interaction Councillor**
  - 15.1 Co-ordinates SRC Community Interaction Programmes.
  - 15.2 Represents the SRC in Community Interaction Programmes.
  - 15.3 Initiates and sustains Community Interaction Programmes.
- 16 **Entertainment Councillor**
  - 16.1 Shall organise at least one function per term according to the regulations as laid down by the Registrar.
  - 16.2 Constitutes an entertainment sub-committee.
  - 16.3 Co-ordinates the organisation of entertainment functions during Orientation week.
  - 16.4 Co-ordinates the organisation of Cultural Week.

## RHODES UNIVERSITY

### SCHEDULE 7: RULES GOVERNING THE ELECTIONS

#### **Article 1.1 Elections**

- 1.1.1 The Annual Election shall be conducted by the Electoral Officer not earlier than the tenth day and not later than the third day before the end of the 3<sup>rd</sup> Academic Term and shall be conducted on a general University basis.
- 1.1.2 Any currently registered student at the University, except those on academic probation<sup>1</sup> or who have been found guilty of a disciplinary offence in terms of Article 9.1.3.2 of the Constitution, is eligible for election onto the SRC.
- 1.1.3 Any student elected onto the SRC who subsequently is placed on academic probation or who is found guilty of a disciplinary offence in terms of Article 9.1.3.2 of the Constitution shall forfeit his/her place on the SRC.
- 1.1.4 The SRC shall advertise the election and make due preparations for the receiving of nominations at least thirty-six hours before opening nominations.
- 1.1.5 Nominations made by at least six nominators, in writing, shall be called for and handed in to the SRC Permanent Secretary before the official office closing time. Candidates for Residential and the Oppidan Constituencies may only be nominated by students eligible to vote in the constituency for which they are standing. Each nomination must bear the consent signature of the nominee. No nominator may nominate more than one candidate per vacancy.
- 1.1.6 Where at the closing of nominations, no candidate standing for election in a constituency is resident in the constituency, the Election Committee shall inform the constituency of this fact and nominations shall be re-opened for a period of twenty-four hours.
- 1.1.7 Where, at the closing of nominations in any constituency there:
- 1 are no candidates standing for election, the constituency shall be informed of this fact and nominations shall be re-opened for twenty four hours. If after twenty four hours, only one nomination is received, the candidate shall be deemed to be elected unopposed.
  - 2 is only one nomination, nominations shall be reopened for a further twenty four hours. In addition, the constituency shall be informed of the identity of the unopposed candidate.
- 1.1.8 These regulations shall apply to all elections of the SRC.

#### **Article 1.2 Scrutineers**

- 1.2.1 No student who is standing as a candidate for election to the SRC shall be a Scrutineer.
- 1.2.2 The Senior/Head Student in each constituency shall act as Chief Scrutineer. The Chief Scrutineer shall call for scrutineers to run the Polling Stations in each constituency.

#### **Article 1.3 The Electoral Officer**

- 1.3.1 The SRC shall appoint an electoral officer who shall generally be the chairperson of scrutineers.
- 1.3.2 There shall be an Election Committee consisting of the Electoral Officer, the Impartial Official and members nominated by the SRC who shall also be scrutineers. Neither the Candidate nor the Scrutineers shall be permitted to canvas at polling booths or their immediate vicinity.

#### **Article 1.4 Impartial Official**

- 1.4.1 Article 9.3 of the Constitution shall be observed.

#### **Article 1.5 Candidates' Credentials:**

- 1.5.1 The following shall accompany a candidate's nomination and shall be handed in at the same time to the SRC Permanent Secretary before the end of the nomination period:

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<sup>1</sup> Acting within a University where academic excellence is the primary goal, the SRC recognises academic discrimination as being a fair form of discrimination.

- 1 A recent passport photograph of the candidate;
- 2 A factual pen sketch of the candidate restricted to personal achievements;
- 3 A manifesto, maximum of 200 words provided that;
- 4 The views and sentiments expressed may not conflict with the SRC constitution or the Statutory Rules of the University.
- 5 An indication of the portfolio for which the candidate is standing. Should the portfolio be for one of the Executive positions – that candidate must take part in a General election (across all constituencies).
- 6 The list of nominators

#### **Article 1.6 Publication Of Credentials**

- 1.6.1 There shall be a special issue of the Student Newspaper which shall contain the candidates' credentials, as in Items 1.5.1.1 – 1.5.1.6 above, and the list of nominators, as approved by the Elections Committee and which shall contain no comment on the candidates; this issue of the Student Newspaper shall be published and distributed at least forty-eight hours before the election date.
- 1.6.2 Within seven days of the publication of this issue the election of members shall be held.
- 1.6.3 Candidate's manifestos shall also be available from the SRC website.
- 1.6.4 For General Constituency Representatives manifestos shall be displayed at the Polling Stations.

#### **Article 1.7 Campaigning**

- 1.7.1 During the period between the closing of nominations, and the election of SRC members, General Candidates may visit House Common Rooms, with the permission of the Electoral Officer, and the Hall and House Wardens of the Houses concerned, to give a statement of policy and to answer questions. Constituency Representatives shall be called to give a statement of policy;
- 1.7.2 The Election Committee shall be responsible for the arranging of these visits;
- 1.7.3 The meeting shall be chaired by a Scrutineer, who shall have absolute jurisdiction over the meeting.
- 1.7.4 A candidate may address the meeting for five minutes and answer questions for a total of five minutes;
- 1.7.5 A candidate may not make derogatory remarks about another candidate in his or her address, and may not question another candidate in the constituency for which he or she is standing.
- 1.7.6 Within forty-eight hours preceding the commencement of the General Elections a General Meeting of students shall be held at which all the General Constituency Candidates shall be present to answer questions under the following conditions.
  - 1 A Chairperson appointed by the SRC shall preside over the meeting and shall have absolute jurisdiction over it;
  - 2 No candidate shall absent himself or herself from the meeting without the prior permission of the SRC.
  - 3 No candidates shall answer questions for a total time of more than ten minutes or a time left to the discretion of the Chairperson.
  - 4 A candidate may not make derogatory remarks about another candidate and may not question another candidate.
- 1.7.7 Any contravention of paragraph 1.7.4 and/or 1.7.5 above shall be reported to the SRC.

#### **Article 1.8 Advertising**

- 1.8.1 Each candidate shall be entitled to spend up to R50.00 on advertising and publicity material.
- 1.8.2 Copies of any advertising publication (pamphlet, poster, sticker, etc) and a full financial statement detailing costs of production must be submitted to the Electoral Officer before distribution.
- 1.8.3 Any material (paper, posters, inks etc) used in advertising and given or donated to the candidate must be acknowledged and at the discretion of the Electoral Officer its estimated value may be added to the total spent by the candidate.
- 1.8.4 The above rules shall apply to any other publication relating to the Election or designed to affect its outcome. If in the opinion of the Electoral Officer such a publication constitutes advertising material for a particular candidate, the cost of production may be considered part of the R50.00 provided that the respective candidate is informed of this well before the publication is distributed.

### **Article 1.9 Election Procedure**

- 1.9.1 The Scrutineers shall obtain the requisite ballot boxes and ballot books, copies of the manifestos of the candidates standing in the respective constituency, a copy of the rules governing the election of members to the SRC and shall obtain reliable lists of eligible voters. Scrutineers shall be required to sign on receipt of the above.
- 1.9.2 The Scrutineers shall supervise the conduct of the elections and prevent any irregularity in the voting.

### **Article 1.10 Duration**

- 1.10.1 Elections shall commence not later than 10 days after nominations close.
- 1.10.2 Election booths for Oppidan Student Voters shall be held open for not less than twelve hours and not more than forty-eight hours.
- 1.10.3 Election booths for residence student voters shall be open for the same number of hours as in 1.10.2 above unless the candidates involved consent to reduce the number of hours required for the Polling Stations to be open.
- 1.10.4 Elections shall take place in each House, at Kaif, the Main Library, Law Department and Pharmacy Department, these last four Polling Stations to be for the use of Oppidan Students only.
- 1.10.5 In order to arrive at a maximum poll, the Scrutineers, SRC and House Committee members may be required to give publicity to the election.

### **Article 1.11 Voting**

- 1.11.1 Voting shall be by secret ballot. Only such ballot boxes and books as are provided by the SRC shall be used. There shall be no voting by proxy.
- 1.11.2 In the case of an electronic election, voting shall take place on ROSS, and shall extend for the period of one week.
- 1.11.3 Students who are unable to be present on Election Day may at the discretion of the Electoral Officer cast their votes before hand under conditions laid down by the Elections Committee.
- 1.11.4 Each voter shall have one vote in the Constituency Election excepting Oppidan voters, who have one vote in each seat, but may only register one vote in favour of each candidate.
- 1.11.5 A student shall be eligible to vote in the election of a representative on the Council if he or she has paid his or her amenities fees and has been a registered student at this University for at least one term.
- 1.11.6 Spoilt papers shall be counted towards the poll, but not the result.
- 1.11.7 All communication between candidates and the Press shall be conducted through the Election Committee.

### **Article 1.12 Counting Votes**

- 1.12.1 The Scrutineers shall collect the ballot boxes at the discretion of the Electoral Officer. They shall then check the counterfoils against reliable lists of the members of the University and ascertain:
- 1 That the required percentage poll, if applicable, has been attained;
  - 2 That only those eligible have voted.
  - 3 When all scrutineers are satisfied that the votes have been accurately counted, they shall record:
    - 3.1 The result of the election;
    - 3.2 The percentage poll;
    - 3.3 The number of spoilt papers
- 1.12.2 Forty-eight hours after the publication of results the Scrutineers shall destroy the votes.
- 1.12.3 If the required percentage poll has not been obtained, polling booths shall be opened again in that constituency according to 1.10 above.
- 1.12.4 If after the booths have been open for forty-eight hours, the poll has not been attained, the election in that constituency shall be declared null and void and a by-election as laid out in 1.16 shall occur.

### **Article 1.13 Results Of Elections**

When the votes have been counted, the results of the elections shall be entered into the election book by the Scrutineers. The election book shall be kept by the Permanent Secretary of the SRC who shall publish the result when all the results have been entered by the Scrutineers.

**Article 1.14 Objections**

Objections against any election must be handed, in writing, to the Scrutineers within twenty four hours of the closing of the voting. In the event of any objection against the scrutineering of the elections, appeal may be made within forty eight hours of the publication of the rules to the SRC who shall then declare the election valid, or order a re-election.

**Article 1.15 Irregularities**

In the event of any irregularities in the election being noted and corrected after the voting has commenced, the Election in that Constituency shall be declared null and void, and a re-election held forthwith.

**Article 1.16 By-Elections**

In the event of two or more candidates tying for a constituency seat in the last General or Oppidan Seat, such seat shall be filled by means of a By-Election. Only the candidates in question shall be taken as duly nominated and the eligible voters shall be the same as on the occasion of the tie. Twenty four hours notice shall be given of such a By-Election, which shall be conducted by the same Scrutineers as the previous election.

**Article 1.17 Limitation Of Eligibility For Election**

Where a Constituency wishes to limit eligibility for representation to members of the Constituency, in terms of 9.1.3 of the Constitution, the following regulations shall apply:

- 1.17.1 Within twenty-four hours of notification of an impending election the SRC shall be notified by members of the Constituency of their intentions to hold a Constituency Vote to limit eligibility.
- 1.17.2 The Vote shall be conducted by secret ballot within seventy two (72) hours of notification of an impending election, and only bona-fide student members of the Constituency shall have any connection with the vote.
- 1.17.3 At least two thirds of the members of the Constituency shall vote in the ballot.
- 1.17.4 Should a Constituency vote in favour of limiting eligibility for election to members of the Constituency, this provision will be enforced by the Elections Committee.

## RHODES UNIVERSITY

### SCHEDULE 8 : SRC STANDING RULES OF ORDER

*The conduct and behaviour of members at meetings are set out below. In the case where there is disagreement and these rules require interpreting, the Chairperson shall interpret. Where there is doubt, the SRC may consult Robert's Rules of Order, the modern edition, whose rules the SRC shall generally follow.*

1. The business of the meeting shall be conducted in accordance with the rules that appear below.
2. The Chairperson shall interpret these Standing Rules by means of formal ruling either at his/her own instance or when requested to do so by a member of the SRC or Student Body. Where no provision is made in these rules to cover a point of procedure that may arise, the Chairperson may rule on any such point.
3. Any member of the SRC or Student Body may contest the Chairperson's ruling and may explain his or her objection. The Chairperson shall have a right to explain his or her ruling after which it shall be put to the vote without further discussion. If the Chairperson's ruling is not upheld, this shall not be deemed a vote of no confidence in the chair.
4. **Chairperson**
  - a. The President of the SRC or in his or her absence, the Vice-President shall be Chairperson of the SRC or Student Body Meetings.
  - b. The Vice-President, or any other member of the Executive or SRC, may be called upon by the Chairperson to preside.
  - c. Before a vote takes place, all questions shall be put to the meeting by the Chairperson, who shall after the vote then declare whether the question has been carried or lost.
  - d. The Chairperson shall have both a deliberative and casting vote.
  - e. These Standing Rules relating to the "Chairperson" shall not be altered except by a two thirds majority of the SRC or Student Body.
5. **Amendment Or Suspension Of Rules:**
  - a. These rules shall be amended by a motion as constituted, provided twenty four hours notice of such motion is given, and except where it is specifically stated in the Standing Rules that a two thirds majority shall be sufficient.
  - b. Any rule may be suspended by a simple majority of the SRC or Student Body, except where it is specifically stated in the Standing Rules and that a two-thirds majority is required, by a motion passed without notice having been given.
  - c. Rules 5(a)-(b) shall require a two-thirds majority of the SRC or Student Body for amendment, but may be suspended by a motion passed without having been given.
6. **Agenda**
  - a. The agenda shall be determined by the Executive, and presented to the SRC or Student Body at least twenty four hours before the meeting.
  - b. Amendments to the Agenda, after the Agenda has been presented to the SRC or Student Body, may be made without notice by a simple majority of the SRC or Student Body.
  - c. The usual order of the Agenda shall be:
    - i. Attendance
    - ii. Leave of Absence
    - iii. Other Matters for the Agenda
    - iv. Confirmation of Minutes
    - v. Matters Arising
    - vi. To note the report of the SRC Executive

- vii. University Committees - matters for information
    - viii. Any other business
  - d. The Agenda shall conform to the standard form of University Agendas as per the sample attached.
- 7. Quorum
  - a. At general meetings of the student body, five percent of the full student body qualified to vote shall constitute a quorum.
  - b. At meetings of the SRC, fifty percent of the full SRC shall constitute a quorum.
  - c. At meetings of the SRC Executive or SRC Secretariat or SRC Disciplinary Board, three members shall constitute a quorum.
  - d. At meetings of the Student Forum, one third of the full Student Forum shall constitute a quorum.
  - e. In the event of there not being a quorum at any meeting, the meeting may elect to continue with those members present and the draft minutes shall be circulated to all members of the Student Forum (in the case of a general Student Body or Student Forum meeting) or the respective SRC Committee (in terms of the SRC, SRC Executive, or SRC Secretariat) who will be given the opportunity to object to decisions taken by those present, whereafter they would be taken as confirmed.
  - f. Once a meeting has been declared quorate, it remains quorate even if members leave during the course of business, thereby resulting in a lack of a quorum as defined above.
- 8. Voting
  - a. Voting shall be by show of hands, except where the SRC or Student Body has accepted by a two-thirds majority that voting on any motion shall be by ballot. Such acceptance may only take place after the above motion has been tabled but before it has been moved.
- 9. Observers
  - a. With the permission of the SRC, by simple majority, observers may speak, but may not vote, at a meeting of the SRC. The Observers must give reasons for wishing to speak and may not rise on any point except to deliver his or her specific address or to clarify on that address.
  - b. Any person who is not a registered student at the University may not attend a Student Body meeting without the prior permission of the Chairperson; such a person may be given speaking rights by the Chairperson of the meeting but may not vote, and may not rise on any point except to deliver his or her specific address or to clarify on that address.
- 10. Conduct of Meetings
  - a. Any member may bring any matter before the SRC by submitting a written motion to the Executive at least five days before the meeting of the SRC.
  - b. Whenever an amendment is duly moved and seconded, that amendment, or the latest, if several amendments are moved and seconded, must first be voted on. If there is a majority in favour of the amendment, the original motion is lost. The amendment then becomes the substantive motion. An amendment to this amended version of the original (now the substantive motion) may be moved. Any amendment to the original motion not yet voted on which can, with the necessary changes, be treated as an amendment to the now substantive motion is voted on in order of priority, the later preceding the earlier. When no further amendment is offered to an amended motion, the amended motion, which has become the substantive motion, is voted on as the substantive motion in order to discover whether a majority prefer it to the *status quo*.
  - c. Voting shall take place by a show of hands, unless a member requests, or the Chair directs, that a ballot shall be taken.
  - d. Members shall address the Chair and shall not, without the permission of the Chair, speak for more than seven consecutive minutes.
  - e. If two or more members simultaneously address the Chair, the Chair shall decide the order of precedence.
  - f. All questions put to the meeting by members of the SRC must be put through the Chair who may decline to put any questions.
  - g. It shall be open for any member of the SRC to move that the subject under discussion shall be dealt with in committee, and, if seconded, such motion shall be put without further discussion.



- h. Whenever in the opinion of any member any matter has been sufficiently discussed that member may:
  - i. move that the question be now put; or
  - ii. move that the SRC proceed to the next business on the agenda.
- i. Either motion, if seconded, shall be put to the vote without further discussion or amendment.
- j. If the latter motion is carried, the matter under discussion shall not be further discussed at that meeting, and may not be raised again at any subsequent meeting except by way of a fresh notice of motion.

11. Minutes

- a. Accurate minutes shall be kept of every SRC and Student Body Meeting, and shall conform to the standard form of University Minutes as per the sample attached.
- b. The minutes shall contain the following information.
  - i. The ratification of the minutes of the previous meeting, plus any matters arising therefrom.
  - ii. The text of every motion and amendment moved and accepted by the Chairperson with the motion was carried, lost or withdrawn, whether the motion was correlated and the number of votes cast in favour of it and against it, in addition to the number of abstentions.
  - iii. Where a member desires it, the fact that a particular member voted for or against, abstained from voting or declined to vote on a particular motion.
  - iv. A report on who was presiding over the meeting and of any changes which took place in the occupancy of the Chair.
  - v. Ruling by the Chairperson on the interpretation of the Constitution and, where the Chairperson directs, on matters of procedure.
  - vi. Recommendations put forward by members of the SRC or Student Body where it is agreed that these should be minuted.
  - vii. Such explanations regarding the procedure followed by the SRC or Student Body as may be necessary to make other information given in minutes fully comprehensible.
  - viii. Summaries of speeches or any questions which the SRC or Student Body requests, by a vote taken without discussion.
- c. A set of minutes of each session shall be filed in a safe and proper place together with a copy of any reports presented.
- d. Minutes will be sent to all members of the SRC, Senior Management, the Assistant Dean of Students and the Chairperson of the SRC on the other campus.
- e. Minutes shall be posted on the SRC Website in a timely fashion.

12. General

- a. These Standing Rules shall apply to all meetings of the SRC.
- b. These Standing Rules shall at all times be read and interpreted in conjunction with the Constitution of the Students.

**SAMPLE**

SRC-2001.01

RHODES UNIVERSITY

**STUDENTS' REPRESENTATIVE COUNCIL**

A MEETING WILL BE HELD ON MONDAY 19 FEBRUARY 2001  
AT 19:00 IN THE ROB ANTONISSEN ROOM.

M. Charlesworth  
SRC PRESIDENT

MC/bm  
16 February 2001

**AGENDA**

- 2001.1.01      ATTENDANCE**
  - 1.1 PRESENT**
  - 1.2 LEAVE OF ABSENCE**
- 2001.1.02      OTHER MATTERS FOR THE AGENDA**
- 2001.1.03      CONFIRMATION OF MINUTES**
- 2001.1.04      MATTERS ARISING**
- 2001.1.05      TO NOTE THE REPORT OF THE SRC EXECUTIVE**
- 2001.1.06      UNIVERSITY COMMITTEES - MATTERS FOR INFORMATION**
- 2001.1.07      REPORTBACK FROM THE HALLS BY THE HALL REPRESENTATIVES**
- 2001.1.08      ANY OTHER BUSINESS**

BM/16 February 2001

# **SAMPLE**

SRC-2001.01

## RHODES UNIVERSITY

### STUDENTS' REPRESENTATIVE COUNCIL

MINUTES OF A MEETING HELD ON MONDAY 19 FEBRUARY 2001  
AT 19:00 IN THE ROB ANTONISSEN ROOM.

**2001.1.01 ATTENDANCE**

**1.1 PRESENT**

Messrs M. Charlesworth (*Chair*) and I. Mqingwana, Ms D. Turkington, Mr R. Desai and Mesdames J. Molwantwa and M. Armstrong, Mr R. Chirima, Mesdames K. Fairley and J. Hanekom, Messrs T. Mahosi and S. Manjoro, Mesdames N. Mhlanga, S. Pawadyira, L. Semanya and M. Smith, Mr R. Tembo.

*In attendance:* The SRC Secretary, SRC Accounts Clerk and SRC Psychologist.

*By invitation:*

*Secretariat:*

**1.2 LEAVE OF ABSENCE**

*Did not attend:*

**2001.1.02 OTHER MATTERS FOR THE AGENDA**

**2001.1.03 CONFIRMATION OF MINUTES**

**2001.1.04 MATTERS ARISING**

**2001.1.05 TO NOTE THE REPORT OF THE SRC EXECUTIVE**

**2001.1.06 UNIVERSITY COMMITTEES - MATTERS FOR INFORMATION**

**2001.1.07 ANY OTHER BUSINESS**

BM/20 February 2001