



RHODES UNIVERSITY

CONSTITUTION OF STUDENT GOVERNANCE

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

Approved by the Student parliament :

03 October 2019

Approved by Senate:

Approved by Council:

Preamble

We, the students of Rhodes University (hereinafter called “the University”) herein affirm the supreme and inalienable right of all students at the University to join in the acquisition and advancement of knowledge. We determine that the Student Representatives’ Council (hereinafter called “the SRC”) shall 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 of the 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 within the Student Parliament. We, the students of the University, in confidence of this constitution, do hereby ratify and agree to follow and implement the constitution.

Objectives

This Constitution is founded by and for the students with a developmental consideration of the functional needs of the University student population. We, (the SRC) 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, as well as representative of the unique dynamics of the University.

Table of Contents

Contents

Preamble	1
Objectives	1
Definitions	5
CHAPTER 1: INTRODUCTION.....	6
Article 1.1. Status	6
Article 1.2. Name	6
Article 1.3. Powers and Duties	6
Article 1.4. Logo of the SRC.....	6
Article 1.5. SRC Term of Office	7
CHAPTER 2 THE STUDENT BODY	7
Article 2.1. Membership and Voting Rights.....	7
Article 2.2. General Meetings	7
Article 2.4. Resolutions	8
Article 2.5. Finance	8
CHAPTER 3 THE SRC.....	9
Article 3.1. Composition of the SRC	9
Article 3.2. Gender Parity	10
Article 3.3. The Executive Committee.....	10
Article 3.4. Meetings of the SRC	11
Article 3.5. Forfeiture of Office on the SRC	12
Article 3.6. Privileges of the SRC	13
Article 3.7. Continuity and handing-over.....	14
CHAPTER 4 CLASS AND FACULTY STUDENT REPRESENTATION	15
Article 4.1. Class Representatives Electoral Process	15
Article 4.2. Faculty Representatives Electoral Process	15
Article 4.3. General and Special Meetings.....	16
Article 4.4. Roles, Powers and Duties of a Faculty Representative.....	18
Article 4.5. Removal from Office.....	18
CHAPTER 5 HOUSE AND HALL STUDENT REPRESENTATION	19
Article 5.1. House Representation	19
Article 5.2. Hall Representation	19
Article 5.3. Notification of election	19
Article 5.4. Meetings	19
Article 5.5 SRC Residence Representative Committee	19
CHAPTER 6 SRC DISCIPLINARY BOARD.....	21
Article 6.1. Composition.....	21
Article 6.2. Functions and Powers.....	21
6.2.1. General	21
6.2.2. Discipline.....	22

RHODES UNIVERSITY- Constitution of Student Governance

Article 6.3.The Procedure at Hearings.....	22
Article 6.4. Quorum.....	23
Article 6.5. Case Records.....	23
Article 6.6. Findings	23
Article 6.7. Admission to Hearings	23
Article 6.8. Reviews	24
Article 6.9. Termination of Membership	24
CHAPTER 7 STUDENT PARLIAMENT.....	25
Article 7.1 Composition.....	25
Article 7.2 Aims and Objectives.....	25
Article 7.3 Constituting.....	25
Article 7.4 Term of Office	26
Article 7.5 Functions and Powers	26
Article 7.6 Obligations.....	26
Article 7.7 Obligations of Members	26
Article 7.8 Sittings of Student Parliament.....	27
7.8.1 Ordinary Sittings.....	27
7.8.2 Extraordinary Sittings.....	27
7.8.3 Quorum.....	27
Article 7.9 Vote of No-Confidence.....	28
Article 7.10 Minutes of Student Parliament.....	28
Article 7.11 Recommendations to the SRC.....	29
Article 7.12 Admissions to Student Parliament.....	29
Article 7.13 Termination of Membership.....	29
CHAPTER 8 CONSTITUTIONAL MATTERS	30
Article 8.1. Amendments	30
Article 8.2. Ratification	30
Article 8.3. Student Liberties	30
Article 8.4. Constitutional Review	30
CHAPTER 9 RULES GOVERNING THE ELECTION OF MEMBERS TO THE SRC	31
SCHEDULE 1	32
Administrative Procedures of the SRC	32
SCHEDULE 2.....	33
STUDENT LIBERTIES.....	33
Freedom of Association	33
Freedom of Enquiry and Expression.....	33
Student participation in Institutional Governance.....	33
SCHEDULE 3.....	33
CODE OF ETHICS	33
SCHEDULE 4.....	36
LIST OF PORTFOLIOS	36
1. THE PRESIDENT: EXECUTIVE MEMBER.....	36

RHODES UNIVERSITY- Constitution of Student Governance	
2. VICE-PRESIDENT: EXECUTIVE MEMBER.....	37
3. SECRETARY GENERAL: EXECUTIVE MEMBER.....	37
4. TREASURER - GENERAL: EXECUTIVE MEMBER	38
5. ACADEMIC COUNCILLOR	38
6. ACTIVISM AND TRANSFORMATION COUNCILLOR	39
7. COMMUNITY ENGAGEMENT COUNCILLOR.....	39
8. ENVIRONMENTAL COUNCILLOR.....	39
9. INTERNATIONAL AFFAIRS COUNCILLOR	40
10. MEDIA COUNCILLOR	40
11. OPPIDAN COUNCILLOR	40
12. POSTGRADUATE AFFAIRS COUNCILLOR	41
13. PROJECTS MANAGER.....	42
14. RESIDENCE COUNCILLOR.....	42
15. SPORTS & SOCIETIES COUNCILLOR	42
16. STUDENT BENEFITS AND SPONSORSHIP COUNCILLOR	43
SCHEDULE 5.....	44
SRC STANDING RULES OF ORDER.....	44
Example of SRC Agenda	48

Definitions

TERM	DEFINITION
Alumni Board	Advisory board to the new SRC
Registered Student	As defined per Rhodes University Academic Calendar
General Meetings	Meetings which the student body are invited to attend by the SRC.
External Cluster Meetings	External cluster meetings are operational meetings chaired by the—SRC Vice-President with additional support of Councillors. Their portfolios deal Councillors whose portfolios deal with matters that involve the broader community of Grahamstown—i.e. the Oppidan Councillor.
Internal Cluster Meetings	Internal cluster meetings are operational meetings chaired by the Vice-President of the SRC with Councillors whose portfolios deal with matters that involve the Rhodes University community, i.e. the Residence Councillor.
Independent Electoral Board (IEB)	Is an independent body set up in terms of the rules to oversee and govern the SRC and its substructure elections.
Quorate	The minimum number of members of the student body or a student governance structure must be present at any of its meetings to make the proceedings of that meeting valid.
Registered student	A student who is registered with the University regardless of faculty and department.
Student Body	All persons registered as students of Rhodes University.
Student Parliament	Serve as the collective voice for all student governance substructures within Rhodes University.

CHAPTER 1: INTRODUCTION

Article 1.1. Status

This constitution is the supreme authority that provides principles that help address 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

SRC refers to the “Students’ Representative Council, Rhodes University” as the existing body present in this constitution.

Article 1.3. Powers and Duties

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

- 1.3.1. Represent 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 permitted and authorised funds raised by a subscription or levy.
- 1.3.3. Recognise and regulate established University approved societies and organisations.
- 1.3.4. Organise, control, be responsible for and manage social functions and schemes for the benefit of students.
- 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 enforced by the Student Disciplinary Code.
- 1.3.7. Summon and conduct general student body meetings with students and any other meetings of the student body.
- 1.3.8. Represent the student body both on campus and externally.
- 1.3.9. To perform all such other duties as bodies of this nature may lawfully require to do.

Article 1.4. Logo of the SRC

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.

Article 1.5. SRC Term of Office

The term of office for the SRC shall be the duration of an academic year, from January to December; with the elections being held as per Schedule 7.

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 qualify as voting members of the Student Body.

2.1.2. All students registered with the University who are not full-time students they are not counted for quorum, but are allowed to vote, request and seek out the SRC for matters concerning the constitution.

2.1.3. Members of the Student Body shall be entitled to attend and participate in SRC held discussions during general, student governance sub-structures, organisations and student political meetings. Each participant must commit to the rules and order outlined per specified 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

The SRC shall call two compulsory meetings general meeting for the purposes of rendering a semester report to the student body. The report shall be presented to the Student body by SRC President.

In the third week of the first term of the year, the SRC shall call a meeting where they shall present their state of the University address. This shall be done by the SRC President.

2.2.1. A General Meeting of the student body members shall be held as and when is necessary and feasible and only if:

2.2.1.1. The SRC President or 50% of the SRC call such a meeting or

2.2.1.2. A written request is made by at least 100 members of the student body to the SRC, accompanied by a written motion for the purposes of the meeting.

2.2.2. The SRC shall give at least five working days' notice of the date, time and venue when the meeting shall occur with disclosure of an agenda.

2.2.3. Student body members shall be granted a reasonable opportunity to put additional matters onto the meeting's agenda.

2.2.4. The SRC President or the Vice-President, and in their absence, the Secretary General shall chair the meeting. Thereafter, if they are absent then any other member of Council shall be voted to chair the meeting. The person elected by the SRC, shall act as the chairperson of the 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 in Schedule 8, shall apply at all general meetings.

2.2.6. Quorum

2.2.6.1. Quorum for a general meeting shall be 5% of students qualified to vote.

2.2.6.2. Quorum for a general meeting, summoned by the SRC or requisitioned by members shall be 5% of students qualified to vote.

2.2.6.3. In the event no quorum is reached at any meeting, the meeting may elect to continue with those members present and the drafted minutes shall be circulated to all members of the student body, who will be given the opportunity to object to decisions taken by those present, where after they would be taken as confirmed.

2.2.6.4. Once a meeting has been declared quorate, it remains quorate even if members leave during the course of business.

2.3. Minutes of Meetings

2.3.1. The SRC shall keep and circulate the minutes of the proceedings from 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 made by any present members.

2.4.2. A resolution shall be only adopted by a majority of members present in the meeting, in exception of no-confidence related to the provisions of section 3.5.3 shall apply.

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. All funds made available by the University for Student Governance shall only be applied in accordance with an approved budget.

2.5.2. The different student governance sub-structures who rely on the SRC for funding shall submit annually a prescribed formatted budget-to the SRC before the specified time.

2.5.3. SRC finances shall be administered according to Schedule 1 of the Constitution.

CHAPTER 3 THE SRC

Article 3.1. Composition of the SRC

3.1.1. The SRC comprises of a President, Vice- President, Secretary General, Treasurer General, Academic Councillor, Activism & Transformation Councillor, Community Engagement Councillor, Environmental Councillor, International Affairs Councillor, Media Councillor, Oppidan Councillor, Projects Manager, Residence Councillor, Sports and Societies Councillor, Post Graduate Affairs Councillor & the Student Benefits and Sponsorship Councillor.

3.1.2. In a situation where a decision needs to be made, each member has only one vote. However, in case of a deadlock, the President or alternative Chairperson has a casting vote.

3.1.3. The SRC Executive comprises of the President, Vice-President, Secretary General, Treasurer-General and two further positions filled by the twelve non-executive council members.

3.1.3.1 The two open Executive positions shall be filled through an internal SRC vote.

3.1.3.2 The twelve non-Executive Council members shall comprise of the twelve openly contested positions.

3.1.4. The Oppidan Councillor and the Residence Councillor shall be elected from within their respective constituencies.

3.1.5. Each Hall shall elect one Hall representative to join the SRC Residence Representative Committee. Once complete, the Residence Councillor will oversee and manage the entire committee.

3.1.6. The sixteen openly contested Executive and non-Executive positions shall be campaigned based on each portfolio that commits to 3.1.7., 3.1.9 and Schedule 6.

3.1.7. An individual may run for more than one position in one election period.

3.1.8. If in terms of 3.1.7., if an individual receives the highest number of votes in two positions then they must select one of those positions and the runner-up in the other position will assume other portfolio.

3.1.9 Candidates contesting the positions of President and Vice-President shall all run for the position of President and may run for an additional portfolio as stated in 3.1.7.

3.1.9.1 The candidate with the highest number of votes shall assume Presidency, unless s/he chooses to waive this privilege, in which then the position shall be offered to the second highest vote candidate.

3.1.9.2 The candidate with the second highest number of votes shall assume the position of Vice-President. Should any candidate decline that position then the second highest vote candidate shall be offered the Vice-President title.

3.1.10 The SRC may establish committees, task groups (SRC members only) and working groups (SRC members and non- SRC members) as they see fit.

Article 3.2. Gender Parity

3.2.1 The SRC and any other student governance structures shall strive to not have more than 50% Male or female- identifying bodies in leadership positions

Article 3.3. The Executive Committee

3.3.1 The SRC Executive consists of six members, namely the President, Vice-President, Secretary General (Chairperson), the Treasurer-General. Two additional members will be selected from the remaining twelve SRC members.

3.3.2 In the event of a tied vote within the Executive, the Chairperson shall have the casting vote.

3.3.3. The duties of the Executive Committee are:

3.3.3.1. To deal with urgent matters which affect the students' interests that arise from SRC and general meetings.

3.3.3.2. To generally act for and represent the SRC in the period between Council meetings or Council sitting, in terms of the Constitution.

3.3.3.3. To deal with such matters as the SRC deems fit.

3.3.3.4. To develop proposals or define the parameters in which issues are addressed and brought up in debates. In addition, the conduction and structure enable a streamlining that provides SRC Executive a context of any arisen situation.

3.3.3.5. To deal with matters that need to be dealt within the timeframe from the last outgoing SRC meeting to the new SRC elections for the following year.

3.3.3.6. To assume overall responsibility for all SRC related executed resolutions and implemented decisions made by the Executive team.

3.3.3.7. To ensure that the new SRC member is fully instructed their role and capabilities prior to handing over the position.

3.3.4. Executive meetings:

3.3.4.1. The Executive members shall meet at least once per fortnight.

3.3.4.2. The Secretary General shall chair all meetings, and in their absence, then the Executive members shall elect another chairperson who is not the President.

3.3.4.3. Quorum shall be three members.

3.3.4.4. The minutes of each Executive meeting shall be considered, corrected if necessary and then confirmed by the SRC at the 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 the President and in their absence by the Vice-President, thereafter in their absence, by the Secretary General.

3.4.3. Special meetings shall be convened:

3.4.3.1. On request of the President, and during of their absence, by the Vice-President, thereafter their absence, the Secretary General.

3.4.3.2. When a resolution to this effect is passed by the SRC.

3.4.3.3. When a written request, signed by no fewer than three members stating the business to be considered, is made to the Secretary General.

3.4.4. The President shall chair all meetings; and in their absence the position will be taken by the Vice-President or thereafter in their absence, by the Secretary General. If all three members are not present, then any SRC mandated member will occupy the chairperson role.

3.4.5. 50% of SRC members constitute the quorum. In the event no quorum is reached at any meeting, the meeting may elect to continue with those members present and the drafted minutes shall be circulated to all members of the student body, who will be given the opportunity to object to decisions taken by those present, where after they would be taken as confirmed.

3.4.6. All questions shall be decided by a consensus or a majority of the members present and voting, except that in the following cases the majority shall be at least two thirds:

3.4.6.1. Finance

3.4.6.2. Recognition of Societies

3.4.6.3. Special Permission for using the University by a recognised structure

3.4.6.4. Election rules

3.4.6.5. Amendments to any of the Constitution's schedules

3.4.6.6. Instituting any disciplinary action against an SRC member.

Article 3.5. Forfeiture of Office on the SRC

3.5.1. In keeping emphasising the right of all student body to acquire and advance in knowledge, as well as recognise leadership, therefore, it is vital that each SRC member upholds the highest behaviour and standard. Each SRC member will be subject to the Student Disciplinary Code if they are:

3.5.1.1. Placed subsequently on academic probation and/or academically excluded from the University

3.5.1.2. Found guilty of a University disciplinary offence before the University Proctor and sentenced to a fine. In excess of 25% being the maximum of the fine, the University Proctor can impose, exclude, issue community service of 75 hours.

3.5.1.3. If a vote of no confidence against a member of the SRC as detailed in the procedure 3.5.3.6

3.5.2 In the event that an SRC member has forfeited their place on the SRC:

3.5.2.1. If the SRC President portfolio is forfeited then the following procedure will take place:

3.5.2.1.1. The SRC Vice-President shall assume the role as President

3.5.2.1.2 The SRC Executive shall re-assign the executive portfolios through consensus from amongst themselves. If failing to reach consensus, then the rest of SRC members will vote.

3.5.2.1.3 The SRC shall elect one of its non-executive members to the SRC Executive

3.5.2.1.4 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.

3.5.2.1.5 In the event of no runner-up is willing to be co-opted, the IEB shall convene another election for that constituency.

3.5.2.2. In the case that the forfeited portfolio is a SRC Executive member:

3.5.2.2.1 The procedure outlined in 3.5.2.1.1 - 3.5.2.1.5 shall apply.

3.5.2.2.2. In the case that the forfeited portfolio is a non-SRC Executive member:

the procedure outlined in 3.5.2.1.4. – 2.5.2.1.5 shall apply.

3.5.3. Motion and Vote of No confidence:

3.5.3.1. A motion of no-confidence may be instituted against an SRC member in a SRC Meeting

3.5.3.2. For the motion to be considered, it must have majority of the council members in agreement

3.5.3.3. The person will be given five working days to prepare a defence against this claim.

3.5.3.4. During the defence meeting, the Speaker of Student Parliament and IEB will be present, whereby the SRC member will be given an opportunity to present their defence.

3.5.3.5. The SRC President will present the reasons as to why the Council has set this motion of no confidence in the sitting.

3.5.3.5.1. In a case where the motion of no confidence is against the President then the Vice-President will be the one that gives the members a reason for this motion.

3.5.3.6. After this the members of the SRC will vote through a secret ballot. Two thirds of Council votes need to be in favour for the motion to pass.

3.5.3.7. After a SRC member has been voted out of the Council, the SRC President shall call a student body meeting to explain the reason behind the vote of no confidence.

3.5.4 In the event that an official charge is laid against a SRC member, they will immediately be placed on extended leave to allow for extensive investigations into the accusation.

Article 3.6. Privileges of the SRC

3.6.1 SRC members receive certain privileges for their service to the student body and the University such as:

3.6.1.1. A financial incentive (honorarium) that will be determined by the Director of Student Affairs after consultation with the SRC President soon after the SRC elections.

3.6.1.2. SRC members who are living in residence are not required to pack up their rooms during vacation, except for the December vacation, which follows the same manner as Sub-Wardens.

3.6.1.3. SRC members are given second preference to pick a room in their residences after the Sub-Wardens have made their selection.

3.6.1.4. SRC members shall have free access to the gym during their terms of office.

Article 3.7. Continuity and handing-over

3.7.1. Previous SRC members will be responsible for handing-over and familiarising the new SRC with their new portfolios and roles.

3.7.2 There will be two meetings per week between the current SRC and the upcoming SRC.

3.7.3 The sessions is done over at least eight sessions.

3.7.4 If any current or upcoming members do not attend the sessions, then they will be subject to the conditions stipulated in the Honorarium document.

3.7.5 The out-going SRC member should prepare documentation for their replacements before the sessions start, and failure to do so shall be subject to the conditions stipulated in the Honorarium document. This documentation should be sent to the SRC Student Development and Support Officer at least a fort-night before hand over occurs.

3.7.6. Where possible, the incoming SRC shall shadow the outgoing SRC in various committees until the end of the academic year.

3.7.7. The Alumni Board shall act as an advisor to the SRC.

CHAPTER 4 CLASS AND FACULTY STUDENT REPRESENTATION

Article 4.1. Class Representatives Electoral Process

- 4.1.1. Every class shall elect a minimum of one and a maximum of two Class Representative.
- 4.1.2 A Class Representative is to be elected within the first two weeks after the commencement of the course.
- 4.1.3 The electoral process is to be conducted by the Head of Department or their nominee.
- 4.1.4 A registered student of the course is eligible to run as a Class Representative.
- 4.1.5 The electoral process shall run as follows:
 - 4.1.5. 1. The floor shall be opened for nominations;
 - 4.1.5. 2. A nominee shall either accept or decline the nomination;
 - 4.1.5. 3. The nominees shall be afforded the opportunity to present a short motivational speech to the class;
- 4.1.6. the nominees are to leave the room while the class casts their votes by a show of hands.
- 4.1.7. A Class Representative's tenure is for the period of an academic year.
- 4.1.8. The SRC Academic Councillor shall allow students a period of a week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.
- 4.1.9. In the event of a vacancy the SRC Academic Councillor or Head of Department shall facilitate a by-election until the vacancy is filled.

Article 4.2. Faculty Representatives Electoral Process

- 4.2.1 Two Faculty Representatives for each faculty shall be elected from among the Class Representatives.
- 4.2.2 The Faculty Representatives for each faculty shall be elected at the first meeting of the Class from among other Class Representatives at their first meeting.
- 4.2.3. The electoral process is to be conducted by the IEB.
- 4.2.4. Any Class Representative is eligible to run for the position of Faculty Representative for their respective faculty. The electoral process shall run as follows:
 - 4.2.4.1. The floor shall be opened for nominations;
 - 4.2.4.2. A nominee shall either accept or decline the nomination;
 - 4.2.4.3. The nominees shall be afforded the opportunity to present a short motivational speech to the class;
 - 4.2.4.4. The nominees are to leave the room while the Class Representatives cast their votes through a ballot or by a show of hands.
- 4.2.5. A Faculty Representative's tenure is to be for a period of one academic year.

4.2.6. The IEB Complaints Officer shall allow Class Representatives a period of a week after the elections in which to lodge any complaints with regards to any procedural irregularities pertaining to the elections.

4.2.7. In the event of a vacancy the IEB shall facilitate a by-election until the vacancy is filled.

Article 4.3. General and Special Meetings

4.3.1. The SRC Academic Councillor shall convene a general meeting of the Class Representatives at least once a semester.

4.3.2. The SRC Academic Councillor shall convene a general meeting of the Faculty Representatives at least once a term.

4.3.3. The SRC Academic Councillor may call a special meeting of the Faculty or Class Representatives, when necessary.

4.3.4. Any member of the SRC may attend any meeting of the Faculty or Class Representatives in observance.

4.3.5. The following records are to be kept:

4.3.5.1. All general and special meetings shall have an agenda;

4.3.5.2. Minutes of all general and special meetings are to be taken by an elected member of the meeting;

4.3.5.3. Copies of these records are to be held by the SRC Academic Councillor and the SRC Vice-President.

4.3.6. Quorum for a general or special meeting of the Faculty or Class Representatives shall be 50%. In the event of quorum not being reached, the draft minutes of the meeting shall be circulated to all the Faculty or Class Representatives, who shall be given an opportunity to object to decisions taken by those present, where after the minutes and decisions shall be taken as confirmed.

4.3.7. Roles, Powers and Duties of a Class Representative:

4.3.7. 1. A class representative must be afforded the respect and value which comes from being a democratically elected representative.

4.3.7.2. Class Representatives must:

4.3.7.2.1. facilitate the efficient communication of their respective classes concerns to the lecturer, and/or the Head of Department;

4.3.7.2.2. actively participate in dispute resolutions between their class and the Department;

4.3.7.2.3. effectively communicate, to their class, any information from the SRC as directed by the SRC Academic Councillor;

4.3.7.2.4. meet with their current lecturer regularly to maintain lines of communication and to convey any class related issues or concerns;

4.3.7.2.5. patiently and equitably listen to any complaints or concerns relayed to them by their class;

4.3.7.2.6.. serve as a first-class role model for their fellow classmates and thus must uphold the highest level of studiousness and behaviour; and

4.3.7.2.7. follow all reasonable directives promulgated by the SRC Academic Councillor.

4.3.8. Class Representatives may:

4.3.8.1. put forward suggestions as to the conduct and structure of their lectures and courses;

4.3.8.2. submit class objections, complaints and suggestions regarding academic resource material;

4.3.8.3. call a meeting of their classmates to facilitate discussion regarding class, course and academic matters.

Article 4.4. Roles, Powers and Duties of a Faculty Representative

4.4.1. A Faculty Representative must be afforded the respect and value which comes from being a democratically elected representative.

4.4.2. Faculty Representatives must:

4.4.2.1. conduct themselves in accordance with schedule 3 of the is constitution;

4.4.2.2. facilitate a meeting of the Class Representatives in their respective faculties once a term;

4.4.2.3. patiently and equitably listen to any complaints or concerns relayed to them by the Class Representatives;

4.4.2.4. effectively communicate the any concerns, complaints and suggestions, from the Class Representatives, to the faculty; and

4.4.2.5. facilitate the efficient communication of their respective classes concerns to the Dean of Faculty.

4.4.3. A Faculty Representative is a full sitting member of the Faculty Board of their respective Faculty.

Article 4.5. Removal from Office

4.5.1. A Faculty or Class Representative may be removed from office in the event that they have failed to uphold their duties and responsibilities as defined in this policy or have acted in a manner which brings the SRC or the University's name into disrepute.

4.5.2. A Faculty or Class Representative shall be removed from office by a two-thirds majority vote by the Class Representatives

4.5.3. In the event that a Faculty or Class Representative has been removed from office, the HOD shall facilitate a by-election process.

4.5.4. Faculty or Class Representative shall cease to be representatives when they deregister from their departments/Faculty.

CHAPTER 5 HOUSE AND HALL STUDENT REPRESENTATION

Article 5.1. House Representation

5.1.1. Every House shall elect or appoint a house representatives which, in accordance with its Hall Constitution, shall serve and represent its students and act as an advisory committee to the House Warden.

5.1.2. The Hall Senior Student or SRC Hall Rep shall be a member of the Student Parliament.

5.1.3. The exact procedures and portfolios available for election or appointment shall be left to the individual House to decide.

Article 5.2. Hall Representation

5.2.1. Every Hall shall elect or appoint a Hall Senior/Head Student and an SRC Hall representative 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 or SRC Hall representatives shall be a member of the Student Parliament.

Article 5.3. Notification of election

5.3.1. The Hall Warden or their nominee shall be responsible for informing the SRC Student Development and Support Officer, within one week of election or appoint, 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 once a term and as and when is necessary.

5.4.2. These meetings may coincide with a meeting of the Board of Residences.

Article 5.5 SRC Residence Representative Committee

5.5.1. Each Hall will elect one individual to serve on the SRC Residence Representative Committee.

5.5.2. These elections shall take place at the same time as the SRC general elections, unless a by-election needs to be held.

5.5.3. The Post-Graduate Village and the Oppidan Hall are not considered to be Halls for the purposes of this election.

5.5.4. The role of the Committee is to advise the Residence Councillor and to act as a liaison channel between the halls and the Residence Councillor.

5.5.5. The Residence Councillor and the Residence Representative Committee shall meet once a fortnight.

5.5.6. Each Hall Representative shall fulfil the functions as outlined in his or her Hall Constitution and any additional function that the Residence Representative Committee may determine.

5.5.7. The Residence Councillor shall chair all Residence Representative Committee meetings, unless unable to do so, in which case the Residence Representative Committee shall elect an alternative chair from among its members.

5.5.8. In the event of a tied vote within the Residence Representative Committee, the Residence Councillor shall have a casting vote.

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 penultimate and finale 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 Law 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 January of each year until December of that same year.

6.1.6. The SRC shall elect one of the five persons as the Chairperson of the SRC Disciplinary Board:

6.1.6.1. The Chairperson will appoint their Secretary from this team.

6.1.6.2. The Chairperson will chair all proceedings of the hearings and conduct of the Board.

6.1.6.3 In the absence of the Chairperson, the Chairperson's nominee will convene and preside over the proceedings.

6.1.7. The SRC Disciplinary Board cannot convene any proceedings without the presence of a designated SRC member, 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

6.2.1.1. The Board is competent, upon application and within its area of jurisdiction or with regard to substructures that receive funds from the SRC, to:

6.2.1.1 Review the proceedings, actions and resolutions of:

6.2.1.1.1. Student governance substructures;

6.2.1.1.2. Members of student governance structures;

6.2.1.2 Settle disputes relating to:

6.2.1.2.1. the validity and fairness of Student Governance substructure elections;

6.2.1.2.2. the validity of referenda;

6.2.1.2.3. the validity of resolutions taken by student governance substructures;

6.2.1.3 the interpretation of this constitution as well of student governance substructures;

6.2.1.4 the interpretation of the rules of the SRC;

6.2.1.5 any other matter for which provision has been made in this constitution.

6.2.2. Discipline

6.2.2.1. After convicting a Student body member, The Board can impose one or more of the following punishments:

6.2.2.1.2 A monetary payment to compensate any loss, damage or expense caused to the University or to the person who suffered from the offence

6.2.2.1.3 Exclusion from entering the Bantu Stephen Biko Building for a period not exceeding one month;

6.2.2.1.4. The Board may at their discretion impose one, two, three or all four of the aforesaid penalties.

Article 6.3. The Procedure at Hearings

6.3.1. The model of the proceedings shall mimic a system that makes use of Proctor or the one described in the Student Disciplinary Code. 6.3.2. In the event that a person, who has been served with a notification for an SRC Disciplinary Board hearing, but cannot attend, then they shall notify the SRC Disciplinary Board's Chairperson.

6.3.2. In the event that a person fails to attend a hearing, the hearing may proceed in their absence (see Rule 10.5 of the Student Disciplinary Code).

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:

6.5.2.1. The list of members present during the hearing

6.5.2.2. The Accused(s): name, address and student number

6.5.2.3. The Charge: in terms of the Student Disciplinary Code

6.5.2.4. The date of hearing

6.5.2.5. The Plea: The accused(s) plea to the charge.

6.5.2.6. Verdict

6.5.2.7. Facts found proven

6.5.2.8. Mitigating factors

6.5.2.9. Aggravating Factors

6.5.2.10. The penalty that is issue needs to be enforced within 21 days of receipt of the case record which will be sent to the accused(s).

6.5.2.11. Reasons for penalty

6.5.2.12. The signatures of those listed in sub point 2.1.

6.5.2.13. 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 Director of Student Affairs 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 notice board(s) designated by the Director of Student Affairs for that purpose.

Article 6.6. Findings

6.6.1. A finding shall be made by a majority vote from the present members.

6.6.2. All members who agree with the findings and reasons shall sign and put into writing.

Article 6.7. Admission to Hearings

6.7.1. SRC Disciplinary Board hearings shall take place on 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 disciplinary record, the student wishes for the case to be reviewed then they write such a request to the Director of Student Affairs within five days of receiving 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:

6.9.1.1. A written resignation letter has been accepted by the SRC Secretary General or

6.9.1.2. Immediate termination occurs only in the case where a disciplinary action has taken place and The Board member is found guilty.

6.9.1.3. That person ceases to be a member of the Student Body.

CHAPTER 7 STUDENT PARLIAMENT

Article 7.1 Composition

The Speaker, the Deputy Speaker and the Secretary of Student Parliament shall be non-SRC members elected by the Student Parliament at its first seating of the new academic year. These three members shall form the Student Parliament Executive: The SRC Vice-President shall be the convener of Student Parliament.

Student Parliament comprises of:

7.1.1. SRC members

7.1. 2. The Chairpersons of Student Disciplinary Board and of the Student Defence Council;

7.1.3. The Hall Senior/Head Students OR SRC Hall Representatives;

7.1.4. Four representatives from the Oppidan Union and out of that selection, there must be one sub-warden and three elected representatives other than the SRC Oppidan Councillor;

7.1.6. The Faculty Representatives;

7.1.7. The SRC Societies Council;

7.1.8. The Students Sports Council.

Article 7.2 Aims and Objectives

7.2.1. The Student Parliament shall serve as the collective voice ~~of~~ for all student governance substructures within Rhodes University.

7.2.2. They shall serve to keep the SRC, its members, and student governance structures accountable, transparent in their principles and values as laid out in Schedule 5 of this Constitution.

7.2.3 They may make recommendations to and receive reports from the SRC and the necessary sub-structures.

Overall, the necessary parties must have transparent communication between one another.

Article 7.3 Constituting

7.3.1 In February, the SRC Vice-President shall call for a sitting of Student Parliament at a predetermined time and place

7.3.2 As soon as the Student Parliament members are summoned, and once the Student Parliament Executive of Student Parliament, the IEB Impartial Officer shall declare the first sitting of Student Parliament duly constituted in provision of this Constitution and the Student Parliament Policy.

Article 7.4 Term of Office

7.4.1 The term of office of Student Parliament shall be the duration of the academic year.

Article 7.5 Functions and Powers

Student Parliament shall:

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.

7.5.4. Monitor the functioning of the SRC for the Student Body any SRC related reports.

Article 7.6 Obligations

Student Parliament shall:

7.6.1 Act in accordance with the rules of the University when exercising its powers;

7.6.2 Behave in a manner that conforms to the Student Code of Ethics contained in Schedule 5 of this Constitution.

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 Serve individually and collectively the interests of the Student Body when formulating policy or making decisions on matters concerning the Student Body.

7.7.2 Perform the duties and functions allocated to them by the Student Parliament within reasonable deadlines.

7.7.3 Ensure effective communication in adopting any Student Parliament resolutions, once they have committed to relevant constituencies.

Article 7.8 Sitzings of Student Parliament

7.8.1 Ordinary Sitzings

- 7.8.1.1 Ordinary sittings of Student Parliament shall be held at least once per term and all members shall attend such meetings;
- 7.8.1.2 According to the University calendar, the Speaker shall give at least seven days' notice of the date, time and venue of such a sitting, with the disclosure of a provisional agenda;
- 7.8.1.3 Members shall be granted a reasonable opportunity to put matters on the agenda for a period of not less than five days. The opportunity will close 48 hours before the sitting;
- 7.8.1.4 The elected Speaker shall chair the sittings of Student Parliament, and in the absence of the Speaker, the elected Deputy Speaker shall chair the sitting of Student Parliament.
- 7.8.1.5 The Speaker shall only have a casting vote in the event of a deadlock;
- 7.8.1.6 The Speaker shall not possess an ordinary vote unless they form part of Student Parliament as provided for in article 7.1 of this constitution;
- 7.8.1.7 The generally accepted rules pertaining to meetings of the SRC, as outlined in Schedule 8 of this Constitution, shall apply to all sittings of Student Parliament.

7.8.2 Extraordinary Sitzings

- 7.8.2.1 An extra-ordinary sitting of Student Parliament shall be held if the SRC Vice-President or the Speaker calls such a sitting, or at least 5 members submit a written request to the Speaker for such a sitting, accompanied by a written motivation for consideration at the sitting of Student Parliament;
- 7.8.2.2 Notice of the date, time and venue of an extra-ordinary sitting of Student Parliament with disclosure of the agenda shall be given at least twenty-four hours before such a sitting.

7.8.3 Quorum

- 7.8.3.1 Quorum shall constitute two thirds of all members of Student Parliament.
- 7.8.3.2 In the event of a quorum not being met, the sitting of Student Parliament shall continue with those members present. Draft minutes of the sitting shall be circulated to all members of Student Parliament who will then be given the opportunity to object any decisions taken by those present within 48 hours, where-after they shall be considered as present by the Executive of Student Parliament.

Article 7.9 Vote of No-Confidence

7.9.1 A motion of no-confidence, may be instituted against an SRC member or a Student Parliament Executive member.

7.9.2 For the motion to be considered, it must meet the following requirements:

7.9.2.1. Tabled as the only agenda item for the sitting of Student Parliament;

7.9.2.2. Majority of student parliament members in agreement with the motion;

7.9.2.3. Substantial evidence must be provided to Student parliament members detailing the reasons why there should be a motion of no-confidence as guided by the Constitution of Student Governance;

7.9.2.4. Detailed reasons would have been given to the member concerned at least five working days before the sitting.

7.9.3. During the defence meeting, the Speaker of Student Parliament, SRC president and an IEB representative will be present whereby the member concerned will be given an opportunity to present their defence.

7.9.4. The Speaker of Student Parliament will present the reasons as to why Student Parliament has set this motion of no-confidence in the sitting.

7.9.5. In the case where the motion is against the Speaker; the Deputy Speaker will be the one who gives the members of Student Parliament the reasons for this motion.

7.9.6. After this, the members of Student Parliament, will vote through a secret ballot. Two thirds of Student Parliament votes need to be in favour for the motion to pass.

7.9.10. After an SRC member, or a Student Parliament Executive member have been voted out, the SRC President shall call a Student Body meeting to explain the reasons behind the vote of no-confidence.

Article 7.10 Minutes of Student Parliament

7.10.1 The minutes of Student Parliament shall be circulated within three days after the sitting;

7.10.2 The Student Parliament Secretary shall keep minutes of each Student Parliament sitting;

7.10.3 The meeting's minutes shall be submitted and await for arrival upon the following sitting of Student Parliament, and thereafter signed by the Speaker.

7.10.4 Once the minutes have been approved, they will be available upon request by any interested parties within three days of its approval.

7.10.5 A document register shall record all documents considered by Student Parliament and be available upon request by any interested party.

Article 7.11 Recommendations to the SRC

7.11.1 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 present members.

7.11.2 A recommendation shall be adopted by a majority vote.

Article 7.12 Admissions to Student Parliament

7.12.1 Members of the Student Body, who are not part of the Student Parliament, may attend and observe Student Parliament meetings. Their rights are further defined in the below sub-point.

7.12.2 The Student Body may apply in writing to the Student Parliament Speaker about a particular matter disclosed on the agenda; such requests may reasonably be granted or refused. All applications and their outcomes are to be publicised at the sitting in question.

7.12.3 A non-member of the Student Body qualifies to perform the same privilege outlined in sub-point

7.12.4 The Speaker of Student Parliament may at their discretion, invite a non-member of the Student Body to attend and/or to speak during the meeting.

Article 7.13 Termination of Membership

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

7.13.1 A written notification from the particular student governance structure to that effect has been noted by Student Parliament;

7.13.2 They are absent without a valid excuse from two consecutive sittings;

7.13.3 They fail to attend without a valid excuse twenty- five percent of the scheduled Student Parliament sittings during their term of office.

CHAPTER 8 CONSTITUTIONAL MATTERS

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 Parliament.

8.1.2. Once an amendment has been recommended for approval, it shall be publicised to the Student Body who may then submit comments to the Student Parliament regarding the proposed amendment.

8.1.3. The Student Parliament shall then discuss the proposed amendment in light of the comments received and recommend adjustments.

8.1.4. The SRC shall present final proposed amendment before the Senate and Council for approval.

Article 8.2. Ratification

8.2.1. Having been approved by two-thirds of the votes cast by the Student Parliament and recommended for approval by the SRC and accepted by Senate and Council, this constitution and all legislation properly enacted there under, shall become effective immediately and shall supersede all provisions of Student Governance.

Article 8.3. Student Liberties

The SRC acknowledges that are bound to:

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.

Article 8.4. Constitutional Review

8.4.1. This Constitution shall be reviewed after every three years.

8.4.2. In the event that there is a particular section or chapter that needs to be reviewed before the Above- mentioned period:

8.4.2.1. The Student Parliament shall call for a sitting that reviews that chapter.

CHAPTER 9 RULES GOVERNING THE ELECTION OF MEMBERS TO THE SRC

SRC Elections and By-Elections must take place annually in the manner prescribed in IEB Policy.

SCHEDULE 1

Administrative Procedures of the SRC

The SRC will be subjected and guided by the University's financial policies and protocols.

SCHEDULE 2

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 be voted on by those who hold bona fide membership in the University community.

Policies of student societies should be consistent with the Student Body constitution. An affiliation with an extra mural organisation is not an adequate reason disqualify a student society from institutional recognition, so long as the campus society complies with the SRC purpose and policies. Student societies shall not discriminate based on 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 discuss all questions of interest and to express opinions publicly and privately. They should be free to conduct orderly enquiry into decisions and actions that affect their environments, as well as respond to them through public expressions or demonstrations. Students and authorised student societies shall be allowed to invite and to hear other opinions on institutional policies. Institutional control over campus facilities should not be used as a device of censorship.

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.

SCHEDULE 3

CODE OF ETHICS

In keeping with emphasising the right of all students to who come to Rhodes University to join in the acquisition and advancement of knowledge, and the recognition of student leadership. Each student should act as examples and be held to the very highest standards in terms of her/his behaviour, as well as including those who are part of Student Governance Sub-structures shall subscribe and seek to, live by the principles of:

Honesty: knowing that truthfulness and sincerity are necessary attributes of good character and effective leadership

Service: being aware of the fact that true happiness comes only through helpful service to others

Industriousness: knowing that real progress can be achieved only if the mind can comprehend and the physical body ready to perform individual and community tasks;

Humility: being convinced that true humbleness of the spirit is the way to maintain social relationships.

Justice: believing that an individual must be fair and just in dealing with fellow students, and therefore they must not to condemn without hearing a defence. They must consider all factors before forming an opinion or passing judgement of another's motives.

Cooperation: realising that they must work closely and harmoniously with others in order to achieve success.

Responsibility: assuming always full responsibility for their actions and accepting opportunities to fulfil their academic, social, economic and moral obligations.

Charitableness: being tolerant, generous and considerate towards social relationships, as well being courteous, gentle and kind in their attitudes and actions without discrimination.

Self-Discipline: acting with reasonable restraint, organising time commitments and not indulging in excessive behaviour that will result in disrepute her/himself or to the University. Most importantly, Student Body leaders must embody these principles during their service.

Student participation in Institutional Governance

Students should be free to express individually and collectively their views on issues of institutional policy and of general interest where inconsistencies between practice and the theoretical principles outlined by the University.

SCHEDULE 4

LIST OF PORTFOLIOS

1. THE PRESIDENT: EXECUTIVE MEMBER

- 1.1. The President of the SRC must have completed successfully at least 3 semesters of University study at Rhodes University to be eligible for election;
1. 2. Shall co-ordinate the functions of the SRC as a formal University Body;
1. 3 Shall carry out the functions laid down in the SRC Constitution;
1. 4 Liaises with the University Authorities on matters relevant to the SRC, the Student Body and individual students;
- 1.5. Together with the Secretary General fulfils an important liaison and public relations function, on behalf of the SRC;
- 1.6. Ensures a positive image of the SRC and ensures that all SRC members uphold the code of ethics;
- 1.7. Has the right to issue press releases or issue permission to members to issue press releases;
- 1.8. Shall set aside a reasonable amount of time to consult with members of the Student Body or the SRC, or to consider student matters;
- 1.9. Ensures that SRC members set aside a reasonable amount of time to the Student Body for consultation on matters within the ambit of their portfolio and also on other matters when the exigency of the situation calls for consultation;
- 1.10. Acts as a channel between students and University structures on concerns relating to University structures, rules and regulations;
- 1.11. Chairs all SRC, Statutory, Extraordinary and Emergency Meetings, unless unable to do so in which case the Vice-President or Secretary General shall deputize;
- 1.12. Compiles an annual report on the activities of the SRC during their term of office. The report must be submitted to the Director of Student Affairs no later than one month after the induction of the new SRC;
- 1.13. Oversees the activities of the Vice-President, Secretary General and the Treasurer-General;
- 1.14. The President shall be accountable to the Executive and to the SRC in respect of the performance of their functions.

2. VICE-PRESIDENT: EXECUTIVE MEMBER

- 2.1. Shall chair all SRC Executive, Statutory, and Emergency Meetings in the absence of the President;
- 2.2 Must comply with reasonable instructions from the President.
- 2.3 Represents the President when required to do so.
- 2.4 Deals with all matters concerning the Student Body
- 2.5 Is responsible for the internal workings and functioning of the SRC
- 2.6 Ensures that task lists, responsibility charts and other such planning is done/implemented and the results of this filed.
- 2.7 Ensures that systems are created to ensure the optimal implementation of the SRC's plans of action.
- 2.8 Advises the President and the SRC on internal matters.
- 2.9 Is responsible for an on-going structures audit.
- 2.10 Acts as a channel between students and University structures on concerns relating to University structures, rules and regulations.
- 2.11 Shall establish clusters or portfolio committees which hand in reports monthly on their functions
- 2.12 Shall chair Internal and External cluster meetings which will be held once each month
- 2.13 Oversees the activities of the **Internal Cluster:** Secretary General, Oppidan Councillor, the Residence Councillor, and Academic Councillor, and the Societies Councillor; **External Cluster:** Media Councillor, the International Councillor, the Activism and Transformation Councillor, the Environmental Councillor and the Community Engagement Councillor; Financial Cluster: Projects Manager, Student Benefits and Sponsorship

3. SECRETARY GENERAL: EXECUTIVE MEMBER

- 3.1 Shall be the Chair of the SRC Executive meetings, and in their absence the Executive shall elect a chair besides the President.
- 3.2 Shall be the chair of all SRC Statutory, Emergency Meetings in the absence of the President and Vice-President, unless unable to do so in which case the SRC shall elect a nominee.
- 3.3 In conjunction with the Vice President, is responsible for the internal workings, administration and functioning of the SRC. This includes *inter alia*:
 - 3.3.1 Agendas and minutes (and published via the Student Parliament)
 - 3.3.2 Grievances procedures
 - 3.3.3 All policies relating to SRC's working
 - 3.3.4 Overall responsibility for liaison with SRC staff members and
 - 3.3.5 To be responsible for the utilisation and maintenance of the Student Bantu Stephen Biko Building's offices.
- 3.4 Ensure that systems are created to ensure the optimal implementation of the SRC's plans of actions.

- 3.5 Ensure that appropriate linkage/liaison mechanisms exist between the Executive, Secretariat, SRC and the Student parliament.
- 3.6 Receives and co-ordinates termly portfolio reports and is responsible for a portfolio assessment which shall be communicated to the Student parliament.
- 3.7 Reports to the SRC any recommendation made by the Student parliament to the SRC.
- 3.8 Advises the President and Vice- President on internal matters.
- 3.9 Works & liaises with the Media Councillor to be the spokesperson of the SRC
- 3.10 Fulfils all external activities involving the SRC including:
 - 3.10.1 Contact with other Educational Institutions.
 - 3.10.2 Overall South African political and social developments.
 - 3.10.3 Any other national or international events which affect students.
- 3.11 Collates relevant information on current affairs as required by the SRC.
- 3.12 Is responsible for maintaining contact with SAUS.
- 3.13 Reports, and is accountable to the Presidency.

4. TREASURER - GENERAL: EXECUTIVE MEMBER

- 4.1 Must have at least an Accounting 1 credit.
- 4.2 Administers the finance operations of the SRC in conjunction with the SRC Financial Administrator.
- 4.3 Spearheads the budgeting process.
- 4.4 Is responsible for and assists in the banking functions of the SRC.
- 4.5 Presents interim financial statements to the SRC once a term and makes recommendations based on these.
- 4.6 Together with the SRC Financial Administrator, shall interact with the Audit Committee.
- 4.7 Co-ordinates all fundraising efforts of the SRC and assists the Student Benefits and Sponsorship Councillor where possible.
- 4.8 Advises and assists SRC substructures with their financial transactions and ensure their familiarity with financial guidelines and procedures.
- 4.9 Is required to issue an annual budget report.
- 4.10 Is required to issue an updated budget report, within five working days of receipt of such a petition requesting such a report, signed by at least fifty members of the student body.

5. ACADEMIC COUNCILLOR

- 5.1 Must be in good academic standing as per chapter 9.
- 5.2 Ensures the development of an environment conducive to academic excellence.
- 5.3 Ensures appropriate and constant liaison amongst staff and students at faculty and departmental level.

5.4 Creates or enhances education initiatives within the university and within the region and our country.

5.5 Participate in any Academic Planning.

5.6 Assists the SRC in keeping abreast of debates on academic issues.

5.7 Acts as a channel between students and University structures concerns relating to academic issues.

5.8 Oversees the activities of class representatives, faculty representatives and mentors and academic representatives.

5.9 Assists students in academic appeals.

6. ACTIVISM AND TRANSFORMATION COUNCILLOR

6.1 Co-ordinates all activism programmes on behalf of the SRC and is the spearhead and driving force for the SRC's transformation programme.

6.2 Organises an awareness week on an appropriate topical issue.

6.3 Represents the SRC on transformation forums and equity forums.

6.4 Liaises with SAUS on National Transformation Programmes.

6.5 Shall assist student representatives at a faculty level to engage transformation and other concerns, especially those involving curriculum development.

6.6 Creates relevant forums and other appropriate mechanisms for the engagement of transformation debate.

6.7 Oversees the functioning of transformation representatives.

6.8 Maintains good relations with Equity and Institutional Culture Office.

7. COMMUNITY ENGAGEMENT COUNCILLOR

7.1 Must have at least one certificate of participation from the Rhodes University Community Engagement

7.2 Co-ordinates SRC Community Interaction Programmes.

7.3 Represents the SRC in Community Interaction Programmes.

7.4 Initiates and sustains Community Interaction Programmes.

7.5 Liaises between the SRC, Rhodes University Community Engagement and Community Engagement Representatives.

7.6 Fosters a good relationship with the Rhodes University Community Engagement Office.

8. ENVIRONMENTAL COUNCILLOR

8.1 Shall represent the SRC on the Environmental Committee.

8.2 Shall engage with the University on the implementation of the Environmental Policy.

8.3 Co-ordinates all environmental programmes on behalf of the SRC.

8.4 Promotes environmental awareness within the hall system and across campus in general.

8.5 Ensures the incorporation of environmental issues within the curriculum by liaising with the Academic Councillor.

8.6 Assists students on any initiatives relating to environmental affairs.

8.7 Maintains a good relationship with the Safety Health and Environmental Office on all student issues with regards to safety, health and environment.

8.8 Oversees the functioning of the Environmental representatives.

9. INTERNATIONAL AFFAIRS COUNCILLOR

9.1 Co-ordinates SRC International Programmes.

9.2 Liaises between the SRC and the International Office.

9.3 Convenes an International Students' Forum.

9.4 Initiates student exchange programmes.

9.5 Represents the SRC in International Forums.

9.6 Acts as a channel for all concerns relating to University structures, rules and regulations in relation to International students.

9.7 Maintains a good relationship with the International Office.

10. MEDIA COUNCILLOR

10.1 Ensure that systems are created to ensure the optimal publication of the SRC's plans of action.

10.2 Ensures that appropriate liaison structures exist between the Executive, SRC and the Student parliament.

10.3 Is the chief publicity agent of the SRC within the University.

10.4 Edits and publishes a publication that allows for the sharing of ideas and debating of issues affecting students.

10.5 Acts as a liaison between the SRC and student media organisations.

10.6 Leads the SRC media team and may outsource certain functions to this team.

10.7 May issue press releases in consultation with the President or Vice- President.

11. OPPIDAN COUNCILLOR

11.1. When elected the Oppidan Councillor may not be in his or her first year of academic study at Rhodes University

11.2. The Oppidan Councillor shall be elected from within their constituency.

11.3. The Oppidan Councillor must have been an Oppidan student for a minimum of two academic terms.

11.4. Chairs the Oppidan Council

11.5. Shall maintain, in conjunction with the Oppidan Committee, regular contact with the Oppidan Community by means of newsletters and publications, in liaison with the Media Councillor.

11.6. Is responsible for informing the SRC on matters concerning the Oppidan Community.

- 11.7. Ensures availability to Oppidan students who request consultation or consideration on Oppidan matters.
- 11.8. Ensures open lines of communication between Oppidan Students, the SRC and the University Authorities.
- 11.9 Acts as a channel between the Oppidan Committee and the SRC.
- 11.10 Acts as a channel between the Oppidan Sub wardens and the SRC.
- 11.11 Acts as a channel between Oppidan students and University structures for all concerns relating to University structures, rules and regulations in relation to Oppidan Students.
- 11.12 Shall undertake to address off-campus safety and security concerns via the appropriate university structures and shall actively pursue the implementation of safety and security measures off campus.

12. POSTGRADUATE AFFAIRS COUNCILLOR

- 12. 1. Must be a postgraduate student.
- 12 .2. Shall be allocated a seat on Senate and University Council.
- 12.3. Shall work with the Student benefits and Sponsorships councillor for postgraduate funding
- 12.4. Shall liaise with the Centre for Postgraduate Studies.
- 12.5. Shall Chair the post-graduate forum.
- 12.6. Shall liaise between postgraduate students and the SRC.
- 12.7. Acts as channel between postgraduate students and university structures, concerning issues relating to post- graduate students.
- 12.8. Must create relevant forums to engage postgraduate students.

13. PROJECTS MANAGER

- 13.1 Acts as Chair of all project planning committees that fall under the SRC.
- 13.2 Organises projects on behalf of the SRC.
- 13.3 Co-ordinates the hosting of visiting SRC's from other Institutions.
- 13.4 Co-ordinates the organisation of entertainment functions during Orientation week.
- 13.5 Shall organise at least one function per term according to the regulations as laid down by the Registrar.
- 13.6 Shall actively seek to secure sponsorship for SRC projects together with the Student Benefits Councillor.

14. RESIDENCE COUNCILLOR

- 14.1 Must be resident in a Rhodes University residence.
- 14.2. The Residence Councillor shall be elected from within their constituency.
- 14.3 The residence councillor must have been in Rhodes University residence for a minimum of a semester.
- 14.4 Is *ex-officio* a member of the Board of Residences.
- 14.5 Acts as a channel between students and University structures for residential concerns relating to University structures, rules and regulations.
- 14. 6. Liaises with Hall and House Senior Students and the SRC Hall Representatives
- 14.7. Shall set aside a reasonable amount of time for consultation with residence students and consideration of residence matters.
- 14.8. Oversees the activities of hall residences representatives.
- 14.9. Chairs the SRC Residence Representative Committee.
- 14.10. Shall undertake to address on-campus safety and security concerns via the appropriate university structures and shall actively pursue the implementation of safety and security measures on campus.
- 14.11. Liaises between the SRC and the wardens.

15. SPORTS & SOCIETIES COUNCILLOR

- 15.1 Oversees the activities the Societies Council and Sports Council and sports representatives
- 15.2 Makes recommendations to the SRC for the recognition of new societies.
- 15.3 Is responsible for arranging briefings/workshops with societies on behalf of the SRC.
- 15.4 Is responsible for arranging Societies Evening and other exhibitions on the behalf of the SRC.
- 15.5 Liaises with SRC Societies.
- 15.6 Liaises with all sports clubs through the Sports Administration.
- 15.7 Acts as the SRC representative on Sports Administration meetings.
- 15.8 Must be a member of the University Sport South Africa Student parliament.

16. STUDENT BENEFITS AND SPONSORSHIP COUNCILLOR

- 16.1 Investigates and attends to all issues that are associated with the development of benefits or amenities for the Student Body.
- 16.2 Seeks to ensure that existing student benefits are implemented.
- 16.3 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 the Treasurer-General.
- 16.4 Shall set aside a reasonable amount of time for consultation with students and consideration of student benefit matters.
- 16.5 In conjunction with the Treasurer-General, organises fundraising activities and actively searches for sponsorship for SRC activities.
- 16.6 Liaises with other SRC members with a view to securing benefits such as discounts at stores, student nights and other such benefits.
- 16.7 Must ensure that the student body is made aware of all benefits available to them.
- 16.8 Liaises with relevant stakeholders.
- 16.9 Assists students with financial appeals.
- 16.10 Sits on the Financial Aid Committee.

SCHEDULE 5

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 their 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.

5.1 Chairperson

The President of the SRC or in his or her absence, the Vice-President shall be Chairperson of the SRC or Student Body Meetings.

The Vice-President, or any other member of the Executive or SRC, may be called upon by the Chairperson to preside.

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.

The Chairperson shall have both a deliberative and casting vote.

These Standing Rules relating to the "Chairperson" shall not be altered except by a two thirds majority of the SRC or Student Body.

5.2 Amendment or Suspension of Rules

5.2.1. 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.

5.2.2. 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.

5.2.3. 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.

5.3 Agenda

5.3. 1. The agenda shall be determined by the Executive, and presented to the SRC or Student Body at least twenty-four hours before the meeting.

5. 3.2. 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.

The usual order of the Agenda shall be:

- Attendance
- Leave of Absence
- Other Matters for the Agenda
- Confirmation of Minutes
- Matters Arising
- To note the report of the SRC Executive
- University Committees - matters for information
- Any other business

5.3.3. The Agenda shall conform to the standard form of University Agendas as per the sample attached.

5.4 Quorum

5.4.1. At general meetings of the student body, five percent of the full student body qualified to vote shall constitute a quorum.

5.4.2. At meetings of the SRC, fifty percent of the full SRC shall constitute a quorum.

5.4.3. At meetings of the SRC Executive or SRC Secretariat or SRC Disciplinary Board, three members shall constitute a quorum.

5.4.4. At meetings of the Student parliament, one third of the full Student parliament shall constitute a quorum.

5.4.5. 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 parliament (in the case of a general Student Body or Student Parliament 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, where after they would be taken as confirmed.

5.4.6. 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.

5.5 Voting

5.5.1. 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.

5.5.2 Observers

5.5.2.1. With the permission of the SRC, by simple majority, observers may speak, but may not vote, at a meeting of the SRC.

5.5.2.2. 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.

- 5.5.2.3. 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.

5.6 Conduct of Meetings

- 5.6.1. 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.
- 5.6.2. 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*.
- 5.6.3. Voting shall take place by a show of hands, unless a member requests, or the Chair directs, that a ballot shall be taken.
- 5.6.4. Members shall address the Chair and shall not, without the permission of the Chair, speak for more than seven consecutive minutes.
- 5.6.5. If two or more members simultaneously address the Chair, the Chair shall decide the order of precedence.
- 5.6.6. All questions put to the meeting by members of the SRC must be put through the Chair who may decline to put any questions.
- 5.6.7. 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:
- Move that the question be now put; or
 - Move that the SRC proceed to the next business on the agenda.
 - Either motion, if seconded, shall be put to the vote without further discussion or amendment.

- 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.

5.7 Minutes

5.7.1. 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.

5.7.2. The minutes shall contain the following information:

5.7.2.1. The ratification of the minutes of the previous meeting, plus any matters arising therefrom.

5.7.2.2. 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.

5.7.2.3. 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.

5.7.2.4. A report on who was presiding over the meeting and of any changes which took place in the occupancy of the Chair.

5.7.2.5. Ruling by the Chairperson on the interpretation of the Constitution and, where the Chairperson directs, on matters of procedure.

5.7.2.6. Recommendations put forward by members of the SRC or Student Body where it is agreed that these should be minuted.

5.7.2.7. 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.

5.7.2.8. Summaries of speeches or any questions which the SRC or Student Body requests, by a vote taken without discussion.

5.7.2.9. A set of minutes of each session shall be filed in a safe and proper place together with a copy of any reports presented.

5.7.2.10. Minutes will be sent to all members of the SRC, the SRC Student Development and Support Officer, and the Manager of Student Services.

5.7.2.11. Minutes shall be posted on the SRC Website in a timely fashion.

5.8 General

5.8.1. These Standing Rules shall apply to all meetings of the SRC.

5.8.2. These Standing Rules shall at all times be read and interpreted in conjunction with the Constitution of the Students.

Example of SRC Agenda

RHODES UNIVERSITY

STUDENTS' REPRESENTATIVE COUNCIL

A MEETING WILL BE HELD ON MONDAY, 30 APRIL 2012 AT 18:00 IN THE R.A. ROOM, RHODES UNIVERSITY.

AGENDA

- 2019. 04.01 PRESENT
- 2019. 04.02 LEAVE OF ABSENCE
- 2019. 04.03 OTHER MATTERS FOR THE AGENDA
- 2019. 04.04 CONFIRMATION OF MINUTES
- 2019. 04.05 MATTERS ARISING
 - 5.1 Student Parliament [2019.03.2]
 - 5.2 Student Body Meeting
 - 5.3 RmR Show [item 2019.03.7]
 - 5.4 SRC Signage
 - To RECEIVE a report from the Media Councillor
 - 5.5 Protest
 - To RECEIVE a report from the Activism & Transformation Councillor
 - 5.6 Gender neutral residences
- 2019. 04.06 MATTERS ARISING FROM THE SRC EXECUTIVE
 - 6.1 Society Budget requests & finances
- 2019. 04.07 UPCOMING EVENTS
- 2019. 04.08 REPORT BACKS
 - 8.1 Purple Thursdays
 - 8.2 Equity & Institutional Culture Committee
- 2019. 04.09 UNIVERSITY COMMITTEES
- 2019. 04.10 DATE AND TIME OF NEXT MEETING

/mf