



WALTER SISULU UNIVERSITY SRC CONSTITUTION

SRC CONSTITUTION

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PREAMBLE

We, the Students of Walter Sisulu University (WSU), acknowledge the socio-economic imbalances of the past, appreciate the cultural diversity of our society, believe in one single Walter Sisulu University formed as a result of the merger of Border Technikon, Eastern Cape Technikon and the University of Transkei, and recognize the importance of education to the development of our beloved country.

We embrace the Vision, Mission and Values of WSU as espoused in the WSU Prospectus, promote and protect the values of Walter Sisulu University; the values entrenched in the Bill of Rights, Chapter 2 of the Constitution of the Republic of South Africa, the Higher Education Act (Act 101 of 1997 as amended) and the WSU statute.

We, accept that we are a primary stakeholder in the University community that is comprised of multiple stakeholders. We therefore share the responsibility, with other stakeholders, of actively participating in University processes to shape our University's policies and priorities.

We therefore, jointly and severally do hereby adopt this document as the Constitution of the students of Walter Sisulu University. We support and endorse the establishment of the Student Representation Council which through a democratic process derives its powers and legitimacy from the Higher Education Act, the Statute and the University Council.

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DEFINITIONS

In this constitution, unless the context indicates otherwise -

'ABSENCE' means when an elected member is absent from his duty without a formal report in writing or will be away from official duty for a number of days;

'ACT' means the Higher Education Act 101 of 1997, as amended

'ADOPT' means acceptance of a motion with a majority of votes of those present and voting;

'ANNEXURE' means a supplementary document to this constitution which is part of this constitution;

'ASTAPO' shall be the abbreviation of the SRC Academic Support and Transformation and Policy Officer;

'CAMPUS' means a place where distinct and independent university activities which are managed as one for purposes of dividing the university into separately managed localities of WSU.

'CENTRAL STUDENT PARLIAMENT (CSP)' means a consultative forum of all Campus parliaments at WSU;

'COUNCIL' means the council of the WSU as contemplated by the Higher Education Act of 1997 as amended and the WSU Statute;

'DP' shall be an abbreviation of the SRC Deputy President;

'DSG' shall be an abbreviation of the SRC Deputy Secretary-General;

'DAYS' means any consecutive days including weekends and public holidays;

'DEVELOPMENTAL PROGRAMME' means a programme that seeks to address socio-economic, educational and political problems on the campus and in the community;

'ELECTORAL AGENCY (EA)' means the body that will conduct SRC elections;

'ELECT' means the act of choosing a candidate for student representation on a Structure of student governance with an ordinary majority of votes;

'EX OFFICIO' means a person/s invited to attend a meeting by virtue of his or her office, who may speak in a meeting but does not have voting rights;

'GENDER' means both males and females. Unless the context provides otherwise, words importing the masculine gender includes females;

'GENERAL ELECTION' means an election held across all campuses of Walter Sisulu University to elect the Student Representative Council;

'INSTITUTIONAL FORUM (IF)' means the institutional forum as envisaged by section 31 of the Statute WSU ;

'STUDENT PARLIAMENT (SP)' means a consultative forum of all student structures to which the SRC consults;

'ORDINARY MAJORITY' means a majority which may be less than 50% but of most votes obtained;

'PART TIME EMPLOYEES' means anyone who gets a salary from WSU on a contractual basis not exceeding a year;

'President' means the SRC President;

'STUDENT RESIDENCES' means a residence of WSU where students are provided with accommodation by the relevant WSU authorities including privately owned entities;

'SIMPLE MAJORITY' means at least 50% plus 1 of the votes of the members present in a meeting;

'STAKEHOLDERS' means all structures of WSU that are recognized by the Council;

'STUDENT STRUCTURE' means a recognized student body affiliated to the SRC;

'STUDENT BODY' means all students duly registered as such at the University;

'STUDENT REPRESENTATIVE COUNCIL (SRC)' means the Student Representative Council as described in this constitution established in terms of section 35 of the Act, representing student interests in the governance structures of the University

'SRC EXCO' Student Representative Council Executive Committee

'SRC SUB-STRUCTURE' means a recognized student body affiliated to the SRC;

'TWO THIRDS (2/3rds) MAJORITY' means two thirds (2/3rds) of all the delegates registered for that meeting; and

'WSU' means Walter Sisulu University.

'UNIVERSITY' means Walter Sisulu University as referred to in the Higher Education Act, 1997 and section 3 (1) of the WSU Statute;

'UNIVERSITY STATUTE' means the statute of the Walter Sisulu University as promulgated by parliament of the Republic of South Africa

CHAPTER 1

FOUNDING PROVISIONS

1.1 NAME

The name of the body representing students shall be the Student Representative Council of Walter Sisulu University, hereinafter referred to as "SRC".

1.2 VISION

To be the SRC leadership that services student needs, promotes academic excellence in learning, teaching and research, and participates in community engagement partnership programs in to order to respond and contribute to the transformation of the socio economic, academic and other needs of the University students and the Community.

1.3 MISSION

To actively represent all the students regardless of their race, sex, gender, socioeconomic status, nationality, language, ethnic or social origin, political or other belief, religion, sexual orientation, disability or year group in all matters that may affect them. Encourage and promote academic excellence amongst students through harnessing the available resources within WSU. Support and participate in research and community partnership engagements in order to respond and contribute to the Vision and Mission of the University.

1.4 VALUES

The Student Representative Council, all its affiliated structures shall uphold, subscribe to, and live by, the values and principles of our Country, our University, including the following:

- (a) Stewardship to fellow students of WSU: we acknowledge that honesty, truthfulness, sincerity, service and tolerance are the important characteristics of good student leadership;
- (b) Responsibility: we assume full responsibility for the entire Student Governance environment, ensuring that students' actions are driven to ensure good governance behaviour, moral responsibility, and academic success;
- (c) Self-discipline: we act with reasonable restraint and do not indulge in excessive behaviour that might bring the name of the University and the SRC, its organs and its affiliated structures into disrepute;
- (d) Justice: we believe that it is only right and proper to be just and fair in dealings with fellow students and any other person or entity within and outside the University;
- (e) Cooperation: we realise that we must work closely and harmoniously with other stakeholders to achieve our cherished goals;
- (f) Humility: we believe that true humbleness of spirit, tolerance, and understanding are the only proper attitudes to maintain good relations with our fellow students, the University Community and external partners of the University;
- (g) Accountability: we recognise that accountability is fundamental to good governance and is one of the essential elements of ethical and transparent administration and conduct.

1.5 APPLICATION OF THIS CONSTITUTION

- (a) Subject to the provisions of the Higher Education Act, the Statute and the Authority of Council, Constitution is the supreme policy document governing all matters of student governance.

- (b) The application of this constitution shall be limited to student governance at all campuses of Walter Sisulu University; such members shall constitute the WSU SRC as envisaged in the Statute.
- (c) Each campus shall have its SRC members derived from seat(s) proportional to the population of a particular Campus.
- (d) The SRC shall have the powers and functions as set out hereunder;
- (e) The constitution shall bind the SRC, Student Parliament (SP), Central Student Parliament (CSP), SRC sub structures, all recognized student structures affiliated to the SRC and all the students at WSU. Any act or conduct which is contrary to the provisions of this constitution is a contravention of the constitution;
- (f) The Constitution of the SRC will have no legal force and effect unless such Constitution and amendments thereto are approved by the Council of the University.
- (g) The SRC has no legal status:
This means the SRC cannot sue or be sued. Should any members of the SRC institute any court action or incur attorneys costs, these costs will not be paid out of the SRC monies. The individual SRC member will be personally responsible for such legal costs

1.6 AIMS AND OBJECTIVES OF THE SRC IN TERMS OF THIS CONSTITUTION

- (a) To support and promote the vision and mission of WSU;
- (b) To uphold and strive for the fulfilment of all values and commitments contained in the Preamble, the Vision and Mission of this Constitution
- (c) To promote and defend the principles of democracy, transparency and accountability;
- (d) To make a contribution to the transformation agenda of WSU as espoused in the WSU Strategic Plan;

- (e) To promote maximum representation, transparency, and accountability in respect of all SRC structures;
- (f) To render service of the highest quality to all students;
- (g) To foster and promote ideals that enhance the image of students of the University;
- (h) To promote an environment that is conducive to teaching & learning, research, development and community service;
- (i) To promote a culture of openness and tolerance, in practice for the benefit of students and encourage students to participate in community development work;
- (j) To safeguard the unity and well-being among students and to ensure that student governance structures work together for the benefit of all students;
- (k) To support the development of effective and efficient student governance structures by encouraging participation and co-operation.

1.7 TERM OF OFFICE

- (a) The term of office of the Student Representative Council shall be one calendar year from the date that the election results are officially pronounced until the date of the next election;
- (b) No person may serve on the SRC for more than two terms.

1.8 RELATIONSHIP WITH THE UNIVERSITY

The SRC functions within the overall structure of WSU and performs its duties as outlined by the Higher Education Act, Institutional Statute, its Constitution and other relevant policies and the Rules of the University. The SRC acknowledges that since it has no legal status, it has no standing to institute legal action against WSU, nor does it have the requisite standing to be sued.

1.9 INTERPRETATION OF THE CONSTITUTION

This Constitution, being a policy and rules approved by Council, must always be interpreted subject to the Higher Education Act, the Statute, University Policies and Rules.

- (a) In the event of a dispute with regard to the interpretation of any of the provisions of this Constitution, the Director: Student Affairs shall act as mediator of first instance. Should the dispute remain unresolved after the mediation process, or any party having an interest in the dispute may refer it to the Executive Director: Student Affairs for resolution;
- (b) The Executive Director: Student Affairs shall take no more than twenty one (21) days from the date on which the dispute was referred to him/her, to issue his/ her ruling on the matter.

CHAPTER 2

STATUS, COMPOSITION, AND POWERS OF THE SRC

2.1 LEGAL STATUS OF THE SRC

- (a) The SRC is established, in terms of section 35 of the Higher Education Act (Act 101 of 1997) ;
- (b) The SRC is one of the institutional governance structures established in terms of section 26(2) (e) of the Higher Education Act (Act 101 of 1997). It is regulated by the Act, University Statutes, Policies and Rules and may do all things necessary to carry out its aims and objectives in accordance with the policies and rules of the University;
- (c) The SRC exclusively hold the powers delegated to it by council, is not a legal person, does not have any legal rights or obligations of its own, and cannot enter into any legal transaction on its own behalf, nor legally bind the University in any respect;
- (d) The SRC operates as a representative body of students and is guided by its Constitution, policies and rules of the University
- (e) The SRC is the highest student representative body of the WSU in respect of student matters in WSU campuses and those of common interest across all campuses of the WSU.
- (f) The SRC has no patrimony and expends all funds allocated to it by the council for its own functioning and its members as approved by the council and managed by the relevant senior manager of the University;
- (g) No part of the assets assigned to the SRC shall be paid as dividends or as any other benefit (excluding approved honoraria) to any member: Provided

that the SRC compensate persons appointed to render services to the SRC on conditions approved by Management in terms of the University's Divisional management system.

2.2 ORGANIZATIONAL STRUCTURE OF THE SRC

- (a) SRC
- (b) SRC Executive Committee
- (c) Central Student Parliament (CSP)
- (d) Student Parliament's (SP)
- (e) Student Body (This includes student structures)

2.3 THE SRC

- The number of SRC members shall be determined by the number of registered students in each campus using the calculation ratio of 800 students per seat.
- Current student enrolments reflect the SRC consisting of Thirty Six (36) registered students who have been registered for at least 1 semester for a formal programme of study approved by Senate. Due to the geographic distances between campuses and the divisional model, the seats will be allocated as follows:
 - MTHATHA = 14 seats (11000 students)
 - BUTTERWORTH = 8 seats (6000 students)
 - BCC = 9 seats (7000 students)
 - QTN = 5 seats (Mandatory seats)
 - **Total = 36 SRC seats**
- These SRC's will have the following mandatory seats in each campus: President, Secretary, Treasurer, Academic & Student Services, Sports & Culture.

- Additional to the 5 seats a ratio of 800 students to 1 seat will apply. For campuses with less than 800 student population, they will remain with mandatory seats mentioned above.
- All SRC's mentioned above will operate in their respective campuses, report to the Campus Management Committees, represent students in their campus and should not involve themselves on issues not raised by students in their respective campus, at all times governed by this Constitution and all other Policies and Rules of the University;
- The SRC members from various campuses shall meet on a regular basis to oversee and advise council on behalf of all campuses. This shall be achieved by requiring and evaluating reports from campuses to formulate a common view as and when consulted to advise all Institutional Committees, Structures and Council

2.3.1 Functions and Powers of the SRC

- (a) The SRC has power to extend and to withdraw recognition of any student organization;
- (b) Upon receipt of the reports contemplated in (a) above, the SRC must submit written monthly reports to the Director Student Affairs.
- (c) The SRC shall receive written monthly reports from substructures regarding its finances, operations and activities and regarding the functioning of the student committees clubs, councils and societies.
- (d) The SRC shall, together with and with the approval of Student Affairs, administer in the interest of the students of WSU, and in the manner set out in this Constitution and the Finance and Operational Rules of the University, such funds and other assets as may be allocated to the SRC by the University or any other source. This will all be done at Campus level;
- (e) The SRC shall account to the Campus Management for funds provided by the University, by producing and adhering to an annual budget, and by complying with all University financial and operational regulations;
- (f) The SRC must develop a plan of action and a budget for its operations and activities which shall guide the execution and funding of all the SRC

operations during its term of office. The plan of action and the budget must be submitted to the Campus University Management for consideration and approval;

- (g) The SRC shall organize events for all students within their campus according to the need for such an event through Student Affairs requisitioning process.
- (h) The SRC shall be responsible to formulate guidelines, policies and procedures to regulate SRC substructures in the university provided that such policies do not contravene the Rules of the university;
- (i) The SRC shall be responsible for ensuring that its members are represented in council committees, forums and other relevant governing structures within their campus and at the Institutional level;
- (j) The SRC has a right to affiliate to organisations or associations outside of the University provided that these promote student needs and other matters of interest to students. Such affiliation should enhance the values, objectives and principles of the WSU students and those of the University;
- (k) The SRC shall, together with and with the approval of Student Affairs be responsible to exercise disciplinary powers by way of the SRC Disciplinary Committee, in respect of office bearers of the SRC, the office bearers of its sub structures within its campus. The disciplinary process shall be invoked only if there are reasonable grounds for believing that there is a breach of discipline, including any breach of the SRC Constitution and or the appendices thereto and in conjunction with the WSU Student Code of Conduct.
- (l) The SRC shall in liaison with Student Affairs co-ordinate, safeguard and supervise the use of facilities placed under its jurisdiction within its campus;

- (m) The SRC shall inform and report to students about its activities by means of meetings, posters, newsletters, or other appropriate media that is accessible to the students in that campus;
- (n) The SRC shall liaise with SRC's of other tertiary institutions, national and international student organizations, the Executive Director: Student Affairs and the general public;
- (o) The SRC may perform such other functions as may be determined by the Statute of the University in line with the Divisional Management structure.

2.3.2 Composition of the SRC Executive Committee

- (a) The SRC EXCO shall be composed of Presidents from the four (4) university campuses namely: Mthatha, Butterworth, Buffalo City, Queenstown and Central Student Parliament Speaker (CSP Speaker).

- (b) A four member executive committee (SRC EXCO) will decide on the following portfolios:

- Chairperson
- Deputy Chairperson
- General Secretary
- Academic Officer

The position of chairperson shall rotate amongst four (4) campuses. This shall be done per SRC term ensuring that all campuses receive the chairperson portfolio.

2.3.3 Duties of SRC EXCO

- Serves as a link between the SRC and Institutional bodies.
- Represent the SRC in the Institutional statutory committees.
- Chairperson and one EXCO member will represent students in the University Council.

2.4 INTERIM STUDENT REPRESENTATIVE COUNCIL (ISRC)

- (a) The Council shall, in consultation with the VC establish an interim SRC in the event where there is no SRC for whatever reason.

2.5.3 Additional SRC Seats to the 5 mandatory seats in each campus shall be chosen from the following:

- (a) Student Services Officer
- (b) Cultural Officer
- (c) Site Coordinator
- (d) Deputy President
- (e) Deputy Secretary
- (f) Policy and Transformation Officer
- (g) Community Outreach and Development officer

2.5.4 Responsibilities of SRC Office Bearers' Portfolios

(1) The President

The President must –

- (a) Act as the Chief Executive Officer of the SRC in that campus;
- (b) Ensure and oversee the execution and implementation of SRC responsibilities, programmes and activities;

- (c) Preside over all official gatherings of the SRC meetings and other formal gatherings;
- (d) Together with and with the approval of Students Affairs and with the Secretary or Treasurer, acts as the signatory to transactions of the SRC in accordance with the SRC: Finance and Administration Policy;
- (e) Together with the Secretary, draft agendas of SRC meetings and gatherings organized by SRC;
- (f) Pronounce on behalf of the SRC on student matters;
- (g) Collectively with the Secretary acts as spokesperson of the SRC;
- (h) With other SRC members deployed by the Secretary, represent the SRC and students at all official functions of the University in their respective campus;
- (i) Represent the SRC on the SRC EXCO as a full member;
- (j) Supervise all the activities of the SRC;
- (k) Convene a Campus Mass Meeting at least once per Quarter and;
- (l) Liaise with the local external community after SRC approval.

(2) The Secretary;

The Secretary shall:-

- (a) Act as the Chief Administrative Officer of the SRC in that campus;
- (b) Co-ordinate the day-to-day management of operations and activities of the SRC;
- (c) Is responsible for the communication of SRC decisions to SRC substructures, University Management and the student body by way of issuing out a circular of SRC decisions and through minutes;
- (d) Shall be responsible for maintaining all archives including resolutions, minutes and correspondence of the SRC;
- (e) Receive and respond to SRC correspondence;
- (f) Take responsibility for the SRC inventory, assets, and maintain office

order;

- (g) Prepare the secretariat report for the SP and Annual General Meeting;
- (h) In consultation with the President deploy members of the SRC to structures as well as invitations;
- (i) Together with the President or the Treasurer acts as signatory to transactions of the SRC in accordance with the SRC finance policy and the university policy;
- (j) Organize and co-ordinate all SRC events, projects and campaigns in promoting vibrant student life;
- (k) Publicize all activities of the SRC, develop news letters containing information about the SRC; and promote the image of the SRC.

(3) Treasurer;

The Treasurer shall: –

- (a) Be responsible for an open and transparent financial administration of the SRC Budget as allocated by the University Finance Committee in accordance with the rules and regulations of the University.
- (b) Together with the President or the Secretary acts as signatory to spending requests from the SRC budget in accordance with the University Policies and Rules;
- (c) Act as the chairperson of the SRC Finance Committee;
- (d) Convenes and coordinates the SRC Finance Committee which is responsible for the drawing the annual budget of the entire SRC.
- (e) Monitors the expenditure of funds to stay within the parameters of the approved SRC budget;
- (f) Coordinates fund-raising activities in accordance with University policy and regulations in this regard;
- (g) Prepare and submit a monthly financial report to the Secretary. A quarterly report on expenditure to be submitted to the campus Student Affairs;
- (h) Keep records of all the expenditure of the SRC and;

- (i) Receive financial reports from all SRC sub-committees and campus structures for consolidation into a single Expenditure Report for the campus.

(4) The Sport & Cultural Officer

The Sports & Culture Officer shall:-

- (a) be responsible for the promotion and development of sport, arts and culture on campus;
- (b) coordinate sporting activities;
- (c) promote and build strong relations between SRC and university sports and cultural clubs;
- (d) coordinate and promote cultural diversity and multi-culturalism through programmes and campaigns and;
- (e) Work with the Sports and Cultural Committee and act as Chairperson thereof in accordance with the Policies and Rules of the University.

5.1 The Academic and Student Services Officer

The Academic and Academic Services Officer shall:-

- (a) participate in curriculum development activities of the Senate and quality assurance in order to ensure that the appropriate curriculum issues are addressed to the benefit of the student body in that campus;
- (b) represent students at Campus committees dealing with academic matters;
- (c) ensure that there is appropriate maintenance of academic infrastructure such as the library, lecturer halls, and laboratories;
- (d) deal with all academic matters affecting students on campus;
- (e) Promote academic excellence among all students of the campus.
- (f) facilitate policy formulation and dissemination information relating to policy development;
- (g) spearhead the transformation process through campaigns and forums;

- (h) promote the inclusion of designated groups, according to the Constitution and policies of the Republic, in the programme of the SRC and the institution and;
- (i) establish the Academic Support Committee and act as Chairperson thereof.

5.2 Student Support Services

The Student Support Services Officer shall:–

- (a) coordinates all matters pertaining to campus security, campus residences, campus catering services, campus shuttle services and any other service that relates to students services on campus;
- (b) ensure the existence of a conducive housing environment and the provision of nutritious meals to students;
- (c) Ensure the establishment of a Campus Student Services Committee and act as the chairperson thereof ;
- (d) facilitate the establishment of the residence committees and be the Chairperson of the Central Housing Committee of the campus and;
- (a) Represent the SRC on all campus based university committees that deal with Student Services related issues.

6. Site Coordinators

In consultation with the SRC, the Site Coordinator shall:

- (a) Coordinate student Site activities
- (b) Attend to Site Emergency problems
- (c) Assist in the organization of campus student functions
- (d) Shall prepare reports and submit to the Secretary

7. Deputy President

Deputy President

The Deputy President shall -

- (a) assume the duties of President in the President's absence;
- (b) assist the president in his/her duties when delegated by the President;
- (c) be responsible for the supervision of the SRC Academic Support Officers and;
- (d) be the head of the SRC's disciplinary committee in that campus;
- (e) shall be responsible for the issues that affect the welfare of international students in that campus;

8. Deputy Secretary

The Deputy Secretary General shall:-

- (a) assume all the responsibilities of the Secretary-General during the temporary / permanent unavailability of the Secretary-General;
- (b) be responsible for supervision of the SRC Projects and Events Officers and;
- (c) perform any duty assigned to him/her by the Secretary-General and/or the SRC.

9. Policy and Transformation Officer

Policy and Transformation Officer shall:-

- (a) coordinate, policy and transformation related issues of students in the campus;
- (b) facilitate policy formulation;
- (c) spearhead the transformation process through campaigns and forums;

(d) promote the inclusion of designated groups, as defined in the Constitution and policies of the Republic, into the programmes of the SRC and the Institution;

(e) promote tolerance within the institution;

10. Community Outreach and Development Officer

(a) Responsible for the coordination of student involvement in all community projects

(b) Shall work closely with University structures, Faculties, external stakeholders and the Centre for Community and International Partnerships

(c) Shall together with the Treasurer raise funds for community development

(d) Shall organise campaigns to advocate against inhuman treatment of deprived communities

(e) Shall prepare reports and submit to the Secretary

2.7 CENTRAL STUDENT PARLIAMENT

2.7.1 Functions of the Central Student Parliament (CSP)

(a) Shall have neither authority nor powers over Student Parliaments, SRC, and SRC EXCO.

(b) The CSP must receive and discuss Institutional University policies.

(c) The CSP must be consulted by the SRC when processing proposed amendments to the SRC Constitution and its subordinate rules for submission to Council;

(d) The CSP must co-operate with the SRC in providing democratic, transparent, effective, accountable and coherent student leadership;

- (e) The CSP must recognize the institutional authority of the SRC as the Student governing structure in accordance with the Higher Education Act and the Statute of the University as the supreme governing body representing students at WSU.
- (f) The SRC EXCO Chairperson must present University statutory developments annually to the CSP on behalf of the SRC at the last meeting before the SRC elections;
- (g) There shall be no budget allocation for CSP, as SP's from four (4) campuses will finance their own delegation for CSP sessions.
- (h) CSP session shall be convened once in an academic year to discuss Institutional policy issues.

2.7.2 Composition of the Central Student Parliament

The Central Student Parliament shall be composed of 25 Delegates per campus constituted as follows:

- (a) Mandatory SRC Seats
- (b) Representatives from structures with seats in the SRC – One rep per seat
- (c) Academic Societies (2)
- (d) House Committees (2)
- (e) Sports Council (2)
- (f) Religious Structures (2)
- (g) Developmental societies (2)
- (h) International Students Societies (2)
- (i) Cultural Executive (2)

2.7.3 Office Bearers of the Central Student Parliament

The office bearer collective of the CSP shall be elected by the 36 member SRC and shall be composed of:-

- (a) The CSP Speaker
- (b) The CSP Deputy Speaker
- (c) The CSP Secretary

2.7.4 Responsibilities Central Student Parliament Office Bearers

(1) The CSP Speaker

The CSP Speaker must:-

- (a) when presiding over meetings of the CSP act impartially and ensure that there is democratic debate;
- (b) regulate and enforce the rules of debate and decide who has the right to speak and put questions to the House for debate and only where necessary to a vote;
- (c) ensure that all members receive a fair opportunity to state their views;
- (d) ensure that the SRC and its members are given due opportunity to report on policy matters to the CSP at each meeting;
- (e) ensure orderly and free discussions on motions in the CSP;

(2) The CSP Deputy Speaker

The CSP Deputy Speaker must:-

- (a) assume the duties of Speaker in the Speaker's absence;
- (b) assist the speaker in his/her duties when delegated by the speaker;
- (c) perform any duties delegated by the Speaker; and
- (d) be the head of the CSP's disciplinary committee.

(3) The CSP Secretary

The CSP Secretary must:-

- (a) be the chief administrative officer and be responsible for the minutes of all CSP gatherings;
- (b) manage the correspondence of the CSP and keep copies thereof;
- (c) circulate notices and agendas of all CSP meetings;
- (d) together with the Speaker receive all issues submitted for discussion by the CSP and formulate the agenda of the CSP meetings and;
- (e) Manage the affairs of the CSP in the absence of the Speaker and Deputy speaker.

2.8 STUDENT PARLIAMENT

2.8.1 Functions and Powers of the Student Parliament (SP)

- (a) The Student Parliament (SP) shall act as the primary advisory body for the SRC on behalf of the campus student body;
- (b) The SP must be consulted by the SRC when processing proposed amendments to the SRC Constitution and its subordinate rules for submission to Council;
- (c) The SP must co-operate with the SRC in providing democratic, transparent, effective, accountable and coherent student leadership;
- (d) The SP must recognize the institutional authority of the SRC as the Student governing structure in accordance with the Higher Education Act and the Statute of the University as the supreme governing body representing students at WSU.
- (e) The SP may advise the SRC on any issue affecting students;
- (f) The President must present the 'President' Address' annually to the SP on behalf of the SRC at the last meeting before the SRC elections;

- (g) The Secretary must present the "State of Campus Report' annually to the SP on behalf of the SRC at the last meeting before the SRC elections;
- (h) The Treasurer must present the "Campus Financial Report' annually to the SP on behalf of the SRC at the last meeting before the SRC elections;
- (i) The SP should be representative in nature, inclusive in character, consistent in its operations and should represent the widest possible variety of views within the Campus Student Body;
- (j) The SP shall receive and consider reports, which shall be submitted by the President, Secretary and Treasurer before they could be presented at a campus mass meeting of the student body;

2.8.2 Composition of the Student Parliament

- (a) All members of the SRC.
- (b) All Office bearers of Campus Student Parliament.
- (c) Structures with seats in the SRC – three reps per seat
- (d) Twenty-two additional Representatives broken down as follows:
 - I. Academic Societies (4)
 - II. House Committees (4)
 - III. Sports Council (2)
 - IV. Religious Structures (4)
 - V. Developmental societies (4)
 - VI. Cultural Executive (2)
 - VII. International Students (2)

2.8.3 Office Bearers of the Student Parliament

- (a) SP Speaker
- (b) SP Deputy Speaker
- (c) SP Secretary

2.8.4 Responsibilities of Student Parliament Office Bearers

(1) The SP Speaker

The SP Speaker must:-

- (a) When presiding over meetings of the SP act impartially and ensure that there is democratic debate;
- (b) Regulate and enforce the rules of debate and decides who has the right to speak and puts questions to the House to debate on and, only where necessary, to a vote;
- (c) Ensure that all members receive a fair opportunity to state their views;
- (d) Ensure that the SRC and its members are given due opportunity to report to the SP at each meeting;
- (e) Ensure that members of the SP are given the opportunity to do whatever is democratically necessary to ensure the accountability of the Student Representative Council;
- (f) Ensure orderly and free determination on motions in the SP;
- (g) Shall have a casting vote in case of a deadlock during a parliamentary session.

(2) The SP Deputy Speaker

The SP Deputy Speaker must:-

- (a) assume the duties of Speaker in the Speaker's absence;
- (b) assist the speaker in his/her duties when delegated by the speaker;
- (c) perform any duties delegated by the Speaker and;
- (d) be the head of the SP's disciplinary committee.

(3) The SP Secretary

The SP Secretary must:-

- (a) be the chief administrative officer and be responsible for the minutes of all SP gatherings;
- (b) manage the correspondence of the SP and keep copies thereof;
- (c) circulate notices and agendas of all SP meetings;

- (d) together with the Speaker receive all issues submitted for discussion by the SP and formulate the agenda of the SP meetings and;
- (e) manage the affairs of the SP in the absence of the Speaker and Deputy speaker.

COMMITTEES OF THE CHAPTER 3

SRC

3.1 COMMITTEES OF THE STUDENTS REPRESENTATIVE COUNCIL (SRC)

The SRC shall form the following Committees in all campuses:

3.1.1 SRC Finance Committee

The Committee shall, within 21 days of the SRC Elections, draft the SRC Budget in line with the Programme of Action for the campus.

(1) Functions and Powers

The SRC Finance Committee shall:-

- (a) be responsible to ensure that there is an open and transparent financial administration of the SRC budget in accordance with the Policies and Rules of the University and is also accountable to the relevant University Authorities;
- (b) develop norms and standards for the allocation of funds and resources to the SRC and its clubs and societies;
- (c) be charged with prioritizing and drawing the annual budget of the SRC and that of its clubs and societies, the Treasurer presents it to the SRC for recommendation to the SRC
- (d) oversee the SRC budget process and ensure that all SRC sub-structures comply with the requirements;

- (e) monitor that expenditure of funds is within the parameters of the approved SRC budget;
- (f) determine annual finance and resource needs and ensure that the allocated budget is distributed between the SRC and its clubs and societies;
- (g) monitor financial practices of the SRC and its clubs and societies and ensure compliance with the provisions of University policies and procedures and this policy;
- (h) serve as advisory body to the SRC on the management of the SRC, student clubs and societies finances and resources;
- (i) manage any process of investigation and/or allegations in respect of the misuse of finances and resources in the respective campus;
- (j) review reports from all SRC sub-committees and its structures before such are submitted to the SRC and the SP.

Composition

The SRC finance Committee shall be composed of the following members:-

- (a) The Treasurer (Head)
- (b) The President
- (c) The SRC Secretary
- (d) All Treasurers of the SRC Sub-structures
- (e) One Student Development Practitioner
- (f) One Representative from the University Finance Department (ex officio)
- (g) SP Speaker

3.1.2 SRC Disciplinary Committee

(1) Functions and Powers

- (a) to fix a date for the disciplinary hearing and serve the notice of the disciplinary hearing upon the SRC member charged;
- (b) to summon SRC member to a DC Hearing;
- (c) to hear charges brought against any member of the SRC and consider the evidence submitted to it;

- (d) to determine whether the allegation relating to the disciplinary offence has been substantiated;
- (e) to consider and determine, after conclusion of the hearing, whether or not each charge has been proved;
- (f) to hear and consider pleas in mitigation and;
- (g) to impose any of the penalties listed in the code of conduct of the SRC.

(2) Composition

The SRC Disciplinary Committee shall be composed as follows:-

- (a) President (Chair)
- (b) SRC Secretary
- (c) Academic and Student Service Officer
- (d) SP Speaker
- (e) In the event that any member of the DC is the subject of the inquiry or is personally involved or has prior knowledge of or a personal or any other undisclosed interest in the matter, such member shall recuse him/herself prior to the enquiry and the SRC shall thus appoint an alternative member of the SRC in his/her/ place.

In the event where the chair is implicated, proceedings will be chaired by the SP Speaker.

3.1.3 SRC Secretariat Committee

(1) Functions and Powers

- (a) operationalize and monitor the implementation of the resolutions and decisions of the SRC;
- (b) develop the SRC work-plans as informed by the strategic plan of the SRC;
- (c) consolidating the SRC Quarterly Secretariat report before it is presented to the SP;
- (d) develop joint campus proposal for consideration by the SRC and SP and;

- (e) serve as an accounting body for all the Secretaries of the SRC sub-structures.

(2) Composition

- (a) The SRC Secretary
- (b) All the Secretaries of the SRC sub-structures in that campus
- (c) The SRC Administrator or an official from the campus Student Affairs

3.1.4 SRC Academic Support, Policy and Transformation Committee

(1) Functions and Powers

- (a) coordinate academic support, policy and transformation related issues of students in their respective campuses;
- (b) plan and execute campaigns aimed at spearheading academic support, policy and transformation work in the respective campus;
- (c) to ensure that the CSRC activities promote the inclusion of designated groups, as defined in the Constitution and policies of the Republic and;
- (d) to monitor the progress of Academic support, Policy and Transformation activities on campus.

(2) Composition

- (a) The SRC Academic Support, Policy and Transformation Officer (Head)
- (b) All Chairpersons of the Academic societies on campus
- (c) The Secretary of the CSP
- (d) One Student development practitioner
- (e) Two ordinary members of the CSP

3.1.5 SRC Student Support Services Committee

(1) Functions and powers:-

- (a) monitor the coordination of all matters pertaining to security, residences, catering services, shuttle services, health & wellness and any other service that relates to student services in that campus;
- (b) assist the SRC in the performance of its duties in campus committees that deal with matters related to security, residences, catering services, shuttle services and health & wellness;
- (c) consider reports and develop proposals on matters relating to its mandate;
- (d) to plan and execute campaigns and activities related to the committees mandate and;
- (e) co-ordinate the functioning of the house committees and residence based societies on campus.

(2) Composition

- (a) The SRC Student Support Services Coordinator (head) in that campus
- (b) All the chairpersons of house committees on campus.
- (c) One Student Development Practitioner
- (d) SP Deputy Speaker

3.1.6 SRC Sports and Culture Committee

(1) Functions and Responsibilities:-

- (a) is charged with the effective and equitable administration of sport and Culture affairs in the respective campus;
- (b) must be competent to resolve student sport and culture issues and to make recommendations to the university Sports and Recreation department and Student Life Units at the campus Student Affairs;
- (c) promotion and development of sport, arts and culture by organising and managing events in partnership with relevant managers/stakeholders in accordance with the University Policies and Rules;
- (d) monitor the delivery of sporting and culture programmes and activities on campus;
- (e) promote and build strong relations between SRC and other WSU campuses' sports and cultural clubs;
- (f) coordinate and promote cultural diversity and multi-culturalism through programmes and campaigns and;
- (g) Supervise the work of the SRC Sports and Culture officer and that of the various Clubs and societies involved in Sports and Culture.

(2) Composition

- (a) The Sports and Culture Officer (Head) in the respective campus
- (b) The chairpersons of all Sporting Codes
- (c) The chairpersons of all Cultural societies
- (d) One Student Development Practitioner dealing with Sports
- (e) One Student Development Practitioner Dealing with Arts and Culture

3.2 COMMITTEES OF THE STUDENT PARLIAMENT (SP)

3.2.1 SP Executive Committee

(1) Functions and Responsibilities

- (a) To implement the decisions and resolutions of the SP;
- (b) To manage the affairs of the SP in between the meetings of the SP.

(2) Composition

- (a) The SP Speaker
- (b) The SP Deputy Speaker
- (b) The SP Secretary
- (c) The President
- (d) The Secretary
- (e) The SRC Administrator

CHAPTER 4

SRC SUBSTRUCTURES

4.1 GENERAL PRINCIPLES

- (a) The Walter Sisulu University (WSU) is a public higher education institution that supports and recognizes the role and function of student organizations in student governance and as part of student development;
- (b) Participation of students in student organizations should enhance student learning and should improve student behavior to achieve academically and help students be responsible in their communities;
- (c) Recognized Student organizations should initiate community development initiatives and educational partnerships inside and outside the institution;
- (d) All the recognized student organizations should value diversity, promote social responsibility, encourage discussion and debate, recognize accomplishments, and foster a sense of belonging among their members;

- (e) A decision that affects a student organization has to be taken in consultation with such organization and both the SRC and student organizations are accountable to the general student body;
- (f) The relationship between the SRC and student organizations is at all times on a basis of goodwill and the SRC with the assistance of student organizations concerned shall strive for the democratization of student governance within WSU;
- (g) All student organizations must be WSU student controlled structures, which act in the interests of students and rely upon the active participation of their members;
- (h) The SRC is responsible to create opportunities as well as an environment conducive for student organizations to operate in and;
- (i) All structures may be approved by the SRC subject to them conforming and committing to the Rules and the vision and mission of the University, the SRC Constitution, the WSU Statute and the Higher Education Act (HEA).

4.2 COMPOSITION OF SRC SUB-STRUCTURES

- (a) For the purpose of administration and regulation, student organizations shall be defined as student structures whose main purpose and existence is for the advancement of the interests of students at one or more campuses of WSU in relation to the vision, mission and functioning of the University;
- (b) The following categories of student organizations will be considered for recognition:
 - I. Academic Societies
 - II. Student Political Organisations
 - III. Developmental Organizations
 - IV. Religious Organizations

- V. Non- Academic Societies and/or Clubs (Sports, social, Cultural, recreational and talent groups).

4.3 CONDITIONS FOR RECOGNITION

4.3.1 For a student organization to be recognized, the following substantive conditions should be complied with:

- (a) The student organization concentrates on students enrolled at a specific campus of WSU;
- (b) The organization has a constitution and policies which are in line with those of the SRC;
- (c) The organization is of such a nature that the continuity of its internal and external activities is sustainable;
- (d) The organization offers an annual programme of activities that are in line with WSU objectives and serves the interest of WSU students at the relevant campus and the SRC;
- (e) The organization has a proper financial administration system and is able to produce financial reports of its activities annually.
- (f) The organization recognizes and consistently complies with the divisional management system of WSU

4.3.2 Specific requirements for specific categories of structures:

(a) Student Political Organisations:

Any group of students at a particular campus with a programme that is political in nature, applying for recognition must be required to submit its Constitution; a list of 150 subscribed members per Campus who are registered WSU, students with proof of their current registration; and a Programme of Action (Political);

(b) Developmental Organizations:

Any group of students at a particular campus with a programme that is developmental in nature, applying for recognition must be required to submit its Constitution; a list of 50 subscribed members per Campus who are registered WSU students with proof of their current registration; and a Programme of Action (Developmental);

(c) Religious Societies

Any group of students at a particular campus with a programme that is religious in nature, applying for recognition must be required to submit a list of 50 subscribed members per Campus who are registered WSU students with proof of their current registration; and a Programme of Action (Religious);

(d) Societies or clubs

Any group of students at a particular campus with a programme that relates to a particular activity or sport, applying for recognition must be required to bring a list of 50 subscribed members per Campus who are registered WSU students with proof of their current registration; and a Programme of Action (Society or Club related).

4.4 APPLICATION PROCEDURE FOR RECOGNITION

Any student organization that would like to be recognized:

- (a) applies in writing for recognition to the SRC Campus Secretary on the prescribed form attaching its:
- constitution,
 - list of registered members in the campus for which recognition is sought
 - Supporting documentation.
 - Statement of reasons why no other existing recognised student organisation within the university can fulfil its aims and objectives.
- (b) The Secretary, together with the Student Development Practitioner in that campus, shall convene a meeting with the SRC to consider the application
- (c) If recognition is granted, the student organisation will be notified in writing within (14) working days of the decision to grant it recognition and will be on probation for 12 months without funding from the SRC while it is granted the right of existence.
- (d) If an application for recognition is rejected, full reasons for the rejection shall be supplied (in writing) to the applicants by the SRC within (14) working days after the SRC meeting at which the application was considered;
- (e) In the event of an application being rejected, the applicants have the right to submit an appeal, together with the written notice of rejection by the SRC, to the SRC;
- (f) On receiving an appeal against a decision of rejection for recognition of a student structure, the SRC shall review the matter and then take a decision on the appeal;

- (g) If the appeal for recognition is rejected by the SRC, full reasons for the rejection shall be supplied (in writing) to the applicants by the SRC within (14) working days after the SRC meeting at which the appeal was considered;
- (h) In the event of the SRC appeal being rejected, the applicants have the right to submit the matter for review by the Executive Director Student Affairs. The Executive Director Student Affairs will constitute a review hearing session in respect of the appeal. The decision of the Executive Director: Student Affairs shall be final and binding on all parties;
- (i) Where the application is approved such a student organization signs a memorandum of agreement with the SRC containing the conditions and period of recognition annually.
- (j) The SRC maintains a record of all applications and its recommendations (including reasons) and provides the Executive Director: Student Affairs with the data of all the organizations that applied for recognition.

4.5 DURATION OF RECOGNITION

- (a) Recognition for any student organization is for ONE year, renewable annually.
- (b) It is expected of all student organizations/structures to resubmit applications for recognition annually by the end of the month of November of the year preceding the year for which recognition is applied for;

4.6 TERMINATION OF THE RECOGNITION

- (a) Where the SRC has a reason to believe that the recognition of a student Organization/structure should be withdrawn, the privileges provided will as well be terminated;
- (b) The rational for such a decision lies with the SRC in compliance with the SRC constitution;

- (c) The SRC shall have the right to withdraw recognition of student organisations, provided that the procedure in below is followed;
- (d) The SRC must give the student organisation written notice of its intention to withdraw recognition, stating in full the reasons for the intended action;
- (e) The SRC must give the student organisation one (1) month in which to remedy the problems identified by the SRC;
- (f) The student organisation must report, in writing, within the stipulated period, the remedial steps it has taken;
- (g) If the SRC is not satisfied with the remedial steps taken, it shall notify the student organisation accordingly, in writing, setting out its reasons for its decisions and withdrawing recognition of the student organisation;
- (h) If the SRC confirms the decision to withdraw recognition after the appeal process, the student organisation has the right to submit an appeal for review to the Director: Student Affairs in that campus;
- (i) On receiving an appeal against withdrawal of recognition of a student structure, the Director: Student Affairs shall constitute a review hearing to deal with the matter. The withdrawal of recognition shall be suspended while the review is being considered, and the decision of the Director: Student Affairs shall be final.

4.6 STUDENT STRUCTURES RIGHTS AND RESPONSIBILITIES

4.6.1 Every recognized student organization has the **right** to:

- (a) operate freely within WSU and run its activities free from any interference as long as such activities are not prejudicial to the integrity of the SRC and WSU;
- (b) participate in SRC organized events, University wide and external activities to promote transformation, advance quality of education and represent members' interests;
- (c) have access to financial resources as determined by the SRC funding of structures in that particular campus and the availability of funds during the recognition period;

- (d) Have access to University buildings, infrastructure, equipment, etc. as regulated by the policies and rules governing such resources;
- (e) seek external financial resources through University procedures and rules governing fund-raising by any University body to augment its allocations;

4.6.2 Every recognized student organization has the **responsibility** to:

1. Respect the rights of every student to have free association and participation in the structure of their choice;
2. to treat university management at all levels with civility and respect;
3. comply with the SRC Code of Conduct, University Policies, Rules and the SRC Constitution.

4.7 MANAGEMENT AND ACCOUNTABILITY IN RESPECT OF RESOURCES

- (a) The SRC ensures that all substructures of SRC recognized according to this policy will manage and account for resources;
- (b) The student structures shall keep record of their financial activities and submit periodic reports as may be required by the SRC;
- (c) The student structures should adhere to policies and rules of WSU and of the SRC in respect of the use and management of resources, and are expected to hold their members accountable for resources provided to such structures;
- (d) Any failure to comply with these requirements may lead to disciplinary steps against individual members and also jeopardize the good standing of such organizations.

CHAPTER 5

MEMBERSHIP OF THE SRC, SRC EXCO, SP AND CSP

5.1 Membership of the SRC (SRC) and SRC EXCO

5.1.1 Eligibility for membership of the SRC

A person shall be eligible for election to the SRC if:

- (a) He identifies and associates himself with the mission of the WSU;
- (b) He/ She must be a full-time student, registered for at least one academic year at WSU;
- (c) He may not be an employee of WSU for more than 20 hours per week nor practice a career outside the WSU on a full-time basis;
- (d) He must not be undergoing practical training outside of the University exceeding one month for any part of the period referred to in subparagraph (b) herein above;
- (e) He is progressing academically and must have passed at least 60% (SIXTY PERCENT) of his/her registered subjects in the previous year or semester at the WSU;
- (f) He has not been convicted for any criminal offence by a court of law without an option of a fine;
- (g) He has not been barred from seeking election by the Disciplinary Committee of the University or that of the SRC;
- (h) He has not already held two (2) terms of office as an SRC member

5.1.2 Independent Candidates must meet all the criteria as set out in 5.1.1.

5.1.3 Termination of membership of the SRC

A member of SRC shall cease to be a member and immediately vacate his or her position when:-

- (a)** He ceases to be a student of the University;
- (b)** He resigns in writing to the President.
- (c)** He fails to attend three (3) consecutive ordinary meetings of the SRC, unless the reasons for his or her absence are accepted as valid by the members present;
- (d)** He is found guilty by the SRC Disciplinary Committee or University Disciplinary Committee for a transgression of the Disciplinary Code or other rules and regulations of the University, unless the SRC Disciplinary Committee or University Disciplinary Committee states in writing that the sentence does not affect his or her standing in the SRC;
- (e)** He/she is found guilty of a criminal offence by a court of law and sentenced to a term of imprisonment, without an option of paying a fine;
- (f)** Removed or suspended from office by an absolute majority of the SRC members present and voting at the ordinary SRC meeting. Any such affected member may appeal against the decision within five days to the Director Student Affairs in that campus. The suspension or removal shall be delayed pending the decision by the Director Student Affairs. If the Director: Student Affairs does not make his or her decision known within one month, the decision of the SRC shall come into force;
- (g)** He/ she ceases to be a member of the Student Political Organisation which nominated him or her to the SRC either through re-shuffling or redeployment.

5.1.4 Recall from the SRC

A member of the SRC may be recalled by the deploying student political structure in the following manner:

- (a) Deploying student political structure shall have the right to replace one or more of their representatives only once per SRC Term, provided that such replacements may not be made within the first three months of the term of office of the SRC. Recalled member(s) must be replaced, unless a student political structure withdraws entirely from participation in the SRC in which event the student political structure will be replaced by another after a recalculation of the results of voting in the elections;
- (b) Student political structures opting to exercise the right of replacement are required to inform the SRC and Student Affairs Department of its decisions in writing, providing sound reasons why the recall is being made, and providing a timeframe for the replacement. The recall shall be effective after the Executive Director: Student Affairs has approved the decision;
- (c) The recalled member(s) must be replaced by the student political structure holding the seat(s), provided that the replacement members must be drawn (in rank order) from the student political structure's original candidate list submitted at the time of the elections;
- (d) The candidate submitted to replace a recalled member must still meet the requirements of eligibility. In the event that a student organization has no further eligible candidates, the seat shall be forfeited;
- (e) The recalling and replacement of members must be done in a manner that does not impede or disturb the functioning and smooth running of the SRC;
- (f) In order to ensure that the affairs and the running of the SRC are not negatively affected, a structure may not recall a member within the first three months after the SRC has been constituted. A member recalled in the last three months of the SRC term of office may not be replaced and;
- (g) All SRC Benefits shall be issued once per portfolio per term of office. No further benefits will be extended to redeployed members.

5.1.5 Reshuffling

The SRC may reshuffle itself as follows:

- (a) The SRC decision must be by absolute majority of its members present and voting in the SRC meeting. Reshuffling will be done as and when the need arises.
- (b) Before the reshuffling takes place, the SRC must inform in writing, by giving reasons, the student political structures that deployed the affected members.
- (c) Deploying Structures may also reshuffle their deployees in the SRC as and when the need arises

5.1.6 Filling of vacancies in the SRC

Vacancies in the SRC may be filled as follows:

- (a) In case of any position in the SRC becoming vacant the Secretary shall in writing and within two (2) days after the resignation of a member or permanent unavailability of a member, notify the student political structure that nominated such a member to nominate a replacement within a period of seven (7) days;
- (b) In case the student political structure responsible fails to make a nomination as prescribed by this Constitution, the Secretary in consultation with the President shall notify the student political structure that the said seat is forfeited.
- (c) It is the competence of the SRC through a simple majority of its members present and voting in a meeting to elect any new member to whatever position in its next ordinary or special meeting;
- (d) The Secretary of a student political structure or any person delegated by the student political structure that made the nomination to the SRC shall notify the Secretary within two days after any SRC member has ceased membership of the student political structure that made the nomination. The notification should contain the name of his/her replacement;

- (e) The candidate that replaces another member within the first 3 months after the election shall only be entitled to the proportion of the remaining benefits in that portfolio.

5.1.7 Dissolution of the SRC

Dissolution of the SRC shall take place as follows:

- (a) All members of the SRC shall cease to be members of the SRC if a motion of no confidence is duly passed against them in that campus. Any motion of no confidence passed accordingly shall come into force immediately after the University ratifies the authenticity of the entire Process;
- (b) For the SRC the motion of no confidence shall be passed in the following manner:
 - I. A motion of no confidence may be passed against the SRC by the student body in a Mass Meeting duly convened for such.
 - II. The Student Parliament may also pass a motion of no confidence against the SRC by an absolute majority of members of the SP present and voting in the Special SP meeting convened for such a purpose;
 - III. The SP shall entertain the issue of motion of no confidence if 33% of the number of students that voted in the last elections demands the dissolution of the SRC by signing petitions. The petition shall include the full names of the students concerned, the student number and signature;
 - IV. In the event where the SP is dysfunctional/ not attending to the matter, the petition must be submitted to the Student Development Practitioner.
- (c) The SRC may be dissolved by the University Council for any valid reason ; in which case such dissolution must be communicated to the student body within 48 hours;
- (d) In the event the SRC is dissolved, Council shall, delegate Management to establish an Interim SRC within a period of thirty (30) days;

- (e) In case an Interim SRC is appointed, it shall serve until the next SRC Elections, unless the University Council shortens its term of office after consultation with the affected stakeholders.

CHAPTER 6

SRC MEETINGS

6.1 SRC MEETINGS

The SRC holds its ordinary meetings twice every month;

- (a) A special SRC may be held at the agreement of the President and Secretary or a written request may be submitted to the Secretary by a majority of the SRC members;
- (b) The quorum of all SRC meetings shall be fifty plus one percent (50+1%);
- (c) Should there be no quorum, the meeting shall be adjourned for not more than seven (7) days and the members that attend the second meeting shall be deemed to constitute a quorum;
- (d) The President, in his/her absence, the Secretary shall convene the SRC meeting;
- (e) The Secretary shall issue notices of meetings at least three days before the meetings;
- (f) The Secretary shall distribute minutes of the previous meeting at least five days before the meeting.

6.2 STUDENT PARLIAMENT MEETINGS

- (a) The SP shall convene once per semester and the CSP once per year;
- (b) The SP may convene a Special meeting when deemed necessary by the SP Office Bearers in consultation with the SRC; only that specific item may be discussed in such a meeting.

- (c) The SP/CSP must be convened by the SP/CSP Secretary or the President as elected by EXCO in the case of the CSP in consultation with the SRC or the SRC President in consultation with the SRC in the case of the SP;
- (d) A notice of seven days must be given prior to a meeting taking place;
- (e) The meeting must be chaired by the Speaker of the SP/CSP or his/her designate;
- (f) During the course of any university term, fifty percent plus one (50% +1) of the current members of the SP/ CSP form a quorum and;
- (g) In the event of there being no quorum at the start of any SP meeting, the meeting stands adjourned and reassembles not less than twenty four (24) hours and not more than seven (7) working days from the date of the said meeting as determined by the SP Speaker, and whatever members are then present are deemed to form a quorum.

6.3 MASS MEETINGS

The following guidelines must be used during mass meetings -

- (a) The SRC, as the legitimate student representative structure recognized by the Higher Education Act and the WSU STATUTE, can call a mass meeting of WSU registered students;
- (b) The SRC must convene a mass meeting with due regard to the Policies, Procedures and Rules of the WSU;
- (c) All mass meetings should appear in the SRC's year programme and/or the Programme of Action (PoA);
- (d) Notice of the date, time and venue of a mass meeting, as well as the proposed agenda, must be given to the Director: Student Affairs or his/her nominee in that campus and placed on all the notice-boards in WSU, at least seven (7) days prior to such a meeting;
- (e) The Director: Student Affairs or his/her nominee may condone a shorter notification period if, in their discretion, valid grounds exist for such condonation;

- (f) The SRC must hold a minimum of one (1) mass meeting per semester and one mass meeting must be before their term of office expires;
- (g) The SRC President must deliver a comprehensive report at the mass meeting;
- (h) The SRC Secretary General must deliver an organizational report at the mass meeting;
- (i) The SRC Treasury General must deliver a financial report at the mass meeting before their term of office expires;
- (j) The SRC President must act as chairperson and in his/her absence and the absence of the SRC Deputy President, a person appointed by the SRC by a majority vote, must act as Chairperson;
- (k) In all SRC mass meetings, the Secretary of the SRC must act as Secretary and in his/her absence, a person appointed by the SRC by a majority vote, must act as Secretary;
- (l) If the SRC receives a written request for a mass meeting, signed by a minimum of one thousand (1000) students, and accompanied by a written motion for consideration by the meeting, the SRC may, in consultation with the Director: Student Affairs and with due consideration of the policies and procedures of WSU, convene a SPECIAL mass meeting;
- (m) A special mass meeting may be called provided that only the issue which necessitated the meeting must be discussed at this meeting and provided further that disciplinary measures may be taken against the students who requested such meeting, if such students should fail to attend the SPECIAL mass meeting;
- (n) An attendance of five (5) percent of WSU students at that particular campus must constitute a quorum at a mass meeting;
- (o) If a quorum is not formed, the SRC shall subsequently convene three meetings and if a quorum is constantly not formed on the third meeting, the meeting shall continue;
- (p) The Secretary must keep a complete signed attendance list which must be attached to the minutes of the meeting;

- (q) General resolutions must be adopted by a normal majority of votes of the students present;
- (r) In the case of motions of no confidence, a resolution must be adopted if passed by a two-thirds majority of the students present in that meeting;
- (s) The minutes of a mass meeting during which a motion of no confidence was adopted must be submitted to the Director: Student Affairs for Approval;
- (t) Since a mass meeting has decision-making powers, all resolutions taken at a mass meeting must be regarded as a mandate to the SRC provided such mandate is lawful;
- (u) The SRC must convene within two weeks after a mass meeting and the resolutions of the mass meeting must be discussed by the SRC and handled in accordance with the functions of the SRC;
- (v) The Secretary of the SRC must make the draft minutes available to all students by displaying them on the notice boards within seven (7) days after the mass meeting;
- (w) The Director: Student Affairs must receive a copy of the minutes of all mass meetings and special mass meetings within seven (7) days after the meeting;
- (x) The minutes of a mass meeting during which a motion of no confidence against the SRC was tabled and adopted, must be submitted to the Director: Student Affairs for approval and implementation;
- (y) All students who are present at a mass meeting and who have been registered for at least one semester for a course recognized by senate must be entitled to speaking and voting rights;
- (z) All mass meeting minutes except those where a vote of no confidence was adopted, must be approved at the next mass meeting and must be the only official account of the proceedings of the relevant meeting and must be available at the reasonable request of any interested party, within seven (7) days after the approval of the minutes;

The Secretary of the SRC must keep a mass meeting minute book or file which must include all resolutions of mass meetings, the minutes, the attendance register as well as copies of all documents considered by the students in a mass meeting; and The mass meeting minute book or file must be available at the reasonable request of any interested party or University official.

No mass meeting shall be held without the prior approval of Student Affairs.

6.4 ASSEMBLY, DEMONSTRATION AND PETITION

The following guidelines shall be observed during assemblies, demonstrations and petitions:

- (a) Subject to applicable university policies, rules, and regulations of WSU , every student has the right to a peaceful and unarmed assembly and demonstration on campus and to submit petitions to the university authorities, provided that any such petition submitted to any such structure or authority must contain the following information:
 - I.Student's name and student number.
 - II.Student contact details.
 - III.List of concerns that need the attention of the WSU management.
- (b) The sole purpose of the disclosure requirement in the case of the submission of a petition shall be to determine the genuineness of such petition, and no student may be victimised or intimidated by virtue of the submission of such a petition;
- (c) Students planning a protest shall inform the SRC, the Student Affairs Division and the Campus protection services seven days in advance before embarking upon such action;
- (d) The students shall respect the right of all members of the academic community and shall never force them to join their protest action;

- (e) The protest shall take place in a designated area in the facilities made available by the university to allow a peaceful assembly and to protect the right of others from disruptions and interference, coercion and harassment;
- (f) The protesting students shall exercise their freedom in an orderly and respectable way without substituting noise for speech and force for reason;
- (g) Persons engaging in disruptive action or disorderly conduct shall be subject to disciplinary action in line with the SRC Code of Conduct and the University rules and regulations and also charges of violation of law.

CHAPTER 7

SRC FINANCES

7.1 GENERAL FINANCIAL PRINCIPLES

- (a) The SRC shall demonstrate honesty and integrity in the handling of and financial reporting and in conducting its operations;
- (b) The SRC shall comply with the university financial and operational regulations and will ensure that there is good management of its finances and resources;
- (c) The SRC will ensure that there is openness and transparency in the management of its finances and resources including its decision making process as it impacts on the financial resources;
- (d) The SRC will enforce accountability to its constituency regarding the allocated funds.
- (e) All financial activities and transactions of the SRC must be authorized by the Executive Director: Student Affairs or her delegated authority.
- (f) Disciplinary action will be taken against any SRC member or student who misuses SRC monies or is dishonest or fraudulent in respect SRC monies.

7.2 FUNDING

- (a) Funding of the SRC and its affiliated structures is provided by the university management based on the students activities levy paid by students in each campus;
- (b) The allocation of funds for SRC, student clubs and societies is based on an amount determined by university management in accordance with the WSU Resources Allocation Model;
- (c) Funding for student activities is based on the operation of the SRC and its clubs and societies to promote access to resources and participation by WSU students in student governance matters in each campus;
- (d) Funding is determined annually and is based on strategic priorities of WSU and the SRC;
- (e) The funding of SRC is negotiated with Institutional Management of the University annually
- (f) Funding of student clubs and academic societies is in accordance with their strategic plans and will be regulated by the Student Affairs department.

7.3 BUDGET

- (a) The budget of the SRC must be administered by WSU as part of the institution's central budget and in accordance with the financial policies and rules of WSU;
- (b) No funds in the SRC budget may be used without prior written approval of the Director; Student Affairs or his/her nominee;
- (c) Any recommendation to the Director: Students Affairs for the expenditure of funds in the SRC budget that is not according to the original SRC budget proposal must be made in writing ;
- (d) Any fundraising efforts by the SRC or any of its affiliates must be undertaken with prior approval from the office of the Executive Director: Student Affairs;

- (e) Funds obtained through fundraising efforts, under the banner of WSU and as approved by WSU, or any other form of SRC income, must be forwarded to WSU and must be dealt with in accordance with the policies and procedures of WSU. No such funds or income must be paid out directly to SRC members;
- (f) The newly elected SRC will as its first priority prepare a programme of action (POA) together with a budget proposal for the period of their term of office. Any expenditure from the SRC budget will be in accordance with the stipulations contained in the approved POA and budget. The POA must be submitted in advance to the Executive Director: Student Affairs and the CFO for inclusion in the University budget and final approval by Council;
- (g) The SRC must keep an account of all monies allocated to it by Council and any other monies which may accrue to it in its capacity as representatives of students and a monthly reconciliation of SRC income and expenditure must be submitted by the SRC Treasurer General to the Executive Director: Student Affairs;
- (h) The SRC must allocate or disburse such funds allocated to it, for use by students, and to make grants to approved student clubs, committees, societies and Councils for the purpose for which it was approved and;
- (i) Before the end of its term of office, the SRC must account to the whole student body as well as to the University Council about how it has spent or disbursed the SRC funds allocated to it.

7.4 FINANCE COMMITTEES

- (a) Chapter 3 (3.1.1 and 3.1.2) of this constitution details the functions, powers and the composition of the SRC finance committees.

7.5 STUDENT ACTIVITIES LEVY

- (a) The university Finance Committee shall determine the amount that each student should pay for the student levy and how such a levy should be apportioned to fund students extracurricular activities;
- (b) The university finance committee shall develop and determine the norms and standards for the use of the Students activities levy;
- (c) Amongst other things the levy shall cover the following activities:
 - I. Funding of the SRC Benefits and privileges;
 - II. Funding of the SRC operations and activities;
 - III. Funding of the operations and activities of recognized students clubs and societies;
 - IV. Funding of students death and emergency insurance; and
 - V. Funding Student Affairs facilitated extracurricular activities.

7.6 SRC SIGNATORIES

- (a) The SRC members are not allowed to authorise and approve any financial transactions in their own name or that of the university nor sign any institutional requisition documents;
- (b) The SRC signatories (President/Secretary/ Treasurer) role is to recommend to the duly authorised university official that the transaction is legitimate and supported by the SRC;
- (c) The transactions of the SRC shall be recommended for approval by only the signatories as explained in (b) above
- (d) The transactions of the SRC shall be authorised by the Director: Student Affairs.

CHAPTER 8

GENERAL PROVISIONS

8.1 GENDER REPRESENTATION

- (a) The SRC and student body acknowledge the imbalances of the past and the silence on gender balance; (Any 2 or more seats by a structure should strive to achieve gender balance deployed, ideally on an equal basis and this should apply to the SRC and all its sub-structures). Failure to comply will result to financial penalties. A minimum of 2 females must be deployed for all mandatory seats in all campuses. No SRC must be constituted with a majority of either gender by an excess of 2.
- (b) In the election or appointment of EXCO members, SRC members, all its structures and substructures and all engagements of the student body or parts thereof, regard must be made to gender balance in line with the rules of the institution and this Constitution and;
- (c) When appointing any office-bearer or official of any structure of the SRC or any member to a committee or other organ of the SRC, or when determining the representatives or alternatives to any meeting of the SRC, due regard must be given to enhancing the participation of women in the affairs of the SRC;
- (d) The SP must, by resolution, advise on the manner in which the participation of women in the affairs of the SRC may be enhanced.
- (e) All SRC's must have at least 1 disabled student for them to be constituted in campuses where they exist.

8.2 AMENDMENTS TO THE CONSTITUTION

- (a) With due regard to the Higher Education Act 101, 1997 and the Statute of the Walter Sisulu University any proposed amendment of, or addition or deletion to, this Constitution must be approved by the Council of the university;
- (b) A routine comprehensive review and amendment to the SRC Constitution will be carried out every three years at the SP, notwithstanding the need to do so more frequently as and when the need arises subject to Council's approval ;
- (c) Any registered student/recognised club/society or student organisation may submit, in writing, a proposed amendment/deletion to this Constitution through the Student Parliament;
- (d) The proposal shall be submitted to the SP by the student/recognised club/society or student organisation;
- (e) All submissions must be supported by at least 25% signatures of student population;
- (f) On receiving a valid proposed amendment the SRC shall publish a notice of the date, venue, and time of a SP meeting for the purpose of considering the proposed amendment which if adopted by the meeting must be submitted to the Annual Student Mass meeting for endorsement and;
- (g) The endorsed amendment will be submitted to the Council of the University for Final Approval and shall only be effective on approval by the Council.

8.3 TRANSITIONAL PERIOD

- (a) The term of office of members of the SRC elected in April 2014 shall begin on the dates of the constituting meetings of the SRC and shall expire in September 2015.

8.4 COMMENCEMENT OF THIS CONSTITUTION

- (a) This constitution takes effect following the approval by Council, appointed in terms of the Higher Education Act.

CHAPTER 9

SRC ELECTIONS

9.1 OBJECTIVES

- (a) It is the objective of this constitution that the election of the WSU SRC and Campus SRC's take place on regular basis in accordance with higher education legislation and the Statute of WSU;
- (b) The SRC elections should enhance student representation and meaningful participation of students in the WSU affairs in upholding the University's Vision, Mission and Values and protecting its image;
- (c) To ensure that the SRC elections are free and fair.

9.2 PROCLAMATION FOR SRC ELECTIONS

- (a) Six weeks before the end of the term of the SRC the Executive Director: Student Affairs in consultation with the SRC will announce the commencement of the SRC election process for the next SRC;
- (b) Whenever the Executive Director Student Affairs calls for an election of the SRC the proclamation concerned must set a date for voting;
- (c) The voting day must be determined after consultation with the SRC;
- (d) The SRC Elections must take place during the third quarter of each calendar year in accordance with election regulations.

9.3 ELECTIONS TIME TABLE

- (a) The Electoral Agency shall after consultation with the Executive Director Student Affairs and the Institutional Liaison committee compile an election timetable for the elections and substantially publish the election timetable in all campuses and;
- (b) The Electoral Agency may amend the election timetable by notice if it considers it necessary for a free and fair election.

9.4 ELECTORAL SYSTEM

- (a) Elections will be conducted at one level, namely at the Campus level;
- (b) The SRC election shall only be contested by qualifying duly registered and recognized student political organizations, and individual candidates will, be allowed to participate;
- (c) The SRC elections take place on the basis of a proportional representation;
- (d) A registered student political organization and independent candidates intending to contest an election must nominate candidates and submit a fixed list or lists of those candidates for that election to the chief electoral officer in the prescribed manner by not later than the relevant date stated in the election timetable;
- (e) The system used to determine the number of seats allocated to the candidates, shall be the Proportional Representation system

9.5 THE ELECTORAL AGENCY (EA)

9.5.1 Appointment of the Electoral Agency (EA).

- (a) SRC elections shall be supervised and conducted by an impartial Electoral Agency;
- (b) The EA shall be an impartial organisation appointed by the Executive Director: Student Affairs upon recommendation of the Student Governance unit and in consultation with the WSU SRC;
- (c) The appointment of the EA shall be done in compliance with the procurement processes of the university;
- (d) The EA must sign a contract with WSU and;
- (e) The EA must work hand-in-hand with the Department of Student Affairs for administrative purposes.

9.5.2 Functions and Powers of the Electoral Agency (EA)

- (a) The EA must conduct elections in accordance with the SRC Constitution;
- (b) The EA may make such further rules as may be necessary to effectively manage the SRC elections;
- (c) The EA may postpone the elections should it deem the circumstances not to be conducive to free and fair elections;
- (d) EA must announce its Chief Electoral Officer before it commences its duties for purposes of communication;
- (e) The Chief Electoral Officer must be responsible for the deployment of staff across campuses, with at least one member of the EA responsible for heading the EA (Presiding Officer) on each campus;
- (f) EA must conduct and supervise the voting process;
- (g) EA must in the presence of Party Agents, count votes immediately after closure of polls;

- (h) EA shall declare the results of the elections for each campus at a predetermined time and place;
- (i) EA must announce and publish results after counting and verification of the votes, within 24 hours of closure of the polls;
- (j) EA shall constitute the SRC subject to Council's approval as delegated to the Line Managers, and according to the procedure in this constitution;
- (k) The EA may recommend to Council for a new election if circumstances arise which may substantially affect the outcome of the elections. Such circumstances include lost, destroyed or unlawfully removed ballot papers;
- (l) The EA shall present a report on the elections to the Executive Director: Student Affairs within seven (7) days after the constituting of the WSU SRC to be forwarded to Council for approval;
- (m) The EA shall be responsible for all election materials and specifically for:
 - I. ensuring that sufficient ballot papers are available for the elections at least two (2) hours before the voting station opens;
 - II. ensuring that all election material is safely stored;
- (n) shall perform the duties necessary for the effective organization of the election, including:
 - I. opening and closing the nomination process following a timetable approved by the Executive Director: Student Affairs;
 - II. compiling and publishing a complete list of candidates contesting the SRC elections;
 - III. determining the design of the ballot papers and the ballot boxes, including the appropriate method of numbering and labelling of the ballot papers and boxes;
 - IV. supplying adequate stocks of ballot boxes, voters' rolls and receipts for each campus;
- (o) To create an environment conducive for free and fair elections and to ensure the highest possible voter participation in the elections and;
- (p) To establish subcommittees or other substructures when the need arises.

9.5.3 Composition of the EA

The EA will be composed as follows:

- (a) Chief Electoral Officer (Head of the EA)
- (b) Presiding Officers
- (c) Voting officers
- (d) Counting Officers
- (e) Any other staff that the EA may require to manage free and fair elections.

9.6 THE ELECTORAL COMMITTEE

There must be at each campus ONE Electoral Committee under the auspices of the EA specific for that year's election.

9.6.1 Functions of the Electoral Committee

- (a) The primary function of the Electoral Committee is to ensure that the SRC elections are free and fair through the monitoring of all the election phases, which include –
 - I. Nominations and nomination procedures;
 - II. Campaigns and campaign procedures;
 - III. Voting and voting procedures;
 - IV. The counting of votes cast in the SRC elections.
- (b) To make recommendations on the Election Rules and Procedures to the Executive Director: Student Affairs;
- (c) To serve as information sharing platforms for the duration of the SRC elections.

9.6.2 Composition of the Electoral Committee

- (a) Campus Presiding Officer from the EA (Head);
- (b) One Student Development Practitioner;
- (c) One nominee designated by the office of the Registrar;
- (d) One nominee designated by the Campus Protection office;
- (e) One nominee designated by the Facilities Department;
- (f) One Representative from each student political organization registered to contest the elections; and
- (g) One nominee from the outgoing SRC not standing for election.

9.7 THE ROLE OF STUDENT AFFAIRS

- (a) Recommend to Council the appointment of the EA having consulted with the SRC
- (b) Provide the EA with access to office space, telephone and other relevant university facilities;
- (c) shall make arrangements with regard to the areas, facilities and funding for the elections;
- (d) shall provide logistical and administrative support to the EA and the contesting student organizations;
- (e) shall provide candidates with reasonable assistance to promote themselves during the elections;
- (f) shall in cooperation with the Registrar's Division provide an official voters roll for each campus; and
- (g) shall coordinate the marketing of the SRC elections.

9.8 ELIGIBILITY OF CANDIDATES

- (a) To qualify as a candidate is determined by Chapter 4 of the SRC Constitution, with the emphasis on promoting academic progress;
- (b) For contestation of SRC elections all students and political organizations must be recognized in terms of the Policy on the Recognition of Student Political Organizations and Structures;
- (c) Upon being affirmed as the electoral agents, the Electoral Agency (EA) will invite nominations for registration of eligible students and political organizations for contestation of elections.

9.9 VOTER ELIGIBILITY

- (a) All registered students, who have been registered at WSU for a formal programme of study approved by Senate, are entitled to vote except for students who are employees or working for more than 20 hours per week at WSU or anywhere else;
- (b) The student's name must be appearing on the voters roll and the EA has not indicated that there is an impediment to his/her being eligible to vote.
- (c) The student should be in possession of a valid student card or Green Bar coded ID book;
- (d) In the event of a student's name not appearing on the voters' roll the student must provide valid proof of registration and identity, after which the relevant representative of the Electoral Agency may add such a student's name to the voter's roll with an accompanying note explaining the nature of proof of registration that was produced and;
- (e) No student has a right to vote by proxy.

9.10 VOTER'S ROLL

- (a) A list of all students registered in a campus for that current year must constitute the voters' roll;
- (b) The office of the Registrar in each campus must provide a voters' roll of all students who are registered either part time or full time for eligibility as voters;
- (c) The EA must make the voters' roll available for inspection by students at designated offices at all WSU campuses 7 days prior to the holding of elections;
- (d) Any student who does not appear on the voters' roll may lodge a complaint to the EA before the deadline for objections. The time for such objections must be 48 hours before the elections. The decision of the EA in that matter must be final and;
- (e) Alterations to the voters' roll will be made only by the EA and the final voters' roll will be approved by the Registrar's Division in that campus.

9.11 REGISTRATION OF STUDENT POLITICAL ORGANIZATIONS FOR SRC ELECTIONS

- (a) Within two (2) days declaring the SRC election timetable, the EA shall invite registration of prospective candidates and student political organizations wishing to take part in the SRC elections, by issuing a notice stipulating the requirements and periods within which such registration must be made;
- (b) Only eligible candidates and student political organizations which have registered with the SRC under the specified categories in schedule 2 shall be allowed to participate in the SRC elections;
- (c) Only registered students and recognized student political organizations may contest the elections and must register with the EA to contest, either institutionally or at campus level;

- (d) The EA shall within two (2) days after closure of registration, publish the list of all qualified students and political organizations which have satisfied the registration requirements;
- (e) The Chief Electoral Officer shall declare invalid and disqualify any registration of a student or political organization which has not complied with the registration requirements;
- (f) All the qualified students and political organisations shall submit a clearly written Manifesto, which outlines the position of the candidate or organization concerning student governance within the set time-frames; Such Manifestos shall be read by a registered student of the university during the election screening mass meeting and a day before elections
- (g) Failure to comply with the above shall mean automatic nullification of such candidates or organisation's participation in the SRC elections of that particular year.

9.12 NOMINATION OF CANDIDATES WHO WILL BE CONTESTING SRC ELECTIONS

- (a) The office of the EA shall receive all registration and/ or nomination forms;
- (b) Contesting political structures shall send candidate list, encapsulating names, surname and student number of candidates. Independent Candidates submit same details to the EA
- (c) The Chief Electoral Officer shall verify accurate nomination in the event that a candidate is nominated by more than one student organization and meets the criteria for eligibility;
- (d) The EA shall within two (2) days after closure of nominations, publish the list of all qualified candidates per student political organization and Independent Candidates who have satisfied the registration requirements;
- (e) The Chief Electoral Officer shall declare invalid and disqualify any registration of a candidate that has failed to comply with the requirements of registration;

- (f) The Chief Electoral Officer shall declare the period for official campaigning and canvassing. Any campaigning or canvassing which threatens or interrupts the academic activities of the University shall be unacceptable and punishable in accordance with the provisions of the Disciplinary Code of the University;
- (g) A student political organization or Independent Candidate, shall notify the Chief Electoral Officer in writing, within a specified time frame, of its intention to cancel, withdraw or terminate its registration as a contestant in the elections;
- (h) Any student political organization or Independent Candidate making a false statement or furnishing false particulars in any application or other document required by these regulations shall be guilty of an offence and its registration may be subjected to a review and/ or be terminated as a punishment.

9.13 ELECTION AGENTS

- (a) Each political structure in each campus shall submit 4 party agents for training, two (2) of which shall represent the structure during voting process and the remaining two (2) shall represent the organisation during the counting of votes in each voting station.
- (b) A party agent must be a registered student and may not be a candidate in an election;
- (c) The appointment and revocation of appointment of a person as a party agent must be effected in the prescribed manner as determined by the Chief Electoral Officer;
- (d) The agents will be present to observe the fairness of the elections;
- (e) The absence of an agent from a place where any electoral proceedings are being conducted does not invalidate those proceedings;
- (f) They shall be present during the counting of votes to ensure that transparency and fairness prevails;
- (g) They may not campaign for their parties during elections and they are not allowed to wear their party gear during the elections;

- (h) Complaints shall be lodged through the Presiding Officer and if the matter cannot be addressed to the satisfaction of the complainant or cannot be resolved, it will be referred to the Chief Electoral Officer whose decision will be final;
- (i) Whilst present at any voting station, or venue where the proceedings take place, a party agent must wear the prescribed identification indicating that the person is an agent and;
- (j) Must ensure that the registered student political organisation represented by that agent complies with any order issued by an officer of the EA; or a member of the protection services.

9.14 VOTING

- (a) The Chief Electoral Officer shall declare the time, voting hours and designated voting station(s) for the SRC elections and the number required to meet the minimum percentage poll at least a week before the voting date;
- (b) The Chief Electoral Officer shall ensure that each polling station is opened between 08h00 and 21h30. It is the discretion of the Chief Electoral Officer to extend the time of voting in any form he/she deems proper guided by the mission to conduct free and fair elections;
- (c) The Chief Electoral Officer shall inform participating student political organizations through their party agents, about the number of ballot papers printed for SRC elections respectively. The Chief Electoral Officer shall ensure that sufficient ballot papers are printed for all categories of the elections;
- (d) Voting is by secret ballot and measures must be put in place to ensure voters privacy and safety by the EA;

- (e) Only the name and the logo of participating student political organizations shall appear on the ballot paper in case of political organizations and photos of candidates shall appear in the case of Independent Candidates;
- (f) The Chief Electoral Officer shall seal each ballot box after it is full in the presence of party agents and shall only unseal it during the counting period also in the presence of party agents;
- (g) Party Agents shall only observe the proceedings at the voting station(s) including counting of the election results without taking part in the actual counting;
- (h) Party Agents shall only safeguard the interests of their respective student political organizations without interfering with the proceedings of voting or counting;
- (i) Party Agents may request the Chief Electoral Officer, who shall apply his discretion, to extend the time of voting;
- (j) Voting for the SRC shall be held in ONE day.
- (k) The Chief Electoral Officer must ensure that students with special needs get assistance;
- (l) Only members of the EA, participating student political organizations party agents and specified University observers shall be present at the voting station;
- (m) The Chief Electoral Officer shall ensure that the following procedural requirements for the elections are brought to the attention of the voters:-
 - i. Every voter must appear on the official voters roll;
 - ii. every voter shall enter a polling booth after receiving one blank ballot paper for SRC election;
 - iii. only ballot papers provided by the Chief Electoral Officer through polling officers shall be valid;

- iv. polling officers shall be present at the voting stations throughout the voting period, to assist voters with information concerning the demarcations or purpose of each ballot box and shall also guard against any possible tempering with the ballot boxes;
- v. a voter shall vote for one student political organization or Independent Candidate for SRC election; and
- vi. a voter shall indicate their choice by clearly placing a single cross or mark next to the student political organization or photo of his/her choice. A decision as to whether a ballot paper is spoilt or valid rests with the Chief Electoral Officer.

(n) The Chief Electoral Officer shall ensure that all basic information concerning voting procedures is made available to voters.

9.15 COUNTING OF VOTES

- (a) The EA shall ensure that only members of Campus Electoral Committee, participating student political organizations, party agents and specified University observers are present at the voting station during the counting of votes;
- (b) The EA shall ensure that after the closure of the voting station all ballot boxes are sealed and that the number of all ballot boxes is counted in the presence of party agents;
- (c) The EA shall unseal every ballot box during the counting period for that specific ballot box, in the presence of party agents.
- (d) The EA shall ensure that all cast ballot papers are counted immediately after the closure of the voting station;
- (e) The total number of votes cast shall be counted against the total number of seats available to determine the number of votes that makeup a seat. The Proportional Representation system will be used;

- (f) The comparing of the ballot papers for each election with the number of ballot papers issued must be done by counting all the ballot papers for each election and comparing the resulting total number with the total number of ballot papers issued at that voting station as reflected on the form completed by the presiding officer;
- (g) The sequence for counting votes must be done as follows:
- I. All the ballot papers must be scrutinized to ascertain whether any of them must be rejected for any reason.
 - II. The rejected ballot papers, if any, are filed separately.
 - III. The remaining ballot papers for each election are sorted face up according to the student political organisation in whose favour the vote was cast.
 - IV. The ballot papers for each party in each election are counted, the totals recorded and the result of each election are thus determined.
 - V. If the counting officer orders a recount, the counting officer must determine and record the result afresh if there is a different result.
- (h) The ballot paper used in elections shall be retained for a period of one month after the elections and the same shall be for inspection by party agents for a period of 24 hours after the announcement of elections results.

9.16 MINIMUM PERCENTAGE POLL

- (a) The threshold required for a legitimate poll shall be of 25% of the student body of the campus and;
- (b) If the required percentage poll has not been obtained, then the polling must be extended for 24 hours. However, if the required percentage poll is still not attained, then the number of votes cast must be recognized as the threshold.

9.17 DISQUALIFICATION OF VOTERS

Voters must be disqualified by the EA if they –

- (a) contravene the Student Code of Conduct;
- (b) contravene this chapter of the SRC Constitution;
- (c) are not registered WSU students;
- (d) behave in a disorderly manner during the voting process;
- (e) campaign within 30 meters of the voting station; or in any way
- (f) disrupt the election process.

9.18 OBJECTIONS OF ELECTIONS

- (a) Objections must be lodged in writing to the EA within 24 working hours after declaration of results;
- (b) These objections must be based on the conduct of the elections and the election results;
- (c) Complaints must be lodged through the Presiding Officer and if the matter cannot be addressed to the satisfaction of the complainant or cannot be resolved, it will be referred to the Chief Electoral Officer whose decision will be final and;
- (d) In the event of there being further protestation by the objector regarding the decision of the Chief electoral Officer, the University reserves the right to resolve the dispute.

9.19 CONSTITUTING THE SRC and EXCO

(1) Extraordinary Meeting (constituting meeting)

- (a) The Chief Electoral Officer shall immediately after the announcement of the final SRC elections results invite candidates and student political organizations which won seats in the SRC election and their respective two party agents, to an Extraordinary Meeting of the SRC with the sole purpose of constituting the SRC with a designated University Manager representing Council;
- (b) The ex officio members of the SRC shall not be invited to this extraordinary meeting and shall not have a voting right in the constituting process of the SRC.

(2) Gender Representation

- (a) In the election or appointment of SRC members regard must be made to Gender Representation and Disability in line with the rules of the institution and this Constitution. The SRC shall not be constitutionally constituted if it is composed of more than 60% of members of the same gender only

(3) Procedure for Constituting

- (a) The Chief Electoral Officer shall remind the invited candidates and student political organizations about the number of votes that each won and their equivalent number of seats;
- (b) The student political organization or candidate that has won fifty plus one (50+1%) of the seats shall have a right to select all preferred seats once and as a bloc;
- (c) The remaining seats shall be allocated through ballot;
- (d) If there is no student organization or candidate that won fifty plus one (50+1%) of the available seats; the Chief Electoral Officer will facilitate

nominations and elections to determine the holders of each SRC portfolio from amongst qualifying candidates;

(4) Nomination Process, Voting and Sequential Selection

- (a) The Chief Electoral Officer shall issue the nomination forms for all seats to be contested;
- (b) The Chief Electoral Officer shall announce the results of the nomination process;
- (c) The Chief Electoral Officer shall declare the SRC duly constituted according to the nomination in the event of no contestation;
- (d) In case the nomination process failed to produce the final results, the Chief Electoral Officer shall develop a simple ballot paper with only the names of the nominated candidates per positions, without the photo or logo of participating candidates or student political organizations;
- (e) The voting for the constitution of the SRC shall be by a secret ballot;
- (f) The Chief Electoral Officer shall immediately count the ballot papers of the election in full view of the invited observers and immediately announce the results;
- (g) The Chief Electoral Officer shall immediately call for fresh nominations in the event of a tie or draw of votes on a position;
- (h) The Chief Electoral Officer shall develop a ballot and thereafter allow the voting to take place;
- (i) The Chief Electoral Officer shall immediately count the ballot papers of the election in full view of the invited observers and immediately announce the results;
- (j) The Chief Electoral Officer shall declare the SRC duly constituted according to the election results in the event of no tie or draw;

- (k) In the event of a continued tie or draw the Chief Electoral Officer shall allow the candidates or organizations to choose seats in accordance with the number of votes acquired during the elections;
- (l) This shall take place in an alternating order one seat per student political organization or candidate at a time. Preference on the selection of seats shall depend on the number of votes received during the elections;
- (m) The student political organization or candidate with the highest number of votes shall choose one preferred seat followed by the organization or candidate with the second highest number of votes; that sequence would be followed until all the seats have been allocated;
- (n) The Chief Electoral Officer shall declare the SRC duly constituted according to the outcome of the sequence.

9.20 CONDUCT DURING ELECTIONS

- (a) All students and political organizations, their candidates and party agents shall act in the spirit of tolerance and respect for other parties and the EA;
- (b) Every registered student political organization and every candidate must recognize the authority of the EA in the conduct of an election; assure voters of the EA's impartiality; give effect to any lawful direction, instruction or order of the EA, or a member, employee or officer of the EA or the chief electoral officer;
- (c) During the campaigning period and the voting days, participating students and or political organizations, their candidates and party agents are expected to abide by the Statute and Rules of the University and this Constitution;
- (d) During the reading of manifestos and the campaigning process, all students, political organizations, their respective candidates and party agents are expected to act with respect and consideration for each other's manifestos;
- (e) All participants in the election must not –
 - I. behave in a disorderly manner during the voting process;
 - II. campaign within 30 meters of the voting station;

- III. do anything that may disrupt the election process or;
- IV. remove campaigning material of opposing organizations.
- (f) During the 'Manifesto Reading' session, all candidates and student political organizations that make presentations must remain until all the presentations have been made and are not allowed to disrupt the process in anyway whatsoever;
- (g) All attendees must respect the 'Manifesto Reading' session and should not disrupt the process;
- (h) All the contesting students and or political organizations, their respective candidates and their party agents shall promote conditions that are conducive to free and fair elections, including tolerance of democratic political activity and free political campaigning and open public debate;
- (i) Every registered student and or political organization and every candidate must accept the result of an election or challenge them by following proper channels as prescribed in this constitution and;
- (j) Any alleged violation of the contents of this Annexure by any party, be it a student or a student political organization, must be dealt with in accordance with the official disciplinary procedures of WSU or the Annexure on Election Procedures.

9.21 PROHIBITED CONDUCT

- (a) No registered student and or political organization or candidate may use language or act in a way that may provoke violence during an election; or the intimidation of candidates, members of other student political organizations, representatives or supporters of student political organizations or candidates, or voters;
- (b) No person may publish false or defamatory allegations in connection with an election in respect of an independent candidate, student political organization, its candidates, representatives or members; or a candidate or that candidate's representatives;
- (c) No person may plagiaries the symbols, colors or acronyms of other registered student political organizations or independent candidates;

- (d) No person may discriminate on the grounds of race, ethnicity, sex, gender, class, religion or political conviction, views or activity in connection with an election;
- (e) No person may offer any inducement or reward to another person to join or not to join a student political organization; to attend or not to attend a public meeting, march, demonstration, rally or other public political event; to vote or not to vote, or to vote or not to vote in any particular way; or to refuse a nomination as a candidate or to withdraw as a candidate;
- (f) No person may carry or display arms or weapons at a political meeting; or in any march, demonstration, rally or other public political event;
- (g) No person may prevent any other person access to voters for the purpose of voter education, collecting signatures, recruiting members, raising funds or canvassing support for a student political organization or candidate;
- (h) No person may deface or unlawfully remove or destroy the billboards, placards, posters or any other election materials of a student political organization or candidate;
- (i) No person may abuse a position of power, privilege or influence, including patriarchal, traditional or employment authority to influence the conduct or the outcome of an election.
- (j) Should there be a dispute in respect of any matter arising out of the elections, such matter will be referred to Student Affairs, and the Executive Director: Student Affairs for resolution.

CHAPTER 10

DISPUTE RESOLUTION

10.1 WSU RULES AND REGULATIONS

- (a) The SRC agrees to abide by the WSU Rules and Procedures as contained in the WSU General Prospectus, Policies and WSU Statute
- (b) The SRC recognizes the supremacy of the WSU Rules and Procedures over the SRC's Internal Dispute Resolution Procedure;
- (c) The SRC agrees that it is incumbent upon every member of the SRC, its committees, sub-committees and structures to familiarize himself/herself with all the University's codes, procedures, rules, policies and the SRC Constitution to which he or she may be subject.

10.2 INTERNAL DISPUTE RESOLUTION PROCEDURE

- (a) Campus Dispute Resolution Committee (CDRC) must be formed by the SRC to deal with all disputes that arise at the SRC level and all those disputes that remain unresolved at the said campus;
- (b) The membership of these committees is not limited to SRC members;
- (c) The membership of the CDRC is limited to a maximum of three and;
- (d) The internal dispute resolution procedure must follow the following four steps

(1) STEP 1: DECLARATION OF DISPUTE

- (a) The aggrieved member(s) must declare the dispute in writing to the Dispute Resolution Committee where such notice must set out the nature of the dispute.

(2) STEP 2: ANSWERING STATEMENT

- (a) The dispute resolution committee must send out a written notice requesting an answering statement in writing;
- (b) Within five (5) days of receipt of the notice of a dispute, unless otherwise agreed upon by the members concerned, the answering member(s) must serve the dispute resolution committee with an answering statement responding to the allegations in the statement of dispute and;
- (c) The answering members must also set out a statement of their position in relation to the solution desired.
- (d) A respondent should be called within a period of 14 days.

(3) STEP 3: MEETING OF THE MEMBERS

- (a) The dispute resolution committee must send out a notice with the proposed date and arrangements for a dispute meeting;
- (b) The members must meet within five (5) working days after the answering statement has been received by the dispute resolution committee and;
- (c) Further meetings of the members may be held if deemed necessary by the dispute resolution committee, and by mutual agreement between the parties to the dispute.

(4) STEP 4: FURTHER DISPUTE SETTLEMENT OPTIONS

- (a) If, at the aforesaid meeting or any subsequent meeting after the matter has been referred to the dispute resolution committee, the members are unable to resolve the dispute, any party may then refer the dispute, either for mediation or for arbitration, in which case the Director: Student Affairs or his/her nominee must act as mediator/arbitrator;

- (b) If the dispute remains unresolved by the Director: Student Affairs, the dispute must be referred to the Campus Rector.
- (c) Disputes regarding the interpretation of the SRC Constitution must be referred by the SRC, via the Executive Director: Student Affairs to the Legal Services Section of WSU for advice;
- (d) If the dispute is not resolved the matter will be referred to The Institutional Management Committee;
- (e) If the Institutional Management Committee still cannot resolve the dispute, the matter will be referred to COUNCIL or it's executive for final resolution;
- (f) All referrals must be accompanied by detailed recommendations from the parties involved;
- (g) Disputes pertaining to matters of policy and principle, as contained in this Constitution, must be settled by the SRC by means of a majority decision;
- (h) The Executive Director: Student Affairs or his/her nominee must monitor, facilitate and ensure smooth settlement of any dispute in accordance with the procedures outlined above and;
- (i) All disputes must be brought via the SRC to the attention of the Student Affairs department from SDP's up to the Executive Director.

CHAPTER 11

SRC CODE OF CONDUCT

11.1 NATURE OF THE CODE OF CONDUCT

- (a) This is the Code of Conduct of the SRC and it is aimed at instilling a culture of discipline among SRC members so that the image of the SRC can be enhanced and therefore decently serve to portray WSU as a safe place of learning and teaching for everyone. All SRC members are the chosen ambassadors of the students and the University. It is therefore critical that their conduct should always be beyond reproach.

11.2 PURPOSE OF THE CODE OF CONDUCT

- (a) The purpose of the Code of Conduct is to ensure good organisational behaviour and good conduct of members of the SRC and other members of Student Governance. The primary purposes of the Code of Conduct are to promote mutual respect among members of the SRC and the entire Student Governance structures (SGS) and promote, avert, and correct unacceptable conduct. The Code of Conduct applies to all SGS members and elected leaders in the SRC.

11.3 APPLICATION OF THE CODE OF CONDUCT

- (a) Any member of the SRC, Student Governance Structures, member of any student organization who directly or indirectly violates or contravenes this Code of Conduct shall be dealt with according to the principles and rules of this Code of Conduct. Violation(s) of the university's Student Code of Conduct shall be dealt with in accordance with applicable WSU policies and procedures.

- (b) The SRC Code of Conduct has been established as an extension of the university's Student Code of Conduct. Its solemn purpose is to ensure and maintain discipline within Student Governance, this notwithstanding the university's rules, procedures and policies. The SRC and all registered students of the Walter Sisulu University are subject to the rules and policies of the university.
- (c) At the beginning of the term of office of the SRC all SRC members must sign the relevant Code of Conduct. Failure to do so before the start of the term of office will result in the person concerned forfeiting her/his membership of the Student Representative Council.

11.4 ACTS OF MISCONDUCT

- (a) The act of misconduct is the degree to which the offence potentially infringes on the integrity and the effectiveness of the SRC in any campus of the WSU;
- (b) An offence deliberately aimed at destroying the integrity, infrastructure or organizational capacity of the SRC is considered a grave offence. The following shall be examples of such offences:
- i. Sabotaging the activities of the SRC.
 - ii. Acting in a manner that exposes students to serious harm or death.
 - iii. Deliberately destroying the organizational assets or infrastructure of the SRC or recklessly exposing it to danger.
 - iv. Misuse of SRC property, including vehicles, equipment and all assets of the University.
 - v. Wilfully disclosing confidential information of the SRC to unauthorised persons.
 - vi. Accepting or seeking to accept any illicit reward against the interest of the SRC.
 - vii. Abusing office by using ones position to obtain material or sexual favours or other undue advantages from students or other persons.
 - viii. Dealing in and consuming illegal substances.

- ix. Persistently sowing racism, tribalism, regionalism, factionalism and sexism in the SRC.
- x. Behaving in such a way as to provide serious division and break down of unity in the SRC.
- xi. Persistently and without cause undermining the respect for the SRC
- xii. Impeding the effective functioning of the SRC.
- xiii. Engaging in and promoting disruptive activity that negates the recognized norms of free debate in a manner that threatens the unity of the SRC.
- xiv. Abusive and disrespectful behaviour and acting in a disorderly or unruly manner towards the general University Community.

11.5 CONSTITUTING A DISCIPLINARY COMMITTEE.

The SRC disciplinary committees shall be constituted as stipulated in Chapter 3 of this constitution.

11.6 CONDUCTING THE DISCIPLINARY HEARING.

- (a) The disciplinary hearing must be held within five days after the charges have been given to the member's concerned;
- (b) The accused must sign receipt of the charge sheet. If the accused refuses to sign receipt of the charge sheet, it must be given to the accused in the presence of a fellow member of the committee or student who shall sign in confirmation that the charge sheet was delivered to the accused;
- (c) Both the SRC and the accused have the right to be represented by a legal practitioner, provided they come from within University Community;
- (d) If the accused fails to attend the hearing and the chairperson concludes that the accused did not have a valid reason, the hearing may continue in the accused absence;
- (e) The chairperson must keep a record of the charges and notice of the disciplinary hearing and the proceedings of the meeting;
- (f) The chairperson will read the charges before starting the hearing;

- (g) The designated representative of the SRC will lead evidence on the misconduct leading to the hearing;
- (h) The accused may question any witness introduced by the designated representative of the SRC;
- (i) The accused will be given an opportunity to lead evidence and the witness may be questioned by the designated representative of the SRC;
- (j) The chairperson and other members of the disciplinary committee may ask any witness questions for clarification;
- (k) If the disciplinary committee decides that the accused has committed the misconduct, the chairperson must inform the accused of the finding and the reasons for it;
- (l) Before deciding on a verdict, the chairperson and committee must give the accused an opportunity to present relevant circumstances in mitigation;
- (m) The designated representative of the SRC may also present aggravating circumstances;
- (n) The chairperson must communicate the final outcome of the hearing to the accused and the SRC within seven working days after the conclusion of the disciplinary hearing.

11.7 EVIDENCE LEADER

Disciplinary enquiry must be held for serious and grave offences. The SRC must appoint a member to investigate the allegations and also to lead evidence in a hearing.

11.8 SCHEDULE OF PENALTIES.

The following are penalties, which shall be imposed on SRC members, found guilty of misconduct:

- (a) Verbal warning, written warning and a final written warning
- (b) Reprimand
- (c) Suspension and a final written warning
- (d) Termination of membership
- (e) Temporary withdrawal of membership benefit, stating time frame which shall not exceed six months of the term of office.
- (f) Expulsion from the SRC

11.9 APPEALS.

- (a) The SRC member/s may in writing inform the SRC President or CSRC President of his or her intention to appeal against the decision of the disciplinary committee;
- (b) SRC President shall in consultation with the SRC establish the appeal disciplinary committee and the Executive Director: Student Affairs or her/his nominee shall be part of the appeal committee, against any decision made by the SRC Disciplinary committee, within seven days working days, and the decision of the appeal disciplinary committee shall be final.

CHAPTER 12

SRC BENEFITS (GUIDELINES)

12.1 RULES

- (a) All SRC benefits shall be funded from the SRC levies received in each campus
- (b) The determination and approval of SRC Benefits is dependent on a resolution of the Institutional Management Committee of the University;
- (c) The Executive Director: Student Affairs may withdraw any of the SRC benefits If it is proved that an SRC member(s) is negligent, unwilling or incapable of fulfilling his or her duties as a member of the SRC and If there is sufficient proof that such benefits are being abused by the SRC member(s) concerned;
- (d) Only elected SRC members that meet the constitutional requirements of membership of the SRC may receive SRC benefits;
- (e) All approved SRC benefits shall be budgeted for in the operational budget of the SRC. The Funds shall be deducted from the Student Activities levy.

12.2 STUDENT AFFAIRS RESPONSIBILITIES

- (a) The Student Affairs office responsible for the SRC shall have the following duties, namely to ensure –
 - i. that members of the SRC receive the benefits determined by this policy;
 - ii. that all beneficiaries are members in good standing, as contemplated in the SRC Constitution;
 - iii. that those benefits are applied for official SRC activities; and
 - iv. that any abuse of such benefits shall be dealt with in terms of the rules and regulations of WSU.

12.3 SRC BENEFITS

The following shall be the official benefits of the SRC members of WSU:

12.3.1 Official Uniform

- (a) All SRC members shall be provided with a WSU Branded tie, shirt/blouse, official blazer and trouser/skirt as the official uniform of the University;
- (b) Such official clothing shall be accounted for in the budget of Student Affairs;
- (c) The Student Affairs in liaison with the brand management section of the University shall determine the standard and the branding of the SRC Official Uniform;
- (d) Any other uniform to mark a specific event for marketing purposes shall be budgeted for in the events/projects budget plan and shall be deemed not to be the official SRC Uniform of WSU.

12.3.2 Academic support

- (a) Flexibility in academic arrangements may be afforded to all members of the SRC subject to approval by University in its sole discretion upon written application submitted in advance
- (b) Academic arrangements shall include alternative arrangements for tests, submission of assignments, reports and other academic obligations.
- (c) Student Affairs offices responsible for the SRCs, in collaboration with Academic Support Services, shall ensure that a comprehensive personal development plan for SRC members is in place;
- (d) All SRC members shall qualify for 100% payment for their tuition fees. This shall exclude levies, textbooks and laboratory fees. This shall not apply to failed subjects. This shall be paid from the SRC Budget.

12.3.3 Residential support

- (a) Efforts will be made by the university to accommodate all members of the SRC in the university Residences on campus or external accommodation closer to campus.
- (b) However, SRC members are responsible for the payment of residence fees.

12.3.4 Communication devices

- (a) The members of the SRC must be provided with airtime determined by the University Finance committee. However, the office of the SRC President and Secretary will be provided with cell phones that have internet connectivity
- (b) The communication devices shall belong to the university and must be returned at the end of the term. Failure to return the devices will result to the amount of the devices debited from the student's account.
 - The offices of the SRC's will be provided with desktops.
 - The members of the SRC shall use the available office telephone landlines and vouchers, as needed per project.

12.3.5 Transport

- (a) Transport will be allocated to SRC members for official business according to the University's transport policy for students. No transport will be made without a valid reason and prior approval by Student Affairs;
- (b) Transport may also be hired from outside the University for the Use of the SRC if and when the University Transport is not available for whatever reason.