

HOUSE RULES
OF THE STUDENT
REPRESENTATIVE COUNCIL OF
THE POTCHEFSTROOM CAMPUS
OF THE
NORTH-WEST UNIVERSITY

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1 PREAMBLE

SINCE students at the Potchefstroom Campus of the North-West University have a need for a student life in which a complex of interests and activities are properly ordered and managed, and

SINCE the students at the Potchefstroom Campus of the North-West University have a need to develop their full human potential and to exercise responsible self-management democratically, and

SINCE students have an interest in the management of the University which has to be properly represented in the management structures and processes of the University;

THEREFORE there is a Student Representative Council (hereafter referred to as the SRC) at the Potchefstroom Campus of the North-West University, endowed by the Statute of the North-West University which Statutes were made by the Council of the North-West University in accordance with Section 32 of the Higher Education Act, 1997 (Act no. 101 of 1997) with certain powers and competences as one of the management structures of the University.

2 FOUNDATION

The SRC functions on a value-driven foundation on the Potchefstroom Campus of the North-West University as encompassed in the Statute of the University, and as embodied in the policy of the North-West University.

3 ACCOUNTABILITY

The SRC has been endowed with the competences generally or specifically accorded to it by the Council of the North-West University.

4 FUNCTIONS AND COMPETENCES

4.1 SRC: General

The SRC has the competence and power to make and apply rules for and with regard to the whole student community of the Potchefstroom Campus of the North-West University and:

- 4.1.1 manages organised student life at the Potchefstroom Campus with a view to help realise the vision of the University with regard to academic, cultural, sport, residence and other relevant spheres of student life;
- 4.1.2 is accountable for management activities envisaged in 4.1 of these House Rules and can for that purpose be endowed by Council with the competence to perform any specific task;
- 4.1.3 may affiliate or register other student bodies and exert control over such bodies;
- 4.1.4 enjoys participation and a voice in management structures and processes of the Potchefstroom Campus of the University in order to represent student interests in the decision-making processes of the Potchefstroom Campus;
- 4.1.5 maintains disciplinary measures over students in accordance with the applicable prescriptions of Appendix D of the Statute of the University, these House Rules and the Rules of the University;
- 4.1.6 may, as subcommittee of the Institutional SRC, award colours and honours for special achievements in the field of organised student life in terms of the Rules of the University;
- 4.1.7 liaises with the student councils of other institutions for higher education in order to promote the shared interests of students within organised student life;

- 4.1.8 may affiliate with other bodies at the discretion of the SRC;
- 4.1.9 may appoint internal commissions of enquiry to investigate issues pertaining to the SRC and student interests and to make recommendations with regard to these issues to the SRC;
- 4.1.10 may employ and remunerate persons to work for the SRC;
- 4.1.11 may distribute approved publications and publicity material;
- 4.1.12 must annually give meticulous feedback on SRC obligations and duties performed, as agreed with the Dean of Students at the beginning of the term;
- 4.1.13 must follow a modus operandi according to which a strategic plan is compiled annually and cleared with the Management Committee of the University after the inception of a new SRC term. At the end of each SRC term an annual report has to be submitted to Campus Management Committee.
- 4.1.14 should attend promptly to the social obligations of the SRC, student mass meetings and other big campus events and should present an apology for absence in advance;
- 4.1.15 be available at the offices of the SRC as least every afternoon during the week (Monday to Friday) between 13:00 and 14:00 with an additional office hour per day during which appointments can be made, university holidays excluded;
- 4.1.16 submit all excuses in writing to the SRC: Vice-Chairperson and/or Chairperson of the SRC for consideration; and
- 4.1.17 perform any other ad hoc duties and/or committee or commission duties as assigned by the chairperson of the SRC.

4.2 Specific portfolios of the Student Representative Council

4.2.1 SRC: Chairperson

The chairperson of the SRC serves ex officio in the Council, ICOS, Campus Senate, Expanded Management Committee as well as in the Senate of the University and it is his/her task to:

- 4.2.1.1 chair all the SRC meetings, mass meetings, liaison meetings and other meetings of the SRC, unless provided otherwise by the SRC rules or by the SRC itself;
- 4.2.1.2 call SRC meetings, special SRC meetings, Management Committee meetings and other meetings when he/she finds it fit, as specified in the rules of the SRC;
- 4.2.1.3 draw up a consolidated year planning and strategic plan for the SRC with regard to the organised student life, in consultation with the SRC, to get it approved by the SRC in the beginning of the term and to lay it before the student mass meeting for noting. The strategic plan is submitted to the Campus Management of the Potchefstroom Campus;
- 4.2.1.4 take general overarching control of the execution of the SRC's year programme and strategic plan in co-operation with the Vice-Chairperson of the SRC;
- 4.2.1.5 release policy and media statements on behalf of the SRC and/or the organised student life, subjected to the approval or ratification of the SRC;
- 4.2.1.6 control the activities of the secretary(ies) and administrative assistant(s) permanently employed by the SRC
- 4.2.1.7 achieve effective liaison between the SRC and other campuses in accordance with the SRC's need and liaison policy;
- 4.2.1.8 liaise on behalf of the student community with University Management, the Dean of Students and other members of management and officers of the University on personal level in accordance with the needs of the SRC;
- 4.2.1.9 handle liaison with the Vaal Triangle and Mafikeng Campuses in co-operation with the appropriate SRC member;
- 4.2.1.10 draft a consolidated annual report of the activities of the SRC with regard to the organised student life at the end of the term to be submitted to the students for noting and to present it to Campus Management of the Potchefstroom Campus as an annual report of SRC for the term;

- 4.2.1.11 enjoys full participation in the relevant management structures and processes of the University in order to represent student interests in the decision-making processes of the University;
- 4.2.1.12 evaluate service delivered by the respective businesses to terminate or extend contracts the SRC entered into;
- 4.2.1.13 ensure that all duties of the Management Committee of the SRC are met;
- 4.2.1.14 ensure, in co-operation with Media and Communication that important information related to the student life is communicated to the Department of Marketing and Communication of the North-West University's Potchefstroom Campus;
- 4.2.1.15 control, in co-operation with the SRC: Finances of the SRC, the use of all moveable property and buildings of the SRC;
- 4.2.1.16 perform any other ad hoc duties regarding his/her executive authority as chairperson of the organised student life and to communicate such actions to the SRC;
- 4.2.1.17 ensure that all provisions of the SRC's Constitution are strictly adhered to;
- 4.2.1.18 co-ordinate the awarding of honorary colours;
- 4.2.1.19 act in general as manager of the organised student life on the campus in conjunction with the Dean of Students; and
- 4.2.1.20 carry out normal chairperson duties.

4.2.2 SRC: Vice-Chairperson

It is the task of the Vice-Chairperson to:

- 4.2.2.1 oversee the portfolios of the SRC and to report to SRC meetings about them, together with the portfolio holders;
- 4.2.2.2 replace the Chairperson and perform his/her duties if the Chairperson:
 - 4.2.2.2.1 resigned or was dismissed, until such time as a by-election was held and the new elected SRC: Chairperson assumes office;
 - 4.2.2.2.2 becomes incapable or incompetent for a certain period to fulfil his/her duties, provided that the SRC in case of uncertainty about the incapacity or incompetence of the SRC: Chairperson, may take a decision in this regard under the chairpersonship of a chosen chairperson for a particular point on the agenda;
 - 4.2.2.2.3 is absent for a certain period;
- 4.2.2.3 assist the SRC: Chairperson in performance of his/her duties as chairperson;
- 4.2.2.4 control the succession packages of the SRC and of all the sub-bodies;
- 4.2.2.5 supervises, as general co-ordinator, the offices of SRC members;
- 4.2.2.6 act as head organiser of the Reception and Introduction Programme for first-years (hereinafter referred to as R&I Programme) for the SRC. It implies the following:
 - 4.2.2.6.1 drafting the R&I Programme in conjunction with the staff of the Dean of Students and to submit it to the SRC;
 - 4.2.2.6.2 the execution, co-ordination and control of the R&I Programme with the help of the House Committee of each residence;
 - 4.2.2.6.3 with regard to the R&I Programme, to take care of the liaison between parents of first-years, house parents, house committees, first-years, faculties, academic associations and SRC; and
 - 4.2.2.6.4 compiling a report after the R&I Programme.
- 4.2.2.7 control the activities of the EC's of the SRC and patron committees;
- 4.2.2.8 oversee that SRC members perform their duties as defined in these House Rules;
- 4.2.2.9 take responsibility for the allocation of SRC members as guardians of the respective residences and to co-ordinate it;

- 4.2.2.10 control sponsorship submissions and to draft sponsorship agreements;
- 4.2.2.11 oversee the commissions involving:
 - 4.2.2.11.1 control the activities of the appointed internal commissions of the SRC;
 - 4.2.2.11.2 ensure that all commission reports are filed and kept for future reference purposes;
 - 4.2.2.11.3 provide every SRC member of commission work procedures and regulations regarding the form of commission reports in the beginning of the term and within two (2) weeks after constitution;
 - 4.2.2.11.4 approve of commission reports regarding the form and quality thereof before they are typed;
 - 4.2.2.11.5 make known commission reports relevant for students and which they want to have access to by means of Wapad (campus student newspaper) and PUKfm (campus student radio station) and otherwise;
- 4.2.2.12 have a seat in the Central Control Committee for Residences;
- 4.2.2.13 serve as chairperson of the Student Human Rights Commission and take responsibility for the effective functioning of the commission;
- 4.2.2.14 be responsible for the discipline in the SRC in conjunction with SRC Chairperson and the Dean of Students;
- 4.2.2.15 act in an advisory capacity with regard to the internal disciplinary sessions of other SRC portfolios
- 4.2.2.16 be responsible for SRC evaluation;
- 4.2.2.17 keep track of EC members who resign;
- 4.2.2.18 edit and update the rules and regulations of the SRC as well as those of the SRC portfolios; and
- 4.2.2.19 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.3 SRC: Finances

It is the task of the member, in collaboration with the permanent staff member for Finances, to:

- 4.2.3.1 handle all executive financial aspects of the SRC's activities in accordance with the Rules for Finances;
- 4.2.3.2 ensure that the Rules for Finances are adhered to by the SRC and its sub-bodies;
- 4.2.3.3 change the signing rights on the SRC's account together with the SRC: Chairperson immediately after the constitution of the SRC;
- 4.2.3.4 control the financial aspects of the executive committees, as well as patron committees, sub-bodies, and activities by;
- 4.2.3.5 introduce all financial notices and arrangements properly to all treasurers; and
- 4.2.3.6 convene meetings for all treasurers to introduce or to inculcate financial arrangements;
- 4.2.3.7 draft a specified budget of funds together with the Management Committee of the SRC and submitting it to the SRC, in which money allocations are advised regarding the executive committees of the SRC.
- 4.2.3.8 ensure that all treasurers properly control and spend the money assigned to them in terms of the SRC's Rules for Finances;
- 4.2.3.9 control the spending of money allocations made by the SRC;
- 4.2.3.10 submit a comprehensive financial report to the SRC for approval at the end of the term and also making it available in summary to the students, for notice and on request;
- 4.2.3.11 perform financial duties as determined by the SRC: Chairperson and the Rules for Finances of the SRC;
- 4.2.3.12 liaise on behalf of the SRC with the Head: Financial Support Services of the North-West University, Potchefstroom Campus;

- 4.2.3.13 take responsibility for all transport of the SRC and the handling of vehicles of the SRC in accordance with the relevant rules;
- 4.2.3.14 help with the administration of the Helpmekaar/Bopanang Fund;
- 4.2.3.15 enjoy full participation on the Committee for Bursaries and Loans as well as Institutional Committee for Bursaries and Loans;
- 4.2.3.16 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.4 SRC: Member for Liaison

It is the task of SRC: Liaison to:

- 4.2.4.1 act as administrative co-ordinator;
- 4.2.4.2 ensure that minutes are kept at the SRC meeting and student mass meetings;
- 4.2.4.3 call the roll at the SRC meetings and student mass meetings;
- 4.2.4.4 give notice of SRC and student corps meetings by means of sending notices and agendas in time to SRC members and also to the student corps;
- 4.2.4.5 handle and submit where necessary all official correspondence to the SRC;
- 4.2.4.6 take delivery and care of the unfinished correspondence of the preceding SRC;
- 4.2.4.7 submit the names and other necessary information of the newly elected SRC in writing to the Dean of Students and the Office of the Potchefstroom Campus Rector;
- 4.2.4.8 make all important administrative arrangements properly known to all the secretaries of all the various departments of the University;
- 4.2.4.9 ensure that the SRC's secretarial policy is adhered to by the secretaries of the SRC and sub-bodies; ensure that all important dates are passed on to the SRC;
- 4.2.4.10 appoint a SRC translator to ensure that the necessary correspondence is translated in line with the language policy of the University;
- 4.2.4.11 co-ordinate and arrange all liaison activities. It entails inter alia to:
 - 4.2.4.11.1 liaise on external level with other universities, bodies and institutions;
 - 4.2.4.11.2 liaise on internal level with the various articulations of the University and the organised student life;
- 4.2.4.12 organise all the internal social functions of the SRC;
- 4.2.4.13 organise a closing event for the EC's of the various portfolios ;
- 4.2.4.14 act as fundraiser; it entails inter alia to:
 - 4.2.4.14.1 raise funds for the SRC as a whole; members of the SRC are responsible for the funds of their own portfolios;
- 4.2.4.15 co-ordinate the clothing of the SRC; and
- 4.2.4.16 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.5 SRC: Academic Council

It is the task of the portfolio holder to:

- 4.2.5.1 act as chairperson of the Academic Council and to perform all the duties of a chairperson as contained in the Rules of the Academic Council;
- 4.2.5.2 take responsibility and to see to it that the aims of the Academic Council are reached and that the problems and proposals of students with regard to school, faculty or senate matters are taken through the canals as prescribed by the university;
- 4.2.5.3 investigate in consultation with the university the academic standards, problems, lecturing, examining and assessment methods;
- 4.2.5.4 serve as link between the Academic Council and the SRC by conveying matters of importance for the Academic Council to the SRC and also the other way around;

- 4.2.5.5 have a seat as chairperson of the Academic Council in the relevant management structures of the university and to enjoy full participation in those bodies (e.g. Academic Support Services; Bursaries and Loan Committee; Senate Committee of the Potchefstroom Campus);
- 4.2.5.6 liaise with Academic Administration and Academic Support Services;
- 4.2.5.7 award honorary colours or a form of recognition to students who obtain their degrees with an average of 75% or more;
- 4.2.5.8 keep students at all times informed about any academic matters;
- 4.2.5.9 design and distribute desk calendars amongst SRC members, Residence Committee members, SAA chairpersons, staff and first-years;
- 4.2.5.10 serve as link between the ASA members and the SRC; and
- 4.2.5.11 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.6 SRC: Current Affairs (SRC: AKSA)

It is the task of the portfolio holder to:

- 4.2.6.1 act as chairperson of the Committee: Current Affairs and to perform all the duties of a chairperson as contained in the Rules of this registered committee;
- 4.2.6.2 offer programmes and events to bring culture groups, who had little contact with each other before, in contact and to introduce them to each other;
- 4.2.6.3 identify issues that are problematic within the organised student life of the campus for healthy relations between the different culture groups on campus;
- 4.2.6.4 help facilitating the solution process of these issues;
- 4.2.6.5 oversee the social integration projects in all the SRC portfolios and residences;
- 4.2.6.6 perform any other tasks as assigned to him/her by the SRC Chairperson;
- 4.2.6.7 act as liaison person between the Protection Services Department and the SRC with regard to parking, safety and security of students;
- 4.2.6.8 act as liaison person between the Health Care Centre and the SRC with regard to health and wellbeing of students; and
- 4.2.6.9 address current events, on national and campus level.

4.2.7 SRC: Arts Council

It is the task of the portfolio holder to:

- 4.2.7.1 act as chairperson of the Arts Council and to perform all the duties of a chairperson as contained in the Rules of the Arts Council;
- 4.2.7.2 take responsibility and to see to it that the aims of the Arts Council are reached, namely to:
- 4.2.7.3 promote value-driven principles in the field of art and culture;
- 4.2.7.4 look after specific art-cultural interests of the student community at an organised level;
- 4.2.7.5 co-ordinate the activities of the sub-bodies in the Arts Council;
- 4.2.7.6 ensure that the student culture, which is so typical of the North-West University's Potchefstroom Campus, is furthered by the launching of projects;
- 4.2.7.7 serve as link between the Arts Council and the SRC by conveying matters of importance for the Arts Council to the SRC and also the other way around;
- 4.2.7.8 serve ex officio in the Central Arts Committee; and
- 4.2.7.9 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.8 SRC: Council for Societies (SRC: COS)

It is the task of the portfolio holder to:

- 4.2.8.1 act as chairperson of the Council for Societies and to perform all the duties of a chairperson as contained in the Rules of the Council for Societies;
- 4.2.8.2 promote the value-driven principles in the general political and current domain with attention to the promotion of the general South African region, local and university politics;
- 4.2.8.3 inform students about political matters through events organised by COS;
- 4.2.8.4 act as channel of communication between the SRC and Council for Societies and the other way around;
- 4.2.8.5 handle and represent in an impartial manner all parties' interests at the SRC;
- 4.2.8.6 oversee that the Rules regarding the affiliation or registration of student organisations and political parties and other general rules are executed and to oversee and to be accountable for the execution thereof in a fair and just manner;
- 4.2.8.7 co-ordinate the political activities on campus on the basis of the general principles of the SRC and to foster the knowledge about political activities;
- 4.2.8.8 protect and promote the rights of all students of the Potchefstroom campus regarding the formation of political groups and the exercising of associated activities on campus, despite his/her own convictions;
- 4.2.8.9 liaise, if needed, with the various political groupings and organisations at local, provincial and national level, despite his/her personal political choice;
- 4.2.8.10 if he/she is invited by affiliated bodies, attend the functions despite his/her preferences
- 4.2.8.11 keep record or let it be done with regard to the affiliation or registration of organisations and other documentation and to leave it for his/her successor; the affiliation or registration of organisations should be renewed annually before a set date;
- 4.2.8.12 act as chief electoral officer of the SRC in all elections. It entails inter alia to:
 - 4.2.8.12.1 book and manage all venues and resources in time for all elections;
 - 4.2.8.12.2 take care of the composition and appointment of the independent electoral committee, that oversees the election in general, as it is defined in the Rules for Elections;
 - 4.2.8.12.3 ensure that the provisions of the Rules for Elections of the SRC are adhered to by all students and articulations of the organised student life on the this campus;
 - 4.2.8.12.4 assist sub-bodies with the handling of all elections;
 - 4.2.8.12.5 the portfolio holder can pass this duty to any SRC member if he/she wishes;
- 4.2.8.13 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.9 SRC: Sport and Recreation (SRC: S&R)

It is the task of the portfolio holder to:

- 4.2.9.1 act as chairperson of SRC Sport and Recreation and to perform all the duties of a chairperson as contained in the Rules of this student council portfolio;
- 4.2.9.2 take responsibility and to see to it that the aims of SRC Sport and Recreation are reached, namely to:
 - 4.2.9.2.1 foster a positive attitude with regards to the participation in sport and recreation, in accordance with the value-driven foundation of the SRC;
 - 4.2.9.2.2 promote the image of the North-West University Potchefstroom Campus regarding sport and recreation;
 - 4.2.9.2.3 co-ordinate the activities of the patron sport clubs/societies/sub-bodies;
 - 4.2.9.2.4 look after the sport interests of the student community at an organised level;

- 4.2.9.3 serve as link between SRC: Sport and Recreation and the SRC by conveying matters of importance for this council to the SRC and also the other way around;
- 4.2.9.4 co-ordinate the organising of intervarsities, as well as social and other sport events;
- 4.2.9.5 advise and inform the SRC regarding sport and recreation;
- 4.2.9.6 act as liaison person between NWU PUK Sports Bureau and the SRC with regards to sport;
- 4.2.9.7 make arrangements for the First-years' Dinner (in consultation with the SRC: Vice-Chairperson); and
- 4.2.9.8 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.10 SRC: Marketing and Public Relations (SRC: BOB)

It is the task of the portfolio holder to:

- 4.2.10.1 act as chairperson of SRC: Marketing and Public Relations and to perform all the duties of a chairperson as contained in the Rules of this patron committee;
- 4.2.10.2 act as channel of communication between the SRC and Department of Marketing and Communication;
- 4.2.10.3 Organize school liaison which includes the following:
 - 4.2.10.3.1 take responsibility for the organisation of school visits, campus visits, career expos and sport courses in collaboration with the Department Marketing and Communication;
 - 4.2.10.3.2 ensure that the image of the North-West University is promoted and portrayed enthusiastically and professionally by students;
 - 4.2.10.3.3 take responsibility for the organisation of an open day where residences and relevant affiliated student organisations are involved to create a marketing drive;
 - 4.2.10.3.4 take responsibility for the co-ordination of residence recruitment;
- 4.2.10.4 Design and coordinate publications which include the following:
 - 4.2.10.4.1 to assist bodies that want to bring out publications and publicity material with advice and help;
 - 4.2.10.4.2 to ensure that the SRC's publication policy regarding all publications is maintained in terms of the Rules for Publications and Publicity Material without obstructing healthy debate;
 - 4.2.10.4.3 to ensure that all SRC publications are taken up in the Ferdinand Postma Library and the NWU Archive and Museum;
 - 4.2.10.4.4 to take responsibility for the tidiness of notice boards on campus;
 - 4.2.10.4.5 to be informed about the publications of the other campuses and to inform the SRC about them;
 - 4.2.10.4.6 to compile, print and sell the NWU PUK student diary for the following year;
 - 4.2.10.4.7 to handle the publicity and introduction of the SRC to the public and student community by compiling and printing of articles, photos, introduction and information pamphlets, and other liaison journals about the activities of the SRC, etc.;
 - 4.2.10.4.8 to handle and co-ordinate the publicity material regarding large SRC projects;
 - 4.2.10.4.9 to co-ordinate the compilation and publication of all SRC publications;
 - 4.2.10.4.10 to take responsibility for the controlling the irregular placing of posters, notices, pamphlets, banners and other publicity material on campus and to see to it that offenders are disciplined according to the rules for this portfolio.
 - 4.2.10.4.11 to handle the selection of publications and posters for the campus;
 - 4.2.10.4.12 to co-ordinate the placement of posters and other publicity material of SRC bodies and outside institutions and to handle the administration involved;
- 4.2.10.5 to ensure that the SRC is marketed as top managing institution of the organised student life to ensure that the student life remains a household name;

- 4.2.10.6 to promote value-driven principles in the field of general image-making with regard to marketing; and
- 4.2.10.7 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.11 SRC: Student RAG and Community Service (SRC: SRCS)

It is the task of the portfolio holder to:

- 4.2.11.1 act as chairperson of SRC: SRCS and to perform all the duties of a chairperson as contained in the Rules of this patron committee;
- 4.2.11.2 assist bodies that take part in SRCS with advice and help, and to look after their interests on the SRC;
- 4.2.11.3 establish relations at informal level, in the name of the SRC, in the communities where the SRCS functions;
- 4.2.11.4 where necessary, in consultation with SRCS and the SRC, liaise with government departments with social assistance in view;
- 4.2.11.5 maintain good relations between the societies of SRCS;
- 4.2.11.6 support, help and coordinate other community services by other institutions other than the SRCS, in so far as it is in line with the rules of the SRC;
- 4.2.11.7 launch projects for additional needs that may arise; and
- 4.2.11.8 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.12 SRC: REACH AND GIVE (RAG)

It is the task of the portfolio holder to:

- 4.2.12.1 act as chairperson of SRC: RAG and to perform all the duties of a chairperson as contained in the Rules of this patron committee;
- 4.2.12.2 take responsibility for the planning, organising and execution of RAG in its entirety in accordance with the Rules of RAG;
- 4.2.12.3 serve as link between the SRC and RAG;
- 4.2.12.4 ensure that the SRC's policy and rules are maintained by the RAG committee;
- 4.2.12.5 advise and inform the SRC regarding RAG; and
- 4.2.12.6 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.13 SRC: Media and Communication (SRC: MEC)

It is the task of the portfolio holder to:

- 4.2.13.1 act as chairperson of SRC: Media and Communication and to perform all the duties of a chairperson as contained in the Rules of this patron committee;
- 4.2.13.2 take responsibility for the training of SRC portfolios in the drafting of sponsorship submissions as well as the control and coordination of sponsorship submissions for all SRC portfolios, also to keep a sponsor register in collaboration with the SRC: Vice-Chairperson;
- 4.2.13.3 take responsibility for the residences ECs, SAAs and the SRC's CID (corporate identity) regarding clothes, colours and emblems according to CID rules. It is also the person's responsibility to supply the house committee with documentation regarding the clothing distributors, as well as the policy on colours and emblems;
- 4.2.13.4 ensure liaison between RESNET representatives in residences and IT;
- 4.2.13.5 ensure that house committee, EC and SAA members receive website training from IT, and to give advice to those with problems with their websites;
- 4.2.13.6 ensure that the websites of SRC and its portfolios are published and also to assist the SRC portfolios with their computer problems at the offices of the SRC;

- 4.2.13.7 design the SRC's website;
- 4.2.13.8 serve as channel of communication between the SRC, PUKfm and Wapad to ensure that all SRC information reaches PUKfm and Wapad and that information from PUKfm and Wapad reaches the SRC;
- 4.2.13.9 enhance communication with students, especially with private students by using various mediums, e.g. SR@info; and
- 4.2.13.10 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.14 SRC: Residence Council

It is the task of the portfolio holder to:

- 4.2.14.1 act as chairperson of the SRC: Residence Council and to perform all the duties of a chairperson as contained in the Rules of the Residence Council;
- 4.2.14.2 take responsibility and to see to it that the aims of the Residence Council are reached, namely to promote value-drive principles at the level of residence life;
- 4.2.14.3 serve as link between the Residence Council and the SRC by conveying matters of importance for the Residence Council to the SRC and also the other way around;
- 4.2.14.4 handle necessary liaison between the SRC and residences;
- 4.2.14.5 ensure that SRC members, in their capacity as SRC guardians for specific residences, give regular feedback about matters concerning residences;
- 4.2.14.6 serve ex officio as management committee member of the Central Control Committee for Residences and to see to it that all documentation in this regard is filed in the office of SRC: Liaison;
- 4.2.14.7 assist, as Residence Council, primarii/primariae and house committee members in matters that are difficult to solve at residence level;
- 4.2.14.8 look after the interests of students in residences in general;
- 4.2.14.9 assist the SRC: Vice-Chairperson in the controlling of the Reception and Introduction Programme;
- 4.2.14.10 handle the FSB leadership bursary for house committee members in conjunction with Financial Support Services
- 4.2.14.11 oversee the ad hoc lists of residences
- 4.2.14.12 control the house committee meeting attendance lists of all SRC portfolios and to submit the lists promptly to the Dean of Students before payment of leadership bursaries;
- 4.2.14.13 give quarterly feedback to the primarii/primariae and residence parents; and
- 4.2.14.14 perform any other tasks as assigned to him/her by the SRC Chairperson.

4.2.15 SRC: Student Affairs

It is the task of the portfolio holder to:

- 4.2.15.1 provide, as central leader portfolio in the field of values, clear guidelines for the SRC and their activities relating to values of this campus and also to give guidance in this field
- 4.2.15.2 market and promote the University's do-values;
- 4.2.15.3 offer practical work sessions and other activities to protect and developing the core values of the campus;
- 4.2.15.4 provide guidance to students at psychological level in collaboration with the registered psychologist of the University and with help of peer helpers in every residence;
- 4.2.15.5 be involved in the administrative arrangements, as far as possible, for faith oriented events as requested from the relevant faith institutions. Help will be rendered as long as the event will promote the do-values of the NWU;
- 4.2.15.6 liaise with the house committee members for Psychological Interests;

- 4.2.15.7 provide opportunities for development in leadership and personal growth for first-years by means of:
- 4.2.15.7.1 first-year camps;
- 4.2.15.8 host development opportunities in a creative way that will give the individual an opportunity to grow as leader and person. The opportunities are created by:
- 4.2.15.8.1 an elite camp for emerging leaders;
- 4.2.15.8.2 camp for senior students; and
- 4.2.15.8.3 Enduro Varsity for house committee members.
- 4.2.15.9 The interests of students of the North-West University are looked after by:
- 4.2.15.9.1 launching programmes that inform students about the services offered by the portfolio; acting as channel of communication between Student Affairs and the SRC and the other way around; investigating the possibilities of new services that may be rendered to students;
- 4.2.15.9.2 handling the administrative arrangements of all recreation events;
- 4.2.15.9.3 liaising with the Career Centre on the Potchefstroom Campus and to pass all information from the Career Centre to the students; and
- 4.2.15.9.4 handling of the entire bros exam;
- 4.2.15.10 perform any other tasks as assigned to him/her by the SRC Chairperson.

5 PRIVILEGES

The privileges enjoyed by the SRC are the following:

- 5.1 Receiving financial support from the University.
- 5.2 Collecting additional funds from sources, as cleared with the University.
- 5.3 Using office space and other facilities as required by and allocated to the SRC.

6 FINANCES

The finances of the SRC and all the subsidiary bodies are run and controlled, as embodied in the SRC Rules for Finances.

7 COMPOSITION & MEMBERSHIP

7.1 The SRC consists of 15 persons:

- 7.1.1 The Student Representative Council Chairperson;
- 7.1.2 The Student Representative Council Vice-chairperson;
- 7.1.3 The Student Representative Council Member for Liaison;
- 7.1.4 The Student Representative Council Member for Finance;
- 7.1.5 The Student Representative Council Member for Student Affairs;
- 7.1.6 The Student Representative Council Member for Academic Council;
- 7.1.7 The Student Representative Council Member for Residence Council;
- 7.1.8 The Student Representative Council Member for Arts Council;
- 7.1.9 The Student Representative Council Member for Sport and Recreation;
- 7.1.10 The Student Representative Council Member for Council for Societies;
- 7.1.11 The Student Representative Council Member for Current Affairs;
- 7.1.12 The Student Representative Council Member for Marketing and Public Relations;

- 7.1.13 The Student Representative Council Member for RAG;
- 7.1.14 The Student Representative Council Member for Student Rag Community Service (SRCS);
- 7.1.15 The Student Representative Council Member for Media and Communication.

7.2 Management Committee

The Management Committee of the SRC deals with emergencies and extraordinary matters which require of the SRC to make a decision when it is not possible to call a meeting of the full SRC. The Management Committee is constituted as follows, with the right to co-opt persons:

- 7.2.1 The Student Representative Council Chairperson;
- 7.2.2 The Student Representative Council Vice-Chairperson;
- 7.2.3 The Student Representative Council Member for Current Affairs;
- 7.2.4 The Student Representative Council Member for Academic Council;
- 7.2.5 The Student Representative Council Member for Finance.

7.3 Media Representative

A media representative of Potchefstroom Campus media (e.g. PUKfm and/or Wapad) may attend meetings of the SRC as observers, with the permission of the SRC Chairperson.

7.4 Membership

- 7.4.1 A person becomes member of the SRC if he/she was elected according to the prescriptions of the House Rules of the SRC and Rules for Elections, and the SRC was constituted at a proper constituting meeting, after the SRC member had taken the formal oath of office as encompassed in the SRC's House Rules.
- 7.4.2 The duties of a newly elected member of the SRC start immediately after the inception of the new SRC term at the constituting meeting. If a member is elected by means of a by-election or otherwise after the constituting meeting took place, his/her duties commence as soon as the results of his/her election is duly made known by the chief electoral officer of the SRC and he/she is duly sworn in by the SRC: Chairperson with the formal oath of office as is encompassed in the House Rules of the SRC.
- 7.4.3 No person is authorised to be a member of the SRC and a member of a house committee of a residence or member of a management of a student academic association (hereafter referred to as SAA) or a member of an executive committee or an affiliated committee of the SRC at the same time in the same term, except in the capacity of chairperson of such an EC. SRC members may not fill a position on other EC's or the portfolios that support SRC members in their tasks.

8 ELECTION

8.1 Student Representative Council Election

8.1.1 Time

Members of the SRC are elected annually on a date determined by the SRC Chairperson, in terms of the Rules for Elections.

8.1.2 Nomination procedure:

- 8.1.2.1 A registered student at the University may be declared eligible to be elected, should such a student be nominated in writing on the prescribed form by a student eligible to vote and seconded by ten students eligible to vote, with the provision that a registered student nominated for chairperson or vice-chairperson should be seconded by twenty registered students.

- 8.1.2.2 After nominations have taken place, the above nominees must be approved by the SRC if they comply with the candidature requirements in terms of 9.1 of the House Rules of the SRC.
- 8.1.2.3 Apart from the candidates as mentioned in any of the portfolios in 9.2.1 – 9.2.14, the SRC may reject persons as candidates for any portfolios by means of an ordinary majority vote. Valid reasons should be given for this action.

8.1.3 Electoral procedure

- 8.1.3.1 A candidate makes him-/herself available for a specific portfolio and the candidate who gains the most votes from among the ranks of the students eligible to vote is elected for the specific portfolio, as contained in the Rules for Elections.

8.1.4 Publicity and propaganda

The candidature of any candidate for whom propaganda is conducted and advertised for the election by means of publicity material (posters, leaflets, social media or any similar method), with or without his/her permission, is immediately disqualified. In case of doubt or disputes in this regard (e.g. when it can be shown that abovementioned propaganda/publicity took place *male fide*, the Chief Electoral officer will act as arbiter. The result of such finding is final.

8.1.5 Eligible voters

Only full time registered students of the NWU Potchefstroom campus are eligible to vote.

9 Requirements for candidates

9.1 General

- 9.1.1 The normal academic requirements for candidates are applicable to all individuals who make themselves available for the SRC election, as prescribed in the Rules for Elections.
- 9.1.2 No historically first-year student may make him-/herself available for a portfolio in the SRC.
- 9.1.3 An SRC member who has already served a term on the SRC qualifies as a candidate for any portfolio in the SRC, in terms of the provisions of 9.1.1.
- 9.1.4 The specific tasks and competences of the SRC are specified per portfolio in the Rules of the SRC.
- 9.1.5 No student who has resigned from an Executive Committee or House Committee can qualify as candidate for the SRC. Exceptional cases will be decided on merit by the SRC Executive Committee.
- 9.1.6 Candidates may not act as chairperson of any students society that is affiliated under the SRC after the candidate is elected as member of the Student Representative Council, and not during the rest of his/her term of office;

9.2 Additional requirements for specific portfolios

- 9.2.1 SRC Chairperson and Vice-Chairperson
Candidates for the portfolio of SRC Chairperson should already have served at least one full term on the SRC. Candidates for the position of Vice-Chairperson should already have served at least one full term on the SRC or should have served at least one full term as the primaries/primatiria of a student residence.
- 9.2.2 SRC Member for Liaison
Candidates should have applicable knowledge and experience with regard to the portfolio. Candidates should already have served a full term in a house committee or SRC executive committee.
- 9.2.3 SRC Member for Finance
Candidates should have served for a full term on the Executive Committee of Finances or as house committee member in the portfolio Finance or Treasurer.
- 9.2.4 The SRC member for Marketing and Public Relations (BOB);
Candidates should have served for a full term on the executive committee of Marketing and Public Relations or as a house committee member in the portfolio Recruitment.

- 9.2.5 SRC member for RAG
Candidates should have served on the executive committee of the Rag committee, or on a house management with the portfolio RAG.
- 9.2.6 SRC Member for SRCS
Candidates should have served for a full term on the executive committee of SRCS, or as a house committee member with the portfolio SRCS.
- 9.2.7. SRC Member for Student Affairs
Candidates should have served for a full term on the Executive Committee of this portfolio or a House Committee with the portfolio Student Affairs.
- 9.2.8 SRC member for Sport and Recreation
Candidates should have served for a full term on the executive committee of Sport and Recreation or as a house committee member with the portfolio Sport.
- 9.2.9 SRC member for Arts Council;
Candidates who have served for a full term on the Arts Council as a member of the executive committee, or as Arts house committee members may qualify as candidates for Chairperson of the Arts Council.
- 9.2.10 SRC Member for Residence Council;
Candidates should already have served a full term as primarii of a residence. EC members of the Residence Council, who have experience as house committee members may also be considered as candidates.
- 9.2.11 SRC Member for Academic Council;
Candidates who have served for a full term on the Academic Council as members of the executive committee or as chairperson of an academic student association, or as house committee members for academics, may qualify as candidates for Academic Council Chairperson.
- 9.2.12 SRC Member for Council for Societies;
Students from the minority groups serving in the management committee of any council or committee affiliated by or registered with the SRC may qualify as candidates for the Council for Societies.
- 9.2.13 SRC Member for Current Affairs;
Students from the minority groups serving on the management committee of any council or committee patronised by or registered with the SRC may qualify as candidates for Current Affairs.
- 9.2.14 SRC Member for Media and Communication
Students who served for a full term in the executive committee of MAC or in a house committee in any portfolio qualify as candidates.

9.3 Representation of minorities ¹

The portfolios referred to in 9.2.12 and 9.2.13 of these House Rules will remain unchanged until the minority groups constitute one third of the total students of the Potchefstroom Campus. Thereafter any student, including students not from minority groups, will be eligible for these portfolios. The SRC Vice-Chairperson will establish the current percentage of minority group students on campus annually.

¹A minority, for the purposes of these house rules, is any ethnic group constituting less than one third of the student community on the Potchefstroom Campus.

9.4 Vacancies

In the case of vacancies which may occur in the SRC for whatever reason, a by-election has to be held if this is considered necessary by the SRC, on a basis, foundation and time determined by the SRC, in terms of the SRC Rules for Elections and the SRC House Rules.

10 TERM OF OFFICE

The term of office of the SRC is no longer than thirteen months and no shorter than eleven months. A new SRC term starts during the constituting meeting following an ordinary SRC meeting.

11 TERMINATION OF MEMBERSHIP

11.1 Student Representative Council Members

- 11.1.1 A member loses membership if he/she:
 - 11.1.1.1 submits a written resignation to the SRC Chairperson. Should the resignation be accepted by the majority of the SRC, he/she shall not be eligible again for the subsequent SRC term, and he/she will forfeit all privileges, remuneration, honoraria and bursaries which would normally have come to such a person as a result of his/her membership of the SRC ;
 - 11.1.1.2 is absent from three consecutive communication and/or formal meetings of the SRC without having presented an apology for absence from the meeting and without the apology having been accepted by the SRC;
 - 11.1.1.3 has been declared insolvent by a court of law;
 - 11.1.1.4 has been found guilty in a court of law of a crime which, according to the exclusive judgement of the SRC, is of such a serious nature that it is not desirable for the person to remain a member of the SRC;
 - 11.1.1.5 is deemed incompetent to fulfil the duties of a member of the SRC; and
 - 11.1.1.6 is an SRC member on the basis of his/her membership of a sub-committee of the SRC or of a committee affiliated by the SRC and stops being a member of the committee in question.
- 11.1.2 An SRC member is dismissed if he/she
 - 11.1.2.1 following a disciplinary hearing is divested of his/her membership of a affiliated committee; and
 - 11.1.2.2 makes him-/herself guilty of unlawful action in terms of the House Rules of the SRC, Potchefstroom campus.

11.2 Executive Committee Members

- 11.2.1 Students who were dismissed from an executive committee may not serve again in an executive committee in a following term. Exceptional cases will be decided on merit by the SRC Chairperson and Vice-Chairperson.
- 11.2.2 A member of an EC loses membership if he/she:
 - 11.2.2.1 submits a written resignation to the SRC member. Should the resignation be accepted by the majority of the EC, he/she shall not be eligible again for the subsequent SRC term, and he/she will forfeit all privileges, remuneration, honoraria and bursaries which would normally have come to such a person as a result of his/her membership of the EC;
 - 11.2.2.2 is absent from three consecutive meetings of the EC without having presented a prior written apology for absence from the meeting;
 - 11.2.2.3 has been declared insolvent by a court of law;
 - 11.2.2.4 has been found guilty in a court of law of a crime which, according to the exclusive judgement of the EC, is of such a serious nature that it is not desirable for the person to remain a member of the EC; and
 - 11.2.2.5 is deemed incompetent to fulfil the duties of a member of the EC.
- 11.2.3 An EC member is dismissed if he/she:
 - 11.2.3.1 following a disciplinary hearing is divested of his/her membership of a patronised committee; and
 - 11.2.3.2 makes him-/herself guilty of unlawful action in terms of the House Rules of the SRC portfolio.

12 FUNCTIONAL LEAVE

A member of the SRC has to obtain special permission from the SRC: Chairperson for functional leave or absence of more than three working days, with the exception of the university vacations of the North-West University.

13 DISSOLUTION

- 13.1 If more than half the members of the SRC resign, the whole SRC will be disbanded.
- 13.2 In cases of irresponsible action of some or all of the members of the SRC which is not necessarily unconstitutional, the student body may, during an official mass meeting, propose a motion of no-confidence in one, some or all of the members of the SRC. Such a motion may serve as a non-enforceable recommendation for the resignation of the relevant member or members of the SRC.
- 13.3 In a case where the SRC disbands prior to the completion of its term, the SRC, during a dissolution meeting, will on the last agenda point, prior to the dissolution, appoint an interim committee on which no member of the dissolved SRC may have a seat. This committee will then handle the affairs of the SRC and of the student community according to convention until a new SRC can be elected under the guidance of the interim committee and be constituted.

14 DISPUTES

- 14.1 Constitutional disputes are submitted for arbitration to an arbiter. The arbiter will be the Dean of the Law Faculty of the Potchefstroom campus of the NWU, and he will determine the rules of the arbitration when a dispute is referred to him for arbitration. The written decision of the arbiter is final, with the provision that both parties have the right to appeal to the Rector. The right to appeal has to be exercised within two (2) weeks (14 days) following the above written judgment. The decision of the Rector is final and there is no further right to appeal. The arbiter deals with the issue in terms of the legal rules applicable to arbitration in South African law.
- 14.2 In case of a serious dispute between the Rector and the SRC, and if the dispute cannot be resolved by way of ordinary discussion and the use of existing channels of negotiation, the SRC can, with a majority of 75% of all the members of the SRC, in a secret-ballot vote during a meeting of the SRC convened for that express purpose, decide to declare a deadlock with the Rector. In such a case the prescribed procedure for the resolution of a deadlock within the University has to be followed.

15 SRC: EXECUTIVE COMMITTEES AND OTHER COMMITTEES

15.1 EC portfolios

More information about the execution and constitution of the EC portfolios is to be found in the respective rules of the portfolio.

15.2 Elections

- 15.2.1 Every SRC member chooses an executive committee according to the provisions in his/her Household Rules.
- 15.2.2 EC election applications should be open for a minimum of 7 working days.

16 INTERNAL COMMISSIONS

- 16.1 The SRC may appoint internal commissions to investigate matters that fall within the competency domain of the SRC.
- 16.2 The activities of these commissions are handled by the members of the SRC and other members co-opted by the SRC and in overarching manner co-ordinated by the SRC: Vice-Chairperson.

- 16.3 These commissions do not possess over any executive power and should only after a proper investigation submit a report on the assignment to the commission and submit the recommendations to the SRC.
- 16.4 After acceptance of the report, may the SRC, if necessary and desired, endow the commission with certain powers and competences.

17 SUB-BODIES

- 17.1 The SRC acknowledges the existence of sub-bodies that are properly affiliated/registered at the SRC as affiliated committees, as long as:
- 17.1.1 their constitutions and rules are approved by the SRC;
- 17.1.2 they do not stop functioning or terminate the affiliation or registration by the SRC; and
- 17.1.3 according to the judgement of the SRC, they fulfil their task satisfactorily in accordance with the requirements set by the respective councils and affiliated committees.

18 MEETINGS

18.1 SRC meetings

- 18.1.1 The SRC: Liaison gives written notice of the meeting, together with an agenda of the meeting at least twenty four (24) hours prior to the set time for the meeting.
- 18.1.2 The Chairperson and the SRC: Liaison draft the agenda.
- 18.1.3 Any member of the SRC may, with the permission of the chairperson, ask with motion for an item on the agenda, provided that it is submitted in writing, seconded at least fifty (50) hours prior to the meeting, weekends excluded, at the SRC: Liaison.
- 18.1.4 Permission for absence at the meeting is given only when it requested in writing from the SRC: Vice-Chairperson stating satisfactory reasons.
- 18.1.5 Notice of late motions presented to the meeting, should be handed in at the SRC: Chairperson and approved by the meeting and may serve under the item Turns to Speak, only if no member has any objection against it. Before the closure of the agenda, the chairperson may be informed of motions to be added. Such motions should be approved by the meeting and may be discussed under the item "Turns to Speak", if approved.
- 18.1.6 Arrangements concerning good order are in accordance with the guidelines as contained in the 1989 edition (Perskor) of "Prosedure by vergaderings" by PJ van Z Hattingh in consultation with J van Wyk de Vries, as modified and adapted by decisions of the SRC provided that the provisions of these Rules are always decisive.
- 18.1.7 The minutes of an SRC meeting should be published and made available to the SRC members within three (3) working days after the meeting.
- 18.1.8 Any registered student on the Potchefstroom Campus of the North-West University may attend SRC meetings and have opportunity to read the minutes of the previous SRC meeting that is available at the SRC: Liaison. The SRC: Chairperson may also give permission that other persons attend the SRC meetings.
- 18.1.9 All formal meetings of the SRC are opened with Scripture reading and prayer and closed with prayer and the sing of the University Anthem and the National anthem by turn.

18.2 Management Committee meetings of the SRC

Management Committee meetings are handled in terms of the provisions of the SRC Rules for the Management Committee of the SRC.

18.3 Special SRC meetings

- 18.3.1 Special SRC meetings should be convened if six (6) or more members submit a request in writing at the SRC: Chairperson, or if the Management Committee of the SRC decides in this way or if the SRC: Chairperson regards it necessary.

- 18.3.2 All provisions that hold for normal SRC meetings, holds *mutatis mutandis* for the special SRC meetings, provided that the agenda of the special SRC meeting is focused on specific matters.
- 18.3.3 If the special meeting is urgent, the notice period of twenty four (24) hours is not in force, provided that all SRC members are informed in person before the SRC meeting starts.

18.4 Constituting meeting

- 18.4.1 The constituting meeting is held after the elections results were made known and before the succession meeting takes place.
- 18.4.2 The chairperson chairs the following items of the agenda at the constituting meeting:
- 18.4.2.1 opening;
- 18.4.2.2 constituting of the new SRC;
- 18.4.2.3 administering the oath to every new SRC member;
- 18.4.2.4 handing-over of the chair to the new chairperson of the SRC; and
- 18.4.2.5 election of the relevant management committee members.

18.5 Succession meetings

- 18.5.1 The succession meeting should take place within fourteen (14) days after the election of the new SRC.
- 18.5.2 Members of the outgoing and SRC elect all attend the meeting.
- 18.5.3 The meeting starts as a normal meeting of the outgoing SRC that finalises matters of the old term. Only outgoing SRC members then have voting rights.
- 18.5.4 When the outgoing SRC: Chairperson hands over the chair to the SRC: Chairperson elect, the SRC elect takes over executive powers, thereafter only the SRC elect has a voting right.
- 18.5.5 Immediately after the succession, the administrative duties of the SRC start and policy decisions can be made.

18.6 Nomination meetings

- 18.6.1 After the closing of the SRC nominations for the elections and at a time determined by the Chief Electoral official of the SRC, a nomination meeting is held.
- 18.6.2 The chief electoral officer of the SRC chairs this meeting. The Chief Electoral Officer has the choice to delegate the chair to the SRC chairperson.
- 18.6.3 All normal provisions for a SRC meeting holds for this meeting, taking into account that the nomination meeting is a closed SRC meeting.
- 18.6.4 No matters except the matter of nomination of candidates may be handled at this meeting.
- 18.6.5 At the additional nomination meeting the same rules hold as at the nomination meeting, except that no candidate who was rejected at the nomination meeting may be accepted by the SRC.

18.7 Student mass meetings

- 18.7.1 Student mass meetings are consultation meetings between the SRC and the registered students on the Potchefstroom Campus of the North-West University, Potchefstroom campus.
- 18.7.2 Only registered students of the Potchefstroom Campus of the North-West University have the right to speak and have voting right at the mass meetings. First-year students have the right to speak only if the mass meetings take place two (2) months after the Reception and Introduction Programme
- 18.7.3 A mass meeting should be convened only if it is requested in writing by at least one hundred (100) students eligible to vote, or if the SRC finds it necessary.
- 18.7.4 The chairperson has the competence to prohibit any person who is guilty of disorderly behaviour to enter or to be present any longer at the meeting place.
- 18.7.5 Subject to exception, notice of the meeting should be given at least ten (10) days prior the date of a student mass meeting.
- 18.7.6 No constitutional matter is discussed at a student mass meeting, unless:
- 18.7.6.1 the persons who request the discussion of constitutional matters give in writing notice of the discussion point to the SRC, at least five (5) days before the start of the meeting; and
- 18.7.6.2 the SRC announce this discussion point when they should give notice of the meeting.
- 18.7.7 The SRC: Liaison keeps minutes of the mass meeting and gives copies of these minutes within seven (7) days after the meeting to at least the members of the SRC and puts them on the notice board or keeps them for inspection at SRC: Liaison. They will be available for inspection by all students of the campus.

- 18.7.8 All student mass meetings are opened with the National Anthem.
- 18.7.9 A quorum is formed when the number of students with voting rights at that meeting equals not less than 5% of the total number of registered students on the Potchefstroom Campus of the North-West University.
- 18.7.10 If the SRC decides so, they may appoint one of the other SRC members as chairperson at the student mass meeting or if it is required as such by the students of the student mass meeting. This request of such students regarding a specific person as chairperson is not binding for the SRC.

18.8 Consultation meetings

- 18.8.1 The SRC: Chairperson may with the approval of the SRC call consultation meetings between the SRC and groups of students, other student councils, the Rector or other authorities or any other person and then so if such a meeting is of importance for the execution of the duty of the SRC.
- 18.8.2 The SRC: Chairperson and SRC: Liaison acts as chairperson and secretary at consultations meetings, unless otherwise decided by the SRC.
- 18.8.3 Arrangements concerning good order at consultation meetings are as determined by the SRC. The agenda for consultation meetings are determined by the SRC.
- 18.8.4 Consultation meetings take place on an ad hoc basis, and decisions taken by those meetings are not binding for the SRC but serve as recommendation at the SRC.

19 MEDIA STATEMENT

- 19.1 The SRC: Chairperson may issue media statements on behalf of the organised student life, the student body and/or student associations. Further media statements may be issued by other persons only with prior approval by the SRC: Chairperson.
- 19.2 A motivated request may be addressed to the SRC: Chairperson by students and/or student bodies to make a media statement on behalf of students and/or student bodies. He/she may then consider the request and approve or reject it.
- 19.3 If a media statement is written or should be written, a copy thereof should be sent to the Marketing and Communications Department on the Potchefstroom Campus.

20 QUORUM

- 20.1 A quorum is reached with the presence of 50% plus one member.

21 RELATIONSHIPS WITH OTHER BODIES

21.1 Council of North-West University

- 21.1.1 The relationship between the SRC and the Council of the North-West University is ruled in terms of the provisions of the Statute of the NWU.

21.2 Potchefstroom Campus Management Committee:

- 21.2.1 The SRC reports in writing to the Potchefstroom Campus Management Committee on its activities once a year.
- 21.2.2 The SRC serves as representative link with the Management Committee of the Potchefstroom Campus of the North-West University on behalf of the student community of the North-West University.

22 CORPORATE IDENTITY OF THE STUDENT REPRESENTATIVE COUNCIL

22.1 Colours of the Student Representative Council

- 22.1.1 The official colours of the Potchefstroom Campus of the North-West University are maroon and white.
- 22.1.2 The official emblem of the Potchefstroom Campus of the North-West University is as registered.
- 22.1.3 These colours and emblem are the official colours and coat of arms of the SRC with regards to SRC representation in the committee that is made up by the North-West University for this purpose.

23 DISCIPLINE

23.1 Complaints

- 23.1.1 Complaints by any registered student or staff member of the University or any other person who has knowledge of an offence are submitted in writing at:
 - 23.1.1.1 The chairperson of the relevant student council portfolio is his or her capacity as chairperson of the portfolio;
 - 23.1.1.2 The Student Representative Council Chairperson;
 - 23.1.1.3 The Dean of Students
 - 23.1.1.4 Primarius/primaria or house committee member of the relevant residence.
- 23.1.2 After receipt of a complaint about disruption of discipline, order, violation of rules or discrediting of the reputation of the University, whatever complaint that is serious in the opinion of the relevant SRC member or the Dean of Students or the relevant Vice-Rector is referred to the Vice-Chancellor or his delegate.
- 23.1.3 Infringements are divided in three categories as determined by the Rules for Discipline of the Student Representative Council on the basis of the following:
 - 23.1.3.1 Category 1A: Minor infringement
The person who transgressed is admonished by the SRC Chairperson or chairperson of the portfolio or the primarii/primariae of the residence (it holds for the disobeying of rules e.g. arriving late, absence without excuse, neglect of portfolio duties, etc.)
 - 23.1.3.1.1 Category 1B:
If the same SRC member or EC member or committee member, house committee member again commits an offence or does not pay attention to his or her verbal agreement, this person is given a written warning with a view to punish if the person again fails to adhere to the rules. Financial penalties may be given without further warning.
 - 23.1.3.2 Category 2: Major infringement
In the case of disruption and disobedience of the SRC's policy and agreements with regards to the SRC code of conduct, SRC House Rules, SRC portfolio policy and when the person brings the good name of the University into question (after the person had been warned in writing) a written complaint should be submitted to the SRC Chairperson or the chairperson of the portfolio or the primarii/primariae of the relevant residence or house committee member or residence parents. The complaint is then referred to the chairperson of the SRC disciplinary committee or the portfolio's internal disciplinary committee or primarii/primariae and/or residence parent who will handle the matter on its merits.
 - 23.1.3.3 Category 3: Serious infringement
If a written complaint is received by the SRC Chairperson, chairperson of a portfolio, house committee member or primarii/primariae about an offence by a certain SRC member, EC member, committee member, house committee member and chairpersons of sub-bodies, which is of such a nature that the good name of the University is in question, the complaint should be referred to the Dean of Students as a serious infringement where after the Dean of Students together with the chairperson of the disciplinary committee will judge the accused person according to the disciplinary procedures in these rules. Complaints of this nature may lead to immediate suspension.

23.2 Penalisation

- 23.2.1 Penalisation will take place as describe in the rules of the respective SRC portfolio and/or official competition rules.

24 AMENDMENT

- 24.1 A proposal for the amendment of these House Rules has to be submitted in writing at least 48 hours prior to the meeting where the amendment has to be considered.
- 24.2 These House Rules can only be amended by a two-thirds majority of the total members of the SRC at that particular point in time.
- 24.3 Any amendments to these House Rules have to be submitted to the relevant standing committees as stated in the Statute of the NWU for final approval and to the Potchefstroom Campus student community for notice.

24.4 These House Rules replaces all other and preceding Constitutions of the SRC of the Potchefstroom Campus of the North-West University.

AUGUST 2011

OATH OF OFFICE

In the presence of all gathered here and in full acknowledgement and awareness of the office as a member of the Student Council of the Potchefstroom Campus of the North-West University, I

N A M E A N D S U R N A M E

promise solemnly that I will be true to the Potchefstroom Campus of the North-West University and that I will obey, acknowledge and uphold the House Rules of the Student Representative Council and other rules and policies of the North-West University. I promise solemnly and honestly that I will always

- promote that which will be to the advantage of the University and the student community, and will oppose whatever may be to their detriment;
- have the interests of all students at heart;
- perform my duties honestly in accordance with my conscience and with all my talents, knowledge, strength and the full extent of my abilities;
- attempt to have justice done to all;
- put the University first and my own interests second; and
- devote myself to the University, its people and their best interests at this institution.

SRC Member

Dean of Students

SRC Chairperson

Original details: Hendré Reyneke(10180206) SHARE:\1.3.32.1_House rules PCSRC.doc
16 August 2011

File reference: 1.3.32.1