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CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL OF THE NORTH- WEST UNIVERSITY

Reference number	1P/1.3.31
Policy owner	Registrar
Policy administrator	Registrar and Executive Director: Student Life
Responsible division	Registrar and Executive Director: Student Life
Status	Approved
Approved by	Council
Date of approval	6 September 2017
Amendments	The Constitution was completely reviewed as part of the transitional arrangements in terms of the Statute of the NWU, 2017.
Date of amendments	2017
Review date	2020
Web address of this policy	http://www.nwu.ac.za/content/policy_rules
Address on the policy database	(10935746) H:\HSC\2. Management\2.1.3 Policy management\Beleide\Raad September 2017\1P-1.3.31_e.docm

CONSTITUTION OF THE STUDENTS' REPRESENTATIVE COUNCIL OF THE NORTH-WEST UNIVERSITY

PREAMBLE

WHEREAS a students' representative council (SRC) has been established by the *Statute of the North-West University* (2017);

AND WHEREAS the senate of the NWU was consulted on 24 May 2017;

THE SRC ADOPTS THIS CONSTITUTION for approval by the council of the NWU:

1 COMPOSITION

- 1.1 On each campus of the NWU a Students' Campus Council (SCC) is elected in accordance with the provisions of Schedule 2.
- 1.2 The SRC is composed of fourteen members representing the SCCs in proportion to the number of students qualified to elect each SCC and the distance student officer elected in accordance with Schedule 2.
- 1.3 The chairperson of one of the SCCs serves as chairperson of the SRC for one term.
- 1.4 The executive committee of the SRC is composed of the chairperson, deputy-chairperson and secretary-general.
- 1.5 The positions of chairperson, deputy-chairperson and secretary-general of the SRC rotate annually among the chairpersons of the SCCs.
- 1.6 The executive committee allocates the other portfolios listed in Schedule 3 to the members designated in accordance with article 2.2.2.

2 ELECTION AND DESIGNATION

2.1 Election

- 2.1.1 The annual election of the SCCs is scheduled in the NWU academic programme.
- 2.1.2. The registrar of the NWU provides the resources for a single process on all campuses for free and fair electronic elections with external independent observation and validation.
- 2.1.3 An Independent Student Electoral Commission, composed as provided for in Schedule 2, oversees the elections.
- 2.1.4 On all campuses the annual election takes place simultaneously in August.
- 2.1.5 Every registered student, as defined in Schedule 2, is entitled to participate in the election of the SCC of the campus where he or she is enrolled, or in the election of the Distance Students Officer.
- 2.1.6 Every voter has one vote per portfolio of the SCC concerned, or for the SRC portfolio of Distance Students Officer.

2.2 Designation

- 2.2.1 The chairperson, deputy chairperson and secretary-general of each SCC are designated to the SRC.
- 2.2.2 The SCCs designate the other five members of the SRC as provided for in Schedule 2.

3 MEMBERSHIP

3.1 Term of office

- 3.1.1 The term of office of members of the SCCs and SRC is one year.
- 3.1.2 A person may serve in the SCC and the SRC for a maximum of three consecutive terms.
- 3.1.3 Hand-over and constituting meetings of SCCs must take place within the last ten working days of August of each year.
- 3.1.4 The term of office of members of an SCC commences once the annual hand-over and constituting meeting of the SCC concerned is concluded.
- 3.1.5 Any vacancy occurring in an SCC must be filled for the remainder of the term of office during which the vacancy occurred in accordance with the process provided for in Schedule 2 and overseen by the SRC.
- 3.1.6 The hand-over and constituting meeting of a newly composed SRC must be convened by the registrar within the first ten days of September.
- 3.1.7 Under exceptional circumstances an extension of not more than ten days for convening the constituting meeting of the SRC may be granted by the vice-chancellor.
- 3.1.8 Any vacancy occurring in the SRC must be filled from the ranks of the SCC that designated the member that left the vacancy for the remainder of the term of office during which the vacancy occurred, in accordance with the process provided for in Schedule 2 and overseen by the SRC.
- 3.1.9 If the election and constituting of one or more of the SCCs are for any reason delayed beyond the term of the outgoing SRC, the term of the outgoing SRC and its members may be extended by the vice-chancellor for a reasonable period.
- 3.1.10 If the SRC can for any reason not be constituted within a reasonable time, the Council of the NWU may appoint an SRC after consultation with the management committee of the NWU and in accordance with rules adopted by the council in terms of paragraph 29(1) of the Statute.

3.2 Termination of membership

- 3.2.1 Membership of the SRC terminates if the member concerned –
- (a) resigns in writing to the chairperson;
 - (b) is absent from two consecutive meetings of the SRC without prior apology having been made to and formally accepted by the SRC;
 - (c) ceases to be a student of the University;
 - (d) ceases to be a member of an SCC, or a distance student, as the case may be;
 - (e) becomes incapable of performing the official duties as a member of the SRC;
 - (f) is declared insolvent by a court of law;
 - (g) is convicted of any offence involving dishonesty or for which the sentence is imprisonment without the option of a fine;
 - (h) becomes incapacitated, or the person's continued membership is deemed improper after a due process in accordance with the prescribed code of conduct, taking into consideration the provisions of the *Promotion of Administrative Justice Act 3 of 2000*;

- (i) is found guilty of contravening an applicable code of conduct or the rules in disciplinary proceedings against the member in terms of paragraph 74 of the Statute, or
- (j) is dismissed by the SRC on the basis of being found guilty by the executive committee of the SRC of unconstitutional conduct in terms of this constitution, in which case the member has the right to appeal in writing against such a decision to the vice-chancellor within fourteen days.

3.2.2 The provisions of article 3.2.1 apply to the SCCs with the necessary changes.

3.2.3 A motion of no confidence in a member of the SRC or of an SCC may be adopted by a two-thirds majority of the members of the council concerned, whereupon the membership of the person concerned is terminated.

4 FUNCTIONS, ACCOUNTABILITY AND ENTITLEMENTS

4.1. The SRC represents the interests of the students of the University.

4.2. The SRC is accountable to the student body at large, and to the vice-chancellor and the council for the governance of organised student life.

4.3. The SRC performs the following functions:

4.3.1 The SRC makes rules, and sets standards for the management of student activities at the NWU subject to the approval of the senate and council of the NWU.

4.3.2 The SRC coordinates the management of organised student life across the NWU.

4.3.3 The SRC monitors compliance of the SCCs with the policies, rules and standards set by the council for organised student life and advises the relevant campus deputy vice-chancellors (DVCs) and vice-chancellor in respect thereof.

4.3.4 The SRC approves the house rules and procedures of each of the SCCs and advises the SCCs and DVCs on their functioning.

4.3.5 The SRC facilitates financial support to the SCCs from the annual budget to assist them to realise their mandates.

4.3.6 Where possible, the SRC assists the SCCs to obtain access to additional funding to render services to the students on their campuses.

4.3.7 The SRC annually adopts a performance plan, approves the annual planning of the SCCs and oversees its execution within the ambit of the performance plan of the SRC.

4.3.8 The SRC confers colours and honours for outstanding performance in the sphere of organised student life, in accordance with the policy set out in Schedule 7.

4.3.9 The SRC manages the award and use of NWU colours and honorary colours in accordance with the policy set out in Schedule 7.

4.3.10 The SRC develops rules regarding patronage or affiliation of internal as well as external bodies, and manages the implementation thereof.

4.3.11 The SRC, in line with an agreed-upon procedure, ensures that regular feedback on the functioning of the SCCs and SRC is provided per portfolio to the student body.

4.3.12 The SRC liaises with student representative councils of other institutions of higher education to promote the common interest of students within organised student life.

4.3.13 The SRC designates members to the council, the senate and the institutional forum in accordance with the provisions of Schedule 1.

4.4 Contingent on any other provisions of this constitution or other rules of procedure of the SRC or rules of the council, the SRC is entitled on behalf of the student community:

4.4.1 To express an opinion publicly, provided that only the chairperson and the public relations and projects officer may jointly and after consultation with the other members of the SRC issue public statements.

4.4.2 To liaise with the council and senate.

4.4.3 To affiliate, after formal approval by the SRC, with other bodies or entities.

- 4.4.4 To recommend that the university enters into specific contracts on behalf of the SRC in accordance with the provisions of Schedule 5 and all other relevant policies of the university.
- 4.4.5 To recognise internal and external bodies and organisations that aim to further the legitimate interests of registered students, provided that such organisations adhere to the principles, conditions and guidelines set by the SRC.
- 4.4.6 To authorise meetings or activities of student bodies of the university that accord with the values of the SRC and the university, and that serves the interests of the student community.
- 4.4.7 To appoint patronised and internal committees of and from the SRC for the furtherance of matters within the domain of the activities of the SRC.
- 4.4.8 To appoint internal commissions of inquiry to investigate matters within the domain of the SRC, and to make recommendations for the consideration of the SRC
- 4.4.9 To frame rules for and apply them to the student community as a whole after consultation with SCCs and the student community.
- 4.4.10 To call students, student bodies and members of such bodies to account for matters within the domain of the SRC, and to take the necessary measures for disciplinary action within that area if necessary, and in accordance with the disciplinary rules of procedure of the disciplinary committee of the SRC and the Statute.
- 4.4.11 To draft and distribute publications and communiques in accordance with the requirements of Schedule 8.
- 4.4.12 To request legal advice through the office of the registrar on any matter pertaining to student life.
- 4.4.13 To deal with any other matter that the council may entrust to the SRC.

5 MEETINGS

- 5.1 At a time and place determined by the SRC, and in accordance with the annual university calendar, the SRC meets at least six times in the course of its term of office.
- 5.2 The chairperson may at any time, and with at least forty-eight hours' notice, convene an extraordinary meeting for a particular purpose, and must convene an extraordinary meeting at the written request of at least nine members, stating the purpose of the meeting.
- 5.3 An extraordinary meeting may not be held if it is not reasonably possible for all three SCC's to be represented.
- 5.4 Meetings of the SRC are chaired by the chairperson of the SRC, in whose absence, the deputy-chairperson takes the chair.
- 5.5 If both the chairperson and the deputy-chairperson are unable to chair a meeting, the meeting elects a person from its ranks to take the chair.
- 5.6 The quorum for a meeting of the SRC is nine members.
- 5.7 If a quorum is not present, the meeting may be adjourned after one hour, whereupon absent members must be informed by the most appropriate available means that the meeting will be reconvened within two hours, upon which the members then present may be considered to be a quorum.
- 5.8 The rules for the conduct of SRC meetings are contained in Schedule 4.
- 5.9 The chairperson of the SRC may, after consulting the chairpersons of the SCCs, allow non-members to attend a meeting of the SRC as observers with no voting rights or the right to speak other than at the request of the meeting, subject to the following conditions being met:
 - 5.9.1 the person adds value to the issues being discussed by the meeting;
 - 5.9.2 the person addresses specific matters that concern the NWU, and
 - 5.9.3 the person makes a presentation and leaves the meeting thereafter.
- 5.10 Except for decisions regarding the matters listed in Schedule 6 for which ten votes are required, the SRC takes decisions by a majority vote of the members present, each member having one vote, but in the event of a parity of votes, the chairperson may exercise a casting vote.
- 5.11 In the event of disputes arising in the SRC, the procedure prescribed for dispute resolution in Schedule 6 must be followed.
- 5.12 The SRC may decide by a vote supported by eleven members taken by secret ballot at a special

meeting convened specifically for this purpose, to request the council of the university to intervene in accordance with paragraph 29(1) of the Statute.

6 FINANCE

- 6.1 The finances of the SRC and all its affiliated bodies are distributed or allocated and controlled according to the financial policy of the SRC, as provided for in Schedule 9, and in accordance with accepted accounting principles.
- 6.2 The budget of the SRC is drafted by the chairperson, treasurer and secretary-general of the SRC in consultation with the Executive Director Student Life.
- 6.3 The SRC budget must be approved by the SRC.
- 6.4 The Chairperson, Treasurer and Secretary-General are collectively the custodians of the SRC budget as contained in the duties attached to their respective portfolios.

7 SCHEDULES AND PROCEDURES

The following schedules are incorporated in this constitution as binding rules that are subject to the amendment procedures provided for in section 9:

- Schedule 1 Rules of procedure for the designation of SRC members to the council, the senate the institutional forum and university committees dealing with matters involving the interests of the students
- Schedule 2 Rules of procedure for the election of SCCs and designation of members to the SRC
- Schedule 3 Portfolios of SRC members and their functions
- Schedule 4 Rules for the conduct of SRC meetings
- Schedule 5 Entering into contracts on behalf of the SRC
- Schedule 6 Dispute Resolution
- Schedule 7 Policy on the Conferring of Colours
- Schedule 8 Media Statements
- Schedule 9 Budget and Finance

8 PERFORMANCE MANAGEMENT

- 8.1 A performance plan (APP) is drafted annually by the SRC and the respective SCCs in alignment with the strategic agenda of the university to guide the performance of the SRC and SCCs and is agreed upon and approved by the SRC in November of each year.
- 8.2 The performance indicators and benchmarks contained in the APP form the basis for a performance assessment undertaken jointly and with regular intervals by the executive director student life and the respective campus directors student life.
- 8.3 The performance-assessment reports are tabled twice per annum for consideration by the vice-chancellor and the council.

9. AMENDMENT

- 9.1. Amendment of this constitution may be proposed by an SCC.
- 9.2. A proposal for an amendment must be written and submitted at the office of the SRC during office hours at least fourteen days before a meeting of the SRC.
- 9.3. An ordinary or extraordinary meeting of the SRC may adopt an amendment to the constitution with the support of twelve members of the SRC.
- 9.4. Amendments to this constitution must be tabled promptly for approval by the senate and the council.
- 9.5. Amendments to this constitution do not come into effect before approval by the council.

10 TRANSITIONAL ARRANGEMENTS

- 10.1 The provisions of this constitution will be fully implemented for the preparation of the election, designation and functioning of the SRC and SCCs for the term 2018/2019 onwards.
- 10.2 During the 2017/2018 term of the SRC and SCCs the provisions of this constitution will, subject to the formal agreement of all three campus SRCs and in consultation with the registrar, apply with the necessary changes and to the extent that it may be practicable.

STATUTORY PROVISIONS APPLICABLE TO THE SRC OF THE NWU

In accordance with section 35 of the *Higher Education Act* 101 of 1997, the *Statute of the North-West University* (2017) provides for the establishment, composition, manner of election, term of office, functions and privileges in the paragraphs set out here for convenient reference:

STUDENTS' REPRESENTATIVE COUNCIL

Establishment and composition

- 26.(1) The North-West University Students' Representative Council (SRC) is established as a structure of the university in accordance with section 26(2)(e) of the Act.
- (2) The SRC is composed of fifteen members designated in accordance with the rules.
 - (3) The rules must provide for the election of a Students' Campus Council (SCC) on each campus.
 - (4) The SCCs are accountable to the SRC.
 - (5) The SCCs are represented in the SRC in proportion to the number of students qualified to elect each SCC.
 - (6) The formula for the determination of the proportion referred to in subparagraph (5) must be provided for in the rules.

Functions

- 27.(1) The SRC coordinates organised student life at the university.
- (2) Members of the SRC are designated annually in terms of the SRC Constitution to serve on the council in accordance with paragraph 4(1)(f), and to serve on the senate in accordance with paragraph 13(1)(j).
 - (3) The SRC represents the interests of the students of the university as determined by the rules in consultations done in accordance with the requirements of sections 27(3) and 32(2)(c) and (d) of the Act and paragraph 73(2)(a) of the statute.

SRC Constitution

28. (1) Within the framework of the rules, the SRC must adopt a constitution in terms of which the functions and duties of the office-bearers of the SRC and the SCCs, and the procedures, accountability and operation of the SRC and the SCCs are laid down.
- (2) The constitution of the SRC must be approved by the council after consultation with the senate.

Intervention

- 29.(1) The council must make rules to ensure the continued performance of the functions of the SRC and its constituent components to regulate intervention, after consultation with the management committee of the university and the SRC, if the SRC or any of its constituent components cannot or does not perform any of its functions provided for in the constitution of the SRC, the rules, this statute or the Act.
- (2) The rules may provide for appropriate intervention, including, but not limited to the suspension of the SRC or any of its constituent components or their functions or office-bearers, subject to such conditions as the council may impose.
 - (3) The rules must provide for the regular review by the council of an intervention for the purposes of the normalisation of the performance of the functions of the SRC.

PROVISIONS APPLICABLE TO THE SRC AND OTHER BODIES

(Establishment and composition of the Council of the NWU)

- 4.(1) The council of the university that governs the university, is composed of –
- (f) three students designated by the SRC in accordance with paragraph 5;

(Functions and powers of the Council of the NWU)

7.(8) The council, after consultation with the SRC, must provide for a suitable structure to advise the council on the policy for student support services within the NWU.

(Establishment and composition of the Senate)

13.(1) There is a senate composed of –

- (j) four students, whom one must be the SRC chairperson, and one each from the respective SCCs.

(Executive committee of senate)

18.(1) There is an executive committee of the senate consisting of –

- (g) the chairperson of the SRC

(Establishment and composition of the Institutional Forum)

22.(1) There is an institutional forum as contemplated in section 31 of the Act, known as the institutional forum of the North-West University, which consists of –

- (g) six students designated for a term of one year from among the members of the SRC.

(Disciplinary bodies)

73.(1) The vice-chancellor is the chief disciplinary officer of the university in respect of students.

- (2) (a) The vice-chancellor must, after consultation with the senate, the SRC and the institutional forum, and in accordance with the statute and the rules, establish appropriate disciplinary bodies of the university and determine their authority, composition and procedures.

Rules of procedure for the designation of SRC members to the Council, the Senate the Institutional Forum and any other University committees that are relevant for student matters

1. Designation to Council

- 1.1. Following the annual designation of the members of the SRC in terms of para 26(2) of the Statute and the designation of its office-bearers contemplated in para 28(1) of the Statute, the Secretariat notifies the chairperson of the SRC in writing that the SRC is required in terms of para 27(2) of the Statute to designate, as soon as possible, three of its members to serve on the Council during the term of office of the SRC.
- 1.2. The chairperson of the SRC is required to cause, in accordance with the provisions of the SRC constitution, the designation of the three members contemplated in 1.1 and to provide the Registrar with the names of the designees.
- 1.3. A designated member of the SRC serves as member of the Council for one year, but if such a member ceases to be a member of the SRC prior to the completion of the term, another member must forthwith be designated by the SRC to serve as a member of Council for the remainder of the term.

2. Designation to Senate

- 2.1. Following the annual designation of the members of the SRC in terms of para 26(2) of the Statute and the designation of its office-bearers contemplated in para 28(1) of the Statute, the Secretariat notifies the chairperson of the SRC in writing that the SRC is required in terms of para 27(2) of the Statute to designate, as soon as possible, four of its members to serve on the Senate during the term of office of the SRC.
- 2.2. The chairperson of the SRC is required to cause, in accordance with the provisions of the SRC constitution, the designation of the four members contemplated in 2.1, and to provide the Secretariat with the names of the designees.
- 2.3. A designated member of the SRC serves as member of the Senate for one year, but if such a member ceases to be a member of the SRC prior to the completion of the term, another member must forthwith be designated by the SRC to serve as a member of Senate for the remainder of the term.

3. Designation to the Institutional Forum

- 3.1. Following the annual designation of the members of the SRC in terms of para 26(2) of the Statute and the designation of its office-bearers contemplated in para 28(1) of the Statute, the Secretariat notifies the chairperson of the SRC in writing that the SRC is required in terms of para 22(1)(g) of the Statute to designate, as soon as possible, six of its members to serve on the Council during the term of office of the SRC.
- 3.2. The chairperson of the SRC is required to cause, in accordance with the provisions of the SRC constitution, the designation of the six members contemplated in 3.1 and to provide the Secretariat with the names of the designees.
- 3.3. A designated member of the SRC serves as member of the Institutional Forum for one year, but if such a member ceases to be a member of the SRC prior to the completion of the term, another member must forthwith be designated by the SRC to serve as a member of the Institutional Forum for the remainder of the term.

4. Designation to university committees relevant for student matters

- 4.1. Following the annual designation of the members of the SRC in terms of para 26(2) of the Statute and the designation of its office-bearers contemplated in para 28(1) of the Statute, the Secretariat notifies the chairperson of the SRC in writing that the SRC is required in terms of the terms of reference of relevant committees, to designate, as soon as possible, the required number of its members to serve on the relevant committees during the term of office of the SRC.
- 4.2. The chairperson of the SRC is required to cause, in accordance with the provisions of the SRC constitution and the position profiles of members, the designation such members contemplated in 4.1 and to provide the Secretariat with the names of the designees.
- 4.3. Designated members of the SRC serve as members of the relevant committees for one year, but if such a member ceases to be a member of the SRC prior to the completion of the term, another member must forthwith be designated by the SRC to serve as a member of the relevant committee for the remainder of the term.

Rules of procedure for the election of SCCs and designation of members to the SRC

1 Independent Students' Electoral Commission

The commission (ISEC) is composed of the following persons:

A chairperson appointed by the university management committee

Two persons appointed by the university management committee on account of their expertise regarding elections and their independence

One person appointed by the council of the university not necessarily from among its ranks

Three persons each appointed by an SCC, not currently being a member or a candidate for election as a member of an SCC

2 Eligibility for nomination and election

2.1 A person may be nominated and elected to an SCC if the candidate –

2.1.1 qualifies to vote in the election;

2.1.2 is a registered student of the NWU enrolled for a programme leading to a qualification;

2.1.3 has passed 70% of the modules prescribed for the curriculum of the qualification for which the candidate was enrolled in the semester preceding the election;

2.1.4 is registered for 60% of the modules prescribed for the curriculum of the qualification for which the candidate is enrolled in the current academic year;

2.1.5 has not been registered, or will not seek to be registered for a period beyond the maximum duration of the study concerned;

2.1.6 has served for a full term, or is serving in the current term, in a leadership position within the organised student community of the university, and

2.2 To qualify for nomination and election to the position of chairperson of an SCC, the candidate must have served for a full term as a member of the SCC concerned.

2.3 To qualify for nomination and election to the position of Distance Students Officer, the candidate must be available to participate in all the meetings and activities of the SRC.

2.4 A person is disqualified from nomination as a candidate for election to an SCC if –

2.4.1 such person is enrolled in the first year of an undergraduate programme;

2.4.2 such person has already served more than two full terms in an SCC;

2.4.3 a conflict of interest may arise if elected;

2.4.4 such person has been found guilty in terms of the student disciplinary rules of the university and given a sentence without the option of a fine, or

2.4.5 such person has a criminal record.

2.5 An elected member of the SRC must, prior to taking office, resign from all positions within a political party, excepting ordinary membership

3 Qualification to vote

3.1 To qualify as a voter in the election of an SCC a person must be registered as a student on the campus where the SCC concerned is to be elected.

3.2 For the purposes of the election of members of the SCCs "a registered student" means every person registered as a full time contact student in any formal programme leading to a qualification offered by the university.

3.3 For the purposes of the election of the Distance Students Officer referred to in Schedule 3 "a registered

student” means every person registered in a formal programme leading to a qualification offered by the university in the distance mode of delivery.

- 3.4 The list of registered students qualified to vote in the election of the SCCs must be drawn from the official student database maintained by the management information systems department as on the last day of March of the year of the election.

4 Nomination

- 4.1 The nomination of candidates for election to the SCCs by persons qualified to vote commences simultaneously on all campuses on a date published in the annual university calendar after consultation with the SRC.
- 4.2 The format and procedure for the electronic nomination of candidates is determined by the SRC in consultation with the registrar.
- 4.3 Following the close of nominations, the SCCs scrutinise all nominations duly submitted for validity and completeness.
- 4.4 The SCCs must allow the correction of formal shortcomings within 24 hours after the close of nominations, after which all nominations received are submitted to ISEC for confirmation of validity.
- 4.5 Following the completion of campus specific processes determined by the SCCs and approved by the SRC, and receipt of the confirmation of validity by ISEC, the SRC must meet to confirm and publish the final list of candidates for the purposes of the commencement of the process of promotion and campaigning.
- 4.6 A candidate may at any time before the commencement of the election as contemplated in paragraph 6.4 withdraw from the election by written notice to the chairpersons of the SRC and of the SCC of the campus concerned.
- 4.7 The process for the nomination of candidates for election as Distance Students Officer is managed by the registrar to run concurrently with the nomination process for the SCCs.

5 Promotion of candidates and election campaigning

- 5.1 The promotion of candidates takes place in accordance with the SRC’s code of conduct for candidates for SCC elections (CoCC).
- 5.2 The SRC and SCCs must make practical arrangements to ensure free, fair and orderly conduct of the promotion and campaigning processes.
- 5.3 Any transgression of the CoCC must be reported promptly to ISEC.
- 5.4 Candidates may, within the confines of the CoCC, be assisted by affiliated structures in their campaign to rally support for their candidacy.
- 5.5 Candidates must, either individually or in cooperation with other candidates, persons or organisations utilise the resources made available by the registrar and by the SRC in terms of section 2.1.2 of this constitution for the promotion of their candidacy or their election campaigns.
- 5.6 Where a candidate wishes to use resources external to the university in the election campaign, be it financial, organisational or endorsement of the candidacy in any form, prior approval of the employment of such resources by the vice-chancellor is required.
- 5.7 A candidate found by the SRC or ISEC to have contravened any of the provisions of these rules is disqualified from participating in the election, and if elected, vacates the office to which such candidate was elected.
- 5.8 The promotion of candidates and election campaigning for the portfolio of Distance Students Officer is managed by the registrar in accordance with paragraphs 5.1 to 5.7 with the necessary changes.

6 The election

- 6.1 The election is conducted electronically by means of secure mechanisms and procedures provided by the registrar, and in accordance with the provisions of article 2.1 of this constitution.
- 6.2 The mechanisms and procedures contemplated in paragraph 6.1 must ensure the secrecy of all ballots cast.
- 6.3 ISEC must be given full access to all aspects of the electoral process.

- 6.4 The timing and duration of the election is published in the annual university calendar after consultation with the SRC.
- 6.5 The location and number of electronic voting stations across campuses must account for the number of voters and the need to avoid congestion at voting stations.
- 6.6 To cast a vote, every voter must provide official identity documents reflecting both the student number and the ID or passport number or study-permit number of the voter.

7 Counting of votes

- 7.1 Votes are counted electronically by the internal auditors of the university, overseen by ISEC.
- 7.2 The candidate who receives the majority of votes for the SCC portfolio concerned, is elected.
- 7.3 In the event of an equal number of votes being cast for candidates competing for the same portfolio, the candidate whose academic performance is adjudged by ISEC to be the best of the competing candidates, is declared to be elected.
- 7.4 Paragraphs 7.1 to 7.3 apply with the necessary changes to counting of votes in the election for the portfolio of Distance Students Officer.

8 Appeals and objections

- 8.1 Within forty-eight hours after the release of the results, candidates may submit appeals or objections against specific procedures and outcomes of the election to ISEC.
- 8.2 ISEC may engage aggrieved candidates, and must promptly investigate the procedures and outcomes against which appeals or objections were raised.
- 8.3 The findings of ISEC regarding an appeal or objection are final and binding.

9 Ratification and announcement

- 9.1 An external auditor appointed by the university audits the results of the counting of votes contemplated in paragraph 7.1 to verify its accuracy.
- 9.2 Upon receipt of a positive audit by the external auditor, ISEC ratifies the results of the election and declares it to have been free and fair.
- 9.3 Following ratification of the results of the election, the SCCs promptly release and publish the names of the elected candidates, the number of votes won by each candidate, the voter turnout as a percentage and the number of spoilt ballots cast.
- 9.4 The outcome of the election must be published electronically and on public campus notice boards.

10 Designation of members to the SRC

- 10.1 The quota for the allocation of seats to the SCCs on the SRC is calculated in accordance with the following formula:

$$\frac{a}{b} = c$$

Where –

- a* represents the total number of qualified voters on all three campuses;
- b* represents the total number of seats on the SRC to be filled by designation by the SCCs (14), and
- c* represents a number referred to as “the quota”.

- 10.2 The calculation of the number of seats on the SRC to be allocated to each SCC is calculated in accordance with the following formula:

$$\frac{d}{e} = f$$

Where –

d represents the total number of qualified voters on the campus concerned;

e represents the quota, and

f represents the number of seats (fractions to be disregarded, subject to paragraphs 10.3 – 10.5) allocated to the SCC concerned.

- 10.3 If the formula provided for in paragraph 10.2 does not lead to the allocation of all the seats on the SRC, the remaining seats are allocated in sequence of the highest fractions obtained in the calculations in terms of paragraph 10.2, provided that at least three seats must be made available for each SCC to be filled in accordance with section 2.2.1 of this constitution.
- 10.4 If *f* contemplated in paragraph 10.2 is less than 3, and an additional seat or seats on the SRC are allocated to the SCC concerned to comply with the requirements of section 2.2.1 of this constitution, the calculation contemplated in 10.3 is made only regarding the other SCCs.
- 10.5 If the fractions referred to in paragraphs 10.2 and 10.3 for two or more SCCs is equal, and a seat remains to be allocated, it is allocated to the SCC of the campus where *d* in the formula provided for in paragraph 10.2 is the largest.
- 10.6 The calculations for the allocation of the seats on the SRC must be made by the internal auditors of the university, and be ratified by ISEC.
- 10.7 The designation of specific members of the SCCs in terms of section 2.2.2 of the constitution may be provided for in the constitutions of the SCCs.

Portfolios of SRC members and their functions

The following portfolios exist in the SRC:

1. Chairperson
2. Deputy Chairperson
3. Secretary-General
4. Societies Liaison Officer
5. Legal Officer
6. Academic Officer
7. Public Relations and Projects Officer
8. Residence Officer
9. Sports Officer
10. Arts and Culture and International Students Officer
11. Current Affairs Officer
12. Treasurer
13. Community and Stakeholder Engagement Officer
14. Fund Raising Officer
15. Distance Students Officer

The functions of the incumbents of these portfolios are primarily as follows:

1 CHAIRPERSON	1. Chairing the meetings of the SRC
	2. Oversight of the implementation of the resolutions of the SRC
	3. Representing the interests of all students of the university, which is a function that may when necessary be delegated to another member of the SRC.
	4. Oversight of the development and implementation of the programme of action of the SRC.
	5. Composing the agenda of every meeting of the SRC In consultation with the Secretary-General.
	6. Liaising continuously with the management of the university and with all other relevant university structures in consultation with the Deputy-President and the Secretary-General.
	7. Issuing statements on behalf of the SRC in accordance with the applicable procedural and policy arrangements.

2 DEPUTY- CHAIRPERSON	1. Chairing meetings of the SRC in the absence of the Chairperson.
	2. Chairing the Disciplinary Committee of the SRC.
	3. Ensuring the alignment of the Reception and Introduction Programme for first-year students across our three campuses;
	4. Oversight of the appointment of internal commissions of the SRC.
	5. Managing the development and prior consultation of policies concerning student governance structures.
	6. Advising the SRC on matters concerning international students.

3 SECRETARY- GENERAL	1. Duly notifying all members of the time and place where any meeting of the SRC is to be held.
	2. Preparation of agendas and documentation for SRC meetings.
	3. Ensuring that all members of the SRC have access to the minutes of the SRC meetings.
	4. Management, in conjunction with the Student Affairs Office, of all correspondence of the SRC, including the preparation, safekeeping and distribution of such as determined by the SRC.
	5. Conducting and maintaining records of the correspondence of the SRC.
	6. Consolidation of the reports of SRC members.

4 SOCIETIES LIAISON OFFICER	1. Liaising on behalf of the SRC with all recognized political formations and Non-profitable organisations.
	2. Managing the recognition of and co-ordinating the activities of affiliated societies.
	3. Liaison with the Community and Stakeholder Engagement Officer to organise, manage and develop community outreach programmes.

5 LEGAL OFFICER	1. Oversight of the fair execution on the rules governing affiliated societies and formations of the SRC and SCCs.
	2. Advising the SRC on the applicable rules and procedures of meetings.
	3. Protecting and promoting the rights of all students regarding the formation of political groups and the exercise of associated activities on campuses.
	4. Liaising on behalf of the SRC with the various political groupings and organisations at local, provincial and national level.

6 ACADEMIC OFFICER	1. Oversight of matters affecting the academic affairs of students.
	2. Liaison with students, academic and non-academic staff relating to educational and academic matters across the university.
	3. Coordination of research on behalf of the SRC
	4. Representing the interests of the student body regarding the functioning of the university's support departments and developing strategies to overcome identified deficiencies.

7 PUBLIC RELATIONS AND PROJECTS OFFICER	1. Providing a link between the SRC and the community.
	2. Functioning as spokesperson of the SRC together with the Chairperson and Secretary-General and in accordance with the university's media policy.
	3. Marketing and promoting the SRC brand.
	4. Developing fundraising strategies together with the Treasurer.
	5. Developing SRC merchandise.
	6. Representing the student community in the Committee for Branding, Marketing, Communications and Advancement.
	7. Co-ordinating all projects on behalf of the SRC with the assistance of the Sports and Arts and Culture officers.

8 RESIDENCE OFFICER	1. Ensuring the effectiveness of the house committees.
	2. Striving to promote safety and security in all halls of residence.
	3. Attending residence committee meetings on behalf of the SRC.

9	1. Fostering a positive attitude regarding participation in sport and recreation, in accordance with the value-driven foundation of the SRC.
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SPORTS OFFICER	2. Co-ordinating the sports activities across campuses.
	3. Minding the organized sport interests of the student community.
	4. Co-ordinating intervarsities and social and other sport events.
	5. Coordinating and obtaining, together with the Treasurer, sponsorship from outside organizations for the support of recreational activities in accordance with the sponsorship rules of the university.
	6. Initiating the SRC's annual social responsibility outreach.
	7. Initiating and coordinating projects of the SRC.

10 ARTS AND CULTURE AND INTERNATIONAL STUDENTS OFFICER	1. Co-ordinating inter-campus cultural days.
	2. Ensuring the promotion of multi-culturalism in cultural activities.
	3. Advising campuses on social activities, including bashes, seminars and symposiums.
	4. Organising trips and tours of interest to the student community across campuses.
	5. Interacting with international students for the purposes of determining their common problems and concerns and advising the SRC accordingly.
	6. Establishing and chairing an international students' committee.
	7. Participating in the arrangements of the university's international office of the annual international students' day.
	8. Drafting, implementing and coordinating an annual programme of events and projects designed to promote the interests of international students.
	9. Liaising with internal and external stakeholders to assist with the annual orientation of international students.

11 CURRENT AFFAIRS OFFICER	1. Organising programmes and events to promote interaction between different cultural groups in the student community.
	2. Oversight of all social integration projects of the SRC.
	3. Addressing international, national and campus current affairs.
	4. Fostering continual dialogue on issues relevant to the student body, and advising the SRC on related matters.
	5. Ensuring the observation of and adherence to the symbols of the university with a view to fostering integration.
	6. Representing the SRC in die NWU HIV/Aids advisory body.
	7. Representing the student community in the NWU Human Rights Committee.

12 TREASURER	1. Accounting, in conjunction with the Student Affairs Office, for the proper expenditure of the funds available to the SRC.
	2. Advising the SRC on the correct and proper expenditure and investment of monies.
	3. Advising the SCCs on their budgets when deemed necessary.
	4. Presenting reports on the financial activities of the SRC.
	5. Representing the student community in the Institutional Bursaries and Loans Committee.

13 COMMUNITY AND STAKEHOLDER ENGAGEMENT OFFICER	1. Establishing and chairing the SRC's community and stakeholder engagement committee composed of representatives of all house committees, student's societies and clubs on all campuses.
	2. Planning, organising and executing the SRC's community and stakeholder engagement programmes.
	3. Ensuring compliance by the community and stakeholder engagement committee, executive committee, house committees and members with the SRC's policies and rules.
	4. Advising the SRC on community and stakeholder engagement.

14 FUNDRAISING OFFICER	1. Establishing a fundraising committee composed of representatives of all house committees, student societies and clubs on all campuses.
	2. Planning, organising and executing SRC fundraising programmes in close liaison with the university's fundraising office.
	3. Oversight of compliance by SCCs, house committees, student's societies and clubs on all campuses with the SRC's policies and rules concerning fundraising.
	4. Approval of all fundraising initiatives.
	5. Supporting ongoing, and organising additional fundraising efforts.
	6. Establishing and maintaining relationships with rag societies and the community and stakeholder engagement committee.
	7. Ensuring consistent supporter experience by means of sound communication within the student fundraising community.

15 DISTANCE STUDENTS OFFICER	1. Interacting with distance students for the purposes of determining their common problems and concerns and advising the SRC accordingly.
	2. Establishing, chairing and managing a distance students' committee with the aim to optimise the student experience of distance students.
	3. Drafting, implementing and coordinating an annual programme of events and projects designed to promote the interests of distance students.

RULES FOR THE CONDUCT OF SRC MEETINGS

- 1.1 All meetings of the SRC are conducted in accordance with the standard rules of procedure applicable to formal meetings of the structures of the university.
- 1.2 Meetings of the SRC are held at a time and place determined by the SRC.
- 1.3 The secretary-general of the SRC must give notice of normal meetings and distribute documents at least two weeks before the date of the meeting.
- 1.4 A member who is unable to attend an ordinary meeting of the SRC must submit an apology in writing to the chairperson at least one week before the appointed date, and at least 24 hours before an extraordinary meeting, stating the reasons for absence.
- 1.5 All apologies for absence from meetings must be considered and approved by the SRC.
- 1.6 All meetings must be properly minuted and the minutes must be formally approved.

Entering into contracts on behalf of the SRC

In consideration of the need for the SRC to benefit from and be bound by contractual agreements in the performance of its functions, the SRC may, in terms of section 4.4.4 of this constitution, recommend to the appropriate functionary or structure of the university that contracts concerning any of the following matters be entered into by the university:

- The purchase and disposal of vehicles allocated for the exclusive use of the SRC for the performance of its functions.
- The purchase and disposal of office furniture, stationary and other equipment necessary for the performance of the functions of the SRC and its affiliated student bodies.
- The purchase and distribution of clothing associated with the performance of the functions of the SRC.
- The reception and entertainment of visitors by the SRC.
- The printing and distribution of student publications.
- The employment and dismissal of employees of the university allocated to the SRC and the SCCs to support the performance of their functions.
- Agreements concerning leadership training of students.
- Agreements concerning recreational activities of the student community.
- Agreements concerning tours undertaken for the purposes of the performance of the functions of the SRC
- Any other matter that falls within the scope of the functions of the SRC.

Dispute Resolution

1. Objective

The objective of these rules is to facilitate the resolution of disputes or conflict occurring within the SRC by means other than intervention as contemplated in paragraph 29 of the Statute, or litigation.

2. Application

The process for dispute resolution must be followed when a difference of opinion on a matter within the remit of the SRC persists between members after all efforts to find a solution by means of the decision-making process provided for in Schedule 4 have failed, and which requires resolution to allow for the continued functioning of the SRC.

3. Procedure

3.1 To activate the process of dispute resolution –

- 3.1.1 the member or members wishing the dispute resolution process to be followed must set out the details of the difference of opinion concerned in writing, providing reasons why it must be resolved in order to enable the SRC to continue performing its functions;
- 3.1.2 the document referred to in 3.1 must, within three working days be considered by the executive committee of the SRC, and
- 3.1.3 after consideration of the document, the executive committee must unanimously declare the resolution of the dispute to be essential for the continued functioning of the SRC.

3.2 Efforts to resolve disputes must proceed in the following sequential phases:

- 3.2.1 The Executive Director Student Life seeks to address and resolve the dispute by means of conciliation or mediation by involving an independent external mediator required to submit recommendations to the members of the SRC concerned within three working days of receipt of the instruction.
- 3.2.2 Should conciliation and mediation efforts fail, the vice-chancellor may refer the matter for arbitration and appoint an independent external arbitrator or arbitrators acceptable to all the members concerned to conduct a hearing and to make a ruling binding upon the members concerned, including a cost order, in accordance with the law applicable to arbitration in South Africa.

3.3 Should the dispute not be resolved by conciliation and mediation, the vice-chancellor may recommend to the council to intervene in accordance with paragraph 29 of the Statute, and if the outcome of an arbitration process fails to enable the SRC to perform its functions, the vice-chancellor must make a recommendation to the council to intervene.

Policy on the Conferring of Colours

1. Purpose

Driven by the institutional culture and values of the University, this purpose of this policy is to ensure a fair and transparent process for the nomination of suitable candidates for the fair and equitable award of certificates and honorary colours by the SRC.

2. Objectives

- 2.1 The objective of the award of honorary colours, merit certificates and service certificates is the recognition for outstanding service or outstanding achievements.
- 2.2 The objective of the criteria and procedures provided for in this policy is to give recognition to meritorious candidates for outstanding achievements that reflect the values of the SRC thereby potentially promoting its public image.

3. Scope

This policy concerns the exercise of the mandate of the SRC to recognise merit and achievement.

4. Policy

Colours may be awarded to a person who has shown exceptional merit or achievement in the rendering of exceptional services whereby the core values of the SRC are promoted, or contributed in any sphere of life in an exceptional manner compatible with the vision and mission of the SRC.

4.1 Awards may be made in the following categories:

- 4.1.1 Honorary Colours and Awards
- 4.1.2 Certificates of Merit
- 4.1.3 Certificates of Service

4.2 Specific awards

- 4.2.1 The **SRC Honorary Medal** is the highest award of the SRC, made to a student leader who has played an important role in the broader student community through outstanding leadership, service and achievement.
- 4.2.2 The **SRC Medal for Outstanding Service** may be awarded to a student who has played an important role in the student community through outstanding service.
- 4.2.3 The **SRC Medal for Outstanding Leadership** may be awarded to a student who played an important role in the student community through outstanding leadership.
- 4.2.4 The **SRC Award for Outstanding Administrative Service** may be awarded to a staff member who played an important role in the student community by performing outstanding administrative service.
- 4.2.5 The **SRC Award for Leadership** may be awarded to a person who has completed a full term as a member of an SCC, house committee or other registered committee of the university.
- 4.2.6 **SRC Awards for Culture** may be awarded for special achievements or contributions to cultural affairs that the SRC may from time to time identify for the purpose.
- 4.2.7 **SRC Honorary Colours for Sport** may be awarded to a registered student who, while being a member of a sports club of the university, –
 - 4.2.7.1 represented South Africa in a national team, including any official national and national age team participating in an international event;
 - 4.2.7.2 represented a province other than the North-West on a senior level or a national team of a foreign country;

- 4.2.7.3 was a member of SASSU (students) national teams selected by national student sport societies;
 - 4.2.7.4 represented the university in an A-team on senior level, and
 - 4.2.7.5 rendered outstanding service as sports administrator or coach.
- 4.2.8 Sports administrators and coaches who rendered outstanding service to a sports club of the university for five consecutive years may also be awarded honorary colours.

4.3 Nomination

- 4.3.1 Any registered student or staff member of the university may nominate a candidate for the award of colours.
- 4.3.2 A nomination is made by the submission to the Secretary-General of a completed nomination form at least one month prior to the last SRC meeting of the term, signed by a proposer and seconder and accompanied by a full motivation and abbreviated cv of the nominee.
- 4.3.3 Where a member of the SRC nominates or seconds a candidate for an award, the member may not participate in the consideration by the SRC of the nomination concerned.

5. Consideration of nominations

- 5.1 The SRC evaluates all nominations received a formal meeting attended by the Executive Director: Student Life in an advisory capacity and decides on an award by majority vote taken by secret ballot.
- 5.2 An award is not necessarily made only for achievements during a specific year, and may be awarded for achievement of more than one year.
- 5.3 A person may receive an award more than once and may receive more than one award.
- 5.4 The SRC is not required to allocate an award in each category.

6. Integrity of colours

- 6.1 The award of colours forges a close link between the recipient and the SRC, and the integrity, history, behaviour, and reputation of the recipient must therefore be consistent, and continue to be consistent, with the mission, vision and values of the SRC.
- 6.2 The SRC may at any time after an award was made, withdraw the award if the recipient's conduct is in conflict with the principles and values subscribed to by the SRC.

Media Statements

- 8.1. Any media statement issued by the SRC and registered and affiliated sub-structures must comply with all the policies of the university pertaining to communication and liaison with the media.
- 8.2. The Chairperson may issue media statements on behalf of and with the approval of the SRC, and with the assistance where expedient of the Public Relations and Projects Officer and the Secretary General.
- 8.3. Registered and affiliated sub-structures may issue media statements only with the prior approval of the Chairperson, the Public Relations and Projects Officer and the Secretary General granted on the basis of a motivated request.
- 8.4. A copy of every media statement released by the SRC and registered and affiliated sub-structures must be provided to the Executive Director: Corporate Relations and Marketing and the Executive Director: Student Life.

Budget and Finance**1 Budgeting**

- 1.1 The Treasurer must, with the assistance of the SRC's financial advisor and the university's financial planning department, and in accordance with the university's official budgeting procedures, draft a budget for the subsequent term of the SRC to be presented at the handover meeting.
- 1.2 The incoming Treasurer may, on the request of the SRC, recorded during a formal meeting and with the advice of the SRC's financial advisor, propose amendments to the draft budget to be incorporated in the final budget for the coming calendar year.
- 1.3 At least one third of a calendar year's budget must be available for the incoming SRC, which may in the subsequent calendar year use no more than two thirds of the funds allocated in the budget.
- 1.4 The budget must provide for the funding of the activities of every portfolio, and the Treasurer must provide the incumbent of every portfolio with quarterly updates on the balance remaining in the budget made available to the portfolio concerned.
- 1.5 The budget must provide for expenses for travel, accommodation and administration, and for unforeseen expenses.
- 1.6 Subject to approval by the SRC the Treasurer may make additional allocations from external funding that may become available.

2 Expenditure

- 2.1 No more than the amount allocated in the budget to a portfolio may be expended without prior approval by the SRC.
- 2.2 Funds may only be expended on entertainment with the prior approval of the Executive Director Student life.
- 2.3 At least two weeks before the disbursement of funds is needed, the responsible member must inform the Treasurer, who must advise the member whether the expenditure is justified and if the appropriate method of payment is by means of an advance, a claim for personal expenses, or direct payment to the recipient.
- 2.4 For reimbursement of a member, proof of the expenditure is required.
- 2.5 Funds allocated to the SRC may be expended by members only, except if the Treasurer approves such expenditure in writing after consultation with the Chairperson.
- 2.6 Expenditure by the SRC for subsistence and travel must conform to the relevant policies of the university.

3 Reporting

- 3.1 The Treasurer must submit a financial report to every ordinary meeting of the SRC, and a final report on the correlation of expenditure with budget allocations and all deviations from the budget at the hand-over meeting.
- 3.2 SCC Treasurers must at least every three months provide the SRC Treasurer with reports on the expenditure of the SCC concerned, using a template provided by the financial advisor of the SRC.

4 Training

- 4.1 At the first ordinary meeting of a term of the SRC the Treasurer must explain the financial procedures to all members in coordination with the financial advisor of the SRC.

- 4.2 The Treasurer of the SRC must ensure that the treasurers of the SCCs explain at the beginning of their term, and in coordination with the financial advisor of the SRC, the financial procedures to all members of the SCC's and of campus structures.
- 4.3 The Treasurer is responsible for the drafting and maintenance of a written guide on the financial management of the the affairs of the SRC, SCCs and their structures.

5 Assistance of students

- 5.1 The Treasurer of the SRC must host information sessions on each campus in cooperation with the SCCs to inform students about available bursaries and the channels available for lodging complaints about financial matters.
- 5.2 The treasurer of an SCC must provide all student structures on the campus concerned with advice on the financial management of the structures concerned.