



Rules of the Student Campus Council of the Campuses of the North-West University

Reference number	1P/1.3.29
Policy owner	Student Campus Councils
Policy administrator	Executive Director: Student Life
Responsible division	Student Campus Council, Students' Representative Council
Status	Approved
Approved by	Students' Representative Council
Date of approval	25 July 2018
Date of amendments	2018
Review date	2021
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 management\Beleide\2018.07.25_SCC Rules_e.docm

RULES OF THE STUDENT CAMPUS COUNCIL OF THE CAMPUSES OF THE NORTH-WEST UNIVERSITY

PREAMBLE

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

AND WHEREAS further competence is imparted by the *Constitution of the Students' Representative Council of the North-West University* (2017)

AND WHEREAS the principles and values of the *Higher Education Act 101 of 1997*, as amended, are to be upheld

CONSIDERING the *Constitution of the Republic of South Africa* and its unequivocal devotion to the principles of non-racialism, non-sexism, democracy, equality, and the promotion of human dignity

REAFFIRMING the mandate to advance and progress the multifarious student life of all three campuses of the North-West University, allowing for students' to reach their full human capability and to exercise responsible self-management democratically

REAFFIRMING the mandate to be the mouthpiece of the students of each respective campus

RECOGNISING the diverse and varied nature of each campus relative to the sensible and realistic commitment to the institutional alignment thereof in policy and in practice

CONVINCED that student leadership must be conducted in manner that is accountable, effective and transparent in the endeavour to promote academic excellence and exemplary student life of all three campuses

THEREFORE ADOPT THE SUBSEQUENT RULES OF AND FOR THE STUDENT CAMPUS COUNCILS OF THE NORTH-WEST UNIVERSITY:

CHAPTER ONE

1.1 Definitions

“**Calender year**” refers to the period of the time contemplated in the rules and regulations of the North West University

“**CoCC**” refers to the Code of Conduct for Candidates for SCC elections

“**Council**” refers to the governing body of the North-West University responsible for making policy and sets in place rules, procedures and mechanisms to ensure the effective management of the University through the Statute of the North West University

“**Higher Education Act**” refers to the Higher Education Act, 1997 (Act no. 101 of 1997) as amended

“**ISEC**” refers to the Independent Student Electoral Commission

“**Misconduct**” refers to any conduct that constitutes theft, corruption, fraud, dishonesty, violence, interruption of the university’s daily working hours or any act which undermines the integrity or stains the name of the North West University

“NWU” refers to the North West University as set out in the Statute of the North-West University

“Quorum” means the required majority of members at a meeting to ensure the meeting is duly constituted

“Registered student” means every person full-time registered contact student in any formal programme leading to a qualification offered by the university;

“Registrar” refers to the Registrar of the North West University

“Respective Campus” refers to the campus where the applicable SCC is geographically situated where it would function, operate and represent students

“SCC” refers to the Student Campus Council of the corresponding campus of the North-West University

“SRC” refers to the Student Representative Council of the North-West University

“Student” means every person registered in a formal programme leading to a qualification offered by the university with due correlation to a registered student.

“UMC” refers to the University Management Committee

1.2 Foundation and status

1.2.1 The *Rules of the Student Campus Councils of the North-West University* (hereinafter referred to as the *SCC Rules*) serves as an exhaustive text of the instituted *Constitution of the Students' Representative Council of the North-West University* (hereinafter referred to as the *Constitution of the SRC*). The foundation and authority of the prior is inherited by the establishment of the latter

- 1.2.2 The *SCC Rules* affirm the principles outlined in Chapter 2 of the *Constitution of the Republic of South Africa*, the principles, values and provisions of the *Higher Education Act 101 of 1997* as amended, and the *Statute of the North-West University*. It serves to reinforce the vision, mission and value system as well as the codes of conduct of the NWU.
- 1.2.3 These *SCC Rules* is a standing document of the body responsible for the representation of registered students of each respective campus as recommended by Student Life and the SRC for approval to the UMC. The functionality and purpose of the SCC's of each respective campus is solely derived from the mandate inherited from students and the representation of their interests
- 1.2.4 These *SCC Rules* will take effect on a date determined by the UMC resolution after a recommendation by the SRC in concurrence with student life. The *SCC Rules* will thereafter be published in English, Tswana and Afrikaans at an agreed upon time.
- 1.2.5 The Registrar will publish all three versions available on the official website of the NWU and each or all the versions will be available to any registered student or students as officially published.

1.3 Application

- 1.3.1 Subject to the *Higher Education Act 101 of 1997*, the *Statute of the North-West University*, the *Constitution of the SRC*, and the authority of the Council, these *SCC Rules* and the application thereof bind all students and student governance bodies of each respective campus and all such structures shall have the duty to respect, protect and promote these rules

- 1.3.2 The functional capacities and responsibilities of each SCC is limited to its particular campus in that no prescript, directive, action or any form of representation is to be extended from the capacity of one SCC to the domain of a campus where it is not located
- 1.3.3 The *soft plain meaning-* rule is to be applied when these *SCC Rules* are to be presented, effected and interpreted whereby the literal language and intent of this document must be considered unless it would lead to an incongruous consequence or understanding thereof

1.4 Legal Status and Accountability

- 1.4.1 The SCC of the Mafikeng campus claims the legal name of the *Student Campus Council of the Mafikeng Campus of the North-West University* and is accountable in accordance to the rules and policies of the NWU
- 1.4.2 The SCC of the Potchefstroom campus claims the legal name of the *Student Campus Council of the Potchefstroom Campus of the North-West University* and is accountable in accordance to the policies and rules of the NWU
- 1.4.3 The SCC of the Vaal Triangle Campus claims the legal name of the *Student Campus Council of the Vaal Triangle Campus of the North-West University* and is accountable in accordance to the rules and policies of the NWU

1.5 Objectives of the SCC's

- 1.5.1 For each SCC to promote maximum representation, transparency and answerability on each respective campus
- 1.5.2 For each SCC to promote the aspirations and welfare of the students at each respective campus

- 1.5.3 For each SCC to develop a broad participation within the student community of each respective campus
- 1.5.4 For each SCC to increase and maintain good communication channels between management and students, and to ensure that the structures work together for the benefit of all students on each respective campus
- 1.5.5 For each SCC to promote the functionality of all student structures and affiliated bodies on each respective campus

1.6 Responsibilities, activities and competencies

Subject to the *Statute of the North-West University*, the *Constitution of the SRC*, and the authority of the Council, the SCC of each respective campus are empowered to:

- 1.6.1 make representations and recommendations on behalf of registered students in general, and in particular to the Council, the SRC, the Senate, and other bodies of the University
- 1.6.2 manage organised student life at each respective campus with a view to help realise the vision and mission of the NWU with regard to teaching-learning, research, other academic activities, arts, sport, residence matters, matters pertaining to welfare of off campus and distance learning students and other relevant sphere of student life
- 1.6.3 affiliate or register other student bodies and exert control over such bodies
- 1.6.4 maintain disciplinary measures over students and student structures
- 1.6.5 as a substructure of the SRC, award colours and honours for special achievements in the field of organised student life in terms of the relevant rules and policies of the NWU

- 1.6.6 convene and conduct meetings of students
- 1.6.7 effect referenda to determine student opinion
- 1.6.8 collaborate with the department of Student Life and other University departments responsible for facilities in administering the use of premises set aside by the NWU for promoting students' activities
- 1.6.9 liaise with other student councils of other institutions for higher education in order to promote the shared interests of students within organised student life
- 1.6.10 affiliate with other bodies at the discretion of the SRC and the respective SCC
- 1.6.11 appoint internal commissions of enquiry to investigate issues pertaining to the SCC and student interests and to make recommendations with regard to these issues to the SRC and Campus Management Committee (CMC).
- 1.6.12 employ and remunerate persons to work for the SCC in accordance with the relevant rules and policies of the NWU with the approval of Student Life
- 1.6.13 distribute publications and publicity material
- 1.6.14 give detailed feedback to the director of student life of each respective campus annually on the SCC duties performed , as agreed by relevant parties at the beginning of the term
- 1.6.15 follow a modus operandi according to which a year plan is compiled annually and presented to the SRC
- 1.6.16 initiate, assume and encourage discussion, discourse or action, or make views known, on matters of common concern or likely to be of interest to or affect students of each respective campus
- 1.6.17 promote the values of the NWU in all their projects
- 1.6.18 be available at the offices of each SCC on their respective campuses at least every afternoon during the week between 13h00 and 14h00, with an additional office

hour per day (between 08h00 and 16h00) during which appointments can be arranged, university holidays being excluded

1.6.19 present agreements and contracts to the Director of Student Life of each respective campus for consideration

1.6.20 promote diversity and inclusivity

1.6.21 maintain the needs of off-campus students as the need arises

1.6.22 promote a culture of balanced student life and academics

1.6.23 appoint and retain an executive committee and subcommittees

1.6.24 engender and effect intra-office regulative documents which

1.6.24.1 serve to describe and designate standardised functions, descriptive responsibilities and minimum requirements of and for the relevant SCC member and his/her executive committee;

1.6.24.2 is to be approved by the relevant SCC by way of motion;

1.6.24.3 is to be signed by the relevant SCC member;

1.6.24.4 may not function in breach or be incongruous to these *SCC Rules*; and

1.6.24.5 consequential to subparagraph 1.6.24.4, be accorded status and authority in complementation to these *House Rules*

1.6.25 be accountable for management functions contemplated for the management functions contemplated in subparagraphs 1.6.1 to 1.6.24 and may for this purpose be vested with the power to dispose of any particular matter

CHAPTER TWO

2.1 Eligibility

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

2.1.1.1 qualifies to vote in the election;

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

2.1.1.3 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;

2.1.1.4 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;

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

2.1.1.6 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

2.1.2 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.

2.1.3 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.

- 2.1.4 A person is disqualified from nomination as a candidate for election to an SCC if –
- 2.1.4.1 such person is enrolled in the first year of an undergraduate programme;
 - 2.1.4.2 such person has already served more than two full terms on an SCC;
 - 2.1.4.3 a conflict of interest may arise if elected;
 - 2.1.4.4 such person has been found guilty in terms of the student disciplinary rules of the NWU and given a sentence without the option of a fine, or
 - 2.1.4.5 such person has a criminal record.

- 2.1.5 An elected member of the SCC must, prior to taking office, resign from all positions within a political party, with the exception of ordinary membership

2.2 Nomination

- 2.2.1 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.
- 2.2.2 The format and procedure for the electronic nomination of candidates is determined by the SRC in consultation with the office of the Registrar or their nominee.
- 2.2.3 Following the close of nominations, the SCCs scrutinise all nominations duly submitted for validity and completeness.
- 2.2.4 The SCCs must allow for the correction of formal shortcomings identified within 24 hours after the close of nominations, after which all nominations received are submitted to ISEC for the validation process.

- 2.2.5 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 for the elections.
- 2.2.6 A candidate may at any time before the commencement of the election as contemplated in paragraph 6.4 of the SRC Constitution withdraw from the election by written notice to the chairpersons of the SRC and of the SCC of the campus concerned and ensure that the SCC duly inform the ISEC Chair.

2.3 Election Campaigning

- 2.3.1 The promotion of candidates takes place in accordance with the SRC's code of conduct for candidates for SCC elections (CoCC).
- 2.3.2 The SRC and SCCs must make practical arrangements to ensure free, fair and orderly conduct of the promotion and campaigning processes.
- 2.3.3 Any transgression of the CoCC must be reported promptly to ISEC.
- 2.3.4 Candidates may, within the confines of the CoCC, be assisted by affiliated structures in their campaign to rally support for their candidacy.
- 2.3.5 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 for the promotion of their candidacy or their election campaigns.
- 2.3.6 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.

- 2.3.7 A candidate found 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.

2.4 Election

- 2.4.1 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 the *SCC Rules*
- 2.4.2 The mechanisms and procedures contemplated in paragraph 2.4.1 must ensure the secrecy of all ballots cast.
- 2.4.3 ISEC must be given full access to all aspects of the electoral process.
- 2.4.4 The timing and duration of the election is published in the annual university calendar after consultation with the SRC by the office of the Registrar.
- 2.4.5 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.
- 2.4.6 To cast a vote in the electronic voting system one must be a *bonafide* full-time registered contact student of North-West University at a time and this will be verified by providing the correct student number and the ID or passport number or study-permit number of the voting student.

2.5 Qualification to vote

- 2.5.1 To qualify as a voter in the election of an SCC a person must be registered as a full-time contact student on the campus where the SCC concerned is to be elected.
- 2.5.2 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.
- 2.5.3 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.

2.6 Counting of votes

- 2.6.1 Votes are counted electronically by the auditors of the university, overseen by ISEC.
- 2.6.2 The candidate who receives the majority of votes for the SCC portfolio concerned is elected.
- 2.6.3 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.

2.7 Appeals and Objections

- 2.7.1 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.

2.7.2 ISEC may engage aggrieved candidates, and must promptly investigate the procedures and outcomes against which appeals or objections were raised.

2.7.3 The findings of ISEC regarding an appeal or objection are final and binding.

2.8 Ratification and Announcement

2.8.1 An external auditor appointed by the university audits the results of the counting of votes contemplated in paragraph 7.1 of the SRC Constitution to verify its accuracy.

2.8.2 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.

2.8.3 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.

2.8.4 The outcome of the election must be published electronically and on public campus notice boards

CHAPTER THREE

3.1 Composition of each SCC

3.1.1 Each SCC of the three campuses are to directly report, account and correspond with his/her associated portfolio holder on the SRC

3.1.2 The three SCC's of each respective campus shall consist of 15 registered students elected annually with the portfolios (in terms of **Annexure One**) of a:

- 3.1.2.1 Chairperson
- 3.1.2.2 Deputy Chairperson
- 3.1.2.3 Secretary General
- 3.1.2.4 Treasurer
- 3.1.2.5 Academic Officer
- 3.1.2.6 Residence Officer
- 3.1.2.7 Sports Officer
- 3.1.2.8 Council of Societies Officer
- 3.1.2.9 Current Affairs Officer
- 3.1.2.10 Marketing and Public Relations Officer
- 3.1.2.11 Arts and Culture Officer
- 3.1.2.12 Community and Stakeholders Engagement Officer
- 3.1.2.13 Legal Officer
- 3.1.2.14 Media and Operations Officer
- 3.1.2.15 Fund Raising and RAG Officer

3.1 Termination of membership

A member of the SCC shall cease to hold office if and when:

- 3.1.2 Resign in writing to the chairperson of the SCC concerned;
- 3.1.3 Has been absent from three consecutive ordinary meetings of the SCC without prior apology for absence having been made to and accepted by the ISCC
- 3.1.4 Is declared insolvent by a court of law;

- 3.1.5 Is convicted by a court of law of an offence which , in the opinion Council, after consultation with the SCC, is of such a serious nature that it is not desirable that such membership should continue;
- 3.1.6 Becomes incapable of performing the official duties of a member of the SCC;
- 3.1.7 Is found guilty of unbecoming or disorderly conduct in a disciplinary action taken against the member by the SCC, and the membership is terminated;
- 3.1.8 Ceases to be a student of the University.

3.2 Term of office

- 3.2.2** The term of office of members of the SCC's is one year
- 3.2.3** A person may serve in the SCC and for a maximum of three consecutive terms
- 3.2.4** Hand-over and constituting meetings of SCCs must take place within the last ten working days of August of each year
- 3.2.5** The term of office of members of an SCC commences once the annual hand-over and constituting meeting of the SCC concerned is concluded
- 3.2.6** 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 SCC and its members may be extended by the Vice-Chancellor for a reasonable period

CHAPTER FOUR

4.1 SCC Meetings

- 4.1.1 The SCC Secretary General/ Internal Coordinator gives written notice of a meeting, together with an agenda of the meeting, at least forty eight (48) hours prior to the set time for the meeting
- 4.1.2 The SCC Secretary General/ Internal Coordinator and the SCC Chairperson must draft the agenda
- 4.1.3 Any member of the SCC, with permission of the chairperson, may request by way of a motion/resolution that an item be placed on the agenda, provided that it is submitted in writing and seconded at least fifty (50) hours prior to the meeting, weekends excluded, at the SCC Secretary General/ SCC Internal Coordinator
- 4.1.4 Permission for absence at the meeting is given only when it is requested in writing from the SCC Chairperson and/or SCC Vice-Chairperson, stating satisfactory reasons.
- 4.1.5 Notice of late motions presented to the meeting should be handed in at the SCC Chairperson and approved by the SCC at 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
- 4.1.6 Any registered student of the respective campus may attend SCC meetings as observer if permission is given by the SCC Chairperson. Registered students of the respective campus may ask for an opportunity to read the minutes of the previous SCC meeting. Only the SCC Chairperson can give permission that other persons may attend the SCC meetings

- 4.1.7 The minutes of an SRC meeting must be made available to the SCC members by SCC Secretary General/ SCC Internal Coordinator within three (3) working days after the meeting.
- 4.1.8 The quorum for ordinary SCC meetings is a two-thirds majority of the members
- 4.1.9 The quorum is determined at the start of a meeting and is valid for the duration of the meeting: Provided that, if at any time during the meeting, less than 45% of the members are present, the SCC Chairperson adjourns the meeting
- 4.1.10 If the required quorum is not present at the beginning of a meeting, the SCC Chairperson adjourns the meeting and immediately gives oral notice of the next meeting, stating the date, time and place of such meeting, and must contact all members of the SCC to inform them of the arrangements for the next meeting. If at that meeting a quorum is still not present, the SCC Chairperson convenes a third meeting following the same procedure as set out above. If at such third meeting the required quorum is still not present, a quorum is deemed to be present and the meeting continues as if it is properly constituted

4.2 SCC Executive Management Committee Meetings

- 4.2.1 The Executive Management Committee of the SCC deals with emergencies and extraordinary matters that require the SCC to make an urgent decision when it is not possible to call a meeting of the full SCC.
- 4.2.2 The Executive Management Committee of the SCC takes management decisions on the day-to-day technical and operational matters, provided that these are duly approved by the SCC at the next meeting
- 4.2.3 The quorum for Executive Management Committee meetings of the SCC is a two-thirds majority of the members

4.2.4 Complete minutes of all meetings are kept and made available by the SCC Secretary General member to all SCC members before the next meeting

4.2.5 The Executive Management Committee of the SCC consists of the:

4.2.5.1 Chairperson

4.2.5.2 Deputy Chairperson

4.2.5.3 Secretary General and/or Legal Officer

4.2.5.4 Treasurer

4.2.5.5 Academic Officer

4.3 Special SCC Meetings

4.3.1 Special SCC meetings should be convened if six (6) or more members submit a request in writing to the SCC Chairperson, or if the Executive Management Committee of the SCC decides in this way or if the SCC Chairperson regards it necessary.

4.3.2 All provisions for holding of a normal SCC meetings, hold *mutatis mutandis* for the special SCC meetings, provided that the agenda of the special SCC meeting is focused on specific matters.

4.3.3 Complete minutes of all meetings are kept and made available by the SCC Internal Coordinator member to all SCC members before the next meeting for approval.

4.3.4 If the special meeting is urgent, the notice period of twenty four (24) hours is not in force, provided that all SCC members are informed in person before the SCC meeting starts.

4.3.5 The quorum for special SCC meetings is a two-thirds majority of the members.

- 4.3.6 The quorum is determined at the start of a meeting and is valid for the duration of the meeting: Provided that, if at any time during the meeting, less than 45 percent (45%) of the members are present, the SCC Chairperson adjourns the meeting.
- 4.3.7 If the required quorum is not present at the beginning of a meeting, the SCC Chairperson adjourns the meeting and immediately gives oral notice of the next meeting, stating the date, time and place of such meeting, and must contact all members of the SCC to inform them of the arrangements for the next meeting. If at that meeting a quorum is still not present, the SCC Chairperson convenes a third meeting following the same procedure as set out above. If at such third meeting the required quorum is still not present, a quorum is deemed to be present and the meeting continues as if it is properly constituted

4.4 Constituting Meetings

- 4.4.1 The constituting meeting is held immediately after the election results have been made known and before the succession meeting takes place. The outgoing SCC Chairperson convenes the constituting meeting.
- 4.4.2 Candidates that have been elected to the SRC must attend the constituting meeting of the SCC.
- 4.4.3 The outgoing SCC Chairperson chairs the following items on the agenda at the constituting meeting:
- (a) opening and attendance;
 - (b) constituting of the new SCC;
 - (c) members are sworn in and take up the oath of office;
 - (d) handing over of the chair to the new chairperson of the SCC;

(e) appointment of the new Executive Management Committee members and the transfer of authorisation to the new SCC Chairperson and the SCC member for Finances according to the policy of Delegations and Schedule of Authorisation Levels of the North-West University

4.5 Succession Meetings

- 4.5.1 The succession meeting should take place within fourteen (14) calendar days after the election of the new SCC
- 4.5.2 Members of the outgoing SCC and the newly elected SCC members must attend the succession meeting
- 4.5.3 The meeting starts as an ordinary meeting of the outgoing SCC that finalises outstanding matters. Only outgoing SCC members then have voting rights
- 4.5.4 When the outgoing SCC Chairperson hands over the chair to the SCC Chairperson elected, the SCC Chairperson elected takes over executive powers, where after only the SCC elected members have voting rights
- 4.5.5 Immediately after the constituting and succession, the normal duties of the SCC start and decisions can be made

4.6 Student Mass Meetings

- 4.6.1 Mass meetings provide the opportunity for open discussion on matters of pressing concern to the SCC and for the SCC to report on and seek the advice or views of the student community on any matter within the jurisdiction of the SCC
- 4.6.2 Mass meetings are convened as and when required. The SCC Chairperson or a facilitator appointed by the SCC or a SR\CC member appointed by the SCC

Chairperson can act as the chairperson of a mass meeting. Mass meetings must be attended by all SCC members

- 4.6.3 A mass meeting may be convened by the SCC on its own initiative, qualified at two-thirds majority of the relevant SCC, or at the request of a registered student. If a mass meeting is requested by a registered student, the procedures set out in subsection 4.6.3.1 must be followed

- 4.6.3.1 A mass meeting may be requested by any registered student, referred to as the requester, by way of a petition signed by a minimum of ten percent (10%) of the eligible full-time registered contact students of the respective campus of the NWU and stating clearly and concisely the grounds for the request, submitted to the SCC Chairperson for approval

- 4.6.4 Only registered students of the respective campus of the NWU have the right to speak and to vote at mass meetings

- 4.6.5 The SCC Chairperson has the right to prohibit any person who is guilty of disorderly behaviour to enter or to be present any longer at the meeting place

- 4.6.6 The SCC Secretary General/ SCC Internal Coordinator must give notice of all mass meetings and place a notice of a mass meeting stipulating its date, time, place and agenda on the official notice boards at least seven (7) calendar days prior to the mass meeting

- 4.6.7 The SCC Secretary General/ SCC Internal Coordinator acts as secretary to take minutes at the mass meeting, which must be available within five (5) calendar days of the mass meeting at least to the members of the SRC. The minutes will be made available to students on request

- 4.6.8 The SCC Chairperson must report back to the SCC and the SRC on the proceedings at the mass meetings on the next formal SCC and SRC meetings respectively

CHAPTER FIVE

5.1 Media Statements

- 5.1.1 The SCC Chairperson may issue media statements on behalf of the organised student life, the SCC and/or student societies while observing the institutions media policy.
- 5.1.2 Other media statements may be issued by student(s) registered and affiliated societies only with prior approval of the SCC Chairperson
- 5.1.3 A motivated request may be addressed to the SCC Chairperson by student(s) and/or registered and affiliated sub-structures (e.g., societies) to make a media statement on behalf of student(s) and/or registered and affiliated sub-structures (e.g., societies)of each respective campus. The SCC Chairperson can then consider the request and approve or reject it
- 5.1.4 If a media statement is issued, an electronic copy thereof should be sent to the Executive Directors of Corporate Communications and Marketing and Director student Life of the affected campus prior to publishing.
- 5.1.5 Any media statement issued in terms of article 5.1 of the *SCC Rules* must be done in accordance with the policies and rules of the North-West University with regard to liaison with the media;

5.2 Corporate Identity

- 5.2.1 The official colour of the North-West University is purple (primary) and turquoise and grey (secondary) as described in the NWU Brand Identity Policy.
- 5.2.2 The official logo type of the North-West University and the approved secondary SCC logos are as described in the NWU Brand Identity Policy

CHAPTER SIX

6.1 Relationships with other bodies and structures

6.1.1 Council of the NWU

6.1.1.1 The relationship between the SCC and the Council of the NWU is ruled and regulated in terms of the provisions of the *Statute of the NWU*

6.1.2 UMC

6.1.2.1 The SCC reports in writing to the University Management Committee on its activities once a year

6.1.2.2 The SCC serves as a representative link with the University Management Committee on behalf of the student community of the each respective campus of the North-West University

CHAPTER SEVEN

7.1 Privileges

The privileges enjoyed by the SCC of each respective campus are the following:

- 7.1.1 Receiving financial support (as per agreed budget) from the University
- 7.1.2 Raising additional funds from donors and sponsors
- 7.1.3 Using office space and other facilities as required by and allocated to the SCC

7.2 Discipline

- 7.2.3 Complaints by any student or staff member of the NWU or any other person who has knowledge of an offence are submitted in writing at any one or all of the following persons or bodies:
 - (a) the chairperson of the relevant SCC portfolio in his/her capacity as chairperson of the portfolio
 - (b) SCC Chairperson
 - (c) Campus Director Student Life
 - (d) the Prime/Chair -person of the house committee or house committee member of the relevant campus residence
- 7.2.4 After receipt of a complaint by any one of the above-mentioned persons or bodies, the complaint must be submitted to the Chairperson of the SCC Disciplinary Committee The Chairperson may then in his or her discretion, or after consultation with the Director of Student Life, decide (with regard to the disruption of discipline, the order, the violation of rules, or the bringing of the good name and reputation of the University into disrepute) to refer the complaint to the Director of Student Life or his delegate in terms of the *Students Disciplinary Rules of the North-West University*:

7.2.4.1 That if the transgression is deemed to be a transgression of the *Statute of the NWU*, the transgression must be referred to the Student Disciplinary Office of NWU for further investigation

7.2.5 Penalisation and/or sanction will take place as described in the rules of the respective SCC portfolio and/or official competition rules, and in accordance with the Students Disciplinary Rules

CHAPTER EIGHT

8.1 Amendments

8.1.1 A proposal for the amendments of these *SCC Rules* has to be submitted in writing at least forty eight (48) hours prior to the SCC meeting where the amendment has to be considered.

8.1. These *SCC Rules* can only be amended by a two-thirds majority of the total members of the SRC of the NWU University at that particular point in time

8.1.3 Any proposed amendments to the *SCC Rules* have to be submitted by the SCC Chairperson to the SRC and SCC's of each campus for noting, together with the advice of the Registrar, after consultation with UMC

8.1.4 These *SCC Rules* replace all other and preceding SCC Rules or Constitutions of the SCC of the three campuses of the North-West University

ANNEXURE ONE

Minimum Functions, Responsibilities and Competencies of the Portfolio Holders of the SCC

- 1 It is the task and responsibility of the **CHAIRPERSON** of the relevant SCC to-
 - 1.1 Chair all the SCC meetings, student mass meetings, liaison meetings and other meetings of the SCC, unless otherwise provided by the SCC Rules or by the SCC itself;
 - 1.2 call SCC meetings, special SCC meetings, SCC with Management Executive Committee meetings and other meetings when he/she finds it fit, as specified in the Rules of the SCC;
 - 1.3 ensure the effective transfer of SCC activities in cooperation with the retired chairperson
 - 1.4 draw up a consolidated year planning and strategic plan for the SCC with regards to the organised student life, in consultation with the SCC, to get it approved by the SCC at the beginning of the term and to lay it before the students in an appropriate manner for noting;
 - 1.5 take general overarching control of the execution of the SCC's year programme and strategic plan in co-operation with the Deputy Chairperson;
 - 1.6 release policy and media statements on behalf of the SCC and/or the organised student life, subject to the approval or ratification of the SCC;
 - 1.7 promote the rights of all students on the respective campus

- 1.8 enjoy 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 NWU
- 1.9 control, in co-operation with the Treasurer, the use of all moveable property and buildings of the SCC;
- 1.10 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 relevant SCC;
- 1.11 co-ordinate the awarding of honorary colours;
- 1.12 carry out normal chairperson duties and facilitate SCC meetings
- 1.13 Liaising continuously with the management of the university and with all other relevant university structures in consultation with the Deputy Chairperson and the Secretary General
- 1.14 Issuing statements on behalf of the SCC in accordance with the applicable procedural and policy arrangements
- 1.15 Effect referenda on the relevant campus on behalf of the relevant SCC

2 It is the task and responsibility of the **DEPUTY CHAIRPERSON** of the relevant SCC to-

- 2.1 oversee the portfolios of the SCC and to report on SCC meetings about them, together with portfolio holders
- 2.2 replace the Chairperson perform his/her duties if the Chairperson:
 - 2.2.1 has resigned or was dismissed, until such time as a by-election was held and the new elected Chairperson assumes office;
 - 2.2.2 is unable to fulfill his/her duties

- 2.2.3 is absent for an unreasonably long period
- 2.3 assist the Chairperson in performing his/her duties
- 2.4 control the succession packages of the SCC and of all the sub-structures
- 2.5 supervise, as a general coordinator, the offices of the relevant SCC members
- 2.6 ensure that the SCC members perform their duties as defined in these *Rules* as well as the prescriptions stated in the relevant intra-office regulatory documents
- 2.7 be responsible for the SCC evaluation process
- 2.8 ensure that all SCC projects promote the values of the NWU
- 2.9 act as chief organizer of the Registration and Introduction/Orientation Programme for first-year students
- 2.10 collaborate with Student Life in drafting of the Registration and Introduction/Orientation Programme
- 2.11 compile a campus report after the conclusion of the Registration and Introduction/Orientation Programme and submitting it to the SCC chairperson
- 2.12 effect any reasonable and equitable duty as delegated by the Chairperson

- 3 It is the task and responsibility of the **SECRETARY GENERAL** of the relevant SCC to-
 - 3.1 take delivery of all unfinished correspondences
 - 3.2 take minutes of all SCC meetings, mass meetings, general meetings and meetings of parliament

- 3.3 to submit decisions of the Executive Committee to SCC meetings by means of motions
- 3.4 to keep the attendance register at SCC meetings, meetings of the Executive Committee, mass meetings, general meetings and meetings of parliament;
- 3.5 to give proper and timeous notice of all SCC meetings, meetings of the Executive Committee, mass meetings, general meetings and meetings of parliament;
- 3.6 to handle all official correspondences of the SCC and to submit it to the SCC where necessary
- 3.7 to exercise general control over all administrative aspects of the activities of the councils and affiliated bodies by properly presenting all important administrative arrangements to all secretaries at the beginning of the term and calling meetings of all secretaries where necessary to disclose or impress on member administration arrangements
- 3.8 to perform normal duties of the secretary
- 3.9 to ensure that all important dates are passed on the SCC
- 3.10 to liaise on external level with other universities, bodies and institutions
- 3.11 coordinate and arrange all liaison activities
- 3.12 liaise on inter level with the various articulations of the relevant campus and the organised student life
- 3.13 organise all the internal social functions of the SCC
- 3.14 coordinate all corporate clothing of the SCC
- 3.15 effect any reasonable and equitable duty as delegated by the Chairperson

- 4 It is the task and responsibility of the **TREASURER** of the relevant SCC to-
- 4.1 deal with all executive financial aspects of the SCC's activities in accordance with the relevant rules and policies of the NWU
 - 4.2 ensure that the Rules for Finances are adhered to by the relevant SCC and its substructures
 - 4.3 change the signing rights on the SCC's account together with the SCC chairperson immediately after the constitution of the SCC
 - 4.4 control the financial aspects of the SCC, all SCC portfolio holders and Academic Student Associations
 - 4.5 giving all financial notices and arrangements properly to all treasurers
 - 4.6 convening meetings for all treasurers to introduce or to inculcate financial arrangements
 - 4.7 drafting a specified budget of funds together with the Executive Committee of the relevant SCC and submitting it to the SCC, in which the money assigned to them in terms of the SCC's Rules for Finances;
 - 4.8 controlling the spending of money allocations made by the SCC
 - 4.9 submit a comprehensive financial report to the SCC for approval at the end of the term
 - 4.10 liaise on behalf of the relevant SCC with the head of Financial Support Services of the relevant campus
 - 4.11 effect any reasonable and equitable duty as delegated by the Chairperson

- 5 It is the task and responsibility of the **ACADEMIC OFFICER** of the relevant SCC to-

- 5.1 take responsibility and to see to it that the challenges faced by, and proposals of students with regard to school, faculty or senate matters, are taken through the relevant channels and reported to the relevant authorities as prescribed by the NWU
- 5.2 investigate, in consultation with the university, the academic standards, problems and lecturing, examining and assessment methods
- 5.3 have a seat as the Academic Officer in the relevant management structures of the university and to enjoy full participation in those bodies (e.g., Academic Support Services; Bursaries and Loans Committee and the Senate Committee of the relevant campus);
- 5.4 keep students informed about any academic matters at all times;
- 5.5 liaise with Academic Administration and Academic Support Services;
- 5.6 serve as link between the Academic Student Societies and the relevant SCC
- 5.7 liaise with the Career Centre and act as communicative link between the Career Centre and the students
- 5.8 interact with distance students for the purposes of determining their common problems and concerns and advising the SCC accordingly
- 5.9 effect any reasonable and equitable duty as delegated by the Chairperson

- 6 It is the task and responsibility of the **RESIDENCE OFFICER** of the relevant SCC to-
 - 6.1 take responsibility and to see to it that the value-driven principles at the level of residence life is promoted
 - 6.2 deal with the necessary liaison between the relevant SCC and residences

- 6.3 ensure that regular feedback is given to the residences on matters relating to the latter
- 6.4 assist Primarii / Residence Committee Chairs and house committee members with difficult matters
- 6.5 look after the interests of students in residences in general
- 6.6 advise on leadership merit bursaries for house committee members in collaboration with Financial Support Services
- 6.7 control and manage the ad hoc lists of residences
- 6.8 effect any reasonable and equitable duty as delegated by the Chairperson

7 It is the task and responsibility of the **SPORTS OFFICER** of the relevant SCC to-

- 7.1 foster a positive attitude with regard to participation in sport in accordance with the value-driven foundation of the SCC;
- 7.2 promote the image of the NWU regarding sport;
- 7.3 facilitate the sport interests of the student community at an organised level;
- 7.4 coordinate the organising of intervarsity and other sports events in consort with SRC Sports Officer;
- 7.5 advise and inform the SCC regarding sport and recreation;
- 7.6 effect any reasonable and equitable duty as delegated by the Chairperson

8 It is the task and responsibility of **COUNCIL OF SOCIETIES OFFICER** of the

relevant SCC to-

- 8.1 Oversee the coordination of societies on the relevant campus
- 8.2 inform students about current national political matters

- 8.3 act as a person of liaison between the affiliated societies and the relevant SCC and *vice versa*
- 8.4 facilitate the affiliation of prospective societies
- 8.5 oversee the affiliation or registration of student societies are executed in a fair and just manner
- 8.6 coordinate the activities on the relevant campus on the basis of the general principles of the relevant SCC
- 8.7 protect and promote the rights of all students of the relevant SCC regarding the formation of societies and the exercising of associated activities on campus, despite his/her own convictions;
- 8.8 liaise, if needed, with the various society groupings and organisations at local, provincial and national level, despite his/her own convictions;
- 8.9 keep record with regard to the affiliation or registration of societies and other documentation and to ensure that the affiliation or registration of societies is renewed annually before a certain date;
- 8.10 effect any reasonable and equitable duty as delegated by the Chairperson

9 It is the task and responsibility of **CURRENT AFFAIRS OFFICER** of the relevant SCC to-

- 9.1 offer programmes and events to bring different culture groups to introduce them to one another;
- 9.2 identify issues that are challenging within the organised student life of the campus for healthy relations between different groups on campus
- 9.3 oversee the social integration projects in all the relevant SCC portfolios and residences

- 9.4 liaise with the Protection Services department of the relevant campus with regards to the parking, safety and security of students;
- 9.5 liaise with the Health Care Centre with regards to the health and wellbeing of students;
- 9.6 effect any reasonable and equitable duty as delegated by the Chairperson

10 It is the task and responsibility of the **MARKETING AND PUBLIC RELATIONS OFFICER** of the relevant SCC to-

- 10.1 act as communicative and organisational link between the relevant SCC and the Marketing and Student Recruitment Department of the NWU
- 10.2 liaise with and facilitate visits to schools in collaboration with the Marketing and Student Recruitment Department of the NWU
- 10.3 ensure that the image and reputation of the NWU are promoted and endorsed
- 10.4 taking responsibility for the organization of an open day where residences, Academic Student Societies and other relevant affiliated student organisations are involved to create a marketing and recruitment initiative;
- 10.5 design and coordinate publications in collaboration with the Marketing and Student Recruitment Department of the NWU including, but not limited to:
 - 10.5.1 assisting all SCC affiliated substructures that want to issue/broadcast/print publications and publicity material and accord them the requisite assistance;

- 10.5.2 ensuring that the SCC's publication policy regarding all publications and publicity material is adhered to;
 - 10.5.3 taking responsibility to instruct the relevant support to maintain all notice boards on campus;
 - 10.5.4 being knowledgeable about student-related publications of the other campuses and informing the SCC accordingly;
- 10.6 coordinate the publication and selling of the diary of the relevant campus
- 10.7 taking responsibility for controlling the irregular placing of posters, notices, pamphlets, banners and other publicity material on campus and seeing to it that offenders are disciplined according to the rules for this portfolio;
- 10.8 taking responsibility for controlling the irregular placing of posters, notices, pamphlets banners and other publicity materials on the relevant campus and seeing to it that offenders are disciplined according to the rules
- 10.9 facilitate the approval of publications and posters for the relevant campus
- 10.10 effect any reasonable and equitable duty as delegated by the Chairperson

11 It is the task and responsibility of **ARTS AND CULTURE OFFICER** of the relevant SCC to-

- 11.1 promote the value-driven principles in the field of arts and culture
- 11.2 organise, oversee and facilitate specific art-related events within the greater student community of the relevant campus
- 11.3 tend to specific art-cultural interests of the student community at an organised level

- 11.4 oversee, direct and administer art societies if they exist on the relevant campus
- 11.5 ensure that unique student arts are promoted on campus through various projects and events
- 11.6 endeavour to utilise culture to bridge cultural divides
- 11.7 effect any reasonable and equitable duty as delegated by the Chairperson

12 It is the task and responsibility of **COMMUNITY AND STAKEHOLDER ENGAGEMENT OFFICER** of the relevant SCC to-

- 12.1 act as chairperson of SCC CSEO / SRCS and to perform all the duties of the chairperson thereof
- 12.2 assist all organisations that take part in the SRC CSEO/ SRCS projects with advice and help, and to look after their interests on the SCC
- 12.3 where necessary, liaise with government departments (local, provincial, national and international) with social assistance in view
- 12.4 launch projects for additional needs that may arise
- 12.5 effect any reasonable and equitable duty as delegated by the Chairperson

13 It is the task and responsibility of the **LEGAL OFFICER** of the relevant SCC to-

- 13.1 oversee the fair execution on the rules governing the relevant SCC and affiliated societies
- 13.2 advise the relevant SCC on the applicable rules and procedures of meetings

- 13.3 protect and promote the rights of all students regarding the formation of political groups and the exercise of associated activities on the relevant campus
- 13.4 liaise on behalf of the SCC with the various political groupings and organisations at local provincial and national level
- 13.5 oversee, manage and administer any constitution, rules or regulatory document pertaining to organised student life and of the relevant SCC and its substructures
- 13.6 effect any reasonable and equitable duty as delegated by the Chairperson

- 14 It is the task and responsibility of **MEDIA AND OPERATIONS OFFICER** of the relevant SCC to-
 - 14.1 ensure that the image and reputation of the NWU are promoted and endorsed
 - 14.2 facilitate, monitor and enable the *modus operandi* of the relevant SCC by means of all forms of media, including but not limited to social media platforms
 - 14.3 act as communicative link between the relevant SCC, its substructures and the students of the relevant campus
 - 14.4 enable and assist the entrepreneurial character of the students of the relevant campus by means of projects, educational endeavours and events
 - 14.5 effect any reasonable and equitable duty as delegated by the Chairperson

- 15 It is the task and responsibility of **FUND RAISING AND RAG OFFICER** of the relevant SCC to-

- 15.1 plan, organise and execute SCC fundraising programmes in close liaison with the NWU's fundraising office
- 15.2 oversee compliance by the relevant SCC, house committees, student societies and clubs on the relevant campus
- 15.3 facilitating the approval of all fundraising initiative
- 15.4 support ongoing, and organizing additional fundraising efforts
- 15.5 facilitate all endeavours pertaining relating to Reach Out and Give (RAG)
- 15.6 effect any reasonable and equitable duty as delegated by the Chairperson