



# UNIVERSITY OF VENDA

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## SRC CONSTITUTION

### APPROVED CONSTITUTION

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“Creating quality leaders, for a future sustainable developing Southern Africa”.

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## **CHAPTER 1**

### **i. Preamble**

We, the Student Representative Council (“SRC”) of the University of Venda (“Univen”), recognise and are aware of the diversity of our cultural, political and religious persuasions and are also cognisant of our economic backgrounds which have often led to exclusions from the higher education system. We share the vision of Univen. Without derogating from the generality of the aforementioned, in particular, we ascribe to the principles of Univen being a quality driven rurally based, financially viable, comprehensive university. We are committed to creating an enabling environment in which all who aspire to gain access to higher education can do so without impediments. We are committed to providing responsible, accountable and exemplary leadership that responds to the needs of its constituency. We acknowledge that the Univen SRC is constituted in terms of and is subject to the Higher Education Act 101 of 1997 (as amended), the Constitution of the Republic of South Africa, 1996 and the University of Venda Statute of 2005 (as amended). We abide by, respect and uphold this Constitution.

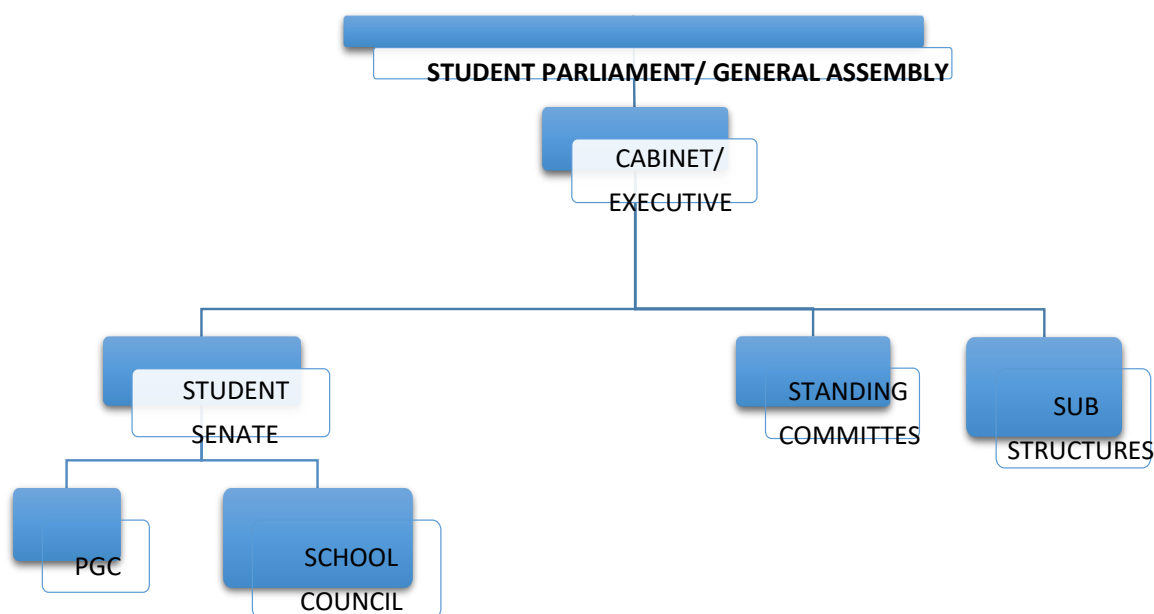
### **ii. Short title and Commencement**

This document is titled the University of Venda SRC Constitution and comes into effect as soon as it is adopted by the Student Parliament/General Assembly and approved by the University Council.

### **iii. Supremacy of the Constitution**

This document constitutes the supreme law of the SRC. Any law, regulation, policy, rule, practice or conduct inconsistent with it is invalid, and the obligations imposed by it must be fulfilled. The principle of good faith shall inform this Constitution and the application thereof. This Constitution shall be interpreted in accordance with the accepted rules of interpretation of the statutes.

iv. Organogram



## SECTION 1

### Name of Organisation

1.1 The name of the student representative body shall be the University of Venda Student Representative Council, hereafter referred to as the “SRC”.

## SECTION 2

### Explanation of terms

2.1 The terms are as follows:

- a) “**Act**” means the Higher Education Act 101 of 1997(as amended).
- b) “**Auditor**” means any person registered as such in terms of the Public Accounts’ and Auditors’ Act, 1991 (Act 80 of1991).
- c) “**Campus**” means the campus of the University of Venda situated in Thohoyandou.
- d) “**Class representative**” means a duly elected student who is elected by his/her own class to carry the Mandate of the class.
- e) “**Council**” means the governing body of the University of Venda as described in the Act and the Statute.
- f) “**Days**” means workdays and excludes weekends and public holidays.
- g) “**Ex Officio**” means a member of a committee by virtue of holding another office.
- h) “**HRC**” means leadership of student residence.
- i) “**IEB**” means Independent Electoral Body.
- j) “**Inter se**” means between or among themselves.
- k) “**Proportional representation**” means representation of all parties in proportion to the number of votes received.

- l) “**Post Graduate Committee**” means a duly constituted student committee set up to represent the interest of post-graduate students.
- m) “**Postgraduate**”, when used in relation to a student, means any student who has enrolled for his/her post graduate degree such as Honours, Masters, and Doctorate.
- n) “**Student Faculty Council**” means a duly constituted student committee established to represent the interest of students in a particular faculty .
- o) “**SRC**” is the abbreviation for the Students’ Representative Council.
- p) “**Statute**” means the University of Venda Statute as applicable from time to time.
- q) “**Univen**” is the abbreviation for the University of Venda.
- r) “**University**” shall mean the University of Venda.
- s) “**Student**” means any person registered at the University of Venda for the purpose of obtaining a qualification.
- t) “**Ordinary meeting**” means a formally scheduled meeting of the SRC.
- u) “**PGC**” is the abbreviation for the Post Graduate Committee.
- v) “**Student organisation**” means a student organisation which has met the criteria set by the SRC for recognition and “student formation” and/or “student club” bears an equivalent meaning.
- w) “**Semester**” means a one-half portion of the academic year and can be either the first semester, referring to the first part of the academic year or the second semester, which refers to the second part of the academic year as determined by the University calendar.
- x) “**Senate**” means the University body responsible for academic matters as described in the Act and Statute.
- y) “**Student Senate**” means the substructure of the SRC responsible for all academic related matters.
- z) “**Trias Politica**” means separation of powers.
- aa) “**Mutatis mutandis**” means that matters are generally the same, except for those things having been changed which need to be changed or the necessary changes having been made.
- bb) “**Represent**” means to act for and on behalf of and excludes representation in student disciplinary hearings.
- cc) “**Residence**” means all places of occupancy officially recognised by the University Specifically for dwelling purposes by registered students and in accordance with the University rules, regulations and policies.
- dd) “**Underperformance**” means the state in which the SRC member is unable to carry out his or her duties as outlined in the SRC Constitution or where an SRC member fails to achieve the required output or performance required from him or her.
- ee) “**University matters**” as referred to in section 5.1 means any matter which affects or impacts on the university community.

## **SECTION 3**

### Vision

3.1 “Creating quality leaders, for a future sustainable developing Southern Africa”.

### Aims and Objectives of the SRC

3.2 The aims and objectives of the SRC are:

- a) To represent and advance, in good faith, the interests of all students, individually and collectively.
- b) To act as liaison between students, management, and other stakeholders, in the interest of students.
- c) To advocate for student rights by striving for a just standard of general welfare for all students, regardless of race, colour, creed and gender;
- d) To promote a culture of democracy and tolerance within the University community and the education sector in general;
- e) To build solidarity by encouraging all students to participate progressively in university activities and to create democratic SRC's structures;
- f) To support students and student structures by creating forums to achieve common goals and perform such actions as are necessary to achieve these goals;
- g) To solve disputes amongst students and between students and other University constituencies;
- h) To support student governance and development by encouraging co-operation among student structures and co-ordinating joint activities;
- i) To promote the acquisition and use of knowledge, competencies and skills that are attained through education as a means of contributing to broader social-economic development, democracy, and nation building.

## **SECTION 4**

### Guiding Principles and Values

4.1 The SRC shall promote the following principles in its functioning, deliberations, and decisions:

- a) Advancing academic excellence;
- b) Non-racism and non-sexism.
- c) Non-xenophobia;
- d) Participatory democracy;
- e) Culture of human rights (as set out in the Bill of Rights in the Constitution of the Republic of South Africa);
- f) Women leadership development;
- g) Community centeredness;
- h) Integrity;
- i) Advancement of the rights of the students with disabilities ;
- j) Equality.

## **SECTION 5**

### **Functions and Responsibilities**

#### **5.1 The SRC shall:-**

- a) Represent students in University matters, including participation in the formulation of university-wide student policies and procedures;
- b) Represent students and their interests on Council and relevant committees of Council and in meetings with student representative bodies of other institutions;
- c) Promote academic excellence and a culture of research amongst the student community;
- d) In conjunction with the Department of Student Affairs, produce and manage the annual budget and account for its funds and present financial statements to Student Parliament before it leaves office;
- e) Report to students on the activities of the SRC through the Student Parliament and by means of newsletters and meetings;
- f) Meet at least once a fortnight and keep records of discussions and minutes of such meetings;
- g) Promote participation of students in all spheres of university life;
- h) Ensure implementation of resolutions of the Student Parliament;
- i) Organise and regulate student activities;
- j) Ensure that its members report to the SRC Cabinet meeting on monthly basis.



## **SECTION 6**

### Eligibility for SRC members

To be eligible for membership of the SRC, a person shall meet the following minimum requirements:-

6.1 Must have been a bona fide registered student for at least a period of one (1) academic year and must at least be in their second year of study of an uninterrupted study of the same qualification;

- a) Must have passed at least the required percentage of the credit bearing modules in their academic record for the current qualification: 70% for parliamentarians; 75% for substructures and 80% for Cabinet; and should have progressed to the next level of his/her qualification.

6.2 Postgraduate students shall be subjected to screening in terms of progression rule for postgraduates' students:-

- a) Only first year honours students shall qualify to contest. The membership of honours students contesting for SRC position shall be reviewed the following year to check the eligibility for such student.
- b) Master's students shall only qualify until second year of their level of study. PhD students shall only qualify until third year of their level of study.

6.3 Academic screening should be done publicly with the use of data projectors before the elections;

6.4 Must not have been found guilty of an offence in a formal disciplinary hearing of the University or any other institution of higher learning.

6.5 Must not have a criminal record; Which is still within 5years of conviction.

6.6 With the exception of students registered under/in the Faculty of Health Sciences, must not be doing a third year in a programme that compels all fourth year students to be in field practical's with minimum of five month.

6.7 Must be someone that will not graduate before the end of the second semester.

6.8 Must have registered for a at least a minimum of three (3) credit bearing modules for the current academic year

6.9 Must be someone who participate in Arts, Culture and sporting codes at Univen to qualify for SRCC elections.

6.10 Members who form part of any committee under Arts, Culture and Sports elected to serve under SRCC shall resign from such committee and only serve under SRCC.

## **CHAPTER 3**

### **SECTION 7**

#### SRC Composition and Office bearers

The SRC Cabinet shall be composed of the following thirteen (13) members:

7.1 President.

7.2 Deputy President

7.3 Secretary General.

7.4 Deputy Secretary General.

7.5 Minister of Finance, Bursaries, and Projects.

7.6 Minister of Education.

7.7 Minister of Legal, Policies, and Constitutional Affairs.

7.8 Minister of Information, External Affairs, and International Relations.

7.9 Minister of Health, Safety and Security.

7.10 Minister of Campus and Off-Campus Housing.

7.11 Minister of Sports, Religion, Arts and Culture.

7.12 Minister of facilities maintenance.

7.13 Minister of People living with Disabilities and Gender.

**The following person shall occupy an ex officio position in the SRC:**

7.14 Chairperson of the Postgraduate Committee (ex officio)

### **SECTION 8**

#### Student Senate

8.1 Composition:

- a) It shall be composed of all Chairpersons and Secretaries of all Student Faculty Councils and PGC.
- b) It shall be presided over by the Minister of Education.
- c) The Student Senate shall elect a Secretary from amongst its members.
- d) It shall sit once per quarter before Senate and before Student Parliament.
- e) The Secretary of the Student Senate shall also serve as the Secretary of the library.

## 8.2 Functions

The functions of the Students Senate shall be to:-

- a) Ensure effective representation of students at Senate and the Institutional forum;
- b) Facilitate the integration of both local and international students on campus;
- c) Assist Student Faculty Councils to participate effectively in academic activities in their faculties;
- d) Facilitate an inculcation of a culture of academic excellence and research within the student community.

## 8.3 Functions of the Secretary of the library

The Secretary of the library shall:

- a) Attend the Library Committee meetings and communicate the outcomes either through his/her office or through the office of the Minister of Information, External Affairs, and International Relations
- b) Continuously communicate with the Director of library on the development of the services in the library and keep the students informed of any developments in this regard;
- c) Serve as the main informant for library issues and develop a relationship between the library personnel and the student leadership and the student community in general;
- d) Together with Minister of Education, represent the SRC in all library related matters.

## **SECTION 9**

### Student Parliament/ General Assembly

9.1 The Student Parliament shall be composed of fifty eight (58) members who shall include the members of Cabinet, Senate, and PGC.

9.2 The Student Parliament shall have the following standing committees:-

- a) Finance, Bursaries, and Projects.
- b) Education.
- c) Legal, Policies, and Constitutional Affairs.
- d) Information, External Affairs, and International Relations.
- e) Health, Safety and Security.
- f) Campus and Off Campus Housing.
- g) Religious, Culture, Arts, and Heritage.
- h) Sports and Recreation.
- i) Gender and People with Disabilities.

9.3 The Standing Committees shall be composed of the following:-

- a) Chairperson
- b) Deputy Chairperson
- c) Secretary
- d) Other additional members determined in line with section 20.17

## **SECTION 10**

### **Duties and Responsibilities of the Parliament**

10.1. The parliament in consultation with Management shall have responsibility to propose new Constitutional amendments and Council shall approve such amendment before execution.

10.2. Have the power to raise a motion of no confidence in any - Cabinet member, (including the President), PGC, HRC, SRCC, DSU, and all Faculty Council. based on;

- a) Misconduct
- b) Underperformance
- c) Violation of the SRC Constitution and other Univen Policies

10.3 The following procedures shall be used in implementing section 10.2;

- a) The motion must be debated and a resolution will be adopted with the supporting vote of majority;
- b) The speaker of parliament must inform the Director of Student Affairs the decision of parliament in writing;
- c) The membership of any person with reference to section 17 shall be terminated.
- d) Dean of Students shall be allowed to study the report submitted by the parliament and investigate further if proper procedure was followed before implementing parliament decision.

10.4. The parliament shall oversee all laws and policies before they are approved.

10.5 Prevent or prohibit unfair discrimination in the SRC.

## **SECTION 11**

### **Duties and Responsibilities of SRC Cabinet**

#### **11.1. The President shall:-**

- a) Allocate the Cabinet portfolios within seven (7) days after the elections;
- b) Reshuffle Cabinet based on the outcome of a performance evaluation agreed upon by the Director: Student Affairs;
- c) Take charge of the affairs of the Cabinet and act as the Chief Executive Officer of the SRC;

- d) Ensure that students' stability is at a level that enables learning and teaching to continue peacefully;
- e) Make the student voice heard in every decision-making forum of the University or delegate a member of the SRC executive to fulfil this role;
- f) Preside over all SRC meetings or in his absence, delegate such duties to a member of the SRC in order of seniority;
- g) Present a report on matters affecting the SRC in general to the Parliament;
- h) Together with other delegated SRC members, represent the SRC and students at all official functions of the University;
- i) Together with the Finance and Projects Officer or Secretary General (in the absence of the Finance and Projects Officer), act as a signatory to all financial transactions of the SRC;
- j) Act as the official spokesperson of the SRC;
- k) Enforce accountability by all SRC portfolios; and
- l) Sign minutes of all SRC meetings;
- m) Report to the students on the work done by the SRC through mass meetings every quarter.

#### **11.2 The Deputy President shall:-**

- a) Act as the Acting President in the absence of the President;
- b) Lobby relevant stakeholders for the establishment of exchange programmes for the SRC;
- c) Be a custodian for the community development work of the SRC;
- d) Lobby the Univen community to ensure synergy in community and outreach programmes.

#### **11.3 The Secretary General shall:-**

- a) Be in charge of the general administration and act as Chief Administrative Officer of the SRC;
- b) Conduct the correspondence on behalf of the SRC and keep records of all copies thereof;
- c) Circulate notices and agendas of meetings to all SRC members;
- d) Serve as the signatory of all financial transactions of the SRC together with the President and the Finance and Project Officer;
- e) Have powers to sign on behalf of the President or the Treasurer;
- f) Together with the Deputy Secretary take minutes in all SRC meetings;
- g) Be the Chief Coordinator of the activities of the SRC support staff;

- h) Present the organisational report and update to the Student Parliament at its annual meeting; and
- i) Draw up and implement a marketing and communication strategy for the SRC.

#### **11.4 Deputy Secretary General shall:-**

- a) Act as the Acting Secretary General in the absence of the Secretary General;
- b) Assist the Secretary General with administering the work of the SRC; 11.4.3 Execute responsibilities as delegated by the Secretary General;

#### **11.5 Minister of Finance, Bursaries and Projects shall:-**

- a) Be responsible and accountable for the finances and projects of the SRC;
- b) Keep records of all financial transactions of the SRC;
- c) Present an annual SRC budget speech at the Student Parliament where the SRC budget and controls are presented to all students and the University community;
- d) Together with the President and the Secretary General, serve as the signatory for the SRC financial transactions;
- e) Present the financial update to the Parliament sitting on a quarterly basis;
- f) Present an audited financial report on the SRC, Parliament and Council from registered accounting firm on SRC budget;
- g) Assemble a projects team to coordinate and organise projects of the SRC; 11.5.8 Lobby resources to advance the programme activities of the SRC;
- h) Be responsible for fundraising activities aimed at community development;
- i) Represent the SRC at the Bursary Committee and Finance Committee; and
- j) Liaise with any fund, corporate body, or any other institution established for providing financial assistance to students.

#### **11.6 Minister of Education**

- a) Be responsible for and co-ordinate all academic matters affecting students;
- b) Coordinate all transformation-related matters on issues of Education
- c) Represent students at the University Senate and the Institutional Forum and in any other relevant committees;
- d) Work with relevant stakeholders to help with integration of both local and international students on campus and assist with the formulation of relevant strategies for the university;
- e) Submit regular reports to the Secretary General as requested by the SRC;
- f) Ensure proper functioning of the Student Senate; and

- g) Ensure a healthy academic relationship between students and academic structures of the University.
- h) Promote the review and development of new academic curriculum on old or out-dated diplomas and degrees.

#### **11.7 Minister of Information, External and International Relations**

- a) Ensure that in every university publication there is a space for the SRC;
- b) Publicize each project of the SRC before the actual project takes place;
- c) Be responsible and accountable for any issues relating to media and publicity;
- d) Be responsible for co-ordinating international issues ranging from student and exchange programmes;
- e) Co-ordinate international students exchange programmes in a proper and structured way;
- f) Write monthly reports and give them to the Secretary General for compilation;
- g) Coordinate the internal and international work of the SRC; and
- h) Liaise with the Director of International Relations with regard to international students related matters.

#### **11.8 Minister of On-Campus and Off-Campus Housing shall:-**

- a) Determine, in conjunction with the Housing unit and HRC , a method of handing out keys that will be efficient and effective and streamlined to students needs
- b) Promote and maintain a healthy and conducive living environment;
- c) Arrange social events between on-campus and off-campus residents in conjunction with the HRC
- d) Together with HRC Chairperson, convene and conduct a mass meeting in every residence at least once a month;
- e) Initiate, implement and facilitate cleaning campaigns in all residences;
- f) Ensure that residences are transformed and maintained as decent and ideal learning environments;
- g) Ensure that the residences and the surrounding environments are always conducive to people living with disabilities
- h) Co-operate with residence staff in their effort to control ingress to and egress from residences
- i) Infuse a spirit of an academic culture in the residences; and
- j) Initiate sustainable programs aimed at injecting new life in the residences;

### **11.9 Minister of Legal, Policies and Constitutional Affairs**

- a) Be responsible for conducting research on current legislation which has a direct bearing on student activities and tertiary education;
- b) Collect and collate all the documents and publications, including newspaper tabloids, which comment on the student governance in particular and tertiary education in general;
- c) Ensure that the SRC Constitution is a living document which articulates the current institution philosophy;
- d) Embark on comparative research by studying constitutions of other universities in South Africa, which provide a social background for constitutional amendments;
- e) Ensure that all committee meetings and parliamentary sitting processes are in accordance with the spirit of the Constitution;
- f) Ensure that the SRC Constitution does not contravene the provisions of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996);
- g) Ensure infusion of gender equity and gender sensitivity into all student activities. Under no circumstances should deviation from the prescribed constitutional quota be allowed;
- h) Ensure that the entire student body becomes a legally conscious community;
- i) Help create and maintain an environment, which permits for freedom of religion and belief and different forms of worships;
- j) Ensure and maintain that all students are aware and well familiar with all Univen and SRC policies relating to students.
- k) Ensure that all cases involving students, which are being held by the university Legal department, remedial committee and externally conducted, are being held fairly.

### **11.10 Minister of Sports, Religion, Arts and Culture.**

- a) Shall help develop, promote, and maintain sports and cultural diversity around university.
- b) Help develop sports and cultural programmes that caters for the needs of students with different abilities.
- c) Encourage students to participate in sports, cultural events and arts festivals.
- d) Promote the voluntary practice of religion of choice.
- e) Ensure identification of students with potential in sports, arts and culture in surrounding communities.



- f) Initiate and liaise with the minister of finance on fundraising and sponsorship for different sporting code and cultural activities.
- g) Shall plan social events that are more cultural, artistic and religious related programs to promote diversity in the institution.

**11.11 Minister of facilities maintenance.**

- a) The minister shall form part of residence inspections together with minister of housing.
- b) The minister shall oversee the maintenance to all facilities within the universities.
- c) The minister shall ensure adequate ongoing maintenance and equipment upgrades.
- d) Minister shall ensure that the residences and the surrounding environments are always conducive to students especially for people living with disabilities.
- e) Minister shall play a role in emergency planning and response, ensuring that student facilities are prepared for any emergencies.
- f) The minister shall form part and parcel of all the projects in the university that will affects students learning and living conditions by being consulted upon the handing over of the project.
- g) The Minister Monitors the work to be implemented by staff and contractors to ensure that work is completed satisfactorily and follows up on any deficiencies identified.
- h) The Minister Ensures that work and operation of equipment is in accordance with workplace Occupation Health and Safety Act (OHS) guidelines and attend to any unsafe work / condition.

**11.12 Minister of Health, Safety and Security, shall:-**

- a) Ensure the safety and security of all students on campus, in on-campus residences and in off-campus residences (or any other Univen premises) (resident and non-resident students);
- b) Co-operate with residence staff in their effort to control ingress to and egress from residences;
- c) Improve the hygienic conditions in the residences;
- d) Facilitate early identification of students who pose a health risk and promptly refer such students to the appropriate health workers (professional nurses, psychologists, social workers, nutritionists, etc.).

### **11.13 Minister of Gender and People (living) with Disabilities**

- a) Promote the realisation and protection of the rights of, students living with disabilities and ensure no one is discriminated according to their gender, race or disabilities.
- b) Advancing, developing, coordinate, advocate and partner with all university departments, organs of the society to ensure that considerations of gender and disability are integrated into all university programmes and that results are shown in this regard
- c) Ensure the adherence to international recognised instruments, values and standard which promote transformation of the university of Venda policies of gender and people living with disability
- d) Facilitate the implementation of university mandate on the rights of women, men, lesbians, gays, bisexual, transgender intersexual and people living with disabilities
- e) Ensure that all students living with disabilities have access to all university facilities, and stay in user friendly residence
- f) Initiate and facilitate the implementation of research and programmes for the empowerment of women, men and people with disabilities
- g) Promote equal representation and participation of gender and people living with disabilities at the university.

## **SECTION 12**

### **Terms of Office of SRC**

12.1 The term of office of SRC members shall be twelve (12) months, commencing on the first sitting of the Student Parliament and terminating on the day of the election.

12.2 The SRC shall hold office from the first ordinary meeting after the general election until prior to the sitting of the first ordinary meeting after the proceeding general election, or for such extended period as may be approved by the Vice-Chancellor, provided that if there is no SRC for any reason whatsoever, any other officer/s designated by the Vice-Chancellor may administer the affairs of the SRC.

12.3 The first ordinary meeting of the SRC must be held within a period of seven (7) days after declaration of the election results.

12.4 No individual member may serve the SRC Cabinet for more than two terms, whether consecutively or otherwise and cannot serve as a parliamentarian there after.

12.5 A member who has served the SRC Cabinet cannot thereafter serve the SRC substructures or as a parliamentarian.

12.6 The newly constituted SRC shall be sworn-in to the office not later than fourteen days after declaration of election results. The swearing-in ceremony shall be presided over by an advocate or magistrate.

## **SECTION 13**

### **Powers and Privileges of SRC**

13.1 The SRC is a structure within Univen which is established and recognised by both the Act and Statute. It negotiates with stakeholders in pursuit of good student governance and reserves the right to challenge decisions within the policies and procedures and the Students Code of Conduct, following approved processes and procedures.

13.2 The SRC is accountable to students and the Council through the appropriate management structures for funds and sponsorships it acquires and shall administer such funds in accordance with the Univen policies and rules.

13.3 Members of the SRC shall receive certain privileges, in lieu of their service to the student body. The privileges, which will be determined by the Dean of Students and the Registrar, after consultation with the SRC and approval by the Council, shall include a financial incentive.

## **SECTION 14**

### **Post Graduate Committee (PGC)**

The PGC is not the substructure of Cabinet, but it is not exempted from the Cabinet decisions

#### **14.1 Composition**

PGC shall consist of the following four (4) members

- a) Chairperson
- b) Deputy Chairperson
- c) Secretary
- d) Housing, Transport and Projects Officer

#### **14.2**

##### **a. Duties of the Chairperson**

- i. Shall Convene mass meeting/s/ general meeting/s
- ii. Shall review the program from the Project Officer
- iii. Shall represent students in the Senate Meeting/s

##### **b. Duties of the Deputy Chairperson**

- i. Shall convene the meeting/s in the absence of the Chairperson
- ii. In the absence of the of the Chairperson, the Deputy Chairperson may sign where the signature of the Chairperson is required.

**c. Duties of the Secretary**

- i. Shall notify all faculty members about the meeting.
- ii. Shall be responsible for keeping records of all agendas of the meetings within the faculty.
- iii. Shall be responsible for informing the students as a whole through the means of communique.
- iv. Shall be responsible to review the Program together with the Chairperson.
- v. Shall report on a weekly basis to the Minister of Education.

**d. Duties of project officer**

- i. Shall be responsible to organize programs upon approval by the Chairperson.
- ii. Shall assist Secretary to organize the meetings.
- iii. Shall organize or facilitate the SRC Faculty Regalia

14.3 The portfolios in the PGC shall be allocated and determined in terms of the number of votes obtained.

14.4 The rules and procedures governing Cabinet meetings shall apply mutatis mutandis to PGC.

14.5 Duties and functions The PGC shall:

- a) be responsible for the academic, research, transport, bursaries, housing and other general welfare of the post-graduate students.
- b) be responsible for coordinating Post-Graduate Sub-Committees per faculty , each faculty must have 2 (two) members of the committee.
- c) be responsible for planning and implementing activities that will inspire undergraduate students to further their studies in postgraduate studies;

14.5 The PGC shall be represented in the following committees/sitting:

- a) Library committee
- b) Cabinet
- c) Research Committee, higher degrees committee, ethics committee, funding committee
- d) Student Affairs Committee

- e) Student Senate
- f) University Senate
- g) Academic Division Committee
- h) CHETL
- i) IT Committee
- j) Bursary Committee
- k) The PGC shall be allocated a budget for their exclusive use, based on their Programmes of Action and available resources.
- l) The PGC shall report in the Student Parliament.

## **SECTION 15**

### Qualification of Organisations to Contest Elections

15.1 All student formations recognised as political organisations in terms of this constitution shall qualify to contest elections.

15.2 All organisation to contest election should produce membership of 100 members audited by their executive.

15.3 SRC offices shall be allocated based on the organisation's election results.

## **SECTION 16**

### Eligibility to Vote

16.1. All full-time students who are registered for a qualification shall be eligible to vote.

16.2. Student Organization

- a) Any student formation recognised by the SRC Constitution may contest for any Cabinet position of the SRC.
- b) The student formation shall be supported by a minimum of hundred (100) registered students who shall provide their names, signatures and student number on the nomination form provided by the IEB.
- c) Each student shall have the right to cast one vote.

## **SECTION 17**

### Termination of Office

The membership of any person in the SRC shall be terminated when he/she:-

17.1 Ceases to be a student of the University of Venda;

17.2 Tenders resignation;

17.3 Such person has been removed from office by a vote of no confidence in accordance with the procedure set out in section 10.2 for failure to carry out, without reasonable grounds,

duties and mandates of the SRC and such a member has been served with two successive written warnings in respect of such conduct;

17.4 Is removed from office by the University Disciplinary Committee in accordance with the applicable disciplinary policies; Any member who is found guilty of misconduct by the University disciplinary processes or is found guilty of criminal activities in a court of law, shall lose his/her membership of the SRC.

17.5 Has, following a fair and reasonable process been withdrawn by the student formation that has deployed him or her to the SRC, provided that the student formation had valid and justified reasons for doing so, however SRC Executive shall be removed by student parliament through a motion of no Confidence which shall be conducted as follows:

- a. The organisation that deploys an SRC executive member shall submit a motion of no confidence through the office of the speaker.
- b. Motion of no confidence must be done through parliament, and such motion must receive 2/3 majority support.
- c. Voting shall be done through the show of hands.
- d. In an event where the motion is successful, the party to which
- e. a member who has been removed belong, shall make replacement within 30 days.
- f. Student governance and shall oversee the process, two delegates from each student organisations represented in the SRC shall observe the process.

17.6 Has, on grounds of illness, become incompetent or incapacitated to carry out his/her duties in accordance with the Constitution;

17.7 Found to be employed during their term of office will lose their SRC membership.

17.8 Has missed three consecutive meetings or programs without reasonable explanation.

17.10 A Cabinet member shall be replaced by his or her organization and such replacement shall be made within the members of the Student Parliament, except if the parliamentarian(s) of such an organisation do not reach the requirement as outlined in the eligibility clause, the organisation shall deploy an ordinary member who meet the requirements of the illegibility clause.

17.11 Substructures shall be replaced by one who obtains the highest number of votes.

17.12 Student who had fulfilled all the requirements for the programme he/she is registered for prior to the lapse of his/her term of office, shall be terminated and substituted from his/her

duties unless he/she has already registered for another qualification and that qualification is appearing on the academic record.

17.13 Members of Substructures shall be replaced by a student with next highest number of votes considering gender equity.

17.14 A structure may not recall a member within thirty (30) working days after the inauguration of the SRC and within the last thirty working days before the expiry of the term of office of the SRC.

17.15 Student political formations

The students' political formations shall:-

- a) Deploy members to the SRC.
- b) Redeploy the member which they deployed having followed a fair and reasonable process given valid and justifiable reasons for doing so as per section 17.5.
- c) Organise and regulates organisational activities in terms of having access to the organisational budget.
- d) Following the disbandment of the official structure of the organisation , the BTT shall have access to the organisational budget for only a period of three month. Failure to have an official structure within the period of 3 months, the BTT shall be restricted to use the budget.

## **SECTION 18**

### Recognition of Student Formation

18.1 All the existing and recognized student formations are recognized by this Constitution subject to the provision that the Dean of Students shall annually verify whether the conditions for recognition are maintained;

18.2 Any student organization that seeks to be recognized by this Constitution shall meet the following requirements:

- a) Existence at provincial or national level; (shall be applied to political parties only)
- b) Have at least one hundred (100) registered members;
- c) Have a constitution with clearly stated and defined aims and objectives; together with the programme of action
- d) Must not have been formed on the basis of ethnic, tribal, regional, sexist and cultural motivation;
- e) Structures must be recognized 90 days before elections.
- f) Application for recognition of structures shall open from 01 March until 30 May of each academic year.
- g) SRC members shall be required to submit Programme of Action, quarterly and annual reports of their activities to the SRC President and Student Governance office.

- h) Application for recognition of structures shall open from 01 March until 30 May of each academic year.
- i) political organisations which do not contest elections should not be allocated budget.

### 18.3 Renewal of Student Structures

- a) Student structures, shall be required to renew their recognition status with the SRC annually by, submitting their application letter, a copy of their programme of action for the previous year along with a proposed budget
- b) Renewal may not be unreasonably withheld and an appeal shall be lodged with the University Registrar whose decision will be final.
- c) Application for renewal of structures shall open from 01 March until 30 May of each academic year.

18.4 Any organization that meets the above requirements shall make a written application for recognition to the Dean of Students and to the Cabinet.

18.5 The Cabinet shall make recommendations to the Dean of Students and a decision shall be taken within a period of a month.

18.6 Recognition may not be unreasonably withheld and an appeal shall be lodged with the University Registrar whose decision will be final.

18.7 Termination of membership for student structures.

The SRC with the approval of the Director of Student Affairs, shall have the right to terminate recognition of any organisation if it:

- a) Does not operate per its plan of action; aims and objectives during the year;
- b) Does not submit required reports;
- c) The SRC shall inform in writing the student organisation of its decision to terminate the membership.

## CHAPTER 3

### SECTION 19

#### Meetings of Structures

#### **19.1 Procedure - Cabinet**

- a) It shall meet once per week;
- b) Meetings of the Cabinet shall be convened by the Secretary in consultation with the President;



- c) The Secretary-General shall give written notice of a meeting to all members two (2) working days prior to the date of such a meeting;
- d) At the end of meeting, the Secretary-General in consultation with present Cabinet members determine the date, time, and venue of the next Cabinet meeting;
- e) The said written notice shall specify the date, time, and venue and shall contain an agenda with an item on general.

## **19.2 Quorum**

- a) Fifty percent plus one (50%+1) members of Cabinet shall form a quorum.
- b) In the event where the meeting fails to quorate, the President in consultation with the Secretary shall postpone the meeting for a period of two (2) days.
- c) In the event of such a postponement the other members who were absent shall be notified of the date, time and venue of the postponed meeting.
- d) The members present at a subsequent meeting shall form a quorum.

## **19.3 Deliberations**

- a) The President shall preside over all the meetings of Cabinet. He/she shall direct all the deliberations and assist in reaching decisions.
- b) In the absence of the President, the Deputy President or any other member of the Cabinet appointed by the President shall take the responsibility of the President.
- c) The Chairperson shall have a deliberative and a casting vote.

## **19.4 Decisions**

- a) Decisions at Cabinet meetings shall be by simple majority of members present.

## **19.5 Review of Resolutions**

- a) A simple majority of members of Cabinet may request the review of any decisions taken by Cabinet. The resolution in question shall be noted under general.

## **19.6 Special meetings**

- a) Special meetings may be called any time by the Secretary in consultation with the President. In the event where the President is not available the Deputy President or any other member of the Cabinet appointed by the President shall stand in the President's place;
- b) The Cabinet must call a Cabinet Extended Meeting once a month and it shall be composed of Cabinet members, Speaker and the Deputy Speaker, all Chairpersons of the Student Faculty Councils, Housing Representative Council, Student with Different Abilities Council and Sports, Recreation and Cultural Council;

- c) The President, in consultation with the Secretary General and Finance; Bursaries and Project Officer, may take urgent decision in the period between meetings and which decisions must be subjected to Cabinet ratification.

### **19.7 Students Senate**

Procedure:-

- a) It shall meet once per quarter before the University Senate sits. It shall meet at any time before the ordinary sitting of Parliament;
- b) The Chairperson shall, in consultation with the Secretary of Senate, convene its meetings. The rules and procedures governing Cabinet meetings shall apply mutatis mutandis to Senate.

### **19.8 General Assembly**

Ordinary sittings:-

- a) Parliament shall have ordinary sittings once per quarter.
- b) The Speaker or Deputy Speaker, in consultation with the President, shall convene a sitting of Parliament in line with a schedule of meetings approved by Cabinet
- c) The Speaker or Deputy Speaker shall notify in writing, members of Parliament of the sitting five (5) Days prior to the sitting;
- d) The Speaker or Deputy Speaker shall specify the date, time, venue and business of the sitting in the written notice of the sitting.
- e) The President may convene parliament after a resolution taken by Cabinet in a meeting called for such a purpose.

### **19.9 Special Matters**

- a) The President may call an extra-ordinary sitting of Parliament if circumstances so dictate.
- b) In the event of such an extra-ordinary sittings, twenty-four (24) hours' notice shall be given to members;
- c) A simple majority of members of Parliament may request an extra-ordinary sitting.

### **19.10 Quorum**

- a) Fifty percent plus 1 (50% +1) of members of Parliament shall form a quorum;
- b) In the event of a quorum not being formed, the Speaker shall postpone the sitting for a period of three (3) days. The members present at a subsequent meeting shall form a quorum.

### **19.11 Decisions**

- a) A simple majority of the members shall be required to take a decision on routine matters.
- b) Two thirds majority of members of Parliament shall be required to amend the Constitution.
- c) A simple majority of all the members of Parliament present shall be required to take a decision on policy matters.

### **19.12 Minutes of the sitting**

- a) The minutes of the Student Parliament shall be readily available at the office of the Secretary-General upon request for inspection by any member of the student body.
- b) Minutes shall remain the exclusive property of the SRC and no person shall be allowed to make unauthorized copies.

## **CHAPTER 4**

### **SECTION 20**

#### Election and Constitution of Structures of SRC

#### **20.1 Annual elections**

- a) Members of the SRC shall be elected at the Annual General Elections as prescribed in the provisions of this Constitution, which elections shall take place on the last week of September of each academic year, provided that where such elections cannot be held for whatever reason, they shall be held on a date to be fixed by the Electoral Officer, in consultation with the outgoing SRC and the University Registrar.

#### **20.2 Disqualification to vote**

- a) The IEB may deprive a person of his right to vote and to be voted in the SRC elections upon the grounds that he had committed a breach of the electoral provisions of the Constitution.

### **20.3 Independent Electoral Body**

- a) The Dean of Students in consultation with the University Registrar must appoint an Independent Electoral Body. The IEB shall continue to exist until the appointment of another Electoral Body subject to the provision of this Constitution. The Electoral Body shall have complete control over annual or by elections.
- b) The Chief Electoral Officer must be the person with knowledge and experience of elections;
- c) Elections shall be conducted and supervised by the IEB, but in the case of any irregularity, arising from the elections the IEB shall report back to the party agents and the Dean of Students;
- d) The IEB, with party agents shall decide whether the irregularity is grave enough to warrant invalidation of candidates concerned.

### **20.4 Voting for SRC members to be in person**

- a) Voting shall be in person, and there shall be no voting by proxy, or by post. The Chief Electoral Officer must require any person intending to vote to produce documentary proof of current registration or student card as the case may be.

### **20.5 Election Monitoring Committee**

The Committee is established before the election date has been declared. It will be composed of the following members:

- a) Head Student Governance;
- b) (One) 1 representative Student Governance Practitioner;
- c) (Two) 2 representatives from Academic Admin;
- d) (One) 1 representative from political/social structures contesting for elections and whom are not candidates for the elections;
- e) (One) 1 representative appointed by management;
- f) (One) 1 representative from IT Section;
- g) Students who accepted to serve in the Committee may not resign for the purpose of participation in the elections
- h) The Elections Monitoring Committee is chaired by the Head of Student Governance.

### **20.6 Duties and responsibilities of Independent Monitoring Committee**

The Election Monitoring Committee shall ensure that SRC elections are free and fair, through monitoring all phases of election process amongst them being:

- a) Nomination and nomination procedure
- b) Campaigns and campaigns procedure

- c) Voting and voting procedure
- d) The designing of electronic ballots, numbering and labelling;
- e) Availability of various form of voting available for students with different needs;
- f) Election results shall be submitted to the Dean of Students and the University Registrar within one (1) day after counting and reconciliation of ballot papers.

### **20.7 Polling booth**

- a) The IEB shall provide the requisite number of polling booths in each polling station, and shall allow for efficient flow of voters. Such polling booths shall be placed in a manner as shall ensure free and fair elections.

### **20.8 Electronic Voting System**

- a) Voting shall be casted electronically through a secured IT system. The Dean of Students, shall determine the voting platform (manual, mixed, electronic) based on options.
- b) In case elections are to be conducted manually, Voting shall be in person, and there shall be no voting by proxy, or by post. The Chief Electoral Officer must require any person intending to vote to produce documentary proof of current registration or student card.

### **20.9 Voter's roll**

- a) The Chief Electoral Officer shall obtain from the Faculty Administrator a list of students registered in each faculty who are entitled to vote, and shall post such list at the official polling station and on the general notice board. Such a list shall be published in terms of the election timetable.
- b) In case a student's name does not appear on the voter's roll the Faculty Administrator shall provide written confirmation, on a prescribed form, to the Chief Electoral Officer, that such a student is registered.
- c) All objections to the voter's roll shall be made to the IEB. Any objection shall be referred to the Dean of Students. In the absence of the Dean of Students the matter shall be referred to the University Registrar.

### **20.10 Nominations**

- a) Nominations shall commence on the date that the SRC General Election is proclaimed. Such a proclamation shall be published by official notice on all official notice boards of the university.
- b) The cut-off date for nominations shall be no later than the relevant date stated in the election timetable.
- c) Students shall collect nomination forms during the day determined by the IEB to collect such nomination forms:-

- d) A nomination form shall bear the consent signature of the nominee and the signature of hundred (100) supporters (nominators) who must be qualified voters in the case of Cabinet.
- e) For the Faculty Representatives the nomination form shall bear the consent signature of the nominee, and those of at least fifty (50) nominators who must be qualified voters from the faculty concerned.
- f) For Sports, Recreation and Cultural Committee (SRCC) the nomination form shall bear the consent signature of a nominee and those of at least fifty (50) nominators who must be qualified voters.
- g) For the House Representative Committee the nomination form shall bear a consent signature of a nominee and those of at least fifty (50) nominators who must be qualified voters and university students.
- h) For the Council Students with Disabilities the nomination form shall bear the consent signature of the nominee and those of at least twenty (20) nominators.
- i) The nomination of Sports Recreation and Cultural Committee (SRCC), Housing Representative Committee (HRC), the Disabled Student Council (DSC) and SRC shall take place concurrently with those of the Faculty Representatives.
- j) By no later than the relevant date stated in the election timetable, the Chief Electoral Officer must publish the lists of candidates contesting all elections.

#### **20.11 Objections to nominations**

- a) Objections to nominations must be made to the IEB in the prescribed manner by no later than the relevant date stated in the election timetable, and must be served on the nominee.

#### **20.12 Voting**

Elections and ballot papers:-

- a) The elections of the members of the SRC shall take place twelve (12) months after the General Election of each academic year between 08h00 and 20h30, subject to the provisions of clause 8 above if the IEB deems it fit, it may extend the time, but not later than 22h30;
- b) Only ballot papers supplied by the Chief Electoral Officer may be used for voting;
- c) The procedure relating to the election of the sub-structure shall be as follows:-
- d) The student whose name appears on a specific faculty's voter's list shall indicate his choice of candidate by an appropriate symbol designated for this purpose

- e) The four candidates who obtain the highest votes in a faculty shall be declared elected.
- f) The candidates who will obtain the highest votes in HRC shall be declared elected; the Residence, which Univen has approved for students to reside, shall also determine the number of HRC members.
- g) In the event of a tie in any election, the Chief Electoral Officer shall decide by casting lots which candidate shall be elected.

**20.13 The procedure for the elections of the central representatives shall be as follows:-**

- a) A student entitled to vote shall indicate his or her choice of student formation by means of a symbol designated for this purpose.
- b) The student formation which obtains the highest number of votes shall be declared winner and the seats shall be allocated proportionally to the student formations.
- c) The formation that is declared to have won elections shall be responsible for allocation of portfolios.
- d) In case of tie, the IEB shall draw lots.
- e) Immediately after closing the poll the votes are counted behind closed doors during which time only the Independent Electoral Officer, party agents, the respective candidates including those persons appointed by the Chief Electoral officer to assist him/her shall be present.
- f) The student formation that has obtained 66,5% (sixty six, point five percent) shall be allocated all seats.

**20.14 Spoilt ballot paper**

- a) A ballot paper shall be deemed to be spoilt and shall be rejected if:-
- b) More than four (4) candidates have been voted for in elections of student faculty councils, 4 SRCC, 23 HRC and 4 DSC.
- c) More than one organization has been voted for in the election of SRC executive.
- d) The IEB together with candidates present at the counting station immediately before counting find a good reason to declare the paper spoilt.

**20.15 Objection to voting**

- a) Objections based on irregularities in the voting or conduct of voting in any election or byelection shall be in writing and shall reach the Chief Electoral Officer and IEB within twenty four hours (24hrs) of the declaration of results. The decision of the Chief Electoral Officer in consultation with the IEB, regarding such objection shall be subject to appeal in the manner described in clause section 18.3.

**20.16 Election of a Speaker and the Deputy Speaker**

- a) The Student Parliament shall be constituted for the first time within 3 days after the announcement of the results of the elections and shall elect the Speaker and Deputy Speaker.
- b) The proceedings of such a sitting shall be facilitated by the IEB that conducted the elections.
- c) The Speaker and the Deputy Speaker shall be elected from ordinary members of Parliament who are not members of either Cabinet or Senate.
- d) Any name nominated shall be supported by show of hands or rejected with valid reasons
- e) Speaker/Deputy Speaker shall be voted by secret ballot for one candidate of the portfolio.

#### **20.17 Duties and powers of the Speaker**

- a) The Speaker shall be responsible for sittings of Parliament;
- b) He/she presides over and facilitates the proceedings;
- c) He/she shall direct and make rulings during parliamentary debates;
- d) He/she shall co-ordinate and monitor the activities of Standing Committees during parliamentary recess;
- e) The Speaker shall always give proper account of all the activities of the Student Parliament to the President;
- f) The Speaker shall have the power to suppress a Member of Parliament who misbehaves 3 times during the proceedings of Parliament, if the member continues the Speaker can suspend the member.
- g) The Deputy Speaker will deputize for the Speaker when the latter is absent or is not able to perform his/her duties;

#### **20.18 Removal of the Speaker/Deputy Speaker from office**

- a) The Speaker or Deputy Speaker shall be removed from office through a vote of no confidence by a simple majority of the members of Parliament subject to section 17 of the SRC constitution.

#### **20.19 Constitution of Standing Committees**

- a) The Student Parliament shall at its first sitting elect chairpersons of various Standing Committees;
- b) Standing Committees shall comprise of all members of Parliament excluding the President and Cabinet ministers as well as the Speaker and Deputy Speaker



- c) Each committee shall at its first meeting elect a Deputy Chairperson, Secretary and other necessary functionaries.

#### **20.20 Nomination and election of standing committees:**

- a) To promote good governance and constitutionalism, Chairpersons of structures forming part of the Student Parliament are ineligible to contest as chairpersons of any Standing Committee.
- b) Any name nominated must be supported by show of hands or rejected with valid reasons.
- c) The Speaker/Deputy Speaker must open another round of nominations as long as there are still nominations available.
- d) In the event of a tie the Speaker shall have a deliberate and a deciding vote.
- e) Members of various Standing Committees shall be distributed evenly by a method agreed upon by the Parliament.

### **CHAPTER 5**

#### **SECTION 21**

##### Student Faculty Councils

##### **21.1 Composition**

There are four Faculties namely:-

- a) Faculty of Humanities, Social Sciences and Education;
- b) Faculty of Science, Engineering and Agriculture;
- c) Faculty of Health Sciences
- d) Faculty of Management, Commerce and Law;

21.2. All Student faculties Councils shall be composed of four (4) members.

- a) The four (4) members of the Faculty Council shall be the (Chairperson, Deputy Chairperson, Secretary and Project Officer)
- b) The portfolios in the Faculty Council shall be allocated and determined in terms of the number of votes obtained.

##### **21.3 Duties and functions**

- a) Faculty Council shall be responsible for all activities within the faculty .
- b) It shall be responsible for the academic and general welfare and interest of the entire student body within the faculty ;

- c) The Faculty Council together with the Academic ,Transformation and Disability officer of the SRC shall represent the students in the Faculty Board meetings;
- d) One Member of every Faculty Council shall represent his/her council in the University Senate;
- e) The Faculty Council shall represent the students in any forum/platform of the faculty arranged by the particular faculty ;
- f) The Faculty Council shall participate in the development of the curriculum of their faculty ;
- g) The Faculty Council shall participate in the day to day running of their faculty in cooperation with the Deputy Dean or any designated person;
- h) Student Faculty Councils shall deal with academic matters pertaining to their faculties.
- i) All Faculty s Councils shall give proper account of the Minister of Education of the SRC on a monthly basis;
- j) Student Faculty Councils shall submit their Programmes of Action at the first sitting of Parliament after the induction workshop
- k) Student Faculty Councils shall be allocated a budget for their exclusive use, based on their Programmes of Action and available resources.
- l) Student Faculty Councils shall submit their Programmes of Action to their respective Faculty Boards of Studies for approval.

#### 21.4 Faculty duties and functions of Chairperson;

- a) Shall Convene mass meeting/s/ general meeting/s
- b) Shall review the program from the Project Officer
- c) Shall represent students in the Senate Meeting/s

#### 21.5 Faculty duties and functions of Deputy Chairperson;

- a) Shall convene the meeting/s in the absence of the Chairperson
- b) In the absence of the of the Chairperson, the Deputy Chairperson may sign where the signature of the Chairperson is required.

#### 21.6 Faculty duties and functions of Secretary;

- a) Shall notify all faculty members about the meeting.
- b) Shall be responsible for keeping records of all agendas of the meetings within the faculty.
- c) Shall be responsible for informing the students as a whole through the means of communicate.
- d) Shall be responsible to review the Program together with the Chairperson.

- e) Shall report on a weekly basis to the Minister of Education.

#### 21.7 Faculty duties and functions of Project Officer;

- a) Shall be responsible to organize programs upon approval by the Chairperson.
- b) Shall assist Secretary to organize the meetings.
- c) Shall organize or facilitate the SRC Faculty Regalia

#### 21.8 Meetings

##### Procedure:-

- a) Faculty Council meetings shall be held once per fort night;
- b) The Chairperson of a Faculty Council shall have the powers to convene a meeting in consultation with the Secretary;
- c) The Secretary shall notify the other members of the time, date and venue of the meeting in writing one (1) day prior to the meeting;
- d) The Chairperson of a Faculty Council shall be entitled to call a Special Meeting of the Faculty Council when she/he deems fit.

#### 21.9 Quorum

- a) Fifty percent plus one (50% + 1) of members of the Faculty Council shall form a quorum;
- b) In the event of a quorum not being formed, the Chairperson shall postpone the sitting for a period of three (3) days;
- c) In the event of such postponement the other member who were absent shall be notified in writing of the date, time and venue of the postponed meeting;
- d) The members present at a subsequent meeting shall form a quorum.

#### 21.10 Deliberations.

- a) The Chairperson shall preside over all the meetings of Cabinet. He/she shall direct all the deliberations and assist in reaching decisions;
- b) In the absence of the Chairperson, the Deputy Chairperson shall chair the meeting of the Council; 21.4.3.3 The Chairperson shall have a deliberative and a casting vote;

#### 21.11 Decisions

- a) Council meeting decisions shall be by simple majority of members present.

#### 21.12 Special meetings

- a) The Chairperson may call an extra-ordinary meeting of Council if circumstances so dictate.

#### 21.13 Faculty Mass Meeting

- a) Faculty Mass Meetings shall be convened once per quarter;
- b) The Chairperson in consultation with the Secretary shall convene such a meeting;
- c) The Faculty Mass Meeting shall deal with any issues falling within that particular faculty ;
- d) Faculty Mass Meetings shall be used as a consultative and information forum;

#### 21.14 Procedure

- a) The Secretary shall notify members of the Faculty three (3) days before the meeting through open written notices;
- b) Such notice shall disclose the agenda of the meeting with an item under general;
- c) Ordinary members of the faculty shall be allowed to raise issues to be discussed under general;

#### 21.15 Decisions

- a) Decisions at Faculty Mass Meetings shall be by simple majority of members present.

#### 21.16 Special Mass Meeting

- a) The Faculty Council shall have the powers to convene Special Mass Meetings;
- b) A mass meeting may be called upon a written request of thirty percent (30%) of the members of the faculty .

#### 21.17 SRC Non-Academic Sub structures

##### Composition

There are 3 SRC non-academic substructures, namely;

- a) Disability Student Council (DSC)
- b) Housing Representative Committee (HRC)
- c) Sports, Recreation and Culture Committee (SRCC)

21.18 All SRC Academic Sub-Structures Councils shall be composed of four members.

## CHAPTER 6

### SECTION 22

#### Code of Conduct and Remedial Procedures

##### 22.1 Code of Conduct of the SRC members and its sub-structures

- a) The SRC aims to build a non-racial and non-xenophobic, non-tribalistic and democratic society and the transformation of the University. The code of conduct of the SRC is intended to ensure that the Constitution is adhered to and that the members of the SRC are accountable and responsible for fulfilling all their functions. All members of the SRC should at all times strive to be sensitive to each other and to the functions of the SRC as a collective. A culture of information sharing and consultation is essential for the functioning of the SRC.
- b) A member of the SRC shall be expected to display a high degree of discipline and professionalism. All members are expected to wear formal dress code which is uniform in the Student Parliament.
- c) The University of Venda rules and regulations shall apply mutatis mutandis to all members of the SRC.
- d) Members shall respect and implement the decision and resolutions of the General Assembly;
- e) Members shall not bring the SRC into disrepute through their unethical behaviour or other means;
- f) Members shall not tarnish or taint the image of the SRC or of the University;
- g) Members shall display a high degree of integrity;
- h) Members shall be expected to respect the University authorities and their seniors in terms of the SRC hierarchical structure;
- i) Members shall not cause or influence others to cause disruption of any meeting of the SRC
- j) Members shall maintain healthy cordial relationships with their colleagues in the SRC;
- k) Absenteeism from two consecutive meeting/ sittings without a notice or valid reason acceptable to the General Assembly, Senate or Cabinet shall constitute misconduct;
- l) Members shall not engage in activities that bring the SRC and/or the University into disrepute;
- m) Under no circumstances shall a member be allowed to attend the business of the University under the influence of alcohol.
- n) No members shall be allowed to attend student parliament seating or official meetings of the University wearing political party regalia.

- o) SRC members must, when attending Student parliament seating or official University meetings, always wear formal University regalia.

## 22.2. Violation of code of conduct

- a) Misconduct is any behaviour that is judged by the SRC and/or Dean of Students to be a violation of the Code of Conduct and any conduct that brings the SRC into disrepute. Any person guilty of misconduct shall be judged to have committed a violation of the Code of Conduct.

## 22.3. Remedial procedures

- a) The Remedial Committee shall be the hearing (body) of first instance with regard to any misconduct outlined in the misconduct clause by any member of the SRC (and shall hold the first hearing in this regard).
- b) The Remedial Committee shall take a decision within one month.
- c) Any member who violates the code of ethics shall be suspended from executing his/her official duties, pending the outcome of a sitting of the SRC Cabinet within a period of one (1) month from the date of suspension in consultation with the University Registrar and Director of Student Affairs.
- d) The decision to suspend a member of the SRC and conduct an investigation on the above shall be taken by the Director of Student Affairs.
- e) Any member who is charged with misconduct by the University shall be suspended pending the outcome of a formal hearing and shall not receive the SRC benefits for the period of the case to conclude.
- f) Any member who is found guilty of misconduct by the University disciplinary processes or is found guilty of criminal activities in a court of law, shall lose his/her membership of the SRC.
- g) The scope of the Remedial Committee shall be limited to the alleged infringements of SRC Constitution and code of conduct by SRC member in the execution of SRC activities.

## 22.4 Penalty/remedial measures to be imposed by the SRC Student Remedial Committee:-

- a) Written warning;
- b) Performance of tasks as assigned by the SRC.
- c) Demand for a written apology;
- d) Disqualification from holding any leadership position for a particular period within students' forums;
- e) Suspension for a particular period;

- f) Expulsion from SRC;

## 22.5. Remedial Committee Composition

The Remedial Committee shall consist of:

- a) Two member (one from Univen Legal Aid Clinic and another one nominated from the Faculty of Law, recommended by the Faculty Board)
- b) Two SRC members (Observers)
- c) Head Student Governance
- d) One member from the Psychology Department
- e) The Remedial Committee shall be constituted by the University Registrar in consultation with the Principal
- f) The term of office shall be two years.
- g) One member from either the Legal Aid Clinic or Faculty of Law shall be the Chairperson of the committee.

## 22.6. Appeal

- a) Appeals against Remedial Committees 'findings and recommendations shall be lodged with the office of the University Registrar within seven working days.
- b) The University Registrar shall after the appeal consideration either confirm or over turn the appeal.

## 22.7 Disbandment of SRC

- a) The SRC may be disbanded if it is dysfunctional, or not complying with the SRC Constitution.
- b) The Vice Chancellor shall have powers to disband the SRC if there are justifiable reasons to do so.
- c) The interim committee shall be appointed to attend all matters that need the attention of the SRC.
- d) To be a member of Interim Committee, a student must meet the eligibility requirements as stipulated on Section 6

## 22.8 The interim committee shall be composed of Chairpersons of standing committees:

- a) Finance, Bursaries, and Projects
- b) Education.
- c) Legal, Policies, and Constitutional Affairs.
- d) Information, External Affairs, and International Relations
- e) Health, Safety and Security.

- f) Campus and Off Campus Housing.
- g) Religious, Culture, Arts, and Heritage.
- h) Sports and Recreation.
- i) Gender and People with Disabilities

22.9 The Committee shall allocate portfolios amongst members at its first official meeting.

22.10 The portfolios are Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer.

22.11 The Interim Committee shall remain in place until such time elections are held.

22.12 Arrangements for the new SRC will be made within a period of three (3) months from the date of disbandment.

## **CHAPTER 7**

### **SECTION 23**

#### General Provisions

##### **23.1 Mass meetings of the Student Body**

Ordinary mass meetings:-

- a) Ordinary mass meetings may be convened at least once per quarter by the Cabinet;
- b) The President in consultation with the Secretary shall give a public written notice of such a meeting three (3) working days prior to the meeting and such notice shall include an agenda and that agenda shall have an item under general.
- c) The President or Deputy shall be the Chairperson of all mass meetings.
- d) All Cabinet members should respond to the questions of the students at the mass meeting.

##### **23.2 Extra-ordinary meeting**

- a) The President shall have the powers to convene an extra-ordinary meeting if circumstances dictate.
- b) Notice of such an extra-ordinary mass meeting shall be given within twenty-four (24) hours prior the meeting.

##### **23.3 Quorum**

- a) A quorum of a mass meeting shall be formed by a reasonable number of registered students of the University for that particular year;
- b) Every student shall be free to express his/her opinion during deliberations using a language of their own choice;



- c) The Chairperson of the meeting or any other present person shall interpret any native language used to English.
- d) In the event where the mass meeting does not form a quorum, the chairperson (President) shall postpone it, to the next day, in the event of which students present shall form a quorum;

#### 23.4 Recommendation

- a) A recommendation at the mass meeting shall be by simple majority of students present;
- b) Voting shall be conducted by show of hands;
- c) The chairperson shall have a casting vote.

#### 23.5 Status

- a) The mass meeting shall be a consultative forum on policy and constitutional matters.
- b) The mass meetings shall have the powers to deliberate and make recommendation on general and routine matters;
- c) Recommendations taken from the mass meeting shall be ratified and/or approved by Parliament before they are implemented.

#### 23.6 Participation during deliberations

- a) Every student's right to freedom of expression shall be guaranteed during deliberations;
- b) The chairperson shall have the powers to suspend any student who is unruly from participating in deliberations;
- c) The chairperson shall have the powers to make a ruling and give direction;
- d) Every Student shall be free to express his/her opinion during deliberations.

### **SECTION 24**

#### Student Development Programmes

The SRC shall hold the following student development programmes:

##### 24.1. Strategic Planning workshop

- a) Shall be attended by both the Cabinet and all members of the substructures

##### 24.2. Induction workshop

- a) Shall be attended by all parliamentarians and the PGC

##### 24.3. Constitution and Policy Conference

- a) Before the end of the second semester there shall be a Constitution and Policy Conference that shall take the nature and character of an Annual General Meeting;
- b) All recognized structures on Campus shall form part of the Constitution and Policy Conference;
- c) The Constitution and Policy Conference shall be responsible for the development of policies and programmes of action for the SRC;
- d) Resolutions of the Constitution and Policy Conference shall be tabled in the Student Parliament for ratification and adoption;
- e) The Constitution and Policy Conference shall have the powers to propose constitutional amendments;
- f) The Constitution and Policy Conference shall also make proposals for budget allocations.
- g) The Constitution and Policy Conference shall be held at a place, time and date arranged by the department of Student Affairs in consultation with the Cabinet.

#### 24.4. Student Conference

- a) The SRC shall present a proper account and report of how it conducted its activities and programmes during its term of office;
- b) The Student Conference shall be held at a place, time and date arranged by the department of Student Affairs in consultation with the Cabinet

#### 24.5. Amendments

- a) The Constitution and Policy Conference shall make proposals for the amendment of the Constitution;
- b) Any member of the SRC who sits in the Student Parliament shall have the right to move a motion for the amendment of the Constitution;
- c) In the event of such a motion being moved by the member of the Parliament, a simple majority of the members present shall second it;
- d) In the event of such a motion being seconded, it shall be deliberated upon by the Parliament;
- e) Two-thirds majority members of Parliament shall be required to amend the Constitution.
- f) The Constitution of the SRC shall be amended once in each an every three years

#### 24.6. Interpretation

- a) In the event where there is ambiguity, inconsistency or conflict in the interpretation of this Constitution, a committee consisting of the Minister of Legal, Policy and

Constitutional Affairs Officer, Director of Legal Services, Director of Student Affairs and the University Registrar, shall take a final decision with regard to the interpretation thereof.

<b>SCHEDULE 1</b>
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**Formula for allocation of seats to the Cabinet and Students Parliament for purpose of complying with Section 4(a) of chapter 2 and Section 1.1 of Chapter 4 of the Constitution of the SRC.**

**Item 1**

For **Cabinet** positions, the following formula shall be used:

Quota = total number of valid votes (TVV) cast for all contestants (excluding spoilt votes) divided by total number of seats + 1.

Then, once the quota has been computed, Seat allocation = total number of valid votes cast per contestant divided by Quota

Then, undertake first round allocation. If all available seats have not been allocated, undertake second round allocation based on a ranking of the highest remainders: Quota = TVV / total number seats + 1

**Item 2**

In respect of the 16 seats allocated to student faculty councils, 4 candidates from each faculty who obtained the highest votes shall be deemed elected subject to the proviso stated below.

**Item 3**

In the allocation of the 26 seats for the central representation at least 10 seats shall be filled by women.

**Item 4**

In allocating the twelve (12) seats to “functionaries” of the Parliament each “functionary” shall be allocated at 50/50 gender representation, in the following manner:

3.1 Of the 4 Sports, Recreation and Cultural Committee (SRCC) members gender representation shall be 50/50.

3.2 Of the 4 House Representative Committee (HRC) members gender representation shall be 50/50.

3.3 Of the 4 Disabled Students Council (DSC) members gender representation shall be 50/50.