



**WALTER SISULU UNIVERSITY
SRC CONSTITUTION**

Sponsor Division	Student Affairs
Responsible Department	Student Governance and Leadership Development Unit
Related WSU Policies	
Policy name	Policy name
Student Parliament Constitution	General Prospectus
WSU Statute	Student Disciplinary Code of Conduct Policy
Relevant Legislation or Regulations	
Constitution of the Republic of South Africa Act, 1996	Higher Education Act 101 of 1997, as amended Promotion of Administrative Justice Act 3, 2000 Protection of Personal Information Act 4, 2013 Electronic Communications and Transactions Act 25, 2002. Electoral Act 73, 1998.
Change History	
Approval Authority	Council
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PREAMBLE

We, the students of Walter Sisulu University:

Recognise that the SRC Constitution affirms Chapter 2 of the South African Constitution Act of 1996, the Higher Education Act 101 of 1997, as modified, and the Walter Sisulu University Statute.

Adopt the WSU 2030 Strategic Plan, value system and WSU Code of Conduct.

Recognise that this Constitution's student governance model reflects the Preamble's ideas, beliefs and aims.

Uphold and embody honesty, integrity, quality, excellence, respect and Ubuntu.

DEFINITIONS AND ACRONYMS

ACADEMIC YEAR	means that part of the calendar year approved by the Senate for the academic activities of the University and ratified by the Council.
ALSCO	All Sport Council
CAMPUS (ES)	Divisions of the University other than the institutional office, being the physical sites and tangible or intangible infrastructure of the University where teaching, training, and research is delivered, as are established by the Council from time to time after consultation with the Senate and with the approval of the Minister.
CAMPUS SRC	The committee established to represent the students at a campus of the University, contemplated in paragraph 45 (2) of the Statute.
CAMPUS ELECTORAL COMMITTEES	The committee established by the Electoral Agency in each campus to ensure free and fair SRC elections by monitoring all stages in campus SRC elections.
CENTRAL INSTITUTIONAL ELECTORAL COMMITTEE	The institutional committee established by the EA to oversee consistency in the SRC election schedule's implementation and to coordinate matters pertaining to the SRC elections that require institutional guidance
COUNCIL	The Council of the University contemplated in paragraph 7 of the Statute.
ELECTION	The annual election that takes place on a ballot or through an electronic vote in accordance with the Rules.
ELECTRONIC COMMUNICATION TRANSACTION	Means communication by means of data messages. means a transaction of either a commercial or non-commercial nature, and includes the provision of information and e-government services.

FACULTY EXECUTIVE DEAN Means a person appointed as an executive head of a faculty, as contemplated in paragraph 80 of the Statute

FIRST PAST THE POST POST ELECTORAL System where the highest polling student is deemed elected.

HONORARIUM A token payment made to bestow recognition on SRC members for services performed during their term of office.

INTERNATIONAL STUDENT A foreign student who opts to undertake all or part of their tertiary education at Walter Sisulu University.

JRC A Joint Residence Committee.

MASS MEETING A gathering of registered WSU students convened by the SRC that is officially approved by university management or delegated authority.

POSTGRADUATE STUDENT A student who has completed an undergraduate qualification and articulating vertical to a senior qualification.

PROPORTIONAL REPRESENTATION A system of voting in which each recognised political party is represented in proportion to the number of people who vote for it in an election.

PAJA Promotion of Administrative Justice Act 3, 2000

POE A portfolio of evidence that SRC members are required to compile as evidence for tasks performed during their term of office.

POPIA Protection of Personal Information Act 4, 2013

**RECOGNISED
STUDENT
STRUCTURES.**

Student structures recognised by the SRC on each campus.

RULES

means any Rules of the University made in terms of section 32 of the Act published after approval by the Council.

SRC

The Student Representative Council of the institution contemplated in paragraph 40 of the Statute established by the Council in accordance with the Rules and includes a campus SRC as contemplated in paragraph 45 (2) of the Statute.

STUDENT

Any person registered by the University in terms of the Rules for full time or part time study; for a degree, diploma, or certificate of the University; or registered or enrolled for any course or programme of instruction offered by the University provided that a person so registered or enrolled, who is also a full time or part time employee of the University, is not a student for membership of the Council, Senate, or any other structure or body of the University.

STUDENT BODY

A collective of all students registered for undergraduate and postgraduate qualification at any of the WSU campuses.

THE ACT

means the Higher Education Act 1997 (Act No. 101 of 1997 (as amended)).

**THE CAMPUS
PREMIER**

The student head of each campus SRC.

THE PRESIDENT	The SRC President of WSU.
THE STATUTE	The Statute of the Walter Sisulu University as published by the Minister of Higher Education and Training in Government Notice No. 5366 dated 04 October 2024.
THE UNIVERSITY	The entity known as Walter Sisulu University.
UNDERGRADUATE	A student registered for an undergraduate qualification at any of WSU campuses.
VICE-CHANCELLOR	The Principal of the University as contemplated in Section 26 (2) (c) of the Act.
WRITTEN NOTICE	Any written notification; contemplated according to electronic communications and transactions Act no. 25 of 2002 or any amendments or repeals.

CHAPTER 1

1.1 FOUNDING PROVISIONS

- (a) Walter Sisulu University is founded on the following values:
 - (i) Academic independence in teaching, learning, research, and community service.
 - (ii) Commitment to institution-wide quality management to respect and reward excellence and defend University integrity.
 - (iii) Access to further and continuing education for high-potential students.
 - (iv) Commitment to fairness, diversity, entrepreneurship and democracy.

1.2 NAME

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

1.3 LEGAL STATUS

- (a) The SRC is formed under Higher Education Act 101 of 1997 [as modified], WSU Statute, Policies, Rules, and Regulations.
- (b) The SRC is not a legal body separate from the University and has no individualised legal rights.
- (c) The SRC Constitution will have no legal force and effect unless such Constitution (or amendments thereto), is approved by Council.
- (d) Constitution of the Republic of South Africa Act of 1996, Higher Education Act 101 of 1997, WSU Institutional Statute, and WSU Rules and Regulations take priority over the Constitution in cases of contradictory provisions.
- (e) Not assume any power or function beyond the Higher Education Act, WSU Statute, and this Constitution.

- (f) The SRC, student organisations, sub-structures, and student community must follow this Constitution.

1.4 APPLICATION OF THE CONSTITUTION

- (a) Subject to the Higher Education Act of 1997, the Statute, other relevant laws and Council, the SRC Constitution governs student government.
- (b) This Constitution applies only to student governance on all WSU campuses, per Statute.

1.5 INTERPRETATION OF THE CONSTITUTION

- (a) In case of a constitutional issue, the Director of Student Governance and Leadership Development acts as a mediator to a constitutional dispute based on sound constitutional and legal advisory opinions.
- (b) Should the dispute or disagreement remain unresolved following the mediation process, the Executive Director: Student Affairs will act as the final mediator.
- (c) The Executive Director: Student Affairs must rule on the dispute or disagreement within twenty-one (21) days after being notified of it.
- (d) Any dispute or disagreement over the interpretation of this Constitution that cannot be addressed internally and within its scope may be brought to mediation by the Legal Department or Office of the Registrar.
- (e) The final ruling shall be binding to all parties.

1.6 OBLIGATION OF THE SRC

- (a) The SRC oversees student organisations, clubs, and societies.
- (b) Receive and process applications for recognition.
- (c) Only authorised student organisations, clubs, and societies are allowed to function at WSU.
- (d) Make financial resources and other support accessible to student organisations, clubs, and societies' activities.

- (e) Support activities of recognised student organisations, clubs, and societies.
- (f) Ensure that University components assist student activity.
- (g) SRC coordinates and supervises the usage of student facilities with University management.
- (h) Develop a student organisation (campus club or society) recognition procedure.

1.7 COLOURS AND SYMBOLS

- (a) The SRC's colours and emblems must be similar to WSU colours.

CHAPTER 2

2.1 SRC ORGANISATIONAL STRUCTURE

(a) SRC hierarchy

- i. ISRC – ISP
- ii. CSRC – CSP
- iii. Councils
 - a) Faculty Council
 - b) ALSCO
 - c) JRC
 - d) Developmental Council
 - e) Religious Council
 - f) Creative Arts Council
- iv. Academic Societies, Non-Academic Societies or Clubs
- v. Class Representative
- vi. General Student Body

2.2 FUNCTIONS OF THE SRC

- (a) The SRC represents all students within the University in matters that may affect students, subject to the authority of the Council, in accordance with the Higher Education Act of 1997 as amended, Statute and University Rules.
- (b) SRC serves and promotes University and student interests.
- (c) Use Council-delegated authority to perform its duties.
- (d) Communicate with the Council, Senate, management, public, other institutions, and national or international student organisations.
- (e) As the umbrella organisation for all student committees, clubs, councils, and societies, it may grant or withdraw recognition based on the rules. However, the SRC cannot grant or withdraw recognition of a Campus SRC Committee without the Council's approval, after consulting with the Vice-Chancellor and Executive Director: Student Affairs.
- (f) Coordinating and overseeing student facility use with University management.
- (g) Convene and manage all authorised student body meetings and petitions, according to the regulations.
- (h) Elect office bearers and form committees as needed.
- (i) Organise and promote co-curricular programmes for students.

- (j) Account for all money provided to it by the Council and any other money it may accumulate as a student representative, allocating or disbursing such cash to students and giving grants to recognised student clubs, committees, organisations, and councils.
- (k) Responsible for maintaining order and good behaviour at student gatherings and meetings.
- (l) Coordinate student participation in its community projects.
- (m) Follow the regulations for student publications.
- (n) Advise Council on risk mitigating factors pertaining to its affairs through University statutory bodies and protocol.
- (o) Recommending to the Council Rules to determine the conduct of its affairs through University statutory bodies and protocol.
- (p) Such additional functions and privileges as may be specifically conferred upon it by the Council.

2.3 ELIGIBILITY TO SERVE IN THE ISRC/CSRC

- (a) Only enrolled students in good academic and financial standing can join the SRC.
- (b) He/she must have been a full time undergraduate or postgraduate student at WSU for at least one academic year.
- (c) Must have passed at least 60% of registered modules by the conclusion of the semester before the election.
- (d) He/she is progressing academically and passed at least 60% of his/her WSU modules in the preceding year or semester.
- (e) In a Course Work programme, he/she must have passed at least 60% of the required modules at the conclusion of the semester before the elections.
- (f) In the case of a Course Work and Mini Dissertation or Full Dissertation or Thesis programme, he/she must submit a certificate issued by the relevant Faculty Executive Dean, approved by the Research and Ethics Committee, certifying that the student has substantially complied with the programme requirements as approved by Senate, and that his/her dissertation or thesis will be recommended for acceptance for examination in the following academic year.

- (g) The student is deemed to have substantially complied with the programme requirements if the Research Ethics Committee, in consultation with the Faculty Executive Dean, the student's Supervisor, and Head of Department, believes the student has attended to at least 60% of all corrections and/or revisions requested by supervisors.
- (h) He/she must have completed two consecutive semesters at the University.
- (i) Must be a registered student during his/her term of office.
- (j) Must be nominated and seconded according to election regulations.
- (k) He/she supports WSU's mission.
- (l) He/she can't work at WSU or elsewhere.
- (m) He/she must have led a WSU SRC sub-structure.
- (n) He/she has not been convicted of any criminal offence by a court of law without the option of a fine.
- (o) The University's or SRC's Disciplinary Committee hasn't forbidden him/her from contesting the election.
- (p) He/she hasn't served two consecutive or distinct SRC terms.
- (q) He/she cannot lead any organisation or sub-structure within the University throughout SRC term of office.
- (r) In the case of the Faculty Coordinator the following additional requirements shall apply:
 - i. The candidate must have headed the various student structures within the faculty: i.e. class reps, academic society, faculty Council etc.
 - ii. Contesting candidates must be backed by at least one hundred and fifty (150) students registered in that faculty.

2.4 TERM OF OFFICE

- (a) SRC has a one-year term.
- (b) After the handover and constituting meeting, members' terms begin.

2.5 ASSUMPTION OF DUTY

- (a) After the handover and constituting meeting, the newly elected SRC begins work. This meeting must occur within seven (7) days following each election. This means SRC must have been elected before the deadline.

2.6 INAUGURATION

- (a) The new SRC must be inaugurated within fourteen (14) days after the Electoral Agency declares the winning structure, organisation, or independent candidate and the election is over.

2.7 CONTINUITY AND HANDING OVER

- (a) The outgoing SRC must and should handover within seven (7) days of the next SRC's establishing meeting.
- (b) Student Governance Leadership and the Development Unit must and should host a handover meeting.
- (c) Outgoing SRC members must and should handover SRC office responsibilities to the newly acted SRC.
- (d) Newly elected SRC members must and should attend the handover meeting.
- (e) Outgoing SRC members must and should provide a complete portfolio of evidence (POE) for the new SRC members during the handover meeting.
- (f) At least a fortnight before the handover meeting, the POE must and should be shared with Student Governance and the Leadership Development Unit.
- (g) Senior Development Practitioners and Director: Student Governance and Leadership Development must and should consider the approval of POE for honoraria.

CHAPTER 3

3.1 COMPOSITION AND RESPONSIBILITY OF THE STUDENT REPRESENTATIVE COUNCIL

3.1.1 Composition of the Institutional Student Representative Council

- (a) The ISRC shall consist of seven (7) members:
 - (i) President
 - (ii) Deputy President
 - (iii) Secretary-General
 - (iv) Treasurer General
 - (v) Academic Officer
 - (vi) Social and Welfare Officer
 - (vii) Sport and Cultural Officer
- (b) Four (4) ex-officio members from each campus [Premiers].

3.2 FUNCTIONS OF THE STUDENT REPRESENTATIVE COUNCIL(SRC)

3.2.1 President

- (a) The President shall:
 - (i) Be the Chief Executive Officer (CEO) of the SRC.
 - (ii) Chair SRC/Executive meetings.
 - (iii) Convene meetings in consultation with the Secretary-General.
 - (iv) Represent students in all University structures with any delegated SRC member.
 - (v) Present a report to the Student Parliament on SRC activities.
 - (vi) Oversee SRC activities and ensure that it complies with the Constitution, the Student Disciplinary Code of Conduct Policy, and University regulations and procedures.
 - (vii) Represent the SRC and students at all University events.

- (viii) Monitor SRC administrative operations and distribute tasks.
- (ix) Attend and address executive committee, sub-structure, and sub-committee meetings and transmit SRC views to them.
- (x) Draft and release press statements with the Secretary-General on SRC approved subjects.
- (xi) Serve as SRC's spokesperson.
- (xii) Sign off SRC minutes after approval by all executive members.
- (xiii) Delegate President's duties to the Deputy President during his/her absence or when unable to carry out duties.

3.2.2 Deputy President

- (a) The Deputy President shall:
 - (i) Act as President in his/her absence.
 - (ii) Assist the President with responsibilities delegated to him/her.
 - (iii) Initiate and coordinate SRC policy related matters.
 - (iv) Head designated SRC disciplinary committees as delegated by the President.

3.2.3 Secretary-General

- (a) The Secretary-General shall:
 - (i) Be the SRC's Chief Administrative Officer.
 - (ii) Manage the SRC administration and its records.
 - (iii) Be responsible for SRC correspondence and keep records.
 - (iv) Take minutes at all SRC meetings and provide agendas, minutes, and decisions.
 - (v) Post SRC meeting minutes within at least seven (7) days following each meeting.
 - (vi) Together with the President, update the student body on SRC activities quarterly.
 - (vii) Draft and issue press statements on behalf of the SRC.

- (viii) Interact with structures, organisations, and institutions internally and externally.
- (ix) Prepare annual report on SRC's activities.
- (x) Liaise with the University's Marketing, Communication, and Advancement Division about SRC activities and matters affecting the student body.

3.2.4 Treasurer General

- (a) The Treasurer General shall:
 - (i) Manage the SRC budget as allocated by the University Finance Committee.
 - (ii) Facilitate SRC financial transactions according to University policies.
 - (iii) Sign expenditure requests from the SRC budget along with the President or Secretary-General.
 - (iv) Chair the SRC Finance Committee.
 - (v) Convene and coordinate the SRC Finance Committee, which draws the yearly budget.
 - (vi) Monitor spending to keep within SRC approved budget.
 - (vii) Coordinate fund-raising activities according to University policy.
 - (viii) Provide the Secretary-General and SRC Administrator with a monthly financial report.
 - (ix) Submit a quarterly spending report to Student Governance and Leadership Development Unit.
 - (x) Track SRC spending and keep records.
 - (xi) Receive financial reports from all SRC sub-committees and campus structures for consolidation.

3.2.5 Academic Officer

- (a) The Academic Officer shall:
 - (i) Be accountable for student academics.
 - (ii) Coordinate Student Academic Committees at the University.
 - (iii) Liaise with Campus Faculty Representative Council to gather issues requiring SRC attention and offer feedback on progress done.

- (iv) Ensure and/or create strong ties between the SRC and students, faculty, and Executive Deans.
- (v) Represent students in Senate, Academic Committees, Examination Committees, Orientation Committees, and other relevant committees.
- (vi) Submit monthly reports to the Secretary-General.

3.2.6 Social and Welfare Officer

- (a) The Social and Welfare Officer shall:
 - (i) Coordinate campus security, residences, catering, shuttles, and other student services.
 - (ii) Ensure provision of conducive student accommodation and nutritious meals.
 - (iii) Facilitate establishment of residence committees and chair the campus's Joint Residence Committee.
 - (iv) Represent the SRC on University committees dealing with Student Services.

3.2.7 Sports and Culture Officer

- (a) The Sports and Culture Officer shall:
 - (i) Promote and develop sports, arts, and culture in campuses.
 - (ii) Coordinate sports and cultural activities in campuses.
 - (iii) Build strong CSRC-university sports and cultural club relationships.
 - (iv) Promote cultural diversity and social cohesion through sports and culture programmes and campaigns.
 - (v) Liaise with the Sports and Cultural Committee.
 - (vi) Chair the Sports and Cultural Committee according to University policies and rules.

3.3 COMPOSITION OF CSRC

- (a) Campus representation shall be derived as follows:
 - (i) Mthatha Campus: 13 members

- (ii) Buffalo City Campus: 9 members
- (iii) Butterworth Campus: 7 members
- (iv) Komani Campus: 6 members

3.4 CAMPUS SRC PORTFOLIOS

- (a) Campus Premier
- (b) Campus Deputy Premier
- (c) Campus Secretary
- (d) Campus Deputy Secretary
- (e) Campus Treasurer
- (f) Faculty Coordinator
- (g) Deputy Faculty Coordinator (Campuses with remnants without increasing the SRC Portfolios)
- (h) Campus Social and Welfare Officer
- (i) Sport and Cultural Officer
- (j) Policy and Transformation Officer
- (k) Gender and Disability Officer
- (l) Post Graduate Coordinator (for Campuses with post-graduation qualifications)
- (m) Site coordinator (For campuses with more than one site, the portfolio is restored without increasing the total number of SRC portfolios)

3.5 FUNCTIONS OF THE CSRC

3.5.1 Premier

- (a) The Premier shall:
 - (i) Act as the CEO of the CSRC.
 - (ii) Oversee implementation of SRC duties, programmes and activities.
 - (iii) Preside over all official gatherings of the SRC.

- (iv) Together with the Secretary or Treasurer, act as the signatory to transactions of the CSRC in accordance with the SRC Finance and Administration Policy.
- (v) Together with the Secretary, draft agendas of CSRC meetings and gatherings organised by the SRC.
- (vi) Pronounce on behalf of the SRC on student matters.
- (vii) Along with the Secretary, act as spokesperson of the SRC.
- (viii) With other SRC members deployed by the Secretary, represent the SRC and students at all official functions of the University on their respective campuses.
- (ix) Supervise all activities of the SRC.
- (x) Convene a Campus Mass Meeting at least once per semester.
- (xi) Liaise with internal and external stakeholders after SRC approval.

3.5.2 Campus Deputy Premier

- (a) The Campus Deputy Premier shall:
 - (i) Assume Premier's responsibilities in his/her absence.
 - (ii) Assist the Premier when delegated.
 - (iii) Serve as the Campus CSRC disciplinary committee head.

3.5.3 Secretary

- (a) The Secretary shall:
 - (i) Serve as campus-specific Chief Administrative Officer.
 - (ii) Coordinate SRC operations and activities.
 - (iii) Communicate SRC decisions to SRC sub-structures, University management, and the student body through a circular and minutes submitted to Student Governance and Leadership Development Unit, seven (7) days following the meeting.
 - (iv) Maintain SRC resolutions, minutes, and communications.
 - (v) Receive and attend to SRC correspondence.

- (vi) Maintain SRC inventory and office order.
- (vii) Prepare the Student Parliament and Annual General Meeting secretariat report.
- (viii) Deploy SRC members on behalf of the SRC to University structures.
- (ix) Sign SRC transactions with the President or Treasurer according to SRC Finance Policy and University policy.
- (x) Organise and coordinate SRC activities, initiatives, and campaigns to promote student life.
- (xi) Promote image of the SRC by developing and publishing newsletters about its activities.
- (xii) Receive Student Structures applications.

3.5.4 Campus Deputy Secretary

- (a) The Campus Deputy Secretary shall:
 - (i) Assume Secretary's responsibilities during his/her absence.
 - (ii) Supervise CSRC Projects and Events Officers.
 - (iii) Do any task the Secretary and/or CSRC assigns.

3.5.5 Treasurer

- (a) The Treasurer shall:
 - (i) Manage the SRC budget as allocated by the University Finance Committee.
 - (ii) Facilitate CSRC financial transactions according to University policies.
 - (iii) Sign expenditure requests from the CSRC budget with the Premier or Secretary, according to University policies and rules.
 - (iv) Chair CSRC's Finance Committee.
 - (v) Convene and coordinate the CSRC Finance Committee, which draws SRC's yearly budget.
 - (vi) Monitor spending to keep within CSRC budget limits.
 - (vii) Coordinate fund-raising according to University policy.
 - (viii) Send the Secretary and SDP a monthly financial report.
 - (ix) Submit quarterly expenditure reports to Student Governance and Leadership Development Unit.
 - (x) Track CSRC expenditure and keep records.
 - (xi) Receive financial data from all CSRC sub-committees and campus structures for consolidation.

3.5.6 Faculty Coordinator

- (a) The Faculty Coordinator shall:
 - (i) Participate in curriculum development and quality assurance activities of the Faculty Board to the benefit of students.
 - (ii) Represent students on academic committees.

- (iii) Ensure appropriate maintenance of the library, lecture halls, and laboratories.
- (iv) Handle campus academic issues.
- (v) Encourage student academic success and community-engaged scholarship.
- (vi) Establish and chair the Campus Academic Support Committee.
- (vii) Be responsible for research and community engagement.

3.5.7 Deputy Faculty Coordinator

- (a) The Deputy Faculty Coordinator shall:
 - (i) Schedule students' meetings.
 - (ii) Write minutes of the meetings.
 - (iii) Represent and participate in Faculty Board.
 - (iv) Share information on programmes for academic procedure.
 - (v) Build relationships with the Faculty Coordinator.
 - (vi) Prepare and submit written reports.

3.5.8 Campus Social and Welfare Officer

- (a) The Campus Social and Welfare Officer shall:
 - (i) Attend to campus security, residences, catering, shuttles, and other student services.
 - (ii) Ensure a healthy living and learning environment and provision of nutritious meals for students.
 - (iii) Establish and chair the Campus Student Services Committee.
 - (iv) Participate in residence committees and chair the Campus Joint Residence Committee.
 - (v) Represent the SRC on campus committees dealing with Student Services matters.
 - (vi) Advocate for students living with disabilities.

3.5.9 Sports and Cultural Officer

- (a) The Sports and Cultural Officer shall:
 - (i) Promote campus sport, arts, and culture.
 - (ii) Organise sporting events.
 - (iii) Build strong CSRC-university sports and cultural club relationships.
 - (iv) Coordinate and promote cultural variety, social cohesion and multi-culturalism.
 - (v) Work with the Sports and Cultural Committee and serve as its chair in accordance with University policies.

3.5.10 Policy and Transformation Officer

- (a) The Policy and Transformation Officer shall:
 - (i) Facilitate WSU policy formulation and information distribution.
 - (ii) Lead change campaigns and forums.
 - (iii) Promote the Constitution of South Africa's Act of 1996 with inclusion of specified groups in the CSRC's programme (Social cohesion and nation building).

3.5.11 Gender and Disability Officer

- (a) The Gender and Disability Officer shall:
 - (i) Be the Chairperson of the Gender and Disability Council
 - (ii) Advocate for the rights of the several student communities (excluded and vulnerable)
 - (iii) Develop an activity plan for the several student communities
 - (iv) Provide support for the programme implementation and reporting
 - (v) Ensure compliance to the needs of disabled students
 - (vi) Responsible for the election of the Gender and Disability Council together with the campus SDP
 - (vii) Responsible for community engagement scholarship

3.5.12 Post Graduate Coordinator

(a) Post Graduate Coordinator shall:

- (i) Be the Chairperson of the Post Graduate Council.
- (ii) Be responsible for organising University post graduate students.
- (iii) Be responsible for the elections of the post graduate Council.
- (iv) Develop an action plan for the post graduate students.
- (v) Represent the interests and needs of the post graduate students.
- (vi) Support programme implementation for the post graduate students.

3.5.13 Site Coordinator

(a) In consultation with the SRC, the Site Coordinator shall:

- (i) Coordinate student site activities.
- (ii) Attend to site emergency problems.
- (iii) Assist in the organisation of campus student functions.
- (iv) Prepare reports and submit to the Secretary.

CHAPTER 4

4.1 MEETINGS AND PROCEDURES

4.1.1 ISRC Meetings

- (a) The SRC meets twice per semester while the University is in session.
- (b) The Secretary-General convenes all meetings with the President's approval.
- (c) Meeting minutes and reports must be sent to the Student Governance and Leadership Development Unit in compliance with University information management rules.
- (d) The President chairs all meetings (except the first meeting following the election), and in his/her absence, the Deputy President is authorised to do so.
- (e) 50%+1 ISRC members constitute a quorum.
- (f) Whenever without a quorum, the meeting will be postponed. Those present at the rescheduled meeting will proceed with business if there is no quorum.
- (g) All decisions must be decided by consensus, failing which, matters will be decided through voting.

4.1.2 Campus SRC Meetings

- (a) The CSRC meets monthly during their term of office.
- (b) The Campus Premier and/or Secretary (in consultation with the Premier) convene all meetings.
- (c) Reports and minutes must follow/document management guidelines.
- (d) Special meetings shall be convened:
 - (i) On request by the Campus Premier
 - (ii) When CSRC passes this resolution
 - (iii) When at least 50% of members submit a written request to the Secretary.
- (e) The Campus Premier chairs all meetings; in his absence, the Secretary or another CSRC member is responsible. In campuses wherein there is a Deputy Premier Portfolio, they chair the meeting.

- (f) 50% of CSRC members constitute a quorum. In the absence of a quorum, the meeting continues with those present and the draft minutes are sent to all CSRC members who have the chance to object to decisions made by those present, following which they are ratified by the CSRC.
- (g) All decisions must be made by consensus or majority vote.

4.2 SPECIAL MEETINGS OF THE ISRC/CSRC

- (a) Special meetings are required when:
 - (i) Convened by the President/Campus Premier.
 - (ii) Two SRC/CSRC members write to President/Campus Premier, along with a written motion for consideration.
 - (iii) Notice of a special meeting with the agenda must be disclosed at least twenty-four (24) hours before a meeting, unless the President/Campus Premier approves shorter notice.
 - (iv) Urgent concerns may demand special meetings resolution.
 - (vii) Special meetings must be published so that all SRC members are informed.
 - (viii) SRC members should attend urgent general meetings.

4.3 EX-OFFICIO MEMBERS

- (a) The SRC Secretary may call sub-structure and society chairpersons to a formal SRC meeting to share information; when invited, they have ex-officio status. They can completely engage in sessions, suggestions, and resolutions through talks, not voting.
- (b) All sessions will have a notice and agenda.
- (c) Constitutionally-mandated recording of resolutions and recommendations.

CHAPTER 5

5.1 TERMINATION OF SRC MEMBERSHIP

- (a) A member loses membership of the SRC if that member:
 - (i) Ceases to be a student at the University.
 - (ii) No longer meets qualifying requirements.
 - (iii) Submits a written resignation.
 - (iv) Misses three consecutive ordinary SRC meetings without justification.
 - (v) Loses organisational membership under proportional representation.
 - (vi) Is found guilty by WSU disciplinary proceedings.
 - (vii) In the event of death.

5.2 RECALLING

- (a) Student political structures exercising the power of substitution must notify the SRC, Senior Development Practitioner and Director: Student Governance Leadership and Development in writing, after following a due process as outlined in the Promotion of the Administrative Justice Act (PAJA Act 3 of 2000).
- (b) Director: Student Governance and Leadership Development must preside and oversee the recallment and make a final recommendation.
- (c) The recall shall be effective after the Executive Director: Student Affairs has approved the decision.
- (d) Members elected directly by the student body may not be recalled by an individual structure, irrespective of whether that member is affiliated to that structure.
- (e) A member of the SRC can be removed from office by a two-thirds vote of the student body.

5.3 REPLACEMENT

- (a) The candidate submitted to replace a recalled member must still meet the requirements of eligibility. If a student organisation has no more candidates, the seat is lost.
- (b) The recalled member(s) must be replaced by the student political structure holding the seat(s), provided the replacement members are picked (in rank order) from the original candidate list submitted or filed during the elections.
- (c) Deploying student political structures shall have the right to replace their proportional representation seats only once per SRC term.
- (d) The first and last three months of SRC term are off-limits for replacements.
- (e) Recalling and replacing members must not disrupt SRC operations.
- (f) A member recalled in the last three months of the SRC term of office will not be replaced.

5.4 FILLING OF VACANCIES

- (a) If the resigning member was directly elected, the runner-up is co-opted.
- (b) If the runner-up is reluctant, ineligible, or dies, the University will hold a by-election.
- (c) The SRC shall schedule a meeting within ten (10) days of the member's resignation and fill any vacant portfolio, depending on the kind of seat to be filled.
- (d) If a proportionate representative's seat in the CSRC becomes empty, the Senior Development Practitioner must notify the relevant student political structure within two (2) days to propose a successor within seven days.

5.5 DISSOLUTION OF THE SRC

- (a) Dissolution of the SRC shall take place as follows:
 - (i) All SRC members shall cease to be members if a resolution of no confidence is passed by 66.6% of students at the campus. Any vote of no confidence passes if the institution ratifies the process.

- (ii) A motion of no confidence may be passed against the SRC by the student body in a Mass Meeting duly convened for such purpose.
- (iii) The SRC may be dissolved by the Council in the event that the SRC exceeds its delegated authority, acts beyond its powers (***ultra vires***) to the Statute and/or fails to recognise the authority of Council.
- (iv) The Council resolution to dissolve SRC must and should be communicated to the student body within forty-eight (48) hours.
- (v) In the event the SRC is dissolved, the Council shall delegate Management to establish an Interim SRC within a period of thirty (30) days.
- (vi) An Interim SRC serves until the next SRC elections unless the University Council shortens its tenure after consulting with impacted parties.

5.6 INTERIM STRUCTURE

- (a) The Executive Director: Student Affairs, in conjunction with the Vice-Chancellor, will establish an Interim SRC if there is no SRC.
- (b) The Vice-Chancellor and WSU Council must approve suggested deployees.

CHAPTER 6

6.1 AMENDMENTS TO THE SRC CONSTITUTION

- (a) Amendments to the SRC Constitution may be affected as and when required in compliance with WSU legislative framework.
- (b) Any proposed amendment to the SRC Constitution recommended by the Institutional Student Parliament.
- (c) Council may, having consulted with the SRC:
 - (i) Amend the Constitution; or
 - (ii) Revoke the Constitution, subject to the Higher Education Act 101 of 1997 as amended and the Statute; and/or
 - (iii) Initiate a process to draft a new Constitution.

ANNEXURES

ANNEXURE 1: SRC ELECTIONS

1 PROCEDURE FOR SRC ELECTIONS

- (a) These procedures serve to outline how the ISRC and CSRC are elected to student leadership roles. These procedures shall be interpreted in line with the SRC Constitution to strengthen elections of the SRC and its sub-committees.
- (b) There shall be elections annually in September as announced by the Executive Director: Student Affairs.
- (c) The University's ability to establish SRCs comes from Section 35 of the Higher Education Act 101 of 1997 as amended, the University Statute, and other University policies.

2 APPOINTMENT OF THE ELECTORAL AGENCY (EA)

- (a) An independent EA oversees SRC elections. The EA shall be appointed by the Executive Director: Student Affairs following the University Procurement Policy.
- (b) The EA must sign service level agreement with the University (in the case of a public and private service provider).
- (c) The EA must coordinate administratively with Student Governance and Leadership Development Unit.

3 FUNCTIONS AND POWERS OF THE ELECTORAL AGENCY

- (a) To create an environment conducive to transparent, legitimate, free and fair elections and to ensure the highest possible voter participation in the elections.
- (b) To establish sub-committees or other sub-structures when the need arises.
- (c) The EA must conduct elections in accordance with the SRC Constitution and Higher Education Act 101 of 1997 (as amended).
- (d) The EA may make or suggest provision as may be necessary to effectively manage the SRC elections (based on electoral technology and cost

- effectiveness).
- (e) If the EA deems the circumstances unfavourable for transparent, legitimate, free and fair elections, and after consultation with the Director: Student Governance and Leadership Development Unit, it may suggest rescheduling of the election calendar.
 - (f) The EA shall report periodically to the Director: Student Governance and Leadership Development Unit on the progress made regarding the SRC election process before recommending the postponement of elections.
 - (g) EA must announce its CEO before it commences its duties for purposes of communication.
 - (h) The Chief Electoral Officer must deploy electoral workers throughout WSU campuses.
 - (i) EA must conduct and supervise the voting process with transparency and integrity.
 - (j) EA shall, in the presence of the CEO, count votes immediately after closure of polls where voting took place.
 - (k) EA shall announce preliminary results of the elections for each campus immediately after closure of the elections.
 - (l) EA must announce and publish final results within 48 hours of the announcement of preliminary results.
 - (m) The EA may recommend to Executive Director: Student Affairs for a new election date (re-run) if circumstances impact the outcome of elections.
 - (n) Elections will be conducted on each campus independently.
 - (o) In the event that a particular campus does not hold its elections on a set date, an Interim Structure will be put in place pending preparations for by-elections in that particular campus.
 - (p) The EA shall present a report on elections to the Executive Director: Student Affairs within twenty-one (21) days of elections.
 - (q) EA must oversee efficient functioning of the online voting system.
 - (r) EA shall perform duties necessary for the effective organisation of the election, including opening and closing the nomination process according to the election schedule as approved by the Executive Director: Student Affairs.

- (s) EA must and should compile and publish a complete list of candidates contesting SRC elections.

4. ELECTORAL COMMITTEE

4.1 Central Institutional Electoral Committee (CIEC)

- (a) Membership of the CIEC shall be composed of the following:
 - (i) Presiding Officers
 - (ii) Chief Electoral Officer
 - (iii) Senior Student Development Practitioners
 - (iv) Student Development Practitioners
 - (v) Director: Student Governance (Institutional) and Leadership Development
 - (vi) One outgoing ISRC member
 - (vii) Outgoing Campus SRC, one from each campus
 - (viii) One Institutional representative as per organisation contesting SRC elections

5 COMPOSITION OF THE CAMPUS ELECTORAL COMMITTEE

- (a) Each campus shall establish a Campus Electoral Committee (CEC) under the auspices of the EA for that year's election.
- (b) Membership of the CECs shall be composed of the following:
 - (i) Campus Presiding Officers from the EA (Chairperson).
 - (ii) Senior Development Practitioner for that campus (Deputy Chairperson).
 - (iii) Officials from Student Governance and Leadership Development Unit.
 - (iv) One nominee designated by the Registrar.
 - (v) One nominee designated by the Campus Safety and Protection office.
 - (vi) One nominee designated by the Facilities Department.
 - (vii) One representative from each student political organisation/independent candidate representative registered to contest the elections.
 - (viii) One nominee from the outgoing SRC not standing for elections.

6 FUNCTIONS OF THE CAMPUS ELECTORAL COMMITTEE

- (a) Ensure free and fair SRC elections by monitoring all stages, including:
 - (i) Nominations and nomination procedures.
 - (ii) Campaigns and campaign procedures.
 - (iii) Voting and voting procedures.
 - (iv) The counting of votes cast in SRC elections.
 - (v) Recommend Election Rules and Procedures to the Executive Director: Student Affairs.
 - (vi) To serve as information sharing platforms for the duration of the SRC election.

7 THE ROLE OF STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT UNIT

- (a) The Student Governance Leadership and Development Unit shall:
 - (i) Provide the EA access to office space, telephone, and other University resources.
 - (ii) Arrange election facilities and funds.
 - (iii) Support the EA logistically and administratively.
 - (iv) Provide an official voter's roll for each campus.
 - (v) Coordinate the marketing of the SRC elections.

9 DETERMINING THE SRC ELECTION SCHEDULE

- (a) The Executive Director: Student Affairs should and must schedule the SRC election calendar or cycle.
- (b) The SRC elections schedule shall be approved in the inaugural meeting of the EA before publication.

10 REGISTRATION OF INDEPENDENT CANDIDATES AND STUDENT POLITICAL ORGANISATIONS FOR SRC ELECTIONS

- (a) Within two (2) days of announcing the SRC election schedule, the EA shall invite independent candidates and student political organisations to register for the SRC elections by publishing a notice stating registration criteria and times.
- (b) All independent candidates must register to participate in SRC elections and must produce a list of one hundred and fifty (150) registered students supporting their candidacy for that particular campus with their proof of registration.
- (c) No student must back more than one independent candidate.
- (d) Only registered independent candidates and recognised student political organisations may contest elections and must register with the EA to contest at campus level.
- (e) Registration will be open for three (3) working days for independent candidates and political organisations wishing to participate in the SRC elections.
- (f) The EA shall within two (2) days of closure of registration, publish a list of all qualifying independent candidates and political groups.
- (g) The EA shall declare invalid and disqualify any registration of an independent candidate or political organisation that has not complied with the registration requirements.

11 MODEL OF ELECTIONS

- (a) WSU and the appointed Election Agency (EA) will use the Mixed Model voting system, which comprises “first past the post” and proportional representation.
- (b) Elections will be conducted at two levels, namely at the Campus and the Institutional levels.
- (c) Mandatory Seats will be voted for directly on the basis of the “first past the post” system.
- (d) Remaining seats, as per the number of seats designated for each campus, shall be contested through the proportional representation system.
- (e) Independent candidates will contest SRC elections for mandatory seats.

12 VOTER ELIGIBILITY

- (a) All registered students at Walter Sisulu University pursuing a Senate-approved formal programme of study are eligible to vote, except students who are employed at the University.
- (b) The student's name must be on the voters' roll and the EA must not have specified a voting obstacle.
- (c) The student should be in possession of a valid student card, Green Bar-coded ID book, or South African ID Card.
- (d) If a student's name is not on the voters' roll, the student must submit acceptable proof of registration and identification. Then, the relevant representative of the Electoral Agency may add the student's name with a note explaining the proof of registration (the EA will provide an online link for verification).
- (e) No student has the right to vote by proxy.

13 REGISTRATION PROCEDURE OF CANDIDATES

- (a) Candidates shall receive and submit registration forms to EA online.
- (b) Registration form shall include a photo, candidate's name and surname, and student number of candidate.
- (c) Candidate and organisation must attach proof that the nominee candidate participates in leadership programmes and positions.
- (d) A candidate or organisation who wishes to cancel its registration shall submit written correspondence notifying the EA of cancellation. This must be done before the publication of final list of qualified candidates.

14 NOMINATION OF CANDIDATES WHO WILL BE CONTESTING SRC ELECTIONS

- (a) The office of the EA shall receive an online nomination form from contesting political formations and individual candidates.

- (b) Nomination shall begin and conclude at least three (3) days before closure of registration.
- (c) Contesting political organisations shall send a photo, candidate lists encapsulating name, surname and student number of each candidate. Independent Candidates submit the same details to EA.
- (d) The EA shall verify accurate nomination in the event that a candidate is nominated by more than one student organisation and meets the criteria for eligibility.
- (e) Two (2) days after nominations close, SGLD publishes a list of qualifying candidates per student political organisation and independent candidates.
- (f) The EA disqualifies any candidate whose candidacy doesn't meet conditions.
- (g) A student political organisation or independent candidate must notify the EA in writing of its desire to cancel, withdraw, or terminate its nomination as a contestant in the elections following election schedule regulations.
- (h) Any student political organisation or independent candidate making a false statement in an application or other document required by these regulations is guilty of an offence and its registration may be reviewed and/or cancelled as a consequence.

14.1 GUIDELINES FOR NOMINATIONS TO THE ISRC & CSRC

14.1.1 Nominations of the ISRC

- a. Contesting student political organisations must register through a provided online registration form by the EA, fulfilling all the requirements stipulated in the form.
- b. In the event that a political organisation exists in the four [4] WSU Campuses: The list of nominated candidates for the ISRC must be accompanied by signatures from the chairpersons of the four (4) WSU branches and Secretaries. This is in support of the ISRC Nominations from that structure.
- c. If a structure exists in the three (3) WSU Campuses: The list of nominated candidates to the ISRC must be accompanied by signatures from the Chairperson

of the three (3) WSU branches and Secretaries. This is in support of the ISRC Nominations from that structure.

- d. If a structure exists in the two (2) WSU Campuses: The list of nominated candidates to the ISRC must be accompanied by signatures from the Chairperson of the two (2) WSU branches and Secretaries. This is in support of the ISRC Nominations from that structure.
- e. If a structure exists in one (1) WSU Campus: The list of nominated candidates to the ISRC must be accompanied by signatures from the Chairperson of that branch and the Secretary. This is in support of the ISRC Nominations from that structure.
- f. For independent candidates, each contestant must register through a form provided by the EA, fulfilling all the requirements stipulated in the form.
- g. Contesting independent candidates must have a person seconding the nomination with one hundred and fifty (150) signatures in support of that candidate.

14.1.2 Nominations to the CSRC

- (a) All the contesting student political organisations must register through an online registration form provided by the EA.
- (b) For nominations, the provided list from each contesting student political organisation must be accompanied by the signature of the WSU Branch Chairperson and Secretary.
- (c) This applies to the deployment of the CEC and Party agents as per the SRC Constitution.
- (d) For independent candidates, each candidate must have a seconder and be accompanied by a list of one hundred and fifty (150) registered students who support the contestant.
- (e) For candidates, each candidate must deploy one person to the CEC and party agents based on several voting kiosks on that campus.

15 WITHDRAWAL OF CANDIDACY

- (a) Any notification or intention to withdraw/cancel from nomination must be in writing and signed by the independent candidate or by the student political organisation.

16 OBJECTIONS

- (a) After the list of qualifying candidates has been published: Objections to the candidate lists can be lodged with the EA as per the schedule of elections.

17 CONDUCT DURING ELECTIONS

- a) All students and political organisations, their candidates and party agents shall act in the spirit of tolerance and respect for other parties and the EA.
- b) Every registered student political organisation and independent candidate must recognise the EA's authority in conducting an election, assure voters of the EA's impartiality, and follow any lawful direction, instruction, or order of the EA, or a member, employee, or officer of the EA or the Chief Electoral Officer.
- c) During the campaigning period and the voting days, participating students and/or political organisations, their candidates and party agents are expected to abide by the Statute, and Rules of the University and the SRC Constitution.
- d) The WSU Electoral Code of Conduct expects all student organisations/societies to uphold a conducive environment that promotes a transparent, credible and free election.
- e) All stakeholders are encouraged to refrain from any act that, in the judgement of the CEO, is likely to have unfair influence on the result of the election.
- f) Any transgression will disqualify the candidate and further be referred for possible disciplinary action as determined by the Disciplinary Committee of WSU.
- g) All student political organisations and independent candidates shall sign the Electoral Code of Conduct at the end of the Candidate nomination process. Such Code of Conduct will be drafted and adopted on a yearly basis and be approved by the EA.

- h) All participants in the election must not:
 - i. Behave in a disorderly manner during the voting process.
 - ii. Campaign within one hundred (100) metres of the voting booth.
 - iii. Do anything that may disrupt the election process.

18 PROHIBITED CONDUCT

- (a) No registered student or student political organisation or independent candidate may use language or act in a way that may instigate violence during an election, or intimidate candidates, members of other student political organisations, representatives or supporters of student political organisations or candidates, or voters.
- (b) No one may publish false or defamatory charges about an independent candidate, student political organisation, its candidates, representatives, or members, or a candidate or candidate's representatives.
- (c) No one may plagiarise the symbols, colours, or acronyms of other registered student political organisations or independent candidates.
- (d) No one may discriminate in an election based on race, ethnicity, sexual orientation, gender, class, religion, or political conviction, opinions, or activities.
- (e) No one may influence or reward another person for joining or not joining a student political organisation, for attending or not attending a public meeting, march, protest, rally, or other public political event, for voting or not voting, or for declining a nomination or withdrawing as a candidate.

19 MANIFESTO PRESENTATION AND CAMPAIGNS

- (a) Qualifying independent candidates and student political organisations society must provide a written or online manifesto to the EA (CEO) at the period required.
- (b) During the "Manifesto Day" sessions, all independent candidates and student political organisations that are contesting elections will be responsible for their manifestos in the designated areas as allocated and approved of by Student Governance and Leadership Unit (SGLD).

- (c) All attendees must respect the “Manifesto Day” sessions and should not disrupt the process.
- (d) All contesting independent candidates, students’ political organisations, their candidates, and party agents shall promote conditions that are conducive to free and fair elections, including tolerance of democratic political activity, free political campaigning, and open public debate.
- (e) In line with creating a conducive environment for free and fair elections, there shall be free movement in line with other rules and decisions of WSU.
- (f) Additional rules for the manifesto presentation shall be determined by the CEC and communicated with the contesting parties.

20 VOTERS’ ROLL

- (a) A list of all registered students for that year will constitute a Voters’ Roll.
- (b) The office of the Registrar must provide a voters' roll of all part time and full time students for eligibility to vote.
- (c) The EA must provide online voters’ rolls for:
 - (i) Inspection by student political organisations and independent candidates contesting elections.
 - (ii) Eligible voters to verify information fifteen (15) days before holding of elections and will close seven (7) days before holding of elections and will close two (2) days before the Election Day for finalisation.
- (d) Any student who does not appear on the voters' roll may lodge a complaint with EA before the deadline for objections. The time for such objections must be forty-eight (48) hours before the election. The decision of the EA and Student Affairs in that matter must be final.
- (e) Alterations to the Voters’ Roll will be made only by the EA in conjunction with the Student Governance and Leadership Development Unit and the final voters’ roll will be approved by the Institutional Research and Planning office.

21 VOTING

- (a) Voting shall be primarily online.
- (b) An eligible student shall only have access to ballot papers that they are eligible to vote for. This shall be setup automatically through an online platform.
 - (i) One (1) e-ballot for all students for ISRC.
 - (ii) One (1) e-ballot for CSRC.
- (c) Any technical glitches shall be reported to the CEO on communication platforms that shall be communicated by the CEO.
- (d) The Chief Electoral Officer shall declare SRC elections' time, voting hours, designated voting booth(s) and the number required to meet the minimum percentage poll before the voting date.
- (e) The EA shall ensure that each voting booth will be opened between 09h00 and 21h00.
- (f) Online voting will be conducted over a period of two (2) days.
- (g) The Chief Electoral Officer might extend voting time as he/she sees fit to ensure free and fair elections.
- (h) Voting is by secret ballot through an online platform and measures must be put in place to ensure voters' privacy and safety by the EA.
- (i) Only the name and photo of candidates contesting the "first past the post" seats shall appear on the e-ballot in the case of the seven (7) ISRC and five (5) CSRC seats. For the remainder of the seats in the CSRC, political organisations' logos shall appear in the ballot instead of candidate photos, and photos of candidates shall appear in the case of independent candidates.
- (j) The Electoral Committee determines SRC election voting.
- (k) The EA must assist students with special needs.
- (l) Only EA members, student political organisation party agents, independent candidate representatives, and selected University observers shall be present at the voting station.
- (m) The EA must inform voters of the following election procedures:
 - (i) Every voter must appear on the official Voter's Roll.
 - (ii) A voter shall vote for one student political organisation or independent candidate for SRC elections.

- (iii) Voters must place a single cross or mark next to their preferred student political organisation or independent candidate of his/her choice.
- (iv) EA decides if an e-ballot is invalid or not.
- (v) The EA must provide voters with basic voting information.

22 DISQUALIFICATION OF VOTERS

- (a) Voters shall be disqualified by the EA if they:
 - (i) Contravene the Student Disciplinary Code of Conduct Policy
 - (ii) Contravene the Standard Operating Procedure document
 - (iii) Are not registered University students

23 PARTY AGENTS AND DUTIES

- (a) Each student political organisation /independent candidate in each campus shall submit two (2) party agents for training, which shall represent the structure/candidate during the voting process.
- (b) A party agent or independent candidate agent must be a registered student and may not be a candidate in an election.
- (c) A party agent or independent candidate agent shall observe fairness of elections.
- (d) A party or independent candidate agent's absence doesn't invalidate electoral processes.
- (e) Complaints shall be lodged through the Presiding Officer and if the matter cannot be addressed to the satisfaction of the complainant or cannot be resolved, it will be referred to the Chief Electoral Officer, whose decision will be final.
- (f) Must ensure that the registered student political organisation represented by the agent complies with any EA or Campus Protection Services order.
- (g) A party agent or independent candidate agent may only observe proceedings at the voting booth(s), including online voting.
- (h) A party agent or independent candidate agent must protect their organisations' interests without interfering with voting.

- (i) A party agent or independent candidate agent may appeal to the EA to extend voting time. EA shall apply his/her discretion to extend voting time.

24 CALCULATION OF SEATS

- (a) In the proportional representation, the droop quota will be utilised in the process of the calculating of seats.
- (b) In the mandatory positions, votes will be calculated as per the seat.

25 ALLOCATION OF SEATS

- (a) The student political organisation or candidate that has won fifty plus one (50+1%) shall have the right to select all preferred seats once.
- (b) The remaining seats shall be allocated through a secret ballot system.
- (c) If there is no student organisation or candidate that won fifty plus one (50+1%) of the available seats, the Senior SDP will facilitate nominations and elections to determine the holders of each SRC portfolio among qualifying candidates.

26 ANNOUNCEMENT OF RESULTS

- (a) EA shall announce preliminary results of the elections for each campus immediately after closure of the elections.
- (b) EA must announce and publish results within forty-eight (48) hours of announcement of preliminary results.

27 MINIMUM PERCENTAGE POLL

- (a) The threshold required for a legitimate poll shall be twenty-five (25%) of the student body of that particular campus.
- (b) If the requisite percentage poll is not reached, an Interim Structure will be instituted until the University announces an election date.

- (c) However, if the required percentage poll is still not attained, then the number of votes cast must be recognised as the threshold.

28 OBJECTIONS OF ELECTIONS

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

29 CONSTITUTING THE CSRC

- (a) An Extraordinary Meeting to constitute the CSRC shall be convened by Student Governance and Leadership Development Unit (SGLD).
- (b) Within five (5) days of the announcement of final SRC election results, SGLD shall invite independent candidates and student political organisations that gained seats, and their two party agents, to an Extraordinary Meeting of the SRC whose purpose is to constitute the SRC. Director: Student Governance and Leadership Development Unit or his/her nominee shall constitute the SRC.
- (c) An elected candidate must be a registered student to take office the following year.

29.1 Procedure for Constituting SRC Officer Bearers

- (a) The Senior Student Development Practitioner reminds invited candidates and student political organisations about the number of votes and seats each contesting student organisation or independent candidate received.

- (b) Portfolios that were directly voted for, through the “first past the post” system, will be confirmed as follows: Campus Premier, Campus Secretary, Campus Treasurer, Faculty Coordinator, and Sport & Culture Officer.
- (c) For additional PR seats, the following procedure shall apply:
 - i. The student political organisation or independent candidate that has won fifty plus one (50+1%) seats shall have a right to select all preferred seats once.
 - ii. The remaining seats shall be allocated through a secret ballot system.
 - iii. If there is no student political organisation or independent candidate that won fifty plus one (50+1%) of the available seats, the Senior Student Development Practitioner will facilitate nominations and elections to determine the holders of each SRC portfolio among qualifying candidates.

29.2 Gender and Disability Representation

- (a) In the election or appointment of SRC members, a regard must be made to accommodate gender and disability representation in line with the rules of the institution.

ANNEXURE 2: SRC BENEFITS AND SUPPORT

1 RULES CONCERNING SRC BENEFITS

- (a) All SRC benefits shall be issued once per portfolio per term of office. No further benefits will be extended to redeployed members.
- (b) All SRC benefits shall be funded from the SRC levies received in each Campus. SRC members will be funded from the budgets of the CSRCs within which they are registered.
- (c) The benefits of members of the SRC shall and must be determined by the University Council, after consultation with the SRC.
- (d) The Executive Director: Student Affairs may recommend to the Council the withdrawal of any of the SRC benefits if it is proved that an SRC member(s) is/are negligent, unwilling or incapable of fulfilling his or her duties as a member of the SRC, and if there is sufficient proof that such benefits are being abused by the SRC member(s) concerned.
- (e) Only elected SRC members that meet the constitutional requirements of membership of the SRC may receive SRC benefits.

2 OPERATIONAL SUPPORT

- (a) To function efficiently throughout the term of office, the SRC needs the following:
 - (i) Telephonic and Communication support.
 - (ii) The Executive Director: Student Affairs in consultation with the SRC and University Finance Committee will determine airtime and data allowance allocation to the SRC.
 - (iii) Airtime-enabled communication devices belong to SRC members and serve as an honorarium at the end of the term.
 - (iv) Each SRC officer should have an official computer to facilitate SRC operations and administration.
 - (v) Such official communication devices and airtime are accounted for in the budget of the SRC.

- (vi) SRC's office bearers will have desktop computers. SRC members will utilise workplace landlines for operational and administrative purpose.
- (viii) The above-mentioned resources are for official SRC operations/duties.

3 MARKETING AND IMAGE SUPPORT

- (a) Corporate uniform elements include formal shirt, tie/scarf, blazer and trousers/skirt.
- (b) SRC's formal attire will be unique.
- (c) The SRC can buy golf T-shirts and tracksuits with their own funds.
- (d) These items must mirror University colours to boost its image and branding status.

4 RESIDENTIAL SUPPORT

- (a) The University will make efforts to accommodate all SRC members in the University residences on campus or external accommodation close to campus and pay for residence costs.
- (b) Each SRC member shall receive a single room for the duration of their term.

5 ACADEMIC SUPPORT

- (a) All SRC members may request flexibility in academic arrangements, subject to the University's consent.
- (b) Academic accommodations include alternate arrangements for submission of tests, assignments, reports and other academic obligations.
- (c) In collaboration with Academic Support Services, Student Governance and the Leadership Development Unit responsible for the SRCs shall ensure that a comprehensive personal development plan for SRC members is in place.
- (d) All SRC members shall qualify for 100% payment for their tuition fees. This shall exclude levies, textbooks, and laboratory fees. This shall not apply to failed subjects. This shall be paid from the SRC budget.

6 DEVELOPMENTAL AND MENTORSHIP SUPPORT

- (a) The SRC must represent and engage in many University programmes while meeting academic commitments. Clearly, SRC members, especially the CSRC responsible for student governance, require development help.
- (b) Mentorship and support mechanisms must be implemented.
- (c) Personal Development Plan (PDP):
 - (i) The SRC shall develop a Programme of Action plan that serves as the foundation for each member's PDP.
 - (ii) SRC members' portfolios are evaluated using the PDP.

ANNEXURE 3: RECOGNITION OF STUDENT STRUCTURES

1 ORGANISED STUDENT GOVERNANCE

- (a) The WSU student governance has adopted a hybrid model with two segments of governance, ISRC and ISP, the CSRC and CSP.
- (b) The two mentioned tiers of governance form the secondary and tertiary segments within the WSU Model.
- (c) The lower segment is composed of a variety of student formations categorised as sub-structures of student governance. For the sub-structures to exist, they need to go through the recognition process.

2 COMPOSITION OF THE RECOGNITION COMMITTEE

2.1 The committee shall sit within seven (7) days of the closure of the recognition application period to review and finalise the application for submissions to Student Parliament. The Recognition Committee consists of the:

- a. CSRC
- b. SDP Representative

3 CATEGORIES OF SRC SUB-STRUCTURES

- (a) The following SRC sub-structures will be recognised:
 - (i) Academic Societies
 - (ii) Student Political Organisations
 - (iii) Developmental Organisations
 - (iv) Religious Organisations
 - (v) Non-Academic Societies and/or Clubs (Sports, Social, Cultural, Recreational and Talent Groups).

4 SRC SUB-STRUCTURES

- (a) SRC sub-structures include various student formations, clubs and societies. For them to exist, they need to apply for both recognition and renewal to the SRC.

5 APPLICATION PROCEDURE FOR RENEWAL AND RECOGNITION OF SUB-STRUCTURES

- (a) Structures and formations already recognised in the system must renew their recognition with the SRC annually from 01 April to 30 April or any date that may be decided upon by the SRC pending completion of the institutional registration calendar.
- (b) Structures applying for the first time must fill and submit the provided application form for recognition to the SRC Secretary from-General from 01 April to 30 April.

6 REQUIREMENTS FOR RENEWAL PROCEDURE FOR SRC SUB-STRUCTURES

- (a) For renewal, a structure must submit a copy of their previous year's programme and a list of one hundred and fifty (150) members for political formation and fifty (50) members for other sub-structures.
- (b) Students are not allowed dual memberships.
- (c) Student formations, clubs, societies, and organisations must submit quarterly activity reports to the SRC.
- (d) The organisation must have a financial management system and yearly financial report of its activities.
- (e) Clubs, societies, and organisations that do not submit quarterly reports lose recognition.

7 REQUIREMENTS FOR RECOGNITION OF NEW POLITICAL STRUCTURES

- (a) An application for recognition shall include:

- (i) A statement of intent (aims and objectives, vision, and mission).
- (ii) A Plan of Action detailing financial implications (budget).
- (iii) A Constitution of the organisation.
- (iv) A list containing one hundred and fifty (150) signed up members. No dual memberships.
- (v) The student organisation focuses on students enrolled at one campus.
- (vi) Organisations shall be national in character.
- (vii) The organisation delivers an annual calendar of activities aligned with University goals and serving campus students.
- (viii) The rule on gender representation in SRC membership applies to all sub-structure executives.
- (ix) Sub-structure executives shall include one person with disabilities where applicable.
- (x) A recognition application must include the executive committee's names, surnames, student numbers, and contact information.
- (xi) Once recognised, the structure will serve a one-year probation period before using University and SRC resources.

8 REQUIREMENTS FOR OTHER STUDENT FORMATIONS

8.1 Developmental Organisations

- (a) Any group of students at a particular campus with a programme that is developmental, when applying for recognition, must submit its Constitution, a list of fifty (50) subscribed members per Campus and who are registered University students with proof of their current registration, and a Programme of Action (Developmental).

8.2 Religious Organisations

- (a) Any group of students at a particular campus with a programme that is religious, when applying for recognition, must submit a list of fifty (50) subscribed members per Campus and who are registered University students with proof of their current

registration, and a Programme of Action (Religious), may be categorised as religious organisations.

8.3 Non-Academic Societies or Clubs

- (a) Any group of students at a particular campus with a programme that relates to a specific sport, social, or recreational activity, when applying for recognition, must submit a list of fifty (50) subscribed members per Campus, and who are registered University students with proof of their current registration; and a Programme of Action (society or club related).
- (b) An exception will be made for students with special needs if they do not meet the minimum number of subscribed members per Campus.

9 RENEWAL AND RECOGNITION APPROVAL PROCESS FOR ALL SUB-STRUCTURES, CLUBS AND SOCIETIES

- (a) The recognition process must be finalised within three (3) weeks of submitting the application form, and the result must be communicated to the applicant by the Secretary-General.

10 DISPUTE-RESOLUTION PROCESS

- (a) If a recognition application is refused, the SRC must provide reasons in writing to the Senior Development Practitioner.
- (b) If the Senior Development Practitioner can't resolve the issue, the Director: Student Governance and Leadership Development will be notified in writing within seven (7) days.
- (c) The Director of Student Governance and Leadership Development will make a final decision within seven (7) days, in conjunction with the Executive Director: Student Affairs.

11 SUB-STRUCTURES RECOGNITION AGREEMENT

- (a) Sub-structures are to abide by the listed below recognition terms to enhance student participation in an organised manner guided by the University Vision, Mission and Purpose Statement:
- (i) Respect and understand the role of the SRC.
 - (ii) Respect the rights of every student to have free association and participation in the structure of their choice.
 - (iii) Treat University Management at all levels with civility and respect. Failure to do so shall constitute misconduct and disciplinary measures will be taken where necessary.
 - (iv) Comply with the SRC Code of Conduct, University Policies, Rules and the SRC Constitution.
 - (v) At all times, they must maintain and embrace good ethics and morals.
 - (vi) Student structures must keep financial records and submit reports as required by the CSRC.
 - (vii) Student structures must follow University and SRC policies governing the usage and administration of resources and hold members accountable for such resources.
 - (viii) Any failure to comply with these requirements may lead to disciplinary actions against individual members and jeopardise the good standing of such organisations.
 - (ix) Be accountable to all resources allocated to them.
 - (x) The SRC must ensure that all CSRC sub-structures recognised, according to this policy, manage and account for resources quarterly.
 - (xi) Operate freely within University guidelines, policies, rules, and regulations in implementing activities.
 - (xii) Participate in SRC events, University-wide and external initiatives to promote transformation, advance quality of education, and represent members' interests.
 - (xiii) Have access to financial resources based on SRC sponsorship of structures on that Campus and available monies during the recognised period.
 - (xiv) Have access to University buildings, infrastructure, equipment, etc., as per policies governing such resources.

- (xv) Seek external financial resources through University fund-raising processes and standards to supplement its allocations.

12 COMMUNICATIONS WITH EXTERNAL STUDENT ORGANISATIONS

- (a) Some societies/clubs/organisations may have a regional, provincial, national and/or international footprint.
- (b) For those preceding formations that may have the above-mentioned character, their mother bodies may need to keep constant communication with them.
- (c) Any recognised club/society/code/organization shall be governed by the Student Governance and Leadership Development Standard Operating Procedures.
- (d) If a mother body wishes to communicate with its subordinate structure operating at WSU, such a mother body may do so directly to its subordinate structure.
- (e) The subordinate structure may also respond directly to the mother body.
- (f) Should the mother body wish to utilise WSU resources, it will write to the subordinate structure, which will request access to those resources on behalf of the mother body.
- (g) If the resources are available, they will be granted to the structure registered with Student Governance and Leadership Development Unit. That structure will take full responsibility and account for resources on its behalf.
- (h) In the case of political organisations and deployments, SGLD will ***only*** accept communiqué from the subordinate structure registered with the Student Governance and Leadership Development Unit.
- (i) If there is a dispute where the mother body has expelled the subordinate structure, that dispute will have to be resolved by the mother body and subordinate structure.
- (j) Should the dispute result in two formations/factions from the same organisation claiming legitimacy, the Student Governance and Leadership Development Unit will summarily suspend the organisation's operations on the Campus where the conflict is happening.

- (k) If the organisation has resolved the matter after the suspension, a written request will be forwarded to the Senior Student Development Practitioner requesting a meeting.
- (l) The request will be accompanied by meeting minutes where the dispute was resolved, and attendance register with student numbers and working cellphone numbers.
- (m) Before the Senior Student Development Practitioner agrees to a meeting, he/she would call everyone on the attendance register to confirm whether they attended the meeting and resolved the dispute, and further invite them to the meeting as requested by the organisation.
- (n) At the meeting, the Senior Student Development Practitioner will establish if there was a resolution. If no, the Senior Student Development Practitioner will leave the meeting, but if yes, the Senior Student Development Practitioner will take the attendance register and minutes confirming the resolution.
- (o) After the meeting, the Senior Student Development Practitioner will write a letter setting aside the suspension of the structure in dispute.

ANNEXURE 4: STANDING RULES AND ORDERS FOR GENERAL MEETINGS OF STUDENTS, SRC MEETINGS, AND SUB-STRUCTURES MEETINGS

1. GENERAL MEETING OF STUDENTS

- (a) The SRC must convene at least one general meeting of students per campus per semester, in accordance with the Rules, provided that the SRC shall convene a general meeting of all students if requested in writing by a group of at least five hundred (500) bona fide students, proportionately representing the campuses of the University.
- (b) Meetings may not conflict with academic activities unless the Vice-Chancellor or his or her delegate has granted prior permission, subject to such conditions as the Vice-Chancellor may impose.

2. SRC MEETINGS

- (a) The President/Deputy President and Secretary-General convene SRC general meetings.
- (b) The SRC has general meetings every two (2) weeks.
- (c) The SRC must decide how to publicise general meetings.
- (d) SRC members must attend all meetings.
- (e) If an SRC member is unable to attend a general meeting, he/she shall submit a written apology at least twenty-four (24) hours in advance.
- (f) The written apology in 2(e) must explain the SRC member's reasons for not attending the meeting.
- (g) The meeting can accept or reject an SRC member's apology by agreement or simple majority.
- (h) If an apology is rejected, the Secretary-General or Deputy Secretary notifies the absent member within a week.
- (i) The SRC member whose apology is not accepted shall be notified (in writing) that failure to attend another meeting without an appropriate apology will result in a member being served with a motion of censure.
- (j) If an SRC member misses two consecutive general meetings without an acceptable excuse, the SRC refers the subject to the SRC Disciplinary Committee.

3 AGENDA

- (a) The Secretary-General and President of the SRC must and should compile meeting agendas and disseminate them three (3) days in advance.
- (b) Members of the SRC and students can submit agenda items.
- (c) Agenda items must be submitted four (4) days in advance.
- (d) Agenda items submitted to the Secretary-General or President must include:
 - (i) Background information.
 - (ii) Problem formulation and relevant information.
 - (iii) A problem-solving suggestion for consideration by the SRC.
- (e) The SRC may approve the report with revisions or reject it.
 - (i) All general meetings should contain a report on executive actions and/or decisions.

4 MEETING PROCEDURE

- (a) If a quorum is not reached after fifteen (15) minutes, the meeting is cancelled.
- (b) In that event, all agenda items are considered incomplete at the end of a meeting.
- (c) SRC members might propose "other business" with a reason before the meeting.
- (d) A simple majority decides whether to accept an item as other business.
- (e) Time limits and attempts to delay meetings unnecessarily should be considered when allowing all SRC members to speak.
- (f) Consensus should be sought before voting.
- (g) The Chairperson does not vote unless there is a tie, in which case he/she has a casting vote.
- (h) Proxy voting is prohibited unless two-thirds of SRC members present agree and a process is established.
- (i) When a point of order is raised, the Chairperson interrupts the speaker and listens to the point of order.
- (j) The Chairperson shall decide to overrule or sustain the point of order on its merits and relevancy.
- (k) The Chairperson's decision on any point of order or point of exigency shall be final.
- (l) If the Chairperson upholds a point of order, the recognised speaker must stop speaking.
- (m) SRC meetings vote by a show of hands unless one member demands a secret ballot.

5. TIME FRAMES FOR SRC MEETINGS

- (a) SRC meetings should not go on for more than two (2) hours unless there's a good cause, which should be explained at the outset.
- (b) Unresolved concerns at the end of the meeting are resolved as follows:
 - (i) Postpone the issue to the next meeting if it is not urgent.
 - (ii) Within forty-eight (48) hours of the unsuccessful general meeting.

- (iii) The President decides on agenda recommendations when an immediate decision is needed.

6 MINUTES OF MEETINGS

- (a) SRC general and executive meeting minutes must be accessible to members within three (3) working days.
- (b) Meeting minutes should be drafted as soon as feasible following the meeting and submitted for presidential or chairperson's approval.
- (c) The agreed-upon minutes should be entered in the Minute Book/File for confirmation and signature at the next committee meeting.
- (d) An action copy of the minutes should be labelled "Secretary's Action Copy".
- (e) Meeting Minutes should clearly specify where action is anticipated, by whom, when, and how.
- (f) All Minutes should include the following:
 - (i) Meeting date, time, and location.
 - (ii) Members, observers, those invited for special matters, and secretariat.
 - (iii) Apologies and absences must be recorded.
 - (iv) Each topic is minuted individually with a proper title, which generally correlates to the agenda item, and any supporting papers are put in the Minute Book/File.
 - (v) Background to the topic, which may include brief references to distributed publications.
 - (vi) A clear, unambiguous record of the decision and, if applicable, the individuals/bodies accountable for following action.

7 ROLE OF THE CHAIRPERSON

- (a) He or she must direct and facilitate the executive and special meetings.

- (b) Members must and should approach the Chairperson for advice on the order of business, time spent on each item, and complete the Committee's duties within the allocated time.
- (c) He or she must prepare agenda documents, and concerns underlying each discussion item are reviewed in consultation with the Secretary-General.
- (d) He or she must ensure each opinion is heard, limit unruly members and encourage everyone to speak.
- (e) He or she must lead the committee to a conclusion after each debate.
- (f) He or she must consider all apologies and subject them to the meeting for approval.

8 RULING BY THE CHAIRPERSON

- (a) The Chairperson's decision is final and binding unless any three (3) members object.
- (b) Procedure:
 - (i) The SRC member who wants to contest the chair's ruling must say so.
 - (ii) The Chairperson asks if two (2) members support the challenge.
 - (iii) The SRC member contesting the ruling must justify it.
 - (iv) The Chairperson explains reasons for his/her ruling.
 - (v) Voting procedures are applied.
 - (vi) Reversing the Chairperson's ruling requires a simple majority.

9 THE SECRETARY-GENERAL

- (a) The Secretary-General shall ensure:
 - (i) The Committee meets in a suitable place.
 - (ii) The Committee has the best available information on agenda items to be discussed.
 - (iii) The Committee follows the relevant rules.
 - (iv) The Committee is requested to take and report/execute decisions.
 - (v) Provide essential information, advise on procedure, implement decisions.

- (vi) Ensure Committee members are provided with agendas and minutes within stipulated time frames.

10 EXECUTIVE MEETINGS

- (a) Executive meetings include:
 - (i) The President
 - (ii) The Secretary-General
 - (iii) The Treasurer
- (b) The President/Deputy President and Secretary-General shall convene SRC Executive meetings.
- (c) Non-executive SRC members can attend Executive meetings as observers.
- (d) Notice regarding SRC Executive meetings must be issued in a manner prescribed by the Executive.
- (e) All SRC Executives must attend general meetings.
- (f) If an SRC Executive member cannot attend a general meeting, he /she shall submit a written apology to the Secretary-General or President in advance.
- (g) Written apology in 9(e) must describe in detail, executive member's reasons for not being able to attend the meeting.
- (h) The meeting can accept or reject an SRC member's apologies by agreement or simple majority.
- (i) If an apology is denied, the Secretary-General or Deputy Secretary-General notifies the absent member within twenty-four (24) hours.
- (j) The SRC Executive member whose apology is denied shall be reminded in writing that missing another meeting without a suitable explanation will result in a motion of censure.
- (k) If an SRC Executive member misses two (2) consecutive sessions without an adequate excuse, the SRC refers the subject to the SRC Disciplinary Committee.

11 URGENT EXECUTIVE MEETINGS

- (a) The President or Secretary-General may convene urgent Executive meetings.

- (b) Executive meetings may be held for urgent concerns.
- (c) If an urgent executive meeting lacks a quorum
- (d) Notice regarding SRC Executive meetings must be issued in a manner prescribed by the Executive.
- (e) SRC Executive members should attend urgent meetings.

12 QUORUM

- (a) A quorum is fifty plus one (50%+1) SRC members at general meetings.
- (b) Four (4) voting members constitute a quorum at SRC Executive meetings.
- (c) All decisions made after a meeting loses quorum are binding.
- (d) Quorum-approved decisions are binding on all SRC members, even those who were absent.
- (e) Non-quorate meetings cannot bind the SRC.
- (f) The Secretary-General and President will, through an email or by letter, circulate meeting resolutions to all SRC members for approval at the next general meeting.

13 CONDUCT IN MEETINGS

- (a) SRC members must respect the chairperson's authority.
- (b) SRC members must not disturb the meeting by:
 - (i) Arriving late at a meeting.
 - (ii) Speaking without being recognised.
 - (iii) Leaving without authorisation.
 - (iv) Leaving a meeting in protest without following dispute-resolution procedures.
 - (v) Repeating previous statements to delay the meeting.
 - (vi) Deliberately delaying the meeting to stall progress.
 - (vii) Inappropriate outbursts in meetings.
- (c) If SRC members disrupt meetings, it may be resolved thus:
 - (i) Convene a general or urgent meeting to discuss the problem.
 - (ii) Refer the matter to SRC Disciplinary Committee.

- (d) SRC members should respect each other by listening to and respecting differing ideas.

14 COMMITTEE REPRESENTATIVES

- (a) The SRC elects SRC members to serve in University committees.
- (b) All strategic committees must include an SRC member.
- (c) The SRC Office must receive copies of all committee agendas and minutes.
- (d) Student committee representatives must meet with an SRC member before each meeting to discuss the agenda.
- (e) After the committee meeting, a student representative must provide feedback to the SRC representative.
- (f) The SRC Secretariat must file committee agendas and minutes in an accessible location for use by the SRC.
- (g) The SRC member responsible for a committee must report to the SRC Secretariat forty-eight (48) hours after the meeting.
- (h) The Secretary-General decides if a report item requires Council-wide consideration or if it may be handled by the Standing Committee.
- (i) The committee chair prepares the report. If no chair, the report is prepared by all committee members.
- (j) The Walter Sisulu University Statutory Committees must include SRC members allocated for each committee.

15 AVAILABILITIES IN SRC OFFICES

- (a) SRC members must provide their weekly schedules to the administrator.
- (b) SRC members must avail themselves in office for at least ten (10) hours each week.

ANNEXURE 5: BUDGET PRINCIPLES, ALLOCATION, APPROVAL, MONITORING, AND EVALUATION

1 Budget Principles

- (a) **Budget Allocation:** Annually, the SRC generally develops a budget outlining its expected income and expenditures.
- (b) **Campus SRC Committee/Sub-structure Budgeting:** Depending on several variables, including the duties, operations, and requirements of each sub-structure, the SRC must allocate a percentage of its total budget to each of its Campus SRC Committees and sub-structures.
- (c) **Equitable Distribution:** The SRC must and should distribute the budget fairly among its sub-structures to ensure that each has adequate resources to fulfil its objectives and serve the student body effectively.
- (d) **Funding Requests:** Sub-structures must and should submit funding requests detailing their planned activities, events, and expenses for the year. The SRC can then use this information to allocate funds accordingly.
- (e) **Transparency and Accountability:** It is crucial for the SRC to maintain transparency in its budgeting process and ensure that the allocation of funds is done in a transparent and accountable manner. Sub-structures may be required to report back on how they used their allocated funds.

2 Budget Allocation

2.1 Itemised ISRC Budget Allocation

- (a) SRC Benefits as stipulated in Annexure 2
- (b) Meetings, Travel and Accommodation:
- (c) SRC Training and Development
- (d) Exchange Programmes
- (e) ISP
- (f) Events
- (g) Contingency Fund

2.2 Itemised CSRC Budget Allocation

- (a) SRC Benefits as stipulated in Annexure 2
- (b) SRC Events and Activities
- (c) SRC Training and Development
- (d) Exchange Programmes

- (e) CSP
- (f) Special Cases

2.3 Itemised Recognised Student Structures Budget Allocation:

The Campus SRC Committee must and shall distribute the budget equitable among its sub-structures per recognised sub-structures category. Each category shall receive an equal budget allocation as stipulated below:

- (a) Academic Societies
- (b) Student Political Organisations
- (c) Developmental Organisations
- (d) Religious Organisations
- (e) Non-Academic Societies and/or Clubs (Sports, Social, Cultural, Recreational and Talent Groups)

3 Budget Approval Process

3.1 At the first sitting a budget development committee shall be constituted to receive Campus POAs to draft a budget and recommend for approval. This committee shall be constituted as follows:

- a) Seven (7) ISRC Members
- b) Campus SRC Premier
- c) Campus SRC Secretary
- d) Campus SRC Treasurer
- e) Senior SDPs
- f) Finance Officer (Representative from the Finance Department)

3.2 Presentation to the ISP

3.3 Recommendation to the Director: SGLD and ED: Student Affairs

3.4 Approval by EMC

4 Budget Monitoring and Reporting: SRC Finance Committee

- (a) Quarterly budget reports from each structure, CSRC, and ISRC
- (b) Regular meetings with structure representatives, CSRC, and ISRC
- (c) Mid-year budget review and adjustments, CSRC, and ISRC
- (d) Year-end budget evaluation and reporting

ANNEXURE 6: SRC FINANCE COMMITTEE

1 COMPOSITION

- (a) The SRC Finance Committee shall be composed as follows:
 - (i) The Treasurer (Head)
 - (ii) The President
 - (iii) The SRC Secretary
 - (iv) All Treasurers of the SRC sub-structures
 - (v) Student Development Practitioner
 - (vi) Representative from the University Finance Department (ex-officio)

2 FUNCTIONS AND POWERS

- (a) The SRC Finance Committee shall:
 - (i) Within twenty-one (21) days of the SRC elections, draft the annual SRC budget.
 - (ii) Ensure transparent SRC budget management.
 - (iii) Follow University policies and rules.
 - (iv) Be accountable to University authorities (including the finance committee and auditors of the University).
 - (v) Develop norms and standards for the allocation of funds and resources to the SRC and its sub-structures.
 - (vi) Be charged with prioritising and drawing the annual budget of the SRC and that of its sub-structures, clubs and societies. The Treasurer must and shall present the draft budget to the ISP for approval and sanction.
 - (vii) Oversee the SRC budget process and ensure that all SRC sub-structures comply with requirements.
 - (viii) Monitor that expenditure of funds is within the parameters of the approved SRC budget.

- (ix) Determine annual finance and resource needs and ensure that the allocated budget is reasonably distributed between the SRC and its sub-structures.
- (x) Monitor SRC and sub-structures' financial transactions and ensure compliance with University policies and procedures.
- (xi) Advise the SRC on its sub-structures, finances, and resources.
- (xii) Manage any process of investigation and/or allegations in respect of the misuse of finances and resources in the respective Campus.
- (xiii) Review reports from all SRC sub-committees and its structures before such are submitted to the SRC and the Student Parliament.

ANNEXURE 7: SRC SECRETARIAT COMMITTEE

1 COMPOSITION

- (a) SRC Secretariat Committee shall be composed as follows:
 - (i) The SRC Secretary
 - (ii) All Secretaries of the SRC sub-structures in that Campus
 - (iii) The SRC Administrator or an official from the Campus Student Affairs

2 FUNCTIONS AND POWERS

- (a) Operationalise and monitor implementation of resolutions and decisions of the SRC.
- (b) Develop the SRC work plans as informed by the strategic plan of the SRC.
- (c) Consolidate the SRC Quarterly Secretariat Report before it is presented to the Student Parliament.
- (d) Develop a joint campus proposal for consideration by the SRC and Student Parliament
- (e) Serve as an accounting body for all Secretaries of the SRC sub-structures.

ANNEXURE 8: FACULTY SUPPORT COMMITTEE

1 FUNCTIONS AND POWERS

- (a) Coordinate academic support, policy and transformation related issues of students in their respective campuses (including community-engaged scholarship).
- (b) Plan and execute campaigns aimed at spearheading academic support, policy and transformation work in the respective campuses.
- (c) Ensure that the CSRC activities promote social cohesion, cultural diversity and the inclusion of designated groups.
- (d) Monitor the progress of Academic support, Policy and Transformation activities on Campus.

2 COMPOSITION

- (a) The SRC Faculty Coordinator (Head).
- (b) All Chairpersons of Academic Societies on Campus.
- (c) Student Development Practitioner.

ANNEXURE 9: SRC STUDENT SOCIAL AND WELFARE SUPPORT SERVICES COMMITTEE

1 COMPOSITION

- (a) The SRC Social and Welfare Committee shall be composed as follows:
 - (i) The SRC Social and Welfare Officer.
 - (ii) All the chairpersons of house committees on Campus.
 - (iii) One Student Development Practitioner.
 - (iv) Student Life and Co-curricular Officer.
 - (v) RASA Officer.

2 FUNCTIONS AND POWERS

- (a) Ensure service delivery regarding security, residences, catering, shuttle, health and wellness, and other student services on campus.
- (b) Assist the SRC in the performance of its duties in campus committees that deal with matters related to security, residences, catering services, shuttle services, and health and wellness.
- (c) Consider reports and develop proposals on matters relating to its mandate.
- (d) Plan and execute campaigns and activities related to the committees' mandates.
- (e) Coordinate the functioning of the house committees and residence-based societies on Campus.

ANNEXURE 10: SRC SPORTS AND CULTURE COMMITTEE

1 COMPOSITION

- (a) SRC Sports and Culture Committee shall be composed as follows:
 - (i) The Sports and Culture Officer in the respective Campus (Head).
 - (ii) The chairpersons of all Sporting Codes.
 - (iii) The chairpersons of all cultural societies.
 - (iv) Sports Officer.
 - (v) Student Development Practitioner dealing with Arts and Culture.

2 FUNCTIONS AND RESPONSIBILITIES

- (a) Charged for administering sports and culture on each campus.
- (b) Resolve student sport and cultural concerns and make suggestions to the University Sports and Recreation Unit.
- (c) Promote sports, arts, and culture by organising and implementing events through managers/stakeholders following University policies and rules.
- (d) Ensure service delivery on sports, culture programmes and activities on campus.
- (e) Build strong relationships between the SRC and other WSU campuses' sports and cultural groups.
- (f) Promote cultural diversity and social cohesion through programmes and initiatives.
- (g) Oversee activities of the SRC Sports and Culture officer, clubs and societies involved in sports and culture.

ANNEXURE 11: SRC CODE OF CONDUCT

1 NATURE OF THE CODE OF CONDUCT

- (a) This is the SRC Code of Conduct, which aims to promote a culture of discipline among SRC members so that WSU may be portrayed as a safe environment for teaching and learning.
- (b) All SRC members are elected by students. It is therefore critical that their conduct should always be beyond reproach.

2 PURPOSE OF THE CODE OF CONDUCT

- (a) The purpose of the Code of Conduct purpose is to:
 - (i) Ensure and maintain discipline and decorum within Student Governance, notwithstanding the University's rules, procedures, and policies.
 - (ii) Ensure SRC and Student Governance members' organisational and personal integrity.
 - (iii) Promote mutual respect and tolerance among members of the SRC and Student Governance structures.
 - (iv) Correct and rectify unacceptable conduct.

3 APPLICATION OF THE CODE OF CONDUCT

- (a) The Code of Conduct applies to all SRC members and Student Governance Structures.
- (b) Any member of the SRC, Student Governance Structures, member who directly or indirectly breaches this Code of Conduct will be punished according to the principles and rules of this Code of Conduct.
- (c) Code of Conduct violations are handled according to WSU policies and procedures.
- (d) The SRC's Code of Conduct is aligned to the University's Student Code of Conduct Policy.
- (e) The SRC and all registered WSU students must follow University rules and policies.

- (f) All SRC members must sign the Code of Conduct at the start of their term. If not, the student will forfeit his/her SRC membership at the start of the term.

4 ACTS OF MISCONDUCT

- (a) Misconduct is the degree to which the offence compromises the SRC on any WSU campus.
- (b) A grave offence destroys the SRC's integrity, infrastructure, or organisational capabilities. Such offences include:
 - (i) SRC activity sabotage.
 - (ii) Actions that expose students to physical harm or death.
 - (iii) Deliberate destruction of University assets or infrastructure of the SRC.
 - (iv) Misuse of SRC assets including vehicles, equipment or infrastructure of the University.
 - (v) Wilfully disclosing confidential information of the SRC to unauthorised persons.
 - (vi) Accepting or requesting a bribe against SRC interests.
 - (vii) Abusing one's position to get material or sexual favours from students or others.
 - (viii) Drug dealing and illegal substance abuse.
 - (ix) Sowing racism, tribalism, regionalism, factionalism, and sexism in SRC.
 - (x) Behaving in a way that divides and destroys the SRC.
 - (xi) Unjustly destroying SRC's reputation.
 - (xii) Impeding the SRC's effectiveness.
 - (xiii) Promoting disruptive behaviour that undermines open discussion and compromises SRC unity.
 - (ix) Abusive, disrespectful, or disruptive behaviour towards the University Community.

5 CONSTITUTING A DISCIPLINARY COMMITTEE

- (a) The SRC shall constitute a Disciplinary Committee.

6 COMPOSITION

- (a) The SRC Disciplinary Committee shall be composed as follows:
 - (i) Premier (Chairperson)
 - (ii) SRC Secretary
 - (iii) Faculty Coordinator
 - (iv) Social and Welfare Officer
 - (v) If a DC member is the subject of the investigation, directly involved, or has previous knowledge of or a hidden interest in the matter, that member must recuse himself/herself before the inquiry and the SRC must designate a replacement.

7 FUNCTIONS AND POWERS

- (a) To determine a date for the disciplinary hearing and serve the notice of the disciplinary hearing upon the SRC member charged.
- (b) To summon SRC member to a DC Hearing.
- (c) To hear charges brought against any member of the SRC and consider the evidence submitted to it.
- (d) To determine whether the allegation relating to the disciplinary offence has been substantiated.
- (e) To consider and determine, after conclusion of the hearing, whether or not each charge has been proved.
- (f) To hear and consider pleas in mitigation.
- (g) To impose any of the penalties listed in the Code of Conduct of the SRC.

8 CONDUCTING THE DISCIPLINARY HEARING.

- (a) The hearing must be convened within five (5) days after the member is charged.
- (b) The defendant must sign the complaint form and if the accused refuses to sign the charge sheet, a committee member or student must sign to certify delivery.

- (c) Both the SRC and the accused can be represented by a WSU registered student.
- (d) If the accused misses the hearing without a sufficient explanation, the hearing may continue without them.
- (e) The chairperson must record the charges, notices of the disciplinary hearing and meeting procedures.
- (f) Before the hearing, the chairperson reads the charges.
- (g) The designated representative of the SRC will lead evidence on the misconduct.
- (h) The defendant may question any witness introduced by the designated SRC.
- (i) The accused will be given an opportunity to lead evidence, and the designated representative of the SRC may question witnesses.
- (j) The chairperson and other members of the disciplinary committee may ask witnesses clarifying questions.
- (k) If the disciplinary committee discovers that the accused committed misconduct, the chairperson shall inform the accused about the finding and reasons for it.
- (l) Before delivering a judgement, the chairperson and committee shall and must allow the accused to provide mitigating circumstances.
- (m) The SRC's representative can provide aggravating circumstances.
- (n) The chairperson shall notify the accused and SRC of the hearing's decision within seven (7) working days.

9 EVIDENCE LEADER

- (a) Serious offences require disciplinary action. The SRC must designate a knowledgeable and prominent legal or non-legal member to investigate and lead evidence in a hearing.

10 SCHEDULE OF PENALTIES

- (a) The following are penalties, which shall be imposed on SRC members found guilty of misconduct:
 - (i) Verbal, written, and final (written) warning.
 - (ii) Reprimand.

- (iii) Suspension and a final written warning.
- (iv) Termination of membership.
- (v) Temporary termination of membership benefits stating time frame which shall not exceed six months of the term of office.
- (vi) Expulsion from the SRC.

11 APPEALS

- (a) SRC members can appeal the disciplinary committee's judgement by writing to the SRC President or Student Development Practitioner.
- (b) The SRC President or Student Development Practitioner must form the Appeal Disciplinary Committee within seven (7) days.
- (c) The Director: Student Governance and Leadership Development Unit or his/her nominee must be on the appeals committee.
- (d) The Appeal Disciplinary Committee's decision is final and binding.