



UNIVERSITY OF ZULULAND

CONSTITUTION OF THE STUDENT REPRESENTATIVE COUNCIL (SRC)

POLICY NUMBER	SSD P1	POLICY OWNER	COUNCIL
OVERSEEING COMMITTEE(S)	SRC → MANCO → SENATE → COUNCIL		
APPROVAL DATE	23 June 2018	REVISION DATE	22 June 2022

STATEMENT

This Constitution shall serve as the supreme law of the Student Representative Council at the University of Zululand and will be applicable to all students, student organisations and formations. This Constitution is subject to the provisions of the Constitution of South Africa, the Higher Education Act, 1997, as amended and other legal prescripts, the Statute of the University and its policies and procedures.

In the event of any conflict between this Constitution and any Constitution or policy or procedural arrangement of any of the student sub-structures or organisations the provisions of this Constitution will take precedence.

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PREAMBLE

We, the students of the University of Zululand respect and subscribe to the norms and values associated with a democratic society. We strive to promote academic excellence, non-sexism, non-tribalism, transparency, and accountability and student participation in democratic and representative student governance models. We commit ourselves to serve the University of Zululand and its students and to enhance the interests of students with due observance of the laws of South Africa, the Rules of the University, this Constitution, and the codes of conduct of the University and the SRC.

This Constitution shall serve as the supreme law of the Student Representative Council at the University of Zululand and will be applicable to all students, student organisations and formations.

Notwithstanding the above, this Constitution is subject to the provisions of the Constitution of South Africa, the Higher Education Act, 1997, as amended and other legal prescripts, the Statute of the University and its policies and procedures.

In the event of any conflict between this Constitution and any constitution or policy or procedural arrangement of any of the student sub-structures or organisations the provisions of this Constitution will take precedence.

The Student Representative Council and its sub-structures further commit to the following goals:

- To promote the highest level of moral, spiritual, political and intellectual standards in our student community and in society at large worthy of emulation by generations to follow.
- To uphold the rule of law and to ensure democracy, equity, diversity and trust through its application.
- To shape a student body that will embrace the principles of probity, accountability, honesty and impartiality.
- To embrace the University of Zululand's vision, mission and strategic objectives.
- To promote the welfare of the students of the University of Zululand, as well as to secure ties of solidarity and fellowship among the student population of South Africa and all nations that live in it.

CHAPTER 1 BASIC PROVISIONS

1. DEFINITIONS

Unless the context indicates otherwise, the following terms and definitions shall apply to this Constitution:

“Act”	The Higher Education Act, 1997 (Act 101 of 1997), as amended
“Appeal Committee”	The Appeal Committee which shall be given this status during the SRC elections as established in accordance with paragraph 4.2 of Annexure “B”
“Candidate Agent”	A student who has been duly authorised in writing to represent the interests of a candidate during the election process
“Chief Electoral Officer”	The chief election officer responsible for SRC Elections as contemplated in paragraph 4.1.2 of Annexure “B”
“Committees”	Committees of the SRC, which may be permanent, temporary or <i>ad hoc</i> in nature, with a fixed mandate or delegation, capable of determining their own functioning within their mandate and constituted to assist the SRC to facilitate or expedite its own activities, and shall include the Standing Committees as contained in Annexure “C”
“Council”	The Council of the University of Zululand as contemplated in section 27 of the Act and comprised as contained in paragraph 18 of the Statute of the University of Zululand
“Elections Committee” or “EC”	The committee as contemplated in paragraph 4.1.1 of Annexure “B” that manages the SRC election procedure
“Election Procedure”	The procedure for the holding of annual SRC Elections as contemplated in Annexure “B”

“Elective Portfolios”	The SRC portfolios as contemplated in paragraph 7.2 of this constitution
“Eligibility Requirements”	The eligibility requirements for an SRC Member as set out in paragraph 9 of this Constitution
“Eligible Students”	Students who meet the eligibility requirements as set out in paragraph 9 to serve as a SRC member
“Executive”	Persons appointed in accordance with the UNIZULU Statute and the rules for the appointment of senior members of staff to assist the Vice-Chancellor in performing his or her duties in terms of the act and the UNIZULU Statute, including but not limited to the Deputy Vice-Chancellor(s), Registrar, Chief Financial Officer, Executive Directors or persons holding equivalent positions
“Ex-Officio Portfolios”	The SRC portfolios as contemplated in paragraph 7.3 with SRC Members elected to such portfolios in their official capacity as the Chairperson of their respective Student Councils
“Faculty Administration”	The duly appointed university staff responsible for academic and administrative management of the Faculty and shall include the research supervisor, the Head of the Department, the Deputy Dean: Research and Internationalisation and the Dean of the Faculty
“First-Past-The-Post”	An election system whereby individual candidates contest for the Elective Portfolios in annual SRC Elections and where the candidate with the most Student votes in an SRC Election becomes the incumbent SRC member for the portfolio for which the candidate is contesting

“Good Standing”	In relation to this constitution refers to the standing a student has with the university. A student who has been expelled or suspended or subject to an investigation by the university will be regarded as not having a good standing with the university
“Post Graduate Student”	Means a student who is registered for a Postgraduate Certificate, Postgraduate Diploma, Honours, Masters or Doctoral Degree
“IEA”	An Independent Electoral Agency in South Africa
“Institutional Rules”	All rules made by the University of Zululand as contemplated in section 32 of the Act, including all regulations and policy documents of the University
“KwaDlangezwa Campus”	The University of Zululand campus at 24 Main Road, KwaDlangezwa
“Management”	The Executive Management of the University consisting of the Vice-Chancellor, the Deputy Vice-Chancellor(s), the Registrar and the Executive Directors
“Prescribed Compulsory Modules”	The prescribed models for a formal academic programme offered by the University as contained and published in each faculty’s yearly prospectus
“Programme of Action”	A plan detailing the proposed action and activities of the SRC during their term of office
“Public”	In relation to events, meetings and activities means open to the University community, staff and students, but not the public at large
“Qualification”	Any degree, diploma or certificate received for the successful completion of a formal academic programme at the university

“Renewal Period”	The period commencing 1 September to 31 October of each academic year
“Richards Bay Campus”	The University of Zululand campus at corner of Guldengracht and East Central Arterial Roads, Aboretum, Richards Bay
“Senate”	The body established in accordance with paragraph 29 of the statute of the University of Zululand
“Society”	A student society of a social, political, cultural, religious or of an academic nature, including a society associated with specific academic programmes or departments of Faculties advancing student interests
“SRC” and “Student Representative Council”	The Student Representative Council as contemplated in section 35 of the Act and composed in accordance with paragraph 64 of the statute which is the statutory voice of the Student Body
“SRC Election(s)”	The annual election of SRC Members to serve on the SRC in accordance with the Election Procedure
“SRC Member”	A member of the SRC elected to either an Elective Portfolio or an <i>Ex-Officio</i> Portfolio in accordance with this Constitution and continuing to meet the Eligibility Requirements for the duration of her/his SRC Term
“SRC Term”	The term of office of an SRC Member as contemplated in paragraph 11 of this Constitution
“Statute”	The Institutional Statute of the University of Zululand in accordance with Section 32 of the Act, as published in Government Notice No. 35784 of 12 October 2012 (as may be amended from time to time)
“Student”	A person who is officially registered as either a full-time or

part-time student at the University

“Student Body”	All the registered students of the University
“Student Formations”	Societies and other “own interest” groups affiliated with the SRC and are not recognised as part of student governance
“Student Structures”	The sub-structures of the SRC formally established by the SRC in accordance with this Constitution, namely the Student Faculty Council, the Housing Committees Council, the All Sports Council, the Differently-abled Student Association and the Religious Council, which structures are recognised as a constituent part of student governance
“Sufficient Consensus”	Consensus by more than two thirds (67%) of elected SRC members entitled to vote and present at a meeting
“The/This Constitution”	This Student Representative Council Constitution
“Undergraduate Student”	A student registered for a qualification approved by Senate other than those qualifications approved for Postgraduate Students
“University”	The University of Zululand as established in terms of the Act
“University Authority”	Any official of the University of Zululand authorised to act on behalf of the University
“UNIZULU”	The University of Zululand

2. NAME OF SRC

The SRC shall be known as “The Student Representative Council of the University of Zululand”

3. OBJECTIVES OF THE CONSTITUTION

3.1 The objectives of this Constitution are:

- 3.1.1 to provide structure and procedures for the Student Representative Council at the University of Zululand;
- 3.1.2 to establish a platform that is open to every student to participate in student governance;
- 3.1.3 to uphold the values of commitment, excellence, fairness, integrity and respect among the Student body, the SRC, all other student governance structures and the University Authorities;
- 3.1.4 to promote a culture of academic excellence, diligent leadership and student participation in all facets of student governance;
- 3.1.5 to provide a student environment that promotes multiculturalism and an integrated, diverse and tolerant student body; and
- 3.1.6 to ensure that Students are enfranchised and understand their right to vote for and nominate Students for election to the SRC.

4. STATUS OF THE CONSTITUTION

- 4.1 This Constitution is called the “Constitution of the Student Representative Council of the University of Zululand”.
- 4.2 This Constitution replaces all other previous Constitutions for Student Governance at the University of Zululand in its entirety.
- 4.3 This Constitution will take effect as soon as it has been approved by the Council of the University of Zululand.
- 4.4 The University Council may propose amendments or repeal this Constitution after consultation with the SRC and in accordance with the Higher Education Act, 1997, as amended, and the Statute of the University of Zululand.
- 4.5 The official text of this Constitution is the English text approved by Council.

4.6 Vernacular translations of the Constitution may be made and used provided that:-

4.6.1 The translations are submitted to Council for noting; and

4.6.2 In the event of a dispute, the Council approved English version will take precedence.

4.7 All constitutions, regulations, rules, codes, documents, motions and decisions adopted by any student structure or formation are subject to this Constitution and are invalid in as far as they are inconsistent with it.

4.8 Subject to the provisions of the Higher Education Act, 1997 (Act 101 of 1997) as amended, the Statute and the authority of the Council, this Constitution binds the SRC, student structures, student formations and all the students of the University of Zululand.

CHAPTER 2
THE STUDENT REPRESENTATIVE COUNCIL (SRC)

5. GENERAL

- 5.1 The SRC, as envisaged in section 35 of the Higher Education Act 101 of 1997, as amended, must act in accordance with this Constitution, the Statute of the University of Zululand and the Institutional Rules of the University of Zululand. The SRC is subject to the authority of the Council and other relevant University Authorities. The SRC is accountable to the Student Body in terms of section 64 of the statute.
- 5.2 The SRC shall be representative of the students from the various campuses of the university and shall be composed with due consideration of the need for gender and disability representation.
- 5.3 Notwithstanding the above, the SRC will have no governance, management or administrative jurisdiction over any constituent part of the University, including those departments and divisions responsible for student affairs.

6. ROLE OF THE SRC

- 6.1 The SRC of the University of Zululand has the responsibility to:-
- 6.1.1 Provide leadership to the Student Body;
 - 6.1.2 Represent students of the University on the formal structures of the University and in matters that may affect them;
 - 6.1.3 Serve the interests of students without partiality, bias, prejudice, discrimination or preference, by promoting excellence in leadership and Student Governance;
 - 6.1.4 Promote unity-in-diversity among students;
 - 6.1.5 Promote the vision and mission of the University of Zululand;
 - 6.1.6 Develop a plan of action with the view to implementing the student agenda;
 - 6.1.7 Administer the day-to-day management of the SRC and student affairs; and

6.1.8 Allocate and manage the annual budget of the SRC in accordance with University policy and the approved priorities of the SRC and to report twice per semester on expenditure.

7. COMPOSITION OF THE SRC

7.1 SRC MEMBERS

The SRC has a maximum of fifteen (15) members of which ten (10) members are elected from the Student Body in accordance with the Election Procedure contemplated in Annexure “B” to the Elective Portfolios as indicated in paragraph 7.2, with candidates being appointed as the SRC Member for the portfolio for which the candidate was contesting on a First-Past-The-Post basis. The remaining five (5) portfolios are *Ex-Officio* members as indicated in paragraph 7.3 below and selected by the Student Structures in accordance with the Election Procedure.

7.2 ELECTIVE PORTFOLIOS

7.2.1 The ten (10) Elective Portfolios of the SRC are as follows:

- 7.2.1.1 President;
- 7.2.1.2 Deputy President;
- 7.2.1.3 Secretary-General;
- 7.2.1.4 Deputy Secretary-General;
- 7.2.1.5 Treasurer;
- 7.2.1.6 Media, Events and Publicity Officer;
- 7.2.1.7 Projects and Internationalisation Officer;
- 7.2.1.8 Legal Constitutional and Human Rights Affairs Officer;
- 7.2.1.9 Social and Transformation Officer; and
- 7.2.1.10 Richards Bay Campus Student Representative

7.2.2 The Executive arm of the SRC consists of the following six (6) Elective Portfolios:

- 7.2.2.1 President;
- 7.2.2.2 Deputy President;
- 7.2.2.3 Secretary-General;
- 7.2.2.4 Deputy Secretary-General;
- 7.2.2.5 Treasurer; and
- 7.2.2.6 Richards Bay Campus Student Representative

7.3 EX-OFFICIO PORTFOLIOS

7.3.1 The following five (5) *Ex-Officio* Portfolios shall be constituted by candidates nominated by each of the respective Student Structures listed below to represent such Student Structure as the SRC Member for that *Ex-Officio* Portfolio with each nomination by a Student Structure to be in accordance with the Election Procedure:

- 7.3.1.1 All Sports Council;
- 7.3.1.2 The House Committees Council;
- 7.3.1.3 The Student Faculty Council;
- 7.3.1.4 Differently-abled Student Association; and
- 7.3.1.5 The Religious Council

8. RENAMING AND REALLOCATION OF PORTFOLIOS

The SRC may for a particular SRC Term, by Sufficient Consensus, resolve to rename and re-allocate portfolio functions of any of the Elective Portfolios or the *Ex-Officio* Portfolios, but excluding that of President and Deputy-President, in order to achieve the most appropriate and effective execution by the SRC of its objectives for a particular SRC Term or to address vacancies in any of the SRC portfolios.

9. ELEGIBILITY TO SERVE ON THE SRC

9.1 In accordance with the Statute of the University and other Statutory Provisions –

- 9.1.1 Only students registered for an academic programme approved by Senate and Council may be elected as members of the SRC; provided that no student employed for 25 or more hours per week may serve as a member of the SRC; and
- 9.1.2 No student who has been found guilty of a crime in a court of law or of contravening the Disciplinary Code: Students or any other approved code of conduct of the University shall be eligible to serve on the SRC and if a serving member of the SRC is found guilty of such a transgression, he/she will be automatically disqualified and shall vacate his or her position forthwith.

9.2 In addition to the above and in accordance with the decisions of Council and the provisions of this Constitution a student is only eligible for election and appointment to the SRC if the candidate meets all the following requirements:

9.2.1 In the case of an **Undergraduate** Student:

9.2.1.1 he/she must have completed two (2) consecutive semesters at the university, and;

9.2.1.2 must have passed at least seventy percent (70%) of the prescribed compulsory modules required for his/her qualification assessed as at the end of the semester preceding the date of the elections.;

9.2.1.3 be registered as a student for the duration of his/her term of office;

9.2.1.4 be in a good standing with the university;

9.2.1.5 be duly nominated and seconded as prescribed in the election procedures, guidelines and rules (Annexure "B"), and;

9.2.1.6 meet any other criteria to serve on the SRC as contemplated in this Constitution.

9.2.2 In the case of a **Postgraduate** Student:

9.2.2.1 the student must have registered an approved Honours Bachelor's Degree, Master's Degree or Doctoral Degree as approved by Senate at the time of his/her nomination;

9.2.2.2 in the case of a Course Work programme, he/she must have passed at least 70% of the prescribed compulsory modules required for his/her qualification assessed at the end of the semester preceding the date of the elections;

9.2.2.3 in the case of a Course work and Mini Dissertation programme or a Full Dissertation or Thesis programme, he/she must submit a Certificate issued by the Dean of the relevant Faculty, approved by the Research and Ethics Committee, certifying that the student has substantially complied with the programme requirements as approved by Senate, and that the student's

dissertation or thesis, as the case may be, will in the ordinary course of events, be recommended for acceptance for examination in the following academic year;

9.2.2.4 the student will be deemed to have substantially complied with the programme requirements, if the Research Ethics Committee in consultation with the Dean, the student's Supervisor and Head of Department, is of the opinion that the student has attended to at least 70% of all the corrections and/or revisions requested by the supervisors;

9.2.2.5 be registered as a student for the duration of his/her term of office;

9.2.2.6 be in a good standing with the university;

9.2.2.7 be duly nominated and seconded as prescribed in the election procedures, guidelines and rules (Annexure "B"), and;

9.2.2.8 meet any other criteria to serve on the SRC as contemplated in this Constitution.

9.3 A student may not contest for an elective and *ex-officio* portfolio in the same election.

10. ELECTION

10.1 The election of the SRC takes place in accordance with the election procedure described in Annexure "B".

10.2 All registered students are entitled to vote for and nominate candidates for SRC election.

10.3 Student Structures shall nominate their respective Chairpersons as candidates for the *Ex-Officio* portfolios

10.4 SRC Elections will be held annually on the date as announced by the Dean of Students in accordance with the Elections Timetable provided for by the EC and shall be held as soon as possible after the commencement of the second semester, unless otherwise determined by the IEA, should allow for a period of at least four weeks from the time of the announcement to the actual date of the election.

10.5 The University shall use the services of an IEA which shall subscribe to the elections

framework as pertained in Annexure “B” of this Constitution who shall manage and monitor the general election

10.6 The results of the ballots shall be verified by UNIZULU's Internal Auditors.

10.7 The election of the SRC shall be financed from the SRC budget.

11. TERM OF OFFICE

11.1 Each incumbent SRC Member shall serve an SRC Term of approximately 1 (one) year from the date or commencement of her/his SRC Term (as determined in accordance with the Election Procedure) until –

11.1.1 the expiry of her/his term of office on the last day preceding the formation of a new SRC following an SRC Election; or

11.1.2 upon the date of earlier termination of her/his membership in accordance with this Constitution.

11.2 Provided the Eligibility Requirements are met and a candidate is elected in accordance with this Constitution, a SRC Member may stand, be re-elected and serve for a total of 2 (two) terms as an SRC Member, unless a candidate for her/his 2nd (second) SRC Term is elected to the Elective Portfolios of President or Vice-President, in which event the candidate shall be entitled to stand for a further 1 (one) SRC Term following her/his 2nd (second) SRC Term, provided that no candidate may stand, be re-elected and serve more than 3 (three) SRC Terms in total and no candidate may serve more than 2 (two) SRC terms in the same SRC portfolio.

11.3. The SRC may not remunerate, reward or provide other benefits to an SRC Member by virtue of her/his office as an SRC Member. This does not preclude the Executive from time to time allowing the allocation of benefits, remuneration or honoraria to SRC Members or specific SRC portfolios by the University.

12. ASSUMPTION OF DUTY

12.1 The outgoing SRC is obliged to hand over to the newly elected SRC within 24 hours after the inauguration of the newly elected SRC, all equipment provided by the University and the outgoing SRC should inform the newly elected SRC of the projects and activities relating to the various portfolios of the SRC.

12.2 The newly elected SRC shall assume duties, immediately after its inauguration.

13. INAUGURATION

The inauguration of the newly elected SRC shall take place within a week after the EC has declared that all election processes has been dispensed with provided that the newly elected SRC may not be inaugurated without *Ex-Officio* portfolios

14. FUNCTIONS OF THE SRC

14.1 In performing its role and exercising its responsibilities the SRC has the duty to: –

14.1.1 Effectively and efficiently develop and implement a policy relating to Student Governance, with due observance of the decisions and recommendations of the Student Body;

14.1.2 Conduct the day-to-day administration of Student Governance in general in co-operation with the Dean of Students or his/her designated representative/s;

14.1.3 Represent the Student Body of the University on the University Council, the Senate, the Institutional Forum and any other University structure or committee;

14.1.4 Communicate with and present to the University Council, the Senate, the Executive, the Management and other officials of the University the views of students on matters affecting the Student Body and serve as a channel of communication between University authorities and students;

14.1.5 Organise and promote extramural activities for and on behalf of students;

14.1.6 Initiate community development projects and co-ordinate students' involvement in such projects;

14.1.7 Individually and collectively make themselves available to attend to the day-to-day needs and problems of students, and to do so in consultation with the SRC member responsible for the relevant portfolio;

14.1.8 Implement decisions and directives, consider proposals and recommendations submitted to it by the Student Body and to take due cognisance of all the views

expressed at meetings with the Student Body, to report back to the Student Body on a regular basis and to make its members available to answer questions at meetings with the Student Body;

- 14.1.9 Create sub-structures for the SRC in consultation with the Dean of Students and ensure the accountability of sub-structures to the SRC;
- 14.1.10 Exercise effective control over all structures under its jurisdiction;
- 14.1.11 Consider any objection from a student against a decision or conduct of any office-bearer or structure under its jurisdiction;
- 14.1.12 Take the necessary action to ascertain student opinion;
- 14.1.13 Receive financial allocations made by the University to the SRC and perform the required financial procedures with regard to the allocation and monitoring of the expenditure with regard to it;
- 14.1.14 Raise funds for the Student Body and allocate and administer the funds in the interests of the students; in line with the policies and procedures of the University.
- 14.1.15 Subject to the provisions of this Constitution, recognise or withdraw the recognition of any structure or formation under its jurisdiction;
- 14.1.16 Make its views known on matters of general concern or matters affecting the students of the University provided that:
 - 14.1.16.1 The University, and in particular the media liaison office, be informed of all media liaison;
 - 14.1.16.2 All media releases must state on whose behalf such statements are released and whether such body has authorised the release;
 - 14.1.16.3 In the case of media releases and media conferences, the University is given at least 24 hours prior notice;
- 14.1.17 Identify any shortcomings in this Constitution and communicate

them to the Dean of Students or his/her designated representative for further consideration in accordance with this Constitution, the Higher Education Act, the Statute and the Rules of the University;

14.1.18 In co-operation with the Dean of Students or his/her designated representative, consider and, if found to be acceptable, approve or amend the constitutions of sub-structures of the SRC;

14.1.19 Liaise with counterparts in other institutions, as well as national and international student organisations;

14.1.20 Keep comprehensive minutes of all SRC meetings and submit such minutes to subsequent meetings of the SRC for approval; and

14.1.21 Do whatever is reasonably required to effectively execute its powers and duties in terms of this Constitution or specifically assigned to it by the University Council, the University Executive and Management.

15. FUNCTIONS OF THE EXECUTIVE OF THE SRC

15.1 The function of the Executive Committee of the SRC is to consider and to decide on urgent matters and matters referred and delegated to the committee by the SRC.

15.2 Decisions taken by the Executive Committee on urgent matters and matters delegated to the committee must be ratified by the SRC at its next meeting. All other decisions of the committee may be rejected, amended or approved by the SRC.

15.3 Urgent matters are matters that will cause irreparable harm to the image and interests of the Student Body that could not wait to be attended to during an ordinary or extra-ordinary meeting of the SRC.

16. MEETINGS OF THE SRC AND THE EXECUTIVE OF THE SRC

16.1 The SRC shall meet at least once a month.

16.2 The Executive of the SRC meets as required but at least once a week.

16.3 A resolution taken by sufficient consensus at SRC meetings binds the SRC. In the

event of a tie the Chairperson shall have a deciding vote.

- 16.4 Decisions of the Executive Committee are taken by sufficient consensus;
- 16.5 No ordinary meetings of the SRC are held during official examinations and recess periods.
- 16.6 On the instruction of the President or at the written request of at least seven (7) members of the SRC accompanied by a proposed agenda, the Secretary-General of the SRC must convene a special meeting of the SRC without delay, provided that notice of this special meeting must be given to all members of the SRC at least twenty four (24) hours before the time of the commencement of the meeting, and such notice must include the date, time and place of the meeting, as well as the agenda for the meeting.
- 16.7 Meetings of the SRC are not open to the Public, provided that, the Dean of Students and any member of the Executive of the University, either of his or her own accord or at the invitation of the SRC, may attend an SRC meeting as an observer. A person who intends to attend a meeting of the SRC as an observer must notify the Secretary-General of the SRC of said intention in order to be provided with a copy of the agenda.
- 16.8 Where individual persons or particularly sensitive matters are being discussed, the President may declare the discussion of a particular item closed to observers.
- 16.9 Meetings are chaired by the President. The President may rule that a meeting or part thereof be chaired by the Deputy President.
- 16.10 Accurate minutes of all meetings must be kept and provided to members of the SRC, the Dean of Students and at their request, to the University Executive and Management.
- 16.11 Minutes of SRC meetings are available to members of the University Community who have the right, subject to fair procedural arrangements to be made with the Secretary-General, to inspect the minutes of previous meetings of the SRC. Once approved, minutes must also be posted on the SRC website.
- 16.12 The quorum for meetings of the SRC is two thirds of the members. Whether a meeting

of the SRC does quorate is determined at the start of the meeting. If the required quorum is not present at the beginning of a meeting the President or Deputy President as the case may be, adjourns the meeting and re-schedule for a date not less than seven (7) days from day of the present meeting. The secretary will give notice of the new date, time and venue of the next meeting to all the members of the SRC. If after the second attempt to convene the meeting there is still no quorum, the members present will be regarded as a quorum and the meeting will proceed.

16.13 The quorum for meetings of the Executive Committee of the SRC is four (4) members.

16.14 All meetings must be adjourned within a reasonable time.

16.15 Decisions are taken on the basis of sufficient consensus vote of members present at a meeting.

16.16 Voting in formal meetings of the SRC shall be by a show of hands. In the event of a tie, the Chairperson shall have a deciding vote.

16.17 In meetings of the SRC, a decision should always be carried by sufficient consensus of the people present, subject to the provision of paragraph 16.12.

17. ANNUAL GENERAL MEETING

17.1 A final meeting of the serving SRC shall be known as the Annual General Meeting (AGM) and it must be convened by the SRC before the end of its term of office to:

17.1.1 approve the minutes of the previous AGM;

17.1.2 adopt constitutional amendments;

17.1.3 approve the annual and financial reports compiled by the SRC; and

17.1.4 discuss any other relevant matters.

17.2 The SRC shall convene and plan for all the activities of the AGM.

17.4 The SRC Secretary shall issue a notice and agenda of the meeting at least five (5) working days before such a meeting to the entire Student Body.

17.5 The report of the President, Secretary General and Treasurer must be included as part of the agenda.

17.6 The SRC President shall deliver the presidential report at the AGM.

17.7 A quorum of five hundred (500) members of the Student Body will constitute a quorum for the AGM.

CHAPTER 3 SRC PORTFOLIOS

18. ELECTIVE PORTFOLIO FUNCTIONS

18.1 President

18.1.1 The President shall:

- 18.1.1.1 Preside at all meetings of the SRC, the SRC Executive Committee, and mass meetings of the Student Body. The President may, in his absence or that of Deputy President, delegate this duty to any other member of the SRC.
- 18.1.1.2 Be an *ex-officio* member of all SRC standing committees as contained in Annexure "C"
- 18.1.1.3 Represent students at Senate, Council, Faculty Boards, Senate Standing Committees, Institutional Forum and other structures of the University as provided for by those structures. The President may also delegate these to various members of the SRC.
- 18.1.1.4 Together with the Treasurer and Secretary General, be the official signatories of the SRC.
- 18.1.1.5 Be responsible for all external and international affairs of the SRC, including but not limited to liaison with any national and international organizations with which the SRC has relations.

18.2 Deputy President

18.2.1 The Deputy President shall:

- 18.2.1.1 Deputize for the President in his/her absence.
- 18.2.1.2 Coordinate the affairs of the Student Body at the Richards Bay campus in collaboration with the Richards Bay Campus Student Representative.
- 18.2.1.3 Gather and submit agenda issues on behalf the Richards Bay

campus to the SRC.

18.2.1.4 Ensure that students at the Richards Bay campus receive all notices and agendas pertaining to student interests.

18.2.1.5 Perform any other duties as may be assigned to him/her by the President.

18.3 Secretary General

18.3.1 The Secretary General shall:

18.3.1.1 Be the chief operations and administration officer of the SRC.

18.3.1.2 Be the chief custodian of all assets and documents of the SRC.

18.3.1.3 Circulate on time, notices, agendas, and minutes to all members of the SRC with persons or bodies outside the SRC.

18.3.1.4 Be responsible for the processing of all correspondence of the SRC with persons or bodies outside the SRC.

18.3.1.5 Manage the process of granting or withdrawal of recognition of clubs, societies and organisations in consultation with the office of the Dean of Students.

18.3.1.6 Be responsible for the circulation of important information both within and outside the SRC.

18.3.1.7 Together with the President and Treasurer, are the official signatories of the SRC.

18.3.1.8 Keep the minutes of all proceedings of the meetings of the SRC and ensure that all resolutions are duly recorded in the minutes.

18.3.1.9 Ensure that duly signed minutes of the SRC proceedings are circulated to the Office of the Dean of Students.

18.3.1.10 Ensure that duly signed minutes of the SRC proceedings are

posted on the SRC website and circulated to the Office of the Dean of Students.

18.4 Deputy Secretary General

18.4.1 The Deputy Secretary General shall:

- 18.4.1.1 Deputise for the Secretary General in his/her absence.
- 18.4.1.2 Support and assist the Secretary General in the administration of the affairs of the SRC.
- 18.4.1.3 Perform any other duties as may be assigned to him/her by the Secretary General or by the Executive Committee of the SRC.
- 18.4.1.4 Ensure that all resolutions are communicated to the Student Body.

18.5 Treasurer

18.5.1 The Treasurer shall:

- 18.5.1.1 Be responsible for fundraising for the SRC within the University's policy framework.
- 18.5.1.2 Be responsible and accountable for the finances of the SRC.
- 18.5.1.3 In conjunction with the Finance Committee of the SRC, draw up the SRC budget for the year and present it first to the SRC Executive Committee for comment and input, and subsequently to a full sitting of the SRC for approval.
- 18.5.1.4 Convene and chair the Finance Committee of the SRC.
- 18.5.1.5 Be responsible and accountable for the management of the budget of the SRC in conjunction with the Office of the Dean of Students.
- 18.5.1.6 Ensure that all financial transactions of the SRC and its

committees and sub-structures conform to the financial rules, policies and procedures of the University.

- 18.5.1.7 Together with the President, Secretary General be the official signatories of the SRC.
- 18.5.1.8 Present a financial report to the, Council, the Dean of Students, and to the SRC whenever required, provided that he/she is given at least seven (7) working days' notice to do so.

18.6 Media, Events and Publicity Officer

18.6.1 The Media, Events and Publicity Officer shall:

- 18.6.1.1 Convene and chair the Media, Events and Publicity committee of the SRC, ensuring that some of the members on the committee are drawn from students who are registered for Communication Science, Public Relations and Marketing courses.
- 18.6.1.2 In conjunction with the Media, Events and Publicity committee, design an action plan for the year, including a budget, and present it to the SRC for approval.
- 18.6.1.3 Be responsible for the Public Relations of the SRC, ensuring that the SRC cultivates and projects a positive image.
- 18.6.1.4 Coordinates the production of all SRC publications, notices and digital and web-based forms of communication in conjunction with the Office of the Dean of Students and the Communications and Marketing Department.
- 18.6.1.5 In conjunction with the President and Secretary General, prepare and release media statements when required with the office of the Dean of Students and the Communications and Marketing Department.

18.7 Projects and Internationalisation Officer

18.7.1 The Projects and Internationalisation Officer shall:

- 18.7.1.1 Convene and chair the Projects committee of the SRC.
- 18.7.1.2 In collaboration with the Treasurer, fundraise for projects of the SRC with the approval of the SRC and the Dean of Students.
- 18.7.1.3 Coordinate all the projects of the SRC.
- 18.7.1.4 Create awareness within the student community about SRC campaigns on campus.
- 18.7.1.5 Identify community outreach programmes or developmental projects to be initiated or supported by the SRC and the University Community.
- 18.7.1.6 In conjunction with the Projects committee, design a Plan of Action for the year which includes a budget, and present it to the SRC for approval.
- 18.7.1.7 Forge collaborative links with development-oriented community based and Non-governmental Organisations.
- 18.7.1.8 In conjunction with the All Sports Council and the Sport Recreation Committee, design a Plan of Action for the year, including a budget, and present it to the SRC for approval.
- 18.7.1.9 In conjunction with the All Sports Council, organize and coordinate all Sporting activities under the auspices of the SRC.
- 18.7.1.10 Forge relationships with counter-part structures at universities in neighbouring countries.
- 18.7.1.11 Organise recreational activities and entertainment for the Student Body.

18.8 Legal Constitutional and Human Rights Affairs Officer

- 18.8.1 The Legal, Constitutional and Human Rights Affairs Officer shall:

- 18.8.1.1 Convene and chair the Legal, Constitutional and Human Rights Affairs committee of the SRC.
- 18.8.1.2 In conjunction with the Legal, Constitutional, and Human Rights Affairs committee design a Plan of Action for the year which includes a budget, and present it to the SRC for approval.
- 18.8.1.3 Establish a sub-committee on Gender Equality for registered students which shall be responsible for:-
 - 18.8.1.3.1 Organising campaigns and workshops on gender transformation.
 - 18.8.1.3.2 The establishment of a Gender Desk for students within the University.
 - 18.8.1.3.3 All SRC HIV/AIDS activities on campus in conjunction with other relevant facilitating stakeholders.
- 18.8.1.4 Coordinate and facilitate the establishment of programmes and projects that address issues of diversity.
- 18.8.1.5 Be responsible for all constitutional matters and drive the constitutional development process of the SRC.
- 18.8.1.6 In consultation with the staff member designated for student governance and development, ensure that the SRC members, its committees, Clubs, Societies and Organisations are educated on the SRC Constitution and the Disciplinary Codes: Students.
- 18.8.1.7 Promote the SRC Constitution, its values and principles underlying it within the Student Body.
- 18.8.1.8 Promote the Code of Conduct among the SRC members and its recognised committees and sub-structures.

18.9 Social and Transformation Officer

18.9.1 The Social and Transformation Officer shall:

- 18.9.1.1 Convene and chair the Social and Transformation committee of the SRC.
- 18.9.1.2 In conjunction with Social and Transformation committee, design a Plan of Action for the year, including a budget, and present it to the SRC.
- 18.9.1.3 Promote and protect the welfare of students who do not reside in the University residences.
- 18.9.1.4 Gather information pertaining to the transformation of the University.
- 18.9.1.5 In conjunction with the Office of the Registrar, facilitate programmes and campaigns to educate and inform the Student Body about the academic rules of the University.
- 18.9.1.6 In conjunction with the Projects and International Officer, collaborate on projects that address the problem of hunger among students.
- 18.9.1.7 Investigate and attend to issues of social development of the Student Body.

18.10 Richards Bay Student Representative

18.10.1 The Richards Bay Student Representative shall:

- 18.10.1.1 Manage the affairs of the Student Body at the Richards Bay campus;
- 18.10.1.2 Gather and submit agenda issues on behalf the Richards Bay campus to the SRC.

- 18.10.1.3 Ensure that students at the Richards Bay campus receive all notices and agendas pertaining to student interests.

19. EX-OFFICIO PORTFOLIO OFFICER FUNCTIONS

19.1 Sports Officer

19.1.1 The Sports Officer shall:

- 19.2.1.1 Be responsible for coordinating SRC sports activities in consultation with the Sports Officers.
- 19.2.1.2 Represent the All Sports Council in internal and external structures.
- 19.2.1.3 Liaise with the All Sports Council about issues that require the attention of the SRC and provide feedback on progress made regarding the issues referred to the SRC.
- 19.2.1.4 Cultivate positive relationships between the SRC, the All Sports Council, executives of the sporting codes and the Head of Sports & Recreation.
- 19.2.1.5 Attend SRC meetings and account to the SRC for the All Sports Council.

19.2 Student Housing Officer

19.2.1 The Student Housing Officer shall:

- 19.2.1.1 Address the concerns of the on campus resident students.
- 19.2.1.2 Address issues arising from students placed in private accommodation by the University.
- 19.2.1.3 Represent the students in university committees where such representation is expected.

- 19.2.1.4 Liaise with the House Committee about issues that require the attention of the SRC and provide feedback on progress made regarding the issues referred to the SRC.
- 19.2.1.5 Attend SRC meetings and account to the SRC for the House Committee.
- 19.2.1.6 The Housing Council representative on the SRC shall be the member of the Projects committee referred to in paragraph 18.7.1.1 above.

19.3 Academic Officer

19.3.1 The Academic Officer shall:

- 19.3.1.1 Be responsible for coordinating academic matters affecting students.
- 19.3.1.2 Liaise with Student Faculty Councils about issues that require the attention of the SRC and provide feedback on progress made regarding the issues referred to SRC.
- 19.3.1.3 Cultivate positive relationships between the SRC and the Student Body, Lecturers, Head of Departments and Deans.
- 19.3.1.4 Attend SRC meetings and account to the SRC for the Faculty Councils.

19.4 Differently-abled Student Officer

19.4.1 The Differently-abled Student Officer shall:

- 19.4.1.1 Represent the SRC in all matters relating to safety, security and accessibility of buildings to physically-challenged students.
- 19.4.1.2 Address issues relating to barriers experienced by students with disabilities.

- 19.4.1.3 Liaise with the Society for Students with disabilities about issues that require the attention of the SRC and provide feedback on progress made regarding the issues referred to the SRC.
- 19.4.1.4 Attend SRC meetings and account to the SRC for the society for students with disabilities.

19.5 Religious Officer

19.5.1 The Religious Officer shall:

- 19.5.1.1 Represent the interests of the Religious Council on the SRC.
- 19.5.1.2 Liaise with the Religious Council about issues that require the attention of the SRC and provide feedback on progress made regarding the issues referred to the SRC.
- 19.5.1.3 Be responsible for the coordination of the memorial services for students and related activities in consultation with the Head: Guidance & Counselling.
- 19.5.1.4 Attend SRC meetings and account to the SRC for the Religious Council.
- 19.5.1.5 Be actively involved in the organising of the religious activities planned by the SRC.

CHAPTER 4

RECOGNITION OF SUB-STRUCTURES, SOCIETIES AND CLUBS

20. RECOGNITION

20.1 Societies, clubs, organisations and sub-structures operate on campus with permission from, and under the auspices of the SRC.

20.2 The SRC has authority to grant or withdraw recognition of such structures and formations as it deems appropriate; provided it consults with the Dean of Students.

21. RENEWAL OF EXISTING RECOGNITION

21.1 Structures and formations that are already recognized in the system must renew their affiliation with the SRC annually during the renewal period.

21.2 Renewal of affiliation shall be administered by the Student Services Department in conformity to the guidelines for the registration of societies, clubs and organisations.

21.2.1 A copy of their programme for the previous year along with a budget and a list of seventy (70) signed up members must accompany the renewal form.

21.2.2 The dates for the opening and closing of affiliation period as determined by the SRC in consultation with the designated staff member for Student Governance must be communicated clearly at the beginning of the academic year.

21.2.3 In order for them to remain on the system, clubs, societies and organisations shall be required to submit quarterly reports of their activities to the SRC.

21.2.4 Clubs, societies and organisations that fail to submit their quarterly reports will render them ineligible for renewal of affiliation.

22. APPLICATION FOR RECOGNITION

22.1 First time application for Recognition shall be done formally on a prescribed form at the office of the staff member designated for Student Governance and Development, using a prescribed form. The form shall then be recorded and forwarded to the Secretary General.

22.2 An application for Recognition shall include:-

22.2.1 A statement of intent (aims and objectives, vision and mission);

22.2.2 A Plan of Action detailing financial implications (budget);

22.2.3 A draft constitution; and

22.2.4 A list with a minimum of seventy (70) signed up members.

22.3 An application for Recognition shall include the names and signatures of a minimum of six (6) students who are willing to serve on the organization's founding committee.

22.3.1 The process of Recognition must be finalized within three (3) weeks after the submission of the application form and the result must be communicated to the applicant by the Secretary General.

22.3.2. The organisation applying for recognition shall call a meeting of its members to be attended by at least one member of the SRC and a designated staff member of the Student Services Department. A record of the proceedings and an attendance register shall be submitted to the SRC and the office of the Dean of Students.

22.3.3 In the event of an application for Recognition being rejected, the SRC, after consultation with the office of the Dean of Students shall provide reasons to the applicant in writing within 21 days.

22.3.4 In the event of a rejection by the SRC, the organisation applying for recognition shall have the right to appeal to the Dean of Students within five (5) days, whose decision shall be final.

22.3.5 Appeals shall be lodged in writing to the Dean of Students setting out in detail all the grounds of appeal.

22.3.6 The SRC shall file their Reply in writing within 24 hours setting out in details any opposition they may have.

22.3.7 No late submissions will be considered.

22.3.8 There shall be no oral arguments and the Dean of Students shall determine the issue on the papers filed.

22.3.9 The Dean of Students shall issue his/her decision within 24 hour of receipt of the SRC submissions

23. WITHDRAWAL OF RECOGNITION

23.1 The SRC shall have the right to withdraw Recognition of a club, society or organisation if:-

23.1.1 The club, society or organisation does not operate consistently and in terms of its aims and objectives, and in terms of its Plan of Action during the course of the year.

23.1.2 The club, society or organisation is found guilty of misappropriation of funds.

23.1.3 The club, society or organisation does not submit required reports.

23.1.4 The club, society or organisation has been found guilty of serious violation of the University's rules.

23.2 The SRC after consultation with the Dean of Students may give the applicant (3) months in which to remedy the problems identified.

23.3 The intention by the SRC to withdraw Recognition must be communicated to the affected structure in writing within five (5) days from the expiration of the period in 23.2 infra.

23.4 An organisation that has had its Recognition withdrawn has the right to appeal to the office of the Dean of Students whose decision shall be final.

CHAPTER 5 STUDENT BODY

24. NATURE OF THE STUDENT BODY

- 24.1 The Student Body consist of all the registered students at the University of Zululand.
- 24.2 The Student Body has to ensure that the Student Representative Council fulfils its constitutional mandate and the Student Body keeps the Student Representative Council accountable and transparent.

25. PURPOSE OF STUDENT BODY MEETINGS

- 25.1 Student Body meetings are structured mass meetings intended to provide the students and opportunity for open discussion of matters of concern to the Student Body and the SRC.
- 25.2 Student Body meetings are convened by the SRC as and when required.

26. PROCEDURE FOR STUDENT BODY MEETINGS

- 26.1 A Student Body Meeting may be convened by the SRC on its own initiative or at the request of a member(s) of the Student Body.
- 26.2 If a Student Body Meeting is requested by any member of the Student Body, the procedures set out below must be followed:-
 - 26.2.1 A written request must be signed by a minimum of 500 (Five Hundred) of the Student Body members and submitted to the Secretary General of the SRC;
 - 26.2.2 The request must state the reasons for the meeting clearly and concisely;
 - 26.2.3 The Secretary General of the SRC verifies that the persons who signed the petition are registered Students of the University of Zululand. He/she notifies the author of the request should any of the signatories not be a registered student of the University of Zululand. If the situation is rectified, the meeting goes ahead; if not, the meeting does not go ahead.

26.3 If the petition complies with the requirements the Secretary-General of the SRC immediately advises the President of the SRC and convenes a Student Body Meeting within two (2) weeks after receiving the request.

26.4 The Secretary-General of the SRC must give notice on the official notice boards of the University of Mass Meetings to the Student Body stipulating the date, time, venue and agenda at least seven (7) calendar days prior to the meeting.

27. PROCEDURAL ARRANGEMENTS FOR STUDENT BODY MEETINGS

27.1 The President of the SRC or a facilitator appointed by the SRC acts as the chairperson of a Student Body Meeting.

27.2 All members of the SRC are expected to attend Student Body Meetings.

27.3 Only registered students of the University may attend and participate in Student Body Meetings, provided that they present their student cards to the PSD or an authorised person by university management when requested to do so.

27.4 The Secretary General of the SRC acts as Secretary to take minutes at the mass meeting, which must be made available within five (5) calendar days after the mass meeting.

27.5 The Secretary General must report back to the SRC and on the proceedings at the Student Body Meeting.

27.6 SRC members cannot wear political regalia during formal gatherings.

28. MOTIONS OF NO-CONFIDENCE AT A STUDENT BODY MEETING

28.1 A motion of no-confidence may be instituted against an individual member of the SRC or of its substructures, or against the SRC or a SRC substructure as a whole.

28.2 A motion of no-confidence shall not be:

28.2.1 tabled unless at least ten (10) percent or one thousand six hundred (1600), whichever is lower, of the members of the Student Body are present at the meeting;

28.2.2 passed unless such a motion has been published as part of the agenda for the meeting.

28.2.3 passed unless at least two-thirds of registered students present at the meeting voted in favour thereof.

28.3 A motion of no-confidence must adhere to the following requirements for it to be considered valid: -

28.3.1 The motion must be in writing; and

28.3.2 It must be accompanied by a motivation for the motion.

It must further contain:

28.3.3 Applicable Constitutional sections for reasons for the request;

28.3.4 Proof of breach of duty;

28.3.5 Proof of failure to perform;

28.3.6 the names of the party/parties against whom the motion is sought. If a motion is against the entire SRC or a substructure of the SRC it must be clearly stated;

28.3.6 the signature by the mover and a seconder and each must be identified by his or her full name and student number; and

28.3.7 the signatures by at least one thousand six hundred (1600) registered students who must all be identified by their full names and student numbers.

28.4 The motion of no-confidence together with the motivation must be submitted to the Secretary-General of the SRC, who will have the duty to communicate the information to the Dean of Students within forty eight (48) hours.

28.5 The Dean of Students will have to investigate any motion of no-confidence and has to either:

- 28.5.1 Reject the motion and communicate reasons for this decision to the person(s) who brought the motion of no confidence after receipt of the written response as set out in paragraph 28.8; and/or
- 28.5.2 Accept the motion and submit it to a vote at a Student Body meeting.
- 28.6 If the motion adheres to the requirements as set out in paragraph 28.3 above, the Dean of Students must inform the member of the SRC, or the SRC in general, or a member of a substructure of the SRC or the substructure as a whole as the case may be, within forty eight (48) hours about the motion by providing a copy thereof to the applicable member of the SRC, or the SRC in general, or a member of a substructure of the SRC or the substructure as a whole.
- 28.7 The SRC or member of the SRC or a member of a substructure of the SRC or the substructure as a whole as the case may be will have five (5) University days in which to respond to this motion, and must do so in writing to the Dean of Students.
- 28.8 After receipt of the response from the SRC or member of the SRC or a member of a substructure of the SRC or the substructure as a whole as the case may be, the Dean of Students will have a further five (5) days to investigate motion of no-confidence, after which the Dean of Students must make a decision set in in paragraph 28.5 above.
- 28.9 If the motion is rejected and/or found to be prejudiced and/or baseless, the Dean of Students reserves the right to institute formal disciplinary proceedings against person(s) who lodged the motion.
- 28.10 If the motion is accepted the motion must be published as part of the agenda of a special Student Body meeting where it would be put to a vote.
- 28.11 The SRC or member of the SRC or a member of a substructure of the SRC or the substructure as a whole as the case may be shall be granted an opportunity at the special Student Body meeting to address the meeting regarding the response to the motion of no-confidence.
- 28.12 A registered student present at the special Student Body meeting shall have one (1) vote by secret ballot in support of or against the motion.

28.13 A quorum of one thousand six hundred (1600) members of the Student Body will constitute a quorum at a special Student Body meeting whereby a motion of no-confidence is tabled as contemplated in paragraph 28.2.

28.14 The Dean of Students shall be responsible for the counting of the votes and must announce the result within three (3) days after the meeting.

28.15 The outcome of the results shall be a final and binding resolution on the SRC and the office bearer or the member of the SRC, as the case may be.

CHAPTER 6

TERMINATION OF SRC MEMBERSHIP, APPEALS AGAINST TERMINATION AND VACANCIES

29. TERMINATION OF MEMBERSHIP

29.1 A person shall cease to be a SRC Member-

29.1.1 when the member's registration as a student of the University ceases, or;

29.1.2 when the member becomes a part time student or employed for more than 25 hours per week, or;

29.1.3 when a member is suspended from the University or from a University residence, or;

29.1.4 when a member is found guilty of any offence by a disciplinary committee of the University in accordance with the Rules of the University, or

29.1.5 when a member is found guilty of a criminal offence by a court of law of the Republic of South Africa without the option of paying a fine, or;

29.1.6 when a member tenders his or her resignation which resignation was made without any undue influence, or;

29.1.7 when a member no longer complies with the eligibility requirements as set out in paragraph 9, or;

29.1.8 when he/she fails to attend 3 (three) consecutive official events of the SRC (including Meetings) or a maximum of 5 (five) official events of the SRC per SRC Term

29.1.9 when he/she is removed by the Dean of Students following a recommendation of a two thirds majority of SRC members who are of the opinion that he/she has brought the SRC into disrepute and/or violated the Code of Conduct and/or the SRC Constitution and/or failing to perform the functions of his/her portfolio

adequately, which recommendation must be passed at a formal or special meeting of the SRC.

29.2 If the SRC becomes aware that a SRC Member might be in breach of any of the provisions of paragraph 29.1, the Dean of Students must inform the relevant SRC Member in writing of –

29.2.1 the alleged breach of paragraph 29.1;

29.2.2 her/his suspension from the SRC until a final decision by the SRC regarding termination of her/his membership;

29.2.3 her/his right to submit written representations to the SRC in respect of any intended termination of membership; and

29.2.4 the timeframes for the submission of any such representations to the SRC, which shall not be less than 48 (forty-eight) hours from receipt by the SRC Member of the notice of suspension and the date of the SRC meeting at which the SRC Member shall be allowed to present her/his representations to the SRC.

29.3 If the SRC, having heard representations by the SRC Member, decide to terminate the membership of the SRC Member, such termination shall be effective from such date as determined by the SRC in its decision.

29.4 A SRC Member whose membership has been terminated by the SRC, may lodge an appeal to the Dean of Students within 7 (seven) days for a review of the decision by the SRC to terminate her/his membership as contemplated in paragraph 30 below.

29.5 The termination of the membership of a SRC Member in accordance with the provisions of this paragraph 29 shall not affect the right of the University to take further disciplinary action against the SRC Member in accordance with the Institutional Rules of the University.

30. APPEAL AGAINST TERMINATION OF MEMBERSHIP

30.1 The affected member shall have the right to lodge an appeal in writing to the Dean of Students within five (5) days. The Dean of Students:-

- 30.1.1 Shall dispose of the matter within fourteen (14) days from receipt of the Appellants written grounds of appeal; and
- 30.1.2 May hold an enquiry into the matter;
- 30.2. The decision of the Dean of Students must be communicated formally in writing to all the parties and the decision shall be final and binding.
- 30.3. Should the member's appeal be unsuccessful, the Dean of Students shall ensure that the next person with the highest number of votes in the election replaces the member whose tenure has been terminated provided he/she meets all eligibility criteria as contained in paragraph 9 of this constitution as at the date of being invited as a replacement.
- 30.4 The replacing student shall be entitled to take his/her seat as a member of the SRC only after the formal confirmation of the eligibility to serve on the SRC by the Dean of Students.
- 30.5 Allocation of portfolios for a replacing student shall take place as in accordance with the procedure in paragraph 30.3.
- 30.6 In the event the President terminates his/her membership, the Deputy President will become the President and the replacement provisions as contemplated in paragraph 31.1 shall prevail to fill the vacant position of the Deputy President.
- 30.7 In the event that the appeal succeeds, the member should be reinstated by the Dean of Students to his/her same portfolio with immediate effect.

31. VACANCIES

- 31.1 In the event of a vacancy arising for whatever reason in any of the Elective Portfolios-
- 31.1.1 within twenty one (21) days of termination, the Dean of Students shall invite the next available runner-up candidate to assume membership, subject to the provisions of paragraphs 9 and 31.2 below;
- 31.1.2 after two hundred and forty (240) days of the commencement of the SRC Term, the vacancy shall not be filled.

31.2 In the event of a vacancy arising for whatever reason in any of the *Ex-Officio* Portfolios –

31.2.1 within twenty one (21) days following the occurrence of the vacancy, the relevant Student Structure to which the vacant *Ex Officio* Portfolio relates, shall nominate a replacing SRC Member, meeting the Eligibility Requirements, for the vacant *Ex Officio* Portfolio for the remainder of the SRC Term, subject to the provisions of paragraph 31.1.2 above.

CHAPTER 7

DISSOLUTION, DISPUTE RESOLUTION, POWERS OF COUNCIL, CONSTITUTIONAL AMENDMENTS & CODE OF CONDUCT

32. DISSOLUTION

32.1 The SRC shall be dissolved if –

32.1.1 2/3rds (two-thirds) of the SRC Members resign from the SRC;

32.1.2 40% (forty percent) or more the membership of SRC Members is terminated in accordance with paragraph 29; or

32.1.3 Council resolves to dissolve the SRC due to a motion of no confidence in the SRC being passed by a special Student Body meeting as contemplated in paragraph 28 due to the SRC failing to execute its objectives as set out in this Constitution.

32.2 In the event of the dissolution of the SRC, the Executive shall as soon as possible appoint an interim SRC and interim President to continue with the essential functions of the SRC in terms of this Constitution until the election of a new SRC. Any such interim SRC shall report directly to the Dean of Students who shall be the final authority in respect of all matters executed by the interim SRC.

33. DISPUTE RESOLUTION (WITHIN THE SRC)

33.1 The President of the SRC should mediate all disputes within the SRC that threaten the unity and well-functioning of the structure.

33.2 If no effective solution to the dispute is found within the SRC, the dispute must be referred to the Dean of Students.

33.3 The Dean of Students must assess the situation as to whether the SRC is able or not to resolve the dispute. If not, the Dean of Students must make an appropriate resolution to resolve the dispute.

33.4 The Dean of Students will record the resolution and such resolution constitutes a binding and final decision of the SRC.

34. POWERS OF COUNCIL

34.1 If Council is of the opinion that the SRC is inoperative or unable to function properly, Council may:

34.1.1 Revoke the Student Governance Constitution;

34.1.2 Make interim arrangements for the functioning of the SRC; and/or

34.1.3 Initiate a process to have a new SRC Constitution drafted and/or have a new SRC elected.

34.2 If Council elect to appointment a SRC Administrator as interim arrangement as contemplated in paragraph 34.1.2 above, such appointment must be effected within reasonable time from the date of the Council Resolution to appoint a SRC Administrator and such administrator shall assume all powers, functions and duties of the SRC as conferred upon him/her by Council, unless otherwise resolved by Council.

34.3 If Council elect to have a new SRC elected, such election should be held within reasonable time from the date of the dissolution, which process may reduce or extend the term of office of the SRC as contemplated in paragraph 11 of this constitution.

35. AMENDMENTS TO THE SRC CONSTITUTION

35.1 Proposed amendments, supported in writing by at least five hundred (500), students may be submitted in writing by any student or student organisation to the Secretary General via the office of a designated staff member for Student Governance in the Student Services Department.

35.2 Proposed amendments must be discussed and recommended for approval by sufficient consensus at a special meeting of the SRC.

35.3 Amendments recommended for approval shall be publicised to the general Student Body three weeks prior to the special general meeting where they will be considered. Students may submit written comments or input on the recommended amendments and submit them to the Secretary-General via the office of a designated staff member for Student Governance.

- 35.4 Amendments to the Constitution shall require the approval of Council. Council may accept, amend or reject the proposed amendments.
- 35.5 Proposed amendments of the Constitution by the University shall be in accordance section 64(10) of the UNIZULU Statute.

36. CODE OF CONDUCT

- 36.1 Members of the SRC shall at all times strive to conduct themselves and their affairs in a manner worthy of the leadership positions they have been entrusted with.
- 36.2 The conduct of the members of the SRC shall conform to the value system of the University, the Code of Conduct for all the students of the University and the specific Code of Conduct for members of the SRC as described in the attached document (Annexure "A")
- 36.3 A candidate for the SRC will invalidate his/her nomination by not signing the Code of Conduct at registration for the election.
- 36.4 A complaint of an alleged breach of the Code of Conduct may be laid by a student or member of staff with the Office of the Dean of Students where after the procedure described in the Code will apply.

ANNEXURE “A” THE CODE OF CONDUCT

1. PURPOSE

The primary purpose of the Code of Conduct is to ensure that SRC candidates, nominated to serve the UNIZULU Student Body pledge their commitment to remain faithful to the guidelines and conduct as outlined in the Student Governance Constitution as well as this Code of Conduct by signing it. Nominees who accept nomination must sign a copy of this Code of Conduct that will remain with the administrative office of the elections. No candidate will be allowed to proceed if they have not signed this Code of Conduct. Appending a signature signifies that regardless of their various backgrounds, candidates are willing to become a team, reading from the same page, subscribe to the same values and rules and conduct themselves accordingly.

2. VALUES UNDERLYING STUDENT GOVERNANCE

The students of UNIZULU commit through their declaration in the Constitution to the following:

- i) Respect for the norms and values of democracy
- ii) Promotion of academic excellence
- iii) Non-sexism
- iv) Non-tribalism
- v) Transparency
- vi) Accountability
- vii) Democratic participation and
- viii) Representation in accordance with the institutions' rules, regulations and code of conduct

These are the values that must undergird Student Governance throughout their office term in general and the election period in particular. All registered students of UNIZULU are urged to abide by these and to encourage one another to do so.

3. RULES

The following rules provide a framework for the conduct of individuals who offer themselves for leadership positions at UNIZULU. They are general rules whose intention is to help student leaders to conduct themselves in a manner that is exemplary to the rest of the Student Body as well as project a positive image of the SRC to the University Community and externally.

3.1 Democracy and Sectarian tendencies

The SRC is a democratic structure which represents students from different political, cultural and economic backgrounds. It is the only representative structure with whom the University Management and Council consult on matters pertaining to rules and policies that affect the students. This places a responsibility on individuals elected onto the SRC to ensure impartiality and fairness for all. When individuals take up their positions on the SRC, they must:-

- 3.1.1 Immediately relinquish their leadership positions in other student structures for the duration of their term of office;
- 3.1.2 Project non-bias and non-sectarian behaviour; and
- 3.1.3 Practice and promote tolerance among students of diverse views and ideological persuasions.

3.2 Academic Responsibilities

Serving on the SRC is not in conflict with being a student and for that matter, a performing student. The SRC is a student representative council in an institution of higher learning and its members should at all times seek to preserve that image. In order to ensure a balance between SRC duties and academic responsibilities the SRC members should ensure that they:-

- 3.2.1 Discuss office hours with the Dean of Students so as to ensure a balanced programme of activities;
- 3.2.2 Promote a culture of learning among fellow students; and

3.2.3 Work with a mentor they are allocated to or their preferred mentor who has been approved by the Executive member responsible for Student Affairs.

3.3 Cheating and Plagiarism

Both cheating- that is, copying from notes or obtaining assistance from another student during the course of an examination; and plagiarism- that is, using another person's ideas as if they were your own, without an acknowledgement, are serious offences in academic institutions. The latter is even a criminal offence for it amounts to theft of another person's intellectual property. Lack of a balanced programme and failure to prepare for an examination should not tempt individuals to behave in a manner that is contrary to the spirit of this document. Complaints about plagiarism and cheating are escalated to the Disciplinary Committee: Students. However, it would be an embarrassment for the SRC if any of their members were to be charged with plagiarism or cheating in the examination. It would also negate the spirit of ethical leadership development at UNIZULU.

3.4 Honesty, dependability and reliability

Individuals are elected as leaders because they are recognized as such by their peers. Traits of a good leader include inter alia, honesty, dependability and reliability. Honesty is expected in dealings with fellow students, university authorities, and external stakeholders and in academic matters. A leader is also dependable in that it always has something to give and is willing to assist although some leaders do not know this because they neither reflect on their talents nor want to use them in the service of others. It is also expected of leaders to be reliable. If a promise has been made, it should be followed through or else a tangible reason should be given if that is not the case. There is nothing more discouraging than a leader who does not turn up at scheduled meetings or who says many things at the same time.

3.5 Disruption of Academic activities

Academic activity is core business of the University. It is structured in carefully worked out time slots and the content is segmented into time frames and must be finished within those time frames in order to ensure that students are ready for assessment. Any form of disruption of the academic business causes set backs in these plans and it disadvantages the students. Student leaders are therefore:-

- 3.5.1 Prohibited from causing disruption of academic activities;
- 3.5.2 Not to act in a manner that leads to, or forces individuals to miss scheduled teaching sessions; and
- 3.5.3 Not to use their leadership positions to pursue activities that interfere with academic activities on any of the UNIZULU campuses.

3.6 Registration of complaints and grievances

In the past, students in South Africa had found it difficult to register complaints with university authorities as they had maintained the political *status quo* of the time. The democratic era has however since opened up avenues for the expression of opinion, freedom of conscience, etc. It has also put in place mechanisms to ensure that individuals exercise their rights in a manner that does not disadvantage others. Anyone who wants to serve on the SRC should:-

- 3.6.1 Take note of the channel for communicating complaints to University Management and use it;
- 3.6.2 Refer any digression from the normal route to the Dean of Students for approval;
- 3.6.3 Seek permission from relevant University Authority if the Dean of Students approves a registration of complaints and grievances in a manner that falls outside the prescribed communication protocol.

3.7 Theft, damage destruction of property

Student leaders shall at all times ensure the safety of humans and property on campus. They are not to:-

- 3.7.1 Forcefully enter or cause others to forcefully enter any University building, office, building used for parking, etc;
- 3.7.2 Damage, destroy, or steal University property; and
- 3.7.3 Remove any office equipment from their offices without written permission.

3.8 Physical abuse, harassment and dangerous activities

A University is supposed to be a safe environment where people work and/or pursue knowledge in a protected context. Where there is a difference of opinion, such differences are argued out until they are resolved. There is never a time when use of force or threat to anybody's life is excusable in this context. Equally, no individual may be coerced into a sexual relationship or harassed on the basis of his/her gender or sexual preference or forced to participate in any activity that may lead to physical harm or threat to an individual's health. Student leaders are particularly expected to resist the temptation to use their positions to perpetrate such deeds. It is therefore a serious offense to commit one or more of the following deeds on the campuses of UNIZULU:

- 3.8.1 Cause physical harm to any student or employee of the University;
- 3.8.2 Cause psychological harm on any student or employee of the University;
- 3.8.3 Harass-whether physically or mentally, any student or member of staff on the grounds of gender, sexuality or cultural difference; and
- 2.8.4 Force any student to engage in dangerous activities.

3.9 Unauthorized or fraudulent use of University facilities, equipment or services

The University tries as much as possible to create working and recreational spaces for use by student leaders, structures and formations. Use of these is regulated by internal rules governing the use of facilities. Student leaders are not exempt from observing the rules that regulate the use of facilities. They are therefore to:-

- 3.9.1 Follow the process of application that is prescribed for use of University facilities;
- 3.9.2 Use the facility as directed by the regulations that apply to it. The facility or equipment so obtained is not to be used for personal gain but for official business only; and
- 3.9.3 Obtain access to the University equipment through the correct channels and use them according to the regulations governing them.

4. TRANSGRESSIONS

4.1 In the event that any of the rules in paragraph 3 above are transgressed, the following process shall be followed:

4.1.1 The transgression must be reported to the Dean of Students by any member of the Student Body or employee of the University of Zululand;

4.1.2 The Dean of Students must investigate the complaint and compile evidence;

4.1.3 Transgressions pertaining to unethical behaviour of an SRC member shall be adjudicated by the Dean of Students and a corrective measure(s) imposed; thereafter, the matter shall have been disposed of. If the transgressor does not comply, his/her behaviour shall be viewed as a refusal to obey a reasonable order from a University official and referred to the Disciplinary Committee: Students;

4.1.4 If the transgression pertains to the general rules of the University, the Dean of Students shall forward the evidence collected to the Disciplinary Committee for Students without examining it; and

4.1.5 The Dean of Students may in the case of paragraph 4.1.3 above decline to act further on a reported transgression if in his/her opinion; there is insufficient evidence to support the complaint of wrongdoing.

5. PLEDGE AND SIGNATURE

I.....
hereby declare that I have read and understood the contents of this Code of Conduct. I accept them and therefore pledge to uphold the values, ideals and discipline of a committed SRC member for the duration of my term of office.

Signed

.....Date.....

Document prepared by the Student Services Department and based on the Student Governance Constitution and the draft Code of Conduct for students.

ANNEXURE “B”

ELECTORAL PROCEDURE, GUIDELINES AND RULES

This document shall be read and applied in conjunction with paragraph 10 of the Student Governance Constitution. It sets out the electoral procedure, guidelines and rules to be followed in managing the SRC elections at UNIZULU.

1. DEFINITIONS

In this Election Procedure, terms and definitions of the SRC Constitution shall apply as defined in the SRC Constitution unless the context otherwise requires, and terms and definitions as set out in this Election Procedure shall have the meanings assigned to them:

“Acceptance of Nomination Form”	The form prescribed by the EC to be completed by a candidate wishing to be elected for any of the Elective Portfolios
“Acceptance of Occupancy Letter”	A letter as prescribed by the EC to be submitted by the candidate nominated to hold an <i>Ex-Officio</i> Portfolio seat on behalf of a Student Structure
“Campaign Meetings”	Official gatherings preceding any SRC Election, focused on providing candidates with a campaigning platform.
“Chief Electoral Officer”	The chief election officer responsible for SRC Elections as contemplated in paragraph 4.1.2
“Election Procedure”	This Election Procedure
“Election Manifesto”	The statement of policy and intent by a candidate standing for a seat in the SRC
“Election Timetable”	The official timetable for the annual SRC Elections as contemplated in paragraph 5

“EC”	The Elections Committee as contemplated in paragraph 4.1
“IEA”	An Independent Electoral Agency in South Africa
“Nominator”	A Student nominating a candidate to contest the elections
“Nomination Form”	The form prescribed by the EC to be completed by the Nominator nominating a candidate for election for an Elective Portfolio
“Nomination Resolution”	The form prescribed by the EC to be completed and signed by the relevant Student Structure (and all constituents of the Student Structure where applicable) authorizing and nominating their Chairperson as the candidate to hold an <i>Ex-Officio</i> Portfolio on behalf of the relevant Student Structure
“Second”	The supporting of the nomination of a candidate to stand for a specific First-Past-The-Post seat by Students with the name, student number and signature of each supporting Student, and “Seconded” shall have a similar meaning.
“Secondment Form”	The form prescribed by the EC to be used for the collection of information and signatures of all Students that second a candidate for election for an Elective Portfolio.

2. PURPOSE

To provide a framework for the election of SRC Members to the SRC on an impartial, unbiased and independent basis.

3. OBJECTIVES

To ensure that the SRC Election proceedings of the University of Zululand proceeds in a constitutional, democratic and orderly fashion.

4. ELECTION STRUCTURES

4.1 THE ELECTIONS COMMITTEE (EC)

4.1.1 Composition of the EC

4.1.1.1 The EC is a body of persons appointed by the Dean of Students with the purpose of managing and overseeing the conducting of annual SRC Elections, promoting voter participation and declaring the results of the SRC Elections.

4.1.1.2 The EC shall, subject to the provisions of paragraph 4.1.2.1 below, consist of the following members, who shall have no vested interest in the outcome of the SRC elections:

4.1.1.2.1 A Chief Electoral Officer as contemplated in paragraph 4.1.2.1;

4.1.1.2.2 One (1) staff member from the University designated by the Vice-Chancellor, who shall be the Deputy Chief Electoral Officer;

4.1.1.2.3 Two (2) staff members designated by the Dean of Students for Students Governance;

4.1.1.2.4 Four (4) representatives of the IEA or any person(s) designated by the IEA; and

4.1.1.2.5 Two (2) staff members nominated by the Vice Chancellor from the Law Department.

4.1.1.3 The establishment of the EC and the designation of Chief Electoral Officer must take place before the official announcement of the election date.

4.1.1.4 The EC and Chief Electoral Officer must be sworn in by a designated person in the Department of Law and pledge confidentiality, adherence to the rules, impartiality and fairness to all the candidates.

4.1.2 The Chief Electoral Officer

4.1.2.1 The Chief Electoral Officer is a senior member of staff at, or service provider to the University, or suitable third party with no vested interest in the outcome of the SRC elections with suitable experience and qualifications appointed by the Vice-

Chancellor, in consultation with the Dean of Students, to act as the Chief Electoral Officer.

4.1.2.2 The Chief Electoral Officer must report regularly to the Dean of Students at intervals as agreed to between the Chief Electoral Officer and the Dean of Students.

4.1.2.3 The Chief Electoral Officer has the final responsibility to ensure that the EC is performing its functions and duties. The Chief Electoral Officer also has the responsibility of announcing the results of the SRC Elections, after confirmation from the IEA that all queries have been resolved, and that the elections were deemed free and fair.

4.1.3 Functions of the EC

4.1.3.1 The EC shall:

- 4.1.3.1.1 Manage and administer the SRC elections efficiently and on an impartial, unbiased and independent basis;
- 4.1.3.1.2 Ensure that the SRC elections are free and fair;
- 4.1.3.1.3 Determine nomination days and submit an Elections Timetable to the Office of the Dean of Students;
- 4.1.3.1.4 Open, extend (if required) and close the nomination process following the schedule approved by the Dean of Students;
- 4.1.3.1.5 Verify all nominations for validity and eligibility;
- 4.1.3.1.6 After the closing of nominations, compile and publish a complete list of candidates contesting the elections;
- 4.1.3.1.7 Pronounce on any objections by way of a resolution taken by sufficient consensus within twenty four (24) hours after receipt of the objection and communicate its decision in writing to the person(s) who objected to the inclusion of a candidate within twenty four (24) hours of the resolution taken by the Elections Committee;

- 4.1.3.1.8 Convene a preparatory meeting compulsory for all contesting candidates, outlining procedures and expectations;
- 4.1.3.1.9 Evaluate and approve all Campaigning material;
- 4.1.3.1.10 Be responsible for the safe keeping of all the material that will be used during the election process;
- 4.1.3.1.11 Ensure that ballot papers are available at polling stations;
- 4.1.3.1.12 Ensure the adequate supply of ballot boxes, voters' rolls, and receipts for both the KwaDlangezwa and the Richards Bay campuses;
- 4.1.3.1.13 Design the ballot paper;
- 4.1.3.1.14 Submit election results to the Dean of Students within one (1) day after the counting of ballot papers;
- 4.1.3.1.15 Announce the final election results on each campus;
- 4.1.3.1.16 Submit a closing report within seven (7) days after the elections to the Dean of Students;
- 4.1.3.1.17 Formally constitute the newly elected SRC in a gathering presided over by the Dean of Students within seven (7) days of the announcement of the election results;
- 4.1.3.1.18 Perform any task associated with the management and administration of the SRC Elections;
- 4.1.3.1.19 Establish procedures for its functioning in accordance with its mandate; and
- 4.1.3.1.20 Enforce the election rules and ensure that candidates comply with the campaign and election rules. Where the candidates do not

comply with the rules, members of the EC can take corrective action.

- 4.1.3.1.21 Where various sections to the SRC Constitution conflict with each other or where strict adherence to the prescribed election procedures may jeopardise the validity of the elections, the EC may at its discretion, after a resolution at a special meeting by the EC, vary, deviate or amend such procedure and do all things reasonably necessary to remedy the procedural injustice.

4.1.4 Meetings of the EC

4.1.4.1 The EC shall meet as often as required.

4.1.4.2 A resolution taken by sufficient consensus at EC meetings binds the EC. In the event of a tie the Chairperson shall have a deciding vote.

4.1.4.3 The quorum of the EC meetings shall be fifty percent (50%) plus one (1).

4.2 THE APPEAL COMMITTEE

4.2.1 Composition

4.2.1.1 The Appeal Committee shall consist of three members who shall have no vested interest in the outcome of the SRC elections and shall be suitably qualified persons with experience in appeals, one of whom shall be designated as the Chairperson of the Committee.

4.2.2 Functions of the Appeal Committee

4.2.2.1 The Appeal Committee shall:

4.2.2.1.1 Investigate all appeals made against the ruling(s) or decision(s) of the EC;

4.2.2.1.2 Deliver its decision within forty-eight (48) hours of receiving an appeal against a decision(s) or ruling(s) of the EC, subject to the provision of paragraphs 11.4 and 11.5; and

4.2.2.1.3 The decision of the Appeal Committee shall be final and binding on all parties.

5. ELECTION TIMETABLE

- 5.1. Subject to the provision of paragraph 10 of the SRC Constitution, the EC, in consultation with the Dean of Students, shall approve an Election Timetable for the annual SRC Election by no later than the end of August of each year. The Dean of Students shall notify the Student Body of the approved Election Timetable.
- 5.2. The proposed Election Timetable shall contain specific dates for at least the following items:
 - 5.2.1 Opening and closing of Nominations;
 - 5.2.2 Announcement of Nominations;
 - 5.2.3 Commencement and duration of campaigning period by nominated candidates, subject to paragraph 8.7.10;
 - 5.2.4 Date of SRC Elections as approved by Senate;
 - 5.2.5 Proposed commencement date of the new SRC Term,
- 5.3. All SRC Election procedures must strictly follow the approved Election Timetable.
- 5.4. Amendments to the proposed Election Timetable by EC may only be done if cogent reasons exist, with prior consultation with the Dean of Students, and the Dean of Students shall notify the Student Body and duly nominated candidates of the amended Election Timetable.

6. FREQUENCY OF SRC ELECTIONS

- 6.1 An election shall, subject to paragraph 10 in the SRC Constitution, be held annually, not later than the end of the third term.
- 6.2 The election date shall be announced by the Dean of Students.

7. FUNDING

- 7.1 The EC shall not make funds available to individuals contesting the elections.
- 7.2 Individuals who contest for their place on the SRC shall fund their campaigns out of their own resources.

8. THE ELECTION PROCEDURES

8.1 Opening of Nominations

8.1.1 On a date as determined in the Election Timetable, the Dean of Students shall verbally, in writing and through electronic media announce to the Student Body the election date and the opening of the nomination period.

8.1.2 The notice shall state –

8.1.2.1 the closing date for submission of nominations (as per the Election Timetable);

8.1.2.2 the procedure for nominating candidates for Elective Portfolios;

8.1.2.3 the procedure for nominating candidates for *Ex-Officio* Portfolios;

8.1.2.4 where nomination forms shall be obtainable; and

8.1.2.4 the venue and format for the submission of nominations for Elective Portfolios and *Ex-Officio* Portfolios to the EC.

8.1.3 No external bodies and or figures shall be allowed to address students once the election date has been published.

8.2 Nominations

8.2.1 Any candidate meeting the Eligibility Requirements as set out at paragraph 9 of the Student Governance Constitution may stand on an independent basis and be nominated for any of the First-Past-The-Post seats. To stand for any of the

First-Past-The-Post seats the candidate must have been nominated by a Nominator and Seconded by Students on the following basis:

8.2.1.1 For the position of President of the SRC: A Nominator nominating the candidate for the position of President together with the secondment of 100 (one hundred) Students (signatures and student numbers).

8.2.1.2. For the Elective Portfolios (excluding the position of President) a Nominator nominating the candidate for the specific Elective Portfolio together with the secondment of 50 (fifty) Students, subject to the following provision:

8.2.1.2.1 only students doing programmes solely offered at the Richards Bay campus are eligible for nomination to the elective portfolio of the Richards Bay Campus Student Representative.

8.2.2. A candidate meeting the Eligibility Requirements may be nominated for an *Ex-Officio* Portfolio on the basis of a nomination by the Student Structure s/he represents.

8.2.3. Candidates may only be nominated for and stand for one of the portfolios identified in paragraph 7.2 of this constitution.

8.3 Nominations for Elective Portfolios

8.3.1 To be nominated for any of the Elective Portfolios, a candidate must submit the following information to the EC:

8.3.1.1 A Nomination Form signed by the Nominator indicating Elective Portfolio for which the candidate is nominated;

8.3.1.2 An Acceptance of Nomination Form signed by the candidate and indicating the willingness of the candidate to stand for the seat including an undertaking by the candidate to be bound by any Code of Conduct issued by the EC and the SRC Constitution;

- 8.3.1.3 Documentary proof that the candidate meets the eligibility criteria to serve on the SRC as set out in paragraph 9 of the Student Governance Constitution;
- 8.3.1.4 A certified copy of the page of the candidate's ID book or official university student card on which the candidate's photo, name and ID number appear; together proof of registration acceptable to the EC;
- 8.3.1.5 A complete curriculum vitae of the candidate;
- 8.3.1.6 The Election Manifesto of the candidate (not exceeding 300 words);
- 8.3.1.7 An A5 colour photo (head and shoulders) of the candidate as first choice but black and white photos will not be rejected. The candidate shall not wear a cap or hat and be clothed in attire free from any political or other institutional regalia, emblems, colours or marks.
- 8.3.1.8 A Secondment Form must contain the full names, student number and signatures of the Students that Second the candidate. The Secondment Form must contain a photocopy of each Seconding Student's valid student registration card.

8.4 Occupancy of *Ex-Officio* Portfolio Seats

- 8.4.1 To occupy any of the *Ex-Officio* Portfolio seats, the relevant Student Structure must submit the following information to the EC:
 - 8.4.1.1 A Nomination Resolution signed by secretary of the relevant Student Structure (and all constituents of the Student Structure, where applicable) authorising the candidate to occupy the *Ex-Officio* Portfolio seat on behalf of the Student Structure, including a declaration by the secretary of the relevant Student Structure that the nominee meets the Eligibility Requirements.

- 8.4.1.2 An Acceptance of Occupancy Letter signed by the nominee and indicating the willingness of the nominee to hold the seat on behalf of the relevant Student Structure including an undertaking to be bound by the SRC Constitution.
- 8.4.1.3 A certified copy of the page of the candidate's ID book on which the candidate's photo, name and ID number appear; together proof of registration acceptable to the EC;
- 8.4.1.4 A complete curriculum vitae of the candidate.
- 8.4.1.5 An A5 colour photo (head and shoulders) of the candidate as first choice but black and white will not be rejected.

8.5 Review and Corrections on Nominations

- 8.5.1 The EC shall not receive materially incomplete candidate nomination submissions and must reject incomplete submissions.
- 8.5.2. The EC shall review all nomination submissions received to determine whether the candidate meets the submission requirements for her/his specific portfolio. Where the EC determines an inconsistency or suspects the reliability of information provided, the EC must do all necessary to confirm the validity of the information. Where the EC cannot reach a decision as to the acceptability of a nomination submission, it must refer the submission to the Appeal Committee for a decision regarding acceptability.
- 8.5.3. Where the EC, having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all of the nomination requirements for the specific seat for which the candidate is nominated, the EC must immediately inform the candidate of the shortcoming and request the candidate to correct its submission up until 24 (twenty-four) hours after the closing date for nominations. Up until the expiry of the 24 (twenty-four) hour period after the closing time for nominations, the EC shall accept the corrected nomination submitted by the candidate despite being submitted after the closing time for nominations, and such corrected nomination submission shall be deemed to have been validly submitted provided the

nomination form had addressed all the issues raised by the EC. Failure to address all the issues raised by the EC will render the nomination invalid.

8.5.4 No nominations shall be accepted after 16:00 (on the Chief Electoral Officer's watch) on the closing date for nominations.

8.6 Insufficient Nominations

8.6.1 Where, upon the closing time for nominations, the EC determines that –

8.6.1.1 no nominations have been received for certain SRC seats, but nominations have been received for at least seven (7) of the total SRC seats available for election, then the EC may extend the nomination period for such period of time as it deems appropriate to encourage further nominations for the outstanding seats, but which period may not exceed seventy-two (72) hours. After the expiry of such extended nomination period, the EC will continue with the SRC Election irrespective of whether there are seats for which no nominations have been received. Any SRC vacancies in the next SRC Term shall be reallocated by the new SRC; or

8.5.1.2 nominations for less than seven (7) of the total SRC seats available for election have been received, the EC may, extend the nomination period in accordance with paragraph 8.5.1.1, or suspend the SRC Elections to allow the incumbent SRC to promote Student candidacy and engage with Student Structures to ensure nominations are submitted. The EC and Dean of Students will agree on necessary amendments to the Election Timetable to allow the SRC to perform these actions.

8.7 Announcement of Nominations

8.7.1 After the closing of nominations and where the EC continues with the SRC Elections, the Chief Electoral Officer shall announce the list of candidate submissions for each SRC seat.

8.7.2 The list of candidate submissions together with their Election Manifestos (where applicable) shall be handed to the Dean of Students for publication.

- 8.7.3 Additionally, the SRC shall ensure that the Election Timetable and necessary aspects of the voting procedure for SRC Elections are posted on notice boards across both the UNIZULU Campuses and posted on the UNIZULU and/or SRC website up to the Election Day to allow for maximum voter awareness and voter education.
- 8.7.4 All nominated candidates of Elective Portfolio seats shall be required to attend a compulsory preparatory workshop presented by the Dean of Students in collaboration of the EC to prepare candidates for the process of campaigning.
- 8.7.5 A nominee who wishes to withdraw from contesting the elections may do so by submitting a written notice of intent to the Chief Electoral Officer at any stage of the process.
- 8.7.6 All qualifying nominees shall be issued with a certificate of candidacy.

8.8 Campaigning

- 8.8.1 All eligible candidates will be required to attend a compulsory preparatory meeting to be convened by the EC where procedures and expectations will be outlined.
- 8.8.2 All eligible candidates will be required to submit to the EC their logos, posters and pamphlets that they intend using when delivering a manifesto; the material will be approved if it:
 - 8.8.2.1 is not derogatory or insulting to other individuals, organisations and communities or groups of people;
 - 8.8.2.2 is in line with the Constitution of the Republic of South Africa (1996) as amended, and the UNIZULU Student Governance Constitution.
- 8.8.3 Campaigning material that has not been approved by the EC will be disallowed.
- 8.8.4 All candidates shall sign a Code of Conduct for SRC members committing themselves to the values and rules of the University and to a free and fair

electioneering process. Refusal to the signing of the Code of Conduct shall nullify one's candidacy.

- 8.8.5 Through campaigning, candidates shall have an opportunity to address the Student Body, present their Election Manifestos and canvas Student votes for the upcoming SRC Election.
- 8.8.6 All candidates for Elective Portfolio seats must attend and participate in official Campaign Meetings according to the rotation schedule established by the EC.
- 8.8.7 During Campaign Meetings candidates shall be afforded the opportunity to present their Election Manifestos' and engage in debates. Students shall also have the opportunity of posing questions to candidates and engaging with candidates in respect of their Election Manifestos.
- 8.8.8 The EC jointly with the SRC shall arrange a chairperson for each Campaign Meeting to ensure that Campaign Meetings proceed in an orderly and fair manner allowing all candidates an equal opportunity to make representations, debate issues and answer questions from the Student Body and other candidates.
- 8.8.9 The EC may adopt such additional campaigning rules as it deems necessary and appropriate to ensure a free, equal and democratic campaigning process.
- 8.8.10 On the voting day no person may engage in any political activity, other than casting a vote, in the area within the boundary of a voting station.
- 8.8.11 Candidates or their agents who violate the campaigning conditions will be subjected to sanctions to be determined by the EC, which sanction may result in disqualification of the candidate from the SRC Election.

8.9 Ballot Design

- 8.9.1 Candidates shall be called to a session to approve the ballot design.
- 8.9.2 The absence of the candidate and/or refusal to participate in the approval process of the ballot shall not invalidate the process.
- 8.9.3 Any objection to a ballot after approval shall constitute a violation of the Code of Conduct.

9. ELECTION PROCESS

9.1 Election Date

The date of the SRC Election shall be established in the Election Timetable as approved by Senate.

9.2 Election Hours

9.2.1 The election period shall be 15 hours.

9.2.2 Ballot boxes / electronic voting stations should be open for voting from 07:00 am to 22:00 pm on the date of the SRC Election.

9.2.3. The date, time and rules applied at KwaDlangezwa campus will also apply at the Richards Bay campus

9.3 Manual Voting Process

9.3.1 Ballot Boxes

9.3.1. The IEA shall provide the EC with sealable ballot boxes which the EC shall use for the collection of voter ballots in the case of a manual voting process.

9.3.3. The Chief Electoral Officer shall, prior to the placing of ballot boxes at the voting venues, seal each ballot box.

9.3.2 Ballot Papers

9.3.1. The EC must ensure that sufficient ballot papers are available at each ballot box to allow all Students to vote in the case of a manual voting process.

9.3.2. Ballot papers must contain the names in alphabetical order of all nominated candidates for Elective Portfolio seats for which the candidates are standing together with a space for marking of her/his vote by a Student for a candidate under each Elective Portfolio seat.

9.3.3 Voting

9.531 A schedule of registered students as reflected on the UNIZULU main frame shall constitute the voters roll. A Voter's Roll shall be displayed for perusal by the

students at prominent and accessible venues two (2) weeks before the voting day.

9.532 Voting shall be by means of a secret ballot.

9.533 There shall be no voting by proxy.

9.534 A Student shall only be entitled to vote once through the submission of a ballot paper at any voting venue and shall only be entitled to vote for one candidate per portfolio.

9.535 All voting venue stations shall be staffed for the duration of the SRC Election by two (2) or more election officers appointed by the IEA as well as one (1) or more members of the EC.

9.536 Voters shall follow the following voting procedure which shall also be clearly displayed at each voting station:

9.536.1 A Student must present her/his valid student card at the voting station to an election officer.

9.536.2 The election officer shall verify the student card and mark the left-hand thumb of the Student with indelible ink.

9.536.3 The election officer shall issue a ballot paper stamped with the IEA election stamp to the Student and communicate to the Student that the Student must vote for one (1) candidate under each portfolio.

9.536.4 The Student shall be directed to the voting booth by the election officer where the Student shall cast her/his secret vote by correctly marking the ballot paper. No changes may be made to the ballot paper by a voter.

9.536.6 The Student shall not hand the ballot paper back to the election officer, but shall deposit the ballot paper in the ballot box identified by the election officer.

9.537 No Student (including any candidate) may unnecessarily linger in the vicinity of the voting station after voting or at any time interfere with the voting process or the tasks of the election officers or influence or intimidate any Student. Any transgression of this requirement shall immediately be brought to the attention of the campus authorities who may take such lawful steps as necessary to remove the Student from the voting station area. If a transgression is deemed to be of a sufficiently serious nature, the EC may inform Management of the conduct of the Student together with a recommendation that further disciplinary steps be taken against the Student.

9.3.4 Opening of Ballot Boxes

9.3.4.1 Immediately following the close of SRC Elections, the IEA will remove all ballot boxes from the voting venues to a secure location identified by the IEA for the counting of votes.

9.3.4.2 The Chief Electoral Officer may only break the seal of the ballot boxes at the location for the counting of votes.

9.3.4.3 Students and representatives from recognised UNIZULU structures may attend the opening of ballot boxes and the counting of votes by the IEA, but may not interfere, comment on or compromise the integrity of the process or the execution of the functions of the IEA. Any transgression of this requirement shall immediately be brought to the attention of the campus authorities who may take such lawful steps as necessary to remove the person from the counting area. If a transgression is deemed to be of a sufficiently serious nature, the IEA must inform the Management of the conduct of the person together with a recommendation that further disciplinary steps be taken against the person.

9.3.5 Counting of Votes

9.3.5.1 After the opening of the ballot boxes, the votes shall be counted by the IEA in accordance with the IEA procedure for the counting and verifying of votes.

9.3.5. The IEA shall remain sequestered until the counting of all votes has been concluded and verified by the Independent Auditor.

9.3.5.3 In counting the votes, the IEA shall determine the candidate for each portfolio receiving the highest number of valid votes, as well as the second and third runner-up candidates.

9.3.5.4 Candidates or their observers are allowed to observe the counting, but are not to interfere, comment on or compromise the integrity of the process or the execution of the functions of the IEA. Any transgression of this requirement shall immediately be brought to the attention of the campus authorities who may take such lawful steps as necessary to remove the person from the counting area. If a transgression is deemed to be of a sufficiently serious nature, the IEA must inform the Management of the conduct of the person together with a recommendation that further disciplinary steps be taken against the person.

9.3.5.5 Candidates or their observers can object to the counting process.

9.3.5.6 Observers must comply with the orders given to them by the Chief Electoral Officer at the counting venue.

9.3.5.7 The absence of candidates or observers shall not invalidate the results. The *onus* to ensure their presence is on them.

9.3.5.8 If a candidate sees a mistake or what they perceive to be unethical practice, they should draw the attention of the Chief Electoral Officer to that and the Chief Electoral Officer shall immediately bring that to the attention of the Auditor who at his/her discretion must ask for a re-count of the affected batch of ballot papers immediately.

9.3.5.9 Counting shall take place at both KwaDlangezwa and Richards Bay campuses.

9.3.6 Spoilt Ballot Papers

9.3.6.1 The IEA, in counting votes, shall not take into account spoilt ballot papers in determining the votes received by each candidate for a portfolio.

9.3.6.2 A ballot paper shall be considered spoilt if:

9.3.6.2.1 it is unclear as to the vote exercised by the student;

- 9.3.6.2.2 it has been changed or defaced, that is, having any mark other than an X against the name of a specific candidate;
- 9.3.6.2.3 no vote has been cast on it;
- 9.3.6.2.4 it reveals the identity of the voter;
- 9.3.6.2.5 two (2) or more ballot papers contain the same student number;
- 9.3.6.2.6 a ballot paper contains no student number or no IEA election stamp; or
- 9.3.6.2.7 a student has voted for two (2) or more candidates in a single portfolio.

9.4 Electronic Voting Process

9.4.1 The EC may adopt such additional voting measures as it deems necessary and appropriate to ensure a free and fair SRC Election, including voting by electronic means and the electronic counting of ballots, in which case the procedures for a manual voting process as set above will not apply.

9.4.2 The electronic process should be approved by the internal auditors.

9.5 Election Quorum

9.5.1 At least fifteen percent (15%) of Students of the University of Zululand must vote in an SRC Election in order for the SRC Election to be valid.

9.5.2 Where the quorum requirement has not been met, the EC, in consultation with the SRC, shall determine whether to launch a re-election, including publishing an amended Election Timetable for such re-election, or, where the possibility of achieving a quorum through re-election is determined to be remote on good grounds, the Chief Electoral Officer shall announce the SRC Election to have failed and refer the matter to the Executive for decision.

9.6 Announcement of Results

- 9.6.1 When the Auditor is satisfied that votes have been accurately counted, he/she shall record the result of the election, the percentage poll and the number of spoilt papers and forward the information to the IEA
- 9.6.2 Subject to paragraph 9.7, as soon as possible after the conclusion and verification of results by the Auditor, the Chief Electoral Officer shall at the counting venue announce the results and issue a formal confirmation of the results of the SRC Elections.
- 9.6.3 The candidate for each portfolio receiving the highest number of valid votes shall receive that Elective Portfolio for the next SRC Term.

9.7 Equality of Votes

- 9.7.1 If two (2) or more candidates for a portfolio receive an equal number of valid votes, the Chief Electoral Officer must, within seven (7) days of the announcement of results hold a by-election in respect of only those portfolios where the votes have been tied. The provisions of this Election Procedure shall apply (with appropriate amendments) to the holding of such by-elections by the EC.
- 9.7.2 The Chief Electoral Officer shall not announce the results of the SRC Elections until the by-election has been finalised and the results determined.

9.8 Retention of Records

- 9.8.1 Ballot and candidate nomination submissions shall be kept in safekeeping by the EC for a period of twenty eight (28) days after which all ballot papers and submissions shall be confidentially destroyed, provided that there is no dispute to the election results.
- 9.8.2 A written record shall be compiled by the Chief Electoral Officer as to the conducting of the SRC Election (including any by-elections), the determination of results and the outcome of any revision of results. This record shall be issued to the University and new SRC for safekeeping for the duration of the new SRC Term.

9.9 Commencement of SRC Term

9.9.1 Following the conclusion of SRC Elections which shall include the finalisation of any process of revision of the election results, the Chief Electoral Officer shall within ten (10) days of such finalisation, confirm the appointment of the SRC Members for the Elective Portfolios (elected on a First-Past-The-Post basis) and the *Ex-Officio* Portfolios (elected by way of nomination of their respective Student Structures) and indicate the date of commencement of the new SRC Term for such elected SRC Members.

9.9.2 The SRC Term of outgoing SRC members shall terminate on the date prior to the commencement of the new SRC Term.

10. OBJECTIONS

10.1 Objections to election results

10.1.1 An objection to the election results should be lodged with the EC in a written form, within twenty-four (24) hours after the announcement of the results, provided it states the grounds of the objection.

10.1.2 Objections submitted after the announcement of results must be material to the results of the elections.

10.1.3 The EC shall;

10.1.3.1 evaluate the grounds of the objection to determine whether it is competent to dispose of the matter at the Committee level or;

10.1.3.2 refer the matter with full evidence from both sides to the Appeal Committee; and

10.1.3.3 act on the decision of the Appeal Committee.

10.2 Objections to nominations

10.2.1 Objections to nominations (stating the grounds of the objection) must be lodged in writing with the EC not later than two (2) University days after the publication

of the candidate list, stating the grounds of the objection. No late submissions will be considered.

10.2.2 Any registered student and or member of staff may object to the inclusion of a candidate.

10.2.3 Objections shall be considered by the EC who shall pronounce on the objection by way of a decision taken by sufficient consensus within twenty four (24) hours after receipt of the objection.

10.2.4 The decision of the EC must be communicated in writing to the person(s) who objected to the inclusion of a candidate within twenty four (24) hours of the decision of the EC.

11. APPEALS

11.1 An appeal against any decision or ruling of the EC shall be lodged in writing with the Appeal Committee. Such appeal must be lodged within twenty four (24) hours after the decision of the EC has been received and must set out the grounds for the appeal. No late submissions will be considered.

11.2 An appeal against exclusion of a candidate from the candidate list can only be made by the affected candidate who wishes to appeal his/her exclusion from contesting the elections.

11.3 The Appeal Committee shall make the decision pertaining to the appeal public within forty-eight (48) hours of receiving the appeal.

11.4 Should the investigation take longer, the Appeal Committee shall communicate the reasons for the delay to the relevant parties.

11.5 In the event there is an investigation as contemplated in 11.4 above, the investigation shall not take longer than an additional forty-eight (48) hours.

11.6 The decision of the Appeal Committee shall be final and binding on all parties.

12. UNBECOMING CONDUCT

- 12.1 Where any candidate for SRC Elections commits a breach of this Election Procedure or is guilty of conduct unbecoming of a candidate standing for a position of authority, the Chief Electoral Officer may announce the withdrawal by the EC of the candidate from the SRC Elections.
- 12.2 Where the candidate disputes the finding of the Chief Electoral Officer, the candidate shall be entitled to refer the matter within forty-eight (48) hours of such announcement by the Chief Electoral Officer, to the Appeals Committee.
- 12.3 The decision of the Appeal Committee shall be final and binding.

13. CANDIDATE AGENTS

- 13.1 Candidate agents may;
- 13.1.1 observe proceedings concerning voting, counting and the determination and declaration of results; and
 - 13.1.2 lodge objection with or bring any alleged irregularities to the attention of the presiding officer or counting officer.
- 13.2 Only one candidate agent at a time shall be allowed at a voting station during voting and counting.

14. MONITORING OF THE ELECTIONS BY IEA

- 14.1 The elections process has to be monitored by the IEA to ensure that the elections are free, fair and credible; and
- 14.2 The monitoring will commence with the announcement of the election date and proceed through all subsequent phases to the counting of the votes;

15. DISSOLUTION OF THE ELECTIONS COMMITTEE (EC)

The EC shall be dissolved within seven (7) working days after the election has taken place, provided that all the outstanding issues arising out of the Election Process will have been disposed of.

16. AMENDMENT

Amendment of this Election Procedure shall be conducted in accordance with paragraph 10 of the Constitution. This does not detract from the authority of the EC to develop election procedures and protocols within its mandate as established by this Election Procedure for the execution of the objective of this Election Procedure.

ANNEXURE C STANDING SRC COMMITTEES

The following Standing Committees are established by the approval of this Constitution:

1. EXECUTIVE COMMITTEE

The Executive Committee of the SRC shall consist of:

- (1) The President (Chairperson)
- (2) The Deputy President
- (3) The Secretary-General
- (4) The Deputy Secretary- General
- (5) Treasurer
- (6) The Richards Bay Student Representative

2. FINANCE COMMITTEE

The Finance Committee of the SRC shall consist of:

- (1) The Treasurer (Chairperson)
- (2) The President
- (3) The Deputy-President
- (4) The Secretary-General
- (5) The Finance Officer of Student Affairs (advisory capacity)
- (6) The Richards Bay Student Representative

3. POLICY COMMITTEE

The Policy Committee of the SRC shall consist of:

- (1) The Deputy-President (the Chairperson)
- (2) The SRC Member: Legal, Constitutional and Human Rights Affairs
- (3) The Deputy Secretary-General
- (4) The SRC Member: Social and Transformation
- (5) The ex-officio SRC Member: The Student Faculty Council
- (6) A representative from the Student Affairs Office (advisory capacity)
- (7) The Richards Bay Student Representative

4. PROJECTS COMMITTEE

The Projects Committee of the SRC shall consist of:

- (1) SRC Member: Projects and Internationalisation (Chairperson)
- (2) The Deputy-President

- (3) The Secretary-General
- (4) The Treasurer
- (5) The SRC Member: Media, Events and Publicity
- (6) The ex-officio SRC Member: Student Faculty Council
- (7) The ex-officio SRC Member: Differently-abled Student Association
- (8) The ex-officio SRC Member: House Committees Council
- (9) The Richards Bay Student Representative

5. MEDIA, EVENTS AND PUBLICITY COMMITTEE

The Media, Events and Publicity Committee of the SRC shall consist of:

- (1) The SRC Member: Media, Events and Publicity (Chairperson)
- (2) The Deputy-President
- (3) The Secretary-General
- (4) The SRC Member: Projects and Internationalisation
- (5) The ex-officio SRC Member: All Sports Council
- (6) The ex-officio SRC Member: Religious Council
- (7) A representative from Student Affairs Office: Student Media (advisory capacity)
- (8) The Richards Bay Student Representative

6. SPORT RECREATION COMMITTEE

The Media, Events and Publicity Committee of the SRC consist of:

- (1) The ex-officio SRC Member: All Sports Council (Chairperson)
- (2) The SRC Member: Media, Events and Publicity
- (3) The Deputy Secretary-General
- (4) The ex-officio SRC Member: House Committees Council
- (5) The Richards Bay Student Representative

7. LEGAL, CONSTITUTIONAL, AND HUMAN RIGHTS AFFAIRS COMMITTEE

The Appeal Committee of the SRC consists of:

- (1) The President (Chairperson)
- (2) The Deputy-President
- (3) The Secretary-General
- (4) The SRC Member: The Legal, Constitutional and Human Rights Affairs
- (5) The ex-officio SRC Member: House Committees Council
- (6) The Richards Bay Student Representative

8. SOCIAL AND TRANSFORMATION COMMITTEE

The Appeal Committee of the SRC consists of:

- (1) The SRC Member: Social and Transformation (Chairperson)
- (2) The Deputy-President
- (3) The Deputy Secretary-General
- (4) The ex-officio SRC Member: Differently-abled Student Association
- (5) The ex-officio SRC Member: Religious Council
- (6) The Richards Bay Student Representative