

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



## **CONSTITUTION**

of the

### **INSTITUTIONAL STUDENT REPRESENTATIVE COUNCIL**

of the

### **UNIVERSITY OF THE FREE STATE**

Adopted by the UFS Council, 15 June 2018

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## **1. PREAMBLE**

We, as the Students of the University of the Free State, hereby recognise the importance of diversity within the historical context of our country as a whole and the Free State in particular. We commit ourselves to building and sustaining an institution that upholds the principles of equity and equality as envisioned in section 9 of the Constitution of the Republic of South Africa and maintaining a democratic institution founded on principles entrenched in the Bill of Rights of the Constitution of the Republic of South Africa. We hereby organise ourselves into a democratically elected Student Governance Body by adopting this Constitution for Student Governance at the University of the Free State.

We affirm the principles, values and provisions of the Higher Education Act 101 of 1997 as amended, and the Statute of the University of the Free State.

## **2. NAME OF THE ORGANISATION**

- 2.1.** The name of the University of Free State Student Representative Council shall be known as the Institutional Student Representative Council, hereinafter referred to as the ISRC.
- 2.2.** The respective UFS Campus Student Representative Councils shall be known as the Campus Student Representative Council, hereinafter referred to as the CSRC.
- 2.3.** The University of the Free State's Student Governance Structures are composed of the following:
  - 2.3.1.** Institutional Student Representative Council (ISRC);
  - 2.3.2.** Campus Student Representative Council (CSRC);
  - 2.3.3.** Institutional Student Parliament (ISP);
  - 2.3.4.** Faculty Student Councils (FSC);
  - 2.3.5.** Residence Committees (RC);
  - 2.3.6.** Associations; and
  - 2.3.7.** The Student Body

## **3. ESTABLISHMENT**

- 3.1.** The ISRC of the UFS is hereby established in accordance with the Act (as amended), the Institutional Statute and the Institutional Rules, and is subject to the provisions of this Constitution.
- 3.2.** The ISRC shall, in terms of section 35 of the Act and the Institutional Statute, be the highest Student Governance Body in respect of Student Governance issues at the UFS.

- 3.3. The ISRC is one of the Institutional Governance Structures established in terms of section 26(2)(e) of the Act. It is regulated by the Act and the Institutional Statute and may do all things necessary to carry out its aims and objectives. This right shall be exercised in accordance with the rules and regulations of the University.
- 3.4. The ISRC operates as a representative body of Students and is guided by this Constitution and its policies, which may be adapted from time to time.
- 3.5. The ISRC is the highest Student representative body of the UFS in respect of Student matters of common interest across all campuses of the UFS.
- 3.6. Each CSRC shall be the highest Student representative body in respect of Student matters affecting Students at its respective campus only.

#### **4. OBJECTIVES**

- 4.1. The ISRC, in cooperation with the UFS Structures, the CSRC and its Substructures and Committees, as the elected representatives of the Student Body, must serve the interests of the UFS and Student Body without partiality, bias, prejudice, discrimination or preference.
- 4.2. The ISRC represents the interests of the Student Community in all representations and interactions with UFS Structures as well as with the general public and is an ambassador of the UFS to other institutions, organisations and entities.
- 4.3. ISRC Members must represent the interests of the Student Community with humility, integrity, excellence and earnestness, whilst maintaining high standards of academic excellence, and without prejudice to the UFS.
- 4.4. The ISRC must strive to be representative of the Student Community and must lead in the transformation, diversity, multiculturalism, integration and eradication all forms of discrimination within the Student Community.
- 4.5. The ISRC must integrate, promote and enhance Student Life, Student Development, Student Activities, Student Associations and Student Organisations in order to enhance the sense of belonging for all Students, learning, innovation, community engagement and throughput rate of the UFS.
- 4.6. The ISRC must ensure that Students are enfranchised and understand their right to vote for and nominate Students for election to all its Substructures and Committees.

- 4.7. The ISRC must develop Substructures and Committees as necessary for the promotion of these objectives and the execution of its functions and powers.

## 5. STATUS

- 5.1. The ISRC and its Substructures recognise the Council of the UFS as the highest body of authority at the UFS.
- 5.2. The CSRCs recognise the ISRC as the highest Student Representative Body of the UFS in respect of Student matters *of common interest* across all Campuses of the UFS.
- 5.3. The ISRC derives its existence from the Act and the Institutional Statute.
- 5.4. The ISRC is bound by all applicable directives contained in that Statute, as well as in applicable provisions of the Act (as amended) and the Constitution of the Republic of South Africa, Act 108 of 1996.
- 5.5. The ISRC is not a juristic person and is not the bearer of its own rights, except that it exists as a structure according to the provisions of the Higher Education Act.
- 5.6. The ISRC is the highest Student Governance Body and has full autonomy over all Student-related matters.
- 5.7. All Substructures of the ISRC that constitute Student Governance shall be subject to the ISRC and this Constitution.

## 6. SUPREMACY OF THE CONSTITUTION

- 6.1. This Constitution is the supreme authority in relation to the ISRC, its Substructures and Committees at the UFS.
- 6.2. The guiding principles and applicable provisions of this Constitution shall bind the ISRC, its Members, Student Associations, Student Organisations, Substructures and all Students of the UFS.

## 7. DEFINITIONS

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

<b>“Appeals Committee”</b>	A Standing Committee of the ISRC responsible for appeals, as established in terms of Annexure A of this Constitution;
<b>“Association”</b>	Any Student Life Association registered with the CSRC on the Campus on which the Association finds expression, and meeting CSRC requirements for recognition as an Association and affiliation with the ISRC;
<b>“Bloemfontein Campus”</b>	The UFS Campus in Nelson Mandela Drive, Bloemfontein;
<b>“Qwaqwa Campus”</b>	The UFS Campus in Kestell Road, Phuthaditjhaba;
<b>“South Campus”</b>	The UFS Campus in Church Street, Bloemfontein;
<b>“Chief Election Officer”</b>	The Chairperson of the Independent Electoral Body who has the final responsibility for the management and operation of the Independent Electoral Body and the declaration of the final results following the ISRC Elections;
<b>“Committees”</b>	Committees of the ISRC, 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 ISRC to facilitate or expedite its own activities, which shall include the Standing Committees;
<b>“Council”</b>	The Council of the UFS as contemplated in section 27 of the Act;
<b>“CSRC”</b>	The Campus Student Representative Council which is a substructure of the ISRC at the respective Campuses of the UFS, deriving its functioning and powers from this Constitution;
<b>“CSRC Election(s)”</b>	The annual election of CSRC Members to serve on the CSRC in accordance with the Election Procedure as contemplated in Annexure B hereto;
<b>“CSRC Member”</b>	A Member of the CSRC elected to either an Elective

Portfolio or an Ex Officio Portfolio in accordance with this Constitution and continuing to meet the Eligibility Requirements for the duration of his/her Term;

**“CSRC Term”**

The Term of office of a CSRC Member as contemplated in paragraph 17 of this Constitution;

**“Election Procedure”**

The procedure for holding annual CSRC Elections as contemplated in Annexure B hereto;

**“Elections”**

The Election Procedure as contemplated in Annexure B hereto;

**“Elections Logistics Committee”**

The Committee responsible for the running, management and administration of the CSRC Elections;

**“Elective Portfolios”**

The CSRC portfolios as contemplated in paragraph 13.2.2 of this Constitution with CSRC Members elected to such portfolios by the Student Body via annual CSRC Elections as contemplated in Annexure B hereto;

**“Eligibility Requirements”**

The Eligibility Requirements for a CSRC Member as set out in paragraph 12 of this Constitution;

**“Ex Officio Portfolios”**

The CSRC portfolios as contemplated in paragraph 13.2.3, with CSRC Members elected to such portfolios by the respective Student Councils and elected in their official capacities as the Chairpersons of their respective Student Councils;

**“Faculty Councils”**

A body representing a specific Faculty and elected by Students of that Faculty;

**“First-Past-The-Post”**

An election system whereby individual candidates contest for the Elective Portfolios in annual CSRC Elections and where the candidate with the most Student votes becomes the incumbent CSRC Member for the portfolio for which the candidate is contesting;

<b>“Governance Structure”</b>	A Student Governance Structure for the University, established by the ISRC in terms of this Constitution approved by Sufficient Consensus of the ISRC and providing for the objectives, composition, powers and functions of the Governance Structure;
<b>“Honorary Colours”</b>	Includes, but is not limited to, honorary awards, leadership and academic bursaries and awards;
<b>“Institutional Rules”</b>	All rules made by the UFS as contemplated in section 32 of the Act, including all regulations and policy documents of the UFS;
<b>“IRAWA”</b>	The official Student newspaper of the UFS;
<b>“ISRC”</b>	The Institutional Student Representative Council established in terms of section 35 of the Act and section 33 of the Institutional Statute of the University;
<b>“ISRC Election(s)”</b>	The annual election of CSRC Members to serve on the CSRC in accordance with the Election Procedure as contemplated in Annexure B hereto;
<b>“CSRC Disciplinary Committee”</b>	A Standing Committee of the ISRC responsible for exercising disciplinary powers over its Members, Student Associations, Substructures and all Students of the UFS as established in terms of Annexure A of this Constitution;
<b>“Kovsie FM”</b>	The official Student radio station of the UFS;
<b>“Organisations”</b>	Any Student Governance Structure registered with the CSRC of the Campus on which the Organisation finds expression, and meeting CSRC requirements for recognition as an Organisation and affiliation with the ISRC;
<b>“Portfolio Executive Committee”</b>	A group of Students appointed by a CSRC Portfolio Holder to assist him/her with projects and the management of that portfolio;
<b>“Postgraduate Qualification”</b>	The degree received for the successful completion of an

	Honours, Master's or Doctoral degree programme at the UFS;
<b>"Postgraduate Student Community"</b>	The collection of Postgraduate Students at the respective (and all) Campuses of the UFS;
<b>"Qualification"</b>	Any degree, diploma or certificate received for the successful completion of a formal academic programme at the UFS;
<b>"Residence"</b>	A Residence providing accommodation for Students and recognised by the UFS as an official Student Residence;
<b>"Residence Committee"</b>	A Substructure of the CSRC that is democratically elected by each Residence;
<b>"Standing Committees"</b>	The Committees established as contemplated in Annexure A of this Constitution;
<b>"Statute"</b>	The Institutional Statute of the University of the Free State in accordance with Section 32 of the Act;
<b>"Student"</b>	Any person who is registered for a formal Qualification at the UFS for the current academic year;
<b>"Student Body"</b>	The collection of registered Students at the respective (and all) Campuses of the UFS;
<b>"Student Councils"</b>	Student leadership structures that shall be entitled annually to nominate, in accordance with their Constitutions or by agreement of their respective constituents, their respective Chairpersons as the candidates to represent the relevant Student Councils as incumbent CSRC Members for the Ex Officio Portfolios for the next CSRC Term;
<b>"Student Court"</b>	A Student Governance mediation structure established to mediate disputes arising between structures of Student Governance;
<b>"Student Movements"</b>	Any organised Student advocacy group recognised by the

ISRC and existing for a particular cause that may be in place for the expression of any social, artistic, political and/or common interest outside of (but related to) the functions, structures and benefits tied exclusively to registered and recognised Student Governance Organisations and Student Life Associations.

**“Student Parliament”**

An advisory body to the ISRC and CSRC, which is a Student Governance Structure constituted and elected in accordance with its constitution as contemplated in Annexure D of this Constitution;

**“Sufficient Consensus”**

Consensus by more than two thirds (67%) of the elected CSRC Members entitled to vote and present at a meeting;

**“The/This Constitution”**

This ISRC Constitution and Annexures thereto;

**“UFS/University”**

The University of the Free State;

**“UFS Governance Structures”**

Those Governance Structures of the UFS as established by the Act and the Statute, which include the Council, Senate and Institutional Forum; and

**“UFS Management Structures”**

The Rectorate, UMC, Senior Leadership Group and other Management Structures of the UFS.

## **8. INTERPRETATION**

In interpreting this Constitution, the interpreter:

- 8.1.** Must consider the values and principles contained in the preamble to this Constitution.
- 8.2** Must respect the provisions in Chapter 2 of the Constitution of the Republic of South Africa and the Act.
- 8.3** Must give preference to an interpretation of this Constitution that will promote efficient and effective Student Governance and advance the spirit of democracy without prejudice.

## **9. FOUNDING PRINCIPLES AND CORPORATE GOVERNANCE**

**9.1.** The following founding principles shall be upheld by the ISRC and its Substructures:

- 9.1.1.** Student-Driven Leadership;
- 9.1.2.** Student-Centred Leadership;
- 9.1.3.** Academic Excellence;
- 9.1.4.** Non-racialism and Non-sexism;
- 9.1.5.** Democracy;
- 9.1.6.** Ubuntu;
- 9.1.7.** Equity and Equality;
- 9.1.8.** Cooperative Governance;
- 9.1.9.** Accountability and Transparency; and
- 9.1.10.** Integrity.

**9.2.** General provisions of cooperative governance:

- 9.2.1.** The ISRC is committed to the values of cooperative and good governance.
- 9.2.2.** All Student Governance Structures shall uphold these founding principles and shall cooperate with the ISRC in providing democratic, transparent, effective, accountable and coherent Student leadership.
- 9.2.3.** Subject to such exceptions, as provided for in terms of this Constitution, all Student Bodies are subject to the authority of the ISRC in line with the provisions of this Constitution.

## **10. FUNCTIONS AND POWERS**

**10.1. The ISRC:**

- 10.1.1.** The ISRC shall represent Students on issues that affect all Students at the UFS and may only deal with Campus-based issues in collaboration with the respective CSRCs;
- 10.1.2.** The ISRC is the supreme body with regard to institutional Student matters and has the overall authority on all CSRCs at the UFS;
- 10.1.3.** The ISRC is the umbrella body for all Student Committees, clubs, councils and societies at the UFS and shall therefore act as the appellate of first instance for Student Organisations whose application for recognition has been refused or not granted by the CSRC for one

reason or another;

- 10.1.4.** The ISRC shall receive written quarterly reports from each CSRC regarding its finances, operations and activities. Upon receipt of the reports, contemplated in 10.1.6 below, the ISRC must submit written quarterly reports to the Dean of Student Affairs, Student Parliament and all the CSRCs, and publish these on all institutional communication platforms detailing the respective CSRC financials and operations;
- 10.1.5.** The ISRC shall administer such funds and other assets as may be allocated to the ISRC by the University or any other source, in the interests of Students of the UFS, and in the manner set out in this Constitution and in the finance and operational rules of the University;
- 10.1.6.** The ISRC shall account for funds provided by the University, by producing and adhering to an annual budget, and by complying with all University financial and operational regulations;
- 10.1.7.** The ISRC must develop a plan of action and a budget for its operations and activities that shall guide the execution and funding of all the ISRC operations during its Term of office. The plan of action and the budget must be submitted to the University Management for consideration and approval;
- 10.1.8.** The ISRC may organise events for all Students according to the need for such an event. The ISRC shall take responsibility for the order and organisation of such events in liaison with Student Affairs;
- 10.1.9.** The ISRC shall be responsible to review and formulate guidelines, policies and procedures that impact on the Student Body, provided that such a process has been sufficiently consulted and does not contravene the rules of the University;
- 10.1.10.** The ISRC shall be responsible to deploy its Members and other Students to Councils, Committees, Forums and other relevant structures across all UFS Campuses;
- 10.1.11.** The ISRC has a right to affiliate to any Organisation or Association outside of the University, provided that the relationship is clearly defined, and that such affiliation enhances the values, objectives and principles of the UFS ISRC and those of the University;
- 10.1.12.** The ISRC shall be responsible to exercise disciplinary powers by way of the ISRC Disciplinary Committee in respect of office bearers of the ISRC and office bearers of CSRCs. The disciplinary process shall be invoked only if there are reasonable grounds for believing that there is a breach of discipline, including any breach of the ISRC Constitution and/or the Annexures thereto;

- 10.1.13. The ISRC shall, with the support of Student Affairs, coordinate, safeguard and supervise the use of facilities placed under its jurisdiction;
- 10.1.14. The ISRC shall inform and report to Students about its activities by means of meetings, posters, newsletters or other appropriate media that is accessible to Students;
- 10.1.15. The ISRC shall liaise with other Higher Education Institutions in respect of Student Governance Matters, Student Representative Councils of other Higher Education Institutions, National and International Student Organisations, Unions, News Media, the Dean: Student Affairs and other Senior University Management and the General Public; and
- 10.1.16. The ISRC may perform other functions as may be determined by the Statute of the University.

## 10.2. The CSRC:

- 10.2.1. The CSRC shall execute its powers in accordance with its Constitution read with this Constitution to achieve the objectives stipulated in paragraph 4 of this Constitution;
- 10.2.2. The CSRC shall comply with all Institutional Rules (as amended from time to time);
- 10.2.3. The CSRC shall represent Students at the respective Campuses of the UFS in negotiations and interactions with the UFS Structures and the ISRC in respect of matters of common interest;
- 10.2.4. The CSRC shall represent Students on issues that affect the Students at their respective Campuses and may only engage with issues of other Campuses and institutional issues through the ISRC;
- 10.2.5. The CSRC is a substructure of the ISRC;
- 10.2.6. The CSRC is the umbrella body for all Student Committees, clubs, councils and societies at their respective Campuses and shall, in liaison with Student Affairs, be responsible for granting or withdrawing recognition of all Student Committees, clubs, councils and societies on their Campuses as per the CSRC Policy for the Recognition of Student Structures;
- 10.2.7. The CSRC must submit written monthly reports to the ISRC regarding its operations and activities;

- 10.2.8.** The CSRC and Student Affairs shall receive written project, activity and quarterly reports from all recognised Student Associations, clubs, councils and societies in their respective Campuses detailing their activities;
- 10.2.9.** The CSRC shall administer such funds and other assets as may be allocated to the CSRC by the ISRC or any other source, in the interests of the Students of UFS, and in the manner set out in this Constitution and in the finance and operational rules of the University;
- 10.2.10.** The CSRC shall account for funds provided by the ISRC, by producing and adhering to an annual budget, and by complying with all University financial regulations;
- 10.2.11.** The CSRC must develop a plan of action and a budget for its operations and activities that shall guide the execution and funding of all CSRC operations during its Term of office;
- 10.2.12.** The CSRC shall play an oversight role in the organising and managing of regular Student activities;
- 10.2.13.** The CSRC shall ensure that Student community-engagement projects are initiated and managed effectively at their respective Campuses. The CSRC shall be accountable for the order and organisation of such events in liaison with Student Affairs;
- 10.2.14.** The CSRC shall be responsible for facilitating Campus participation in the formulation and implementation of Student Governance guidelines, policies and procedures;
- 10.2.15.** The CRSC shall be responsible to deploy its Members and other Students from its Campus to Committees, forums and other related structures in accordance with its operations and powers;
- 10.2.16.** The CSRC shall affiliate to any Organisation outside of the University through the written permission of the ISRC; such permission shall be based on whether that relationship would enhance the values, objectives and principles of the specific Campus;
- 10.2.17.** The CSRC shall be responsible to exercise disciplinary powers by way of the CSRC Disciplinary Committee, in respect of office bearers of the CSRC. The disciplinary process shall be invoked only if there are reasonable grounds for believing that there is a breach of discipline, including any breach of the CSRC Constitution and/or the Annexures thereto;
- 10.2.18.** The CSRC shall, in liaison with Student Affairs and the ISRC, coordinate, safeguard and supervise the use of facilities under its jurisdiction;

- 10.2.19.** The CSRC shall inform and report to Students about its activities by means of meetings, posters, newsletters or other appropriate media that is accessible to Students;
- 10.2.20.** All policy decisions of a CSRC shall be in accordance with the rules of the University and that of the ISRC constitution;
- 10.2.21.** The CSRC shall be responsible for convening and conducting all authorised meetings of the general Student Body;
- 10.2.22.** The CSRC shall engage with the ISRC on all issues regarding the development and implementation of policies which relate to Student Governance, Substructures and Support Services, duly taking into account the recommendations made and views expressed by the Student Parliament;
- 10.2.23.** The CSRC shall adopt, by Sufficient Consensus, in consultation with the Student Parliament, codes or protocols regulating the CSRC or any Committee functioning, including, without limitation, meeting and Committee procedures, voting requirements for CSRC decisions, CSRC Member conduct and discipline and dispute resolution;
- 10.2.24.** The CSRC shall exercise oversight over all Substructures under its jurisdiction;
- 10.2.25.** The CSRC shall adopt and implement measures to promote services to Students of its respective Campus, liaise with Service Providers towards the advancement of services to Students and request the University to establish additional Service Providers whenever the interest of Students so requires;
- 10.2.26.** The CSRC may not enter into contracts that are binding to the University without prior approval by the relevant structures and/or offices of the University that have the authority to give the approval required;
- 10.2.27.** The CSRC shall receive financial allocations made by the University Council through Student Affairs to the CSRC and carry out financial activities, including fundraising, in accordance with this Constitution, and administer such funds in the interests of the Students within University policies and provisions;
- 10.2.28.** The CSRC is enjoined by this Constitution to undertake fundraising programmes and efforts to benefit the SRC fund;

- 10.2.29.** The CSRC shall, subject to the provisions of this Constitution, extend recognition to and withdraw recognition from any Society/Student Association under its jurisdiction;
- 10.2.30.** The CSRC shall adopt, by Sufficient Consensus and in consultation with the Rectorate, codes or protocols regulating the Student community, including, without limitation, the Student Bill of Rights and codes of conduct;
- 10.2.31.** The CSRC shall adopt, by Sufficient Consensus, rules regulating the administration and control of the receipt, allocation and use of funds allocated to the CSRC by the UFS or any third party, including the allocation and use thereof by any Governance Structure or Committee or the receipt and administration thereof by Student Affairs on behalf of the CSRC;
- 10.2.32.** The CSRC shall enter into such agreements as necessary to execute its functions, provided that any financial commitments incurred by the CSRC are approved by the Finance Committee and agreements are executed in accordance with the Institutional Rules regulating the conclusion of agreements by the UFS, and that these commitments will not bind the next CSRC Term of Office;
- 10.2.33.** The CSRC shall create and issue publications as required and inform the Student Body of the functions of the CSRC and of Student activities and active Associations at the respective Campuses of the UFS;
- 10.2.34.** The CSRC shall establish and maintain, under the main UFS website, a website for the CSRC and its Governance Structures, in accordance with the requirements of the UFS ICT Services;
- 10.2.35.** The CSRC shall establish Governance Structures and Committees of the CSRC by Sufficient Consensus;
- 10.2.36.** The CSRC shall adopt rules for the registration and affiliation of Associations with the CSRC;
- 10.2.37.** The CSRC shall award Honorary Awards to Students in accordance with the Institutional Rules regulating the award of Honorary Awards;
- 10.2.38.** The CSRC shall, as the trustee of all general assets of the Student Body (not including assets belonging to Associations), control, manage, maintain and replace such assets as required from time to time for the benefit of use by the Student Body; and

**10.2.39.** The CSRC may perform other functions as may be determined by the Statute of the University.

## **11. STUDENT BILL OF RIGHTS**

### **11.1. General provisions:**

**11.1.1.** Nothing contained in this Student Bill of Rights shall be deemed as limiting, amending or removing those rights to which a Student may already be entitled in terms of the Constitution of the Republic of South Africa except where such a right may be limited in accordance with section 36 thereof where a legitimate purpose is to be served and the limitation is reasonable and justifiable.

**11.1.2.** Accordingly, the rights as set out in this chapter are intended as either an addition to, or extension of those rights to which a Student is already entitled in terms of the Constitution of the Republic of South Africa.

### **11.2. Student rights:**

#### **11.2.1. Equality**

All Students are equal and no Student shall be subjected to unfair discrimination based on, and not limited to race, gender, socio-economic status, nationality, language, ethnic or social origin, political or other belief, sexual orientation, disability, age or academic year group, academic discipline, Campus or any arbitrary ground.

#### **11.2.2. Confidentiality of Student records**

Subject to the laws of the Republic of South Africa and to the rules, regulations and provisions of the University, every Student has the right to confidentiality of his or her University records, and no information contained in such records may be divulged without the permission of the Student.

### **11.2.3. Academic freedom and standard of academic training**

Every Student has the right to:

**11.2.3.1.** Academic freedom; and

**11.2.3.2.** Academic training of a high standard, including reasonable access to lecturers and University resources in accordance with the policy of the University.

### **11.2.4. University facilities**

Every Student has the right to use University facilities which he or she is entitled to and to receive information regarding the facilities available to him or her, and is entitled to receive support in the use of such facilities to which he or she is entitled in terms of University regulations, rules and provisions.

### **11.2.5. Freedom of movement and association**

**11.2.5.1.** Subject to the applicable rules, regulations and provisions of the University, every Student has the right to freedom of movement on Campus, as well as to freedom of association on Campus, including the right to join any Student group and to participate in Student life in general.

**11.2.5.2.** Every Student is entitled to be represented by a Student Representative Council that promotes broad participation by all Students in Student life.

### **11.2.6. Dignity**

**11.2.6.1.** Subject to the applicable rules, regulations and provisions of the University, every Student has the right to dignity.

**11.2.6.2.** Every Student has inherent dignity and the right to have his or her dignity respected and protected.

### **11.2.7. Privacy**

Subject to the applicable rules, regulations and provisions of the University, every Student has the right to privacy, e.g. in the Residences.

### **11.2.8. Assembly, demonstration and petition**

**11.2.8.1.** Subject to the policy guidelines, rules and regulations of the University, every Student has the right to peaceful and unarmed assembly and demonstration on

Campus, and to submit petitions to the structures of Student Governance and to the University authorities; provided that any such petition submitted to any such structure or authority must contain the Student's name and Student number.

**11.2.8.2.** The sole purpose of the disclosure requirement in the case of the submission of a petition as contemplated in 11.2.8.1 above shall be to determine the genuineness of such a petition, and no Student may be victimised or intimidated by virtue of the submission of such a petition.

#### **11.2.9. Right to vote**

Every Student has the right to vote in Elections for electing representatives on Student structures, to do so in secret, and to make himself or herself available for election to these structures, subject to the Eligibility Requirements of such structures, if such Eligibility Requirements are fair and reasonable in the context of this Constitution.

#### **11.2.10. Freedom of expression**

Every Student has the right to freedom of expression on Campus, which includes:

- 11.2.10.1.** Freedom of the Student media and freedom of press, social media and other media;
- 11.2.10.2.** Freedom of academic expression and scientific research;
- 11.2.10.3.** Freedom to receive information from the University and Student authorities on matters that affect him or her;
- 11.2.10.4.** Freedom of clothing and appearance;
- 11.2.10.5.** Freedom of expression does not extend to advocacy of hatred based on grounds such as those elaborated in section 9 of the Constitution of the Republic of South Africa, including but not limited to race, gender or religion, which constitutes incitement to cause harm.

#### **11.2.9. Access to information**

Every Student has the right to:

- 11.2.9.1.** Be informed of decisions that affect him or her as a Student;
- 11.2.9.2.** Information held by the ISRC and its Substructures;
- 11.2.9.3.** Be informed about the programme of the ISRC and its Substructures;
- 11.2.9.4.** Relevant information held by the University administration to which he or she is lawfully entitled; and
- 11.2.9.5.** Expect the ISRC and University management to take proactive measures to give effect to this right.

#### **11.2.10. Administrative action**

Every Student has the right to just administrative action by the University and/or Student structures that is lawful, reasonable and procedurally fair, which includes:

- 11.2.10.1.** Written reasons for any administrative action or decision that has an adverse effect on the rights of such a Student; and
- 11.2.10.2.** The opportunity to make representations to the appropriate tribunal or Committee, and has the right to legal or other representation at a sitting of the relevant tribunal or Committee.

#### **11.2.11. Enforcement**

- 11.2.11.1.** Any Student and/or Student structure has the right to directly, or by representation, approach the Student Court for mediation when his or her rights have been violated by another structure or members within the structure of Student Governance.
- 11.2.11.2.** A Student group acting in the interests or on behalf of a particular group or class of Students may also approach the Student Court for mediation where the rights of such a group or class have been violated by a member of or a structure of Student Governance.
- 11.2.11.3.** The ISRC shall assist the Student Court and the University administration in ensuring that the rights as set out in the Student Bill of Rights are respected.

## **12. ELIGIBILITY OF CSRC MEMBERS**

To be eligible for nomination as a candidate for the CSRC in any CSRC Election for either the Elective Portfolios or the Ex Officio Portfolios, a candidate must meet all of the following requirements. The candidate must:

- 12.1.** With respect to the Bloemfontein and Qwaqwa Campuses, be a full-time Student at the respective Campus of the UFS and must have been registered for a Qualification at that Campus for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to the CSRC Election for which the candidate is being nominated. With respect to the South Campus, be a full-time Student at the South Campus of the UFS and must have been registered for a Qualification at that Campus for a period of 1 (ONE) semester in order to be eligible to stand for office in the third-quarter South Campus CSRC Election. The residential requirement with respect to first-time-entering students on the South Campus is not applicable to the first-quarter Elections;
- 12.2.** With respect to the Bloemfontein and Qwaqwa Campuses, be a full-time Student at the respective Campus of the UFS and must have been registered for a Qualification at that Campus for a minimum

period of at least 5 (FIVE) consecutive semesters immediately prior to the CSRC Election for which the candidate is being nominated where the candidate elects to stand for the Elective Portfolio of President or Vice-President. With respect to the South Campus, be a full-time Student at the South Campus of the UFS and must have been registered for a Qualification at that Campus for a period of 1 (ONE) semester in order to be eligible to stand for office in the third-quarter South Campus CSRC Election. The residential requirement with respect to first-time-entering students on the South Campus is not applicable to the first-quarter Elections;

- 12.3.** Subscribe to and undertake to promote the Constitution and its objectives, including all matters relating to Student management and the well-being of the Student Body;
- 12.4.** Undertake to promote a culture of inclusion, anti-discrimination, transformation, diversity, social justice and the material integration of the Student Body;
- 12.5.** Not have been found guilty of misconduct of a serious nature by the UFS or by any other tertiary education institution or disciplinary structure of such institution;
- 12.6.** Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or to a fine of more than R5,000 (FIVE-THOUSAND RAND);
- 12.7.** Not be in full-time employment or intend being employed on a full-time basis for the duration of her/his CSRC Term;
- 12.8.** With respect to the Bloemfontein and Qwaqwa Campuses, have maintained, up until the most recent examinations prior to the CSRC Elections, a high academic standard and have achieved a minimum overall academic average for all passed UFS courses, of at least 60% (SIXTY PERCENT) and must have passed at least 80% (EIGHTY PERCENT) of the total enrolled courses for the two semesters immediately preceding the semester during which the CSRC Election is to take place. With respect to the South Campus, first-time-entering students who wish to stand for an SRC portfolio at the South Campus first-quarter Elections, must have obtained a minimum AP score of 25 in order to be eligible;
- 12.9.** Sign a copy of and comply with any electoral code of conduct as prescribed by the Election Procedure; and
- 12.10.** With respect to the Bloemfontein and Qwaqwa Campus, have served in a recognised UFS leadership position as determined by the Office of the Dean: Student Affairs.

**12.11.** In the case of the candidate running as a Representative of a Registered Campus Organisation, the candidate must have been a Member of that Organisation for a period of not less than 1(ONE) semester.

**12.12.** In order to accept the endorsement of a registered Student Organisation, the Organisation in question must have been fully registered for at least 1 (ONE) semester immediately preceding the semester during which the CSRC Elections are intended to take place.

### **13. COMPOSITION**

#### **13.1. ISRC Members**

**13.1.1** The ISRC shall comprise a maximum of 9 (NINE) CSRC Members from each Campus of the University. The composition will be as follows:

**13.1.1.1** The 3 (THREE) CSRC Presidents, 1 (ONE) from each Campus;

**13.1.1.2** 3 (THREE) Members of the Bloemfontein Campus CSRC;

**13.1.1.3** 2 (TWO) Members of the Qwaqwa Campus CSRC; and

**13.1.1.4** 1 (ONE) Member of the South Campus CSRC.

**13.1.2** The ISRC shall, at its first sitting, elect the following portfolios for its Term of office:

**13.1.2.1** President General;

**13.1.2.2** Deputy-President General;

**13.1.2.3** Secretary General;

**13.1.2.4** Deputy-Secretary General;

**13.1.2.5** Treasurer General; and

**13.1.2.6** Deputy-Treasurer General.

#### **13.2. CSRC Members**

**13.2.1** Each CSRC shall comprise a maximum of 19 (NINETEEN) Members.

#### **13.2.2 Elective Portfolios:**

##### **13.2.2.1 Bloemfontein Campus**

The following 7 (SEVEN) Elective Portfolios shall be constituted by candidates meeting Eligibility Requirements and shall form part of the CSRC structure of the Bloemfontein Campus:

1) President;

2) Deputy-President;

3) Secretary;

- 4) Treasurer;
- 5) Policy and Transformation;
- 6) Student Development and First-Generation Students; and
- 7) Commuter Students.

#### 13.2.2.2 Qwaqwa Campus

The following 8 (EIGHT) Elective Portfolios shall be constituted by candidates meeting Eligibility Requirements and shall form part of the CSRC structure of the Qwaqwa Campus:

- 1) President;
- 2) Deputy-President;
- 3) Secretary;
- 4) Treasurer;
- 5) Policy and Transformation;
- 6) Student Development and First-Generation Students;
- 7) Commuter Students; and
- 8) Media and Publicity.

#### 13.2.2.3 South Campus<sup>1</sup>

The following 7 (SEVEN) Elective Portfolios shall be constituted by candidates meeting Eligibility Requirements and shall form part of the CSRC structure of the South Campus:

- 1) President;
- 2) Deputy-President;
- 3) Secretary;
- 4) Treasurer;
- 5) Policy and Transformation;
- 6) Student Development and First-Generation Students; and
- 7) Commuter Students

#### 13.2.3. Ex Officio Portfolios:

##### 13.2.3.1. Bloemfontein Campus

The following 12 (TWELVE) Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below to represent such Student Council as the CSRC Member for that Ex Officio

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<sup>1</sup> The portfolios of Deputy-President, Secretary and Student Development and First-Generation Students will be elected in the third quarter of each year. The remaining portfolios will be elected in March of each year. This is based on the nature of the South Campus residential period that is 1 (ONE) year for all faculties except for the Faculty of Economic and Management Sciences that has a 2 (TWO)-year residential period.

Portfolio:

- 1) Associations Student Council;
- 2) Student Organisations Council;
- 3) Academic Student Council;
- 4) Day Residence Council;
- 5) Campus Residence Council;
- 6) Postgraduate Student Council;
- 7) International Student Council;
- 8) Student Media and Dialogue Council;
- 9) Universal Access and Social Justice Council;
- 10) Civic and Social Responsibility Council;
- 11) Arts and Culture Council; and
- 12) Sports Council.

#### **13.2.3.2. Qwaqwa Campus**

The following 8 (EIGHT) Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below to represent such Student Council as the CSRC Member for that Ex Officio Portfolio:

- 1) Associations and Religious Affairs Student Council;
- 2) Campus Residence Council;
- 3) Arts and Culture Council;
- 4) Academic Council;
- 5) Sports Council;
- 6) Universal Access and Social Justice Council;
- 7) Postgraduate Student Council; and
- 8) International Student Council.

#### **13.2.3.3. South Campus**

The following 5 (FIVE) Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below to represent such Student Council as the SRC Member for that Ex Officio Portfolio:

- 1) Academic Council and Commuter Students Council;
- 2) Student Organisations Council;
- 3) Arts and Culture and Associations Students Council;
- 4) Sports and Campus Residence Council; and
- 5) Universal Access and Social Justice Council.

## **14. RENAMING AND REALLOCATION OF PORTFOLIOS**

The CSRC may, for a particular CSRC Term, by Sufficient Consensus, resolve to rename and

reallocate portfolio functions of any of the Elective Portfolios or the Ex Officio Portfolios, excluding that of President and Vice-President, in order to achieve the most appropriate and effective execution by the CSRC of its objectives for a particular CSRC Term or to address vacancies in any of the CSRC portfolios.

## **15. PORTFOLIOS EXECUTIVE COMMITTEE (EC)**

- 15.1** Each CSRC Member shall, at his/her discretion, appoint a Portfolios Executive Committee (EC) to assist him/her in the administration of the portfolio/office.
- 15.2** Each CSRC Member must have a minimum of 3 (THREE) and a maximum of 10 (TEN) ECs for their Term of office.
- 15.3** Members of the ECs must be registered Students of the UFS.
- 15.4** A Student may not serve in more than 3 (THREE) ECs.
- 15.5** The CSRC Members must ensure that the appointed ECs reflect the demographics of the UFS. Members of the CSRC ECs shall receive acknowledgement of service at the end of the CSRC Term.

## **16. ELECTION**

- 16.1** Candidates for the CSRC Elections may contest Elections as independent candidates or as representatives of registered Campus Associations.
- 16.2** CSRC Members for the Elective Portfolios must be independent or representatives of registered Campus Associations and be elected by the Student Body in accordance with the Election Procedure as contemplated in Annexure B of this Constitution.
- 16.3** All Students are entitled to vote for and nominate candidates for Elective Portfolios.
- 16.4** Student Councils shall nominate their respective Chairpersons as the candidates for Ex Officio Portfolios.
- 16.5** CSRC Elections must take place annually, by no later than the end of the third quarter of the applicable academic year.

## **17. TERM OF OFFICE**

**17.1.** Each incumbent CSRC Member shall serve a CSRC Term of approximately 1 (ONE) year from the date of commencement of her/his CSRC Term (as determined in accordance with the Election Procedure) until **17.1.1** the expiry of his/her Term of office on the last day preceding the formation of a new CSRC following an CSRC Election; or

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

**17.2** Provided the Eligibility Requirements are met and a candidate is elected in accordance with this Constitution, a CSRC Member may stand, be re-elected and serve for a total of 2 (TWO) Terms as a CSRC Member, unless a candidate for his/her 2<sup>nd</sup> (SECOND) CSRC 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) CSRC Term following his/her 2<sup>nd</sup> (SECOND) CSRC Term, provided that no candidate may stand, be re-elected and serve more than 3 (THREE) CSRC Terms in total and no candidate may serve more than 2 (TWO) CSRC terms in the same CSRC portfolio.

**17.3** The CSRC may not remunerate, reward or provide other benefits to a CSRC Member by virtue of his/her office as a CSRC Member. This does not preclude the Rectorate from time to time allowing the allocation of benefits, remuneration or honoraria to CSRC Members or specific CSRC portfolios by the UFS.

## **18. OBLIGATIONS OF OFFICE**

CSRC Members must execute their obligations as CSRC Members and their portfolio functions in accordance with the objectives of the CSRC and the provisions of this Constitution.

## **19. TERMINATION OF MEMBERSHIP**

**19.1.** A person shall cease to be a CSRC Member if:

**19.1.1** His/Her conduct damages the good name and/or reputation of the CSRC or the UFS;

**19.1.2** S/he is found guilty by the CSRC of serious neglect of duty as a CSRC Member;

**19.1.3** S/he resigns as a CSRC Member; or

**19.1.4** S/he fails to attend 3 (THREE) consecutive official events of the CSRC (including CSRC meetings) or a maximum of 5 (FIVE) official events of the CSRC per CSRC Term without

reasonable and valid reasons acceptable to the CSRC for each instance of such failure to attend.

**19.2.** If the CSRC becomes aware that a CSRC Member might be in breach of any of the provisions in paragraph 19.1, the Vice-President must, in his/her capacity as Chairperson of the CSRC Disciplinary Committee, inform the relevant CSRC Member in writing of:

- 19.2.1.** The alleged breach of paragraph 19.1;
- 19.2.2.** His/Her intended suspension from the CSRC until a final decision by the CSRC Disciplinary Committee is made;
- 19.2.3.** His/Her right to submit written representations to the CSRC Disciplinary Committee in respect of any intended suspension and/or formal disciplinary action;
- 19.2.4.** The timeframes for the submission of any such representations to the CSRC Disciplinary Committee, which shall not be less than 48 (FORTY-EIGHT) hours from receipt by the CSRC Member of the notice of allegations against him/her; and
- 19.2.5.** The date of the CSRC Disciplinary Meeting at which the CSRC Member shall be allowed to present her/his representations to the CSRC Disciplinary Committee.
- 19.2.6.** If the CSRC, having heard representations by the CSRC Member, decides to terminate the membership of the CSRC Member, such termination shall be effective from such date as determined by the CSRC in its decision.
- 19.2.7.** A CSRC Member whose membership has been terminated by the CSRC may lodge an appeal to the Appeals Committee within 7 (SEVEN) days for a review of the decision by the CSRC to terminate his/her membership.

**19.3.** The termination of the membership of a SRC Member in accordance with the provisions of this paragraph 19 shall not affect the right of the UFS to take further disciplinary action against the CSRC Member in accordance with the Institutional Rules of the UFS.

## 20. VACANCIES

**20.1.** In the event of a vacancy arising for whatever reason in any of the Elective Portfolios:

**20.1.1.** Within 3 (THREE) calendar months of the commencement of the CSRC Term of a newly elected CSRC, the next available runner-up candidate (continuing to meet the Eligibility Requirements) in the CSRC Elections for the specific vacant Elective Portfolio shall fill the vacant position;

**20.1.2.** After 3 (THREE) calendar months have elapsed, the functions of the vacant Elective Portfolio shall be re-assigned by the CSRC amongst the remaining CSRC Members holding Elective Portfolios for the remainder of the CSRC Term.

**20.2.** In the event of a vacancy arising for whatever reason in any of the Ex Officio Portfolios, the relevant Student Council to which the vacant Ex Officio Portfolio relates shall, as soon as possible following the occurrence of the vacancy, nominate a replacing CSRC Member, meeting the Eligibility Requirements, for the vacant Ex Officio Portfolio for the remainder of the CSRC Term.

## 21. DISSOLUTION

**21.1. The CSRC shall be dissolved if:**

**21.1.1.** 2/3 (TWO THIRDS) of the CSRC Members resign simultaneously from the CSRC; or

**21.1.2.** 40% (FORTY PERCENT) or more of the CSRC membership is terminated in accordance with paragraph 19.

**21.1.3.** Student Parliament, with Sufficient Consensus, may consult with Council to resolve for a dissolution of the CSRC, due to a motion of no confidence in the CSRC for failing to execute its objectives as set out in this Constitution. Dissolution shall only take effect on the approval of Council.

**21.1.4.** The ISRC, with Sufficient Consensus, may consult with Council to resolve for a dissolution of the CSRC, due to a motion of no confidence in the CSRC for failing to execute its objectives as set out in this Constitution. Dissolution shall only take effect on the approval of Council.

**21.1.5.** In the event of the dissolution of the CSRC, the Dean: Student Affairs shall initiate an elective process for a Transitional Student Committee, which shall execute the operational functions of the CSRC in terms of this Constitution until the Election of a new CSRC. The

Committee Elective Process must be ratified by the Rectorate.

## **22. MEETINGS**

### **22.1. The ISRC:**

**22.1.1** The ISRC shall meet at least once every quarter or as otherwise determined by the ISRC, except during recognised UFS academic holidays or official UFS examination periods.

### **22.2. The CSRC:**

**22.1.2** The CSRC shall meet at least once every 21 (TWENTY-ONE) days or as otherwise determined by the CSRC, except during recognised UFS academic holidays or official UFS examination periods.

**22.1.3** The first meeting of a newly elected CSRC shall take place no later than 14 (FOURTEEN) days after the confirmation of appointment in accordance with the Election Procedure of the incumbent CSRC Members for a new CSRC Term.

**22.1.4** Proper notice of all CSRC meetings must be given to all CSRC Members at least 48 (FORTY-EIGHT) hours prior to a meeting, stating the date, time, venue and agenda for the meeting.

**22.1.5** The Secretary of the CSRC must ensure that a full register of decisions taken by the CSRC is made available to Members of the Student Body.

**22.1.6** A special CSRC meeting may be convened by the Secretary by order of the President or by written request of 5 (FIVE) CSRC Members, and notice of such a special CSRC meeting must be given to all CSRC Members at least 12 (TWELVE) hours prior to this meeting.

**22.1.7** 50% (FIFTY PERCENT) plus one of all CSRC Members entitled to vote and present at a meeting of the CSRC shall constitute a quorum for all meetings of the CSRC.

**22.1.8** Every CSRC Member shall be entitled to vote.

**22.1.9** Each CSRC Member entitled to vote represents 1 (ONE) vote. In the event of a tie, the President shall have the deciding vote.

## **23. FINANCES**

### **23.1. The ISRC:**

- 23.1.1.** The ISRC shall receive, allocate and utilise funds allocated to them by the UFS or any third party in a fair, responsible, prudent and accountable manner, in accordance with any rules prescribed by the policies of the UFS from time to time for the administration of such funds.
- 23.1.2.** The ISRC Treasurer nominated as such shall have responsibility for the day-to-day administration of the ISRC finances.
- 23.1.3.** Annually, the Treasurer shall submit a budget, in line with the policies and guidelines of the UFS and as approved by the ISRC, for noting by the Dean: Student Affairs at the 2<sup>nd</sup> (SECOND) meeting of the ISRC and shall submit a financial close-out report to the Dean: Student Affairs at the last meeting of the incumbent ISRC prior to the end of an ISRC Term, detailing the ISRC financial position and utilisation of funds during the preceding ISRC Term.
- 23.1.4.** No payments may be made or expenditure incurred by the ISRC for expenses which were not budgeted for. However, the Treasurer may submit a recommendation for the payment of non-budgeted items to the Finance Committee for approval.
- 23.1.5.** All funds allocated to or received by the ISRC must be paid into, and shall remain within, an entity of the UFS until such funds are utilised by the ISRC in accordance with this Constitution.

### **23.2. The CSRC:**

- 23.2.1.** Shall receive, allocate and utilise funds allocated to them by the UFS or any third party in a fair, responsible, prudent and accountable manner, in accordance with any rules prescribed by the policies of the UFS for the administration of such funds from time to time.
- 23.2.2.** The Treasurer nominated as such shall have responsibility for the day-to-day administration of the CSRC finances, a responsibility that shall be executed in collaboration with the Finance Committee.
- 23.2.3.** Annually, the Treasurer shall submit a budget, as approved by the Finance Committee, for approval by the ISRC at the 2<sup>nd</sup> (second) meeting of a new CSRC, and shall submit a financial close-out report to the ISRC at its last meeting prior to the end of its CSRC Term, detailing the CSRC financial position and utilisation of funds during the preceding CSRC Term.

- 23.2.4.** Upon approval of the CSRC Budget, each CSRC Member must submit a budget for the execution of its portfolio functions during the CSRC Term to the Finance Committee for approval within 10 (TEN) days of such submission. The Finance Committee shall not be required to consider any portfolio budgets not received on or before the established deadline for budget submissions.
- 23.2.5.** No payments may be made or expenditure incurred by the CSRC for expenses which were not budgeted for. However, the Treasurer may submit a recommendation for the payment of non-budgeted items to the Finance Committee for approval.
- 23.2.6.** All funds allocated to or received by the CSRC must be paid into, and shall remain in, the bank account of the UFS until such funds are utilised by the CSRC in accordance with this Constitution.
- 23.2.7.** In the absence of CSRC rules regulating the receipt of funds by any Student Governance Structures, any funds so received must be paid into, and remain in, an entity of the UFS, to be utilised in accordance with the Institutional Rules and policies for the use of externally received funds.

## **24. DISPUTE RESOLUTION**

- 24.1.** Any dispute between ISRC or CSRC Members in respect of the execution by the ISRC or CSRC of its functions or the interpretation of this Constitution shall be mediated by the Student Court in an attempt to reach a resolution for the dispute.
- 24.2.** Where the Student Court cannot resolve a dispute by mediation, the dispute shall be referred to the Dean: Student Affairs to make a binding ruling on the matter.

## **25. AMENDMENT**

The Constitution should be amended every three years or as and when there has been promulgation of new Statutes that have a material effect on the provisions of the Constitution.

### **25.1. The ISRC:**

- 25.1.1** The ISRC shall make proposals for the amendment of this Constitution after prior consultation with its Substructures. The proposals may be adopted by Sufficient Consensus of the ISRC at a duly constituted meeting of the ISRC where notice of the meeting has duly

informed ISRC Members of the proposed tabling of amendments to the Constitution prior to submission thereof for approval by Council.

**25.1.2** Any proposal adopted by the ISRC for the amendment of this Constitution is subject to approval by Council before coming into effect, and shall only come into effect on such a date as may be determined by Council.

**25.1.3** In considering any proposed amendment, Council shall be entitled to:

**25.1.3.1** Adopt the proposed amendment as is;

**25.1.3.2** Adopt the proposed amendment with changes; or

**25.1.3.3** Reject the proposed amendment with reasons for such rejection.

**25.1.4** Any proposed amendments to the Constitution can be tabled for approval by Council at any of the meetings of Council.

## **25.2. The CSRC:**

**25.2.1** The CSRCs shall make proposals for the amendment of their respective Campus Constitutions after prior consultation with their Substructures and the proposals may be adopted by Sufficient Consensus of the CSRC at a duly constituted meeting of the CSRC where notice of the meeting has duly informed CSRC Members of the proposed tabling of amendments to the Constitution prior to submission thereof for approval by the ISRC.

**25.2.2** Any proposal adopted by the CSRC for the amendment of its Constitution is subject to approval by the ISRC before coming into effect, and shall only come into effect on such a date as may be determined by the ISRC.

**25.2.3** In considering any proposed amendment, the ISRC shall be entitled to:

**25.2.3.1** Adopt the proposed amendment as is;

**25.2.3.2** Adopt the proposed amendment with changes; or

**25.2.3.3** Reject the proposed amendment with reasons for such rejection.

## **26. PRESERVATION, UPDATING AND REVIEW**

The Secretary of the ISRC must ensure that a copy of this Constitution is preserved at the CSRC Offices and is available for inspection on request by the Student Body. The ISRC Constitution must also be made available for access by the Student Body on the University website and the Secretary must ensure that all approved amendments of this Constitution are recorded.

The Office of the Dean: Student Affairs shall, in consultation with the ISRC, initiate a constitutional review process at least every 3 – 5 (THREE TO FIVE) years in order to ensure the alignment of this Constitution with the Act, Statute and Institutional Rules of the UFS.

## **ANNEXURE A: STANDING CSRC COMMITTEES**

The ISRC has the full discretion to establish a task team or committee when deemed necessary, if there is a pressing matter that affects the Student Body.

The following Standing Committees of the CSRC are established in terms of this Constitution:

### **1. EXECUTIVE COMMITTEE**

The Executive Committee of the CSRC consists of:

- (1) The President (Chairperson);
- (2) The Vice-President;
- (3) The Treasurer;
- (4) The Secretary; and
- (5) One (1) member elected by the Policy Committee.

### **2. FINANCE COMMITTEE**

The Finance Committee of the CSRC consists of:

- (1) The President (Chairperson);
- (2) The Vice-President;
- (3) The Secretary;
- (4) The Treasurer; and
- (5) The SRC Administrator (advisory capacity).

### **3. POLICY COMMITTEE**

The Policy Committee of the CSRC consists of:

- (1) The Vice-President (Chairperson);
  - (2) The CSRC Member for Academic Affairs and Ex Officio: Academic Affairs Student Council;
  - (3) The CSRC Member for Dialogue and Ex Officio: Associations Student Council;
-

- (4) The CSRC Member for Transformation;
- (5) The CSRC Member for Legal and Constitutional Affairs;
- (6) The CSRC Member for Commuter Students; and
- (7) A representative from the Division of Student Affairs (advisory capacity).

#### **4. PROJECTS COMMITTEE**

The Projects Committee of the CSRC consists of:

- (1) The Vice-President (Chairperson);
- (2) The Secretary;
- (3) The Treasurer;
- (4) The CSRC Member for the Associations Student Council;
- (5) The CSRC Member for the Universal Access and Advocacy Council;
- (6) The CSRC Member for Commuter Students; and
- (7) The CSRC Member for Media.

#### **5. MEDIA COMMITTEE**

The Media Committee of the CSRC consists of:

- (1) The Vice-President (Co-Chairperson);
- (2) The Secretary;
- (3) The CSRC Member for Media (Co-Chairperson);
- (4) The CSRC Member for the Universal Access and Advocacy Council; and
- (5) A representative from the Student Affairs Office: Student Media (advisory capacity).

#### **6. APPEALS COMMITTEE**

The Appeal Committee of the CSRC consists of:

- (1) The Dean of Student Affairs (Chairperson);
-

- (2) The President;
- (3) The Vice-President;
- (4) The Secretary; and
- (5) The CSRC Member for Policy and Transformation.

## **7. DISCIPLINARY COMMITTEE**

The Disciplinary Committee of the CSRC consists of:

- (1) The Vice-President (Chairperson);
  - (2) The CSRC Member for Policy and Transformation;
  - (3) The CSRC Member for the Universal Access and Advocacy Council;
  - (4) The CSRC Member for the Associations Student Council; and
  - (5) The CSRC Member for the Academic Student Council.
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## ANNEXURE B: CSRC ELECTION PROCEDURE

### 1. DEFINITIONS

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

<b>“Acceptance of Nomination Form”</b>	The Form prescribed by the ELC to be completed by a candidate wishing to be elected to the Elective Portfolios;
<b>“Acceptance of Occupancy Letter”</b>	A Letter as prescribed by the ELC submitted by the candidate nominated to hold an Ex Officio Portfolio seat on behalf of a Student Council;
<b>“Campaign Meetings”</b>	Official gatherings preceding any CSRC Election, focusing on providing candidates with a campaign platform;
<b>“Chief Election Administrator”</b>	The Chief Election Administrative Officer responsible for CSRC Elections as contemplated in paragraph 4.2 of this Annexure;
<b>“Demarcated area”</b>	The Demarcated Area of a Voting Station shall comprise a 50 (FIFTY) metre radius immediately surrounding the voting station or as determined by the Chief Election Administrator;
<b>“ELC”</b>	The CSRC Elections Logistics Committee as contemplated in paragraph 4.1 of this Annexure;
<b>“Election Manifesto”</b>	The Statement of Policy and Intent by a candidate standing for a First-Past-The-Post seat in the CSRC;
<b>“Election Procedure”</b>	This Election Procedure set out in this Annexure;
<b>“Election Timetable”</b>	The official Timetable for the annual CSRC Elections as contemplated in paragraph 5 of this Annexure;
<b>“Nomination Form”</b>	The Form prescribed by the ELC to be completed by the Nominator nominating a candidate for election to an Elective

Portfolio;

**“Nomination Resolution”**

The Form prescribed by the ELC to be completed and signed by the relevant Student Council (and all constituents of the Student Council, where applicable) authorising and nominating their Chairperson as the candidate to hold an Ex Officio Portfolio on behalf of the relevant Student Council;

**“Nominator”**

A Student nominating a candidate to stand for a specific First-Past-The-Post seat;

**“Second”**

The Support 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, with **“Seconded”** having a similar meaning; and

**“Secondment Form”**

The Form prescribed by the ELC 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 CSRC Members to the CSRC on an impartial, unbiased and independent basis.

## **3. OBJECTIVES**

To ensure that the CSRC Election proceedings of the respective campuses of the UFS proceed in a constitutional, democratic and orderly fashion.

## **4. ELECTION STRUCTURES**

### **4.1. CSRC Elections Logistics Committee (ELC)**

4.1.1. The ELC is a body of persons appointed by the Dean of Student Affairs in consultation with the incumbent CSRC, with the purpose of managing and overseeing the logistical arrangements of the annual CSRC Elections, promoting voter participation and declaring the results of the CSRC

Elections.

- 4.1.2. The ELC may consist of employees of the UFS and/or independent third parties as deemed appropriate by the UFS in consultation with the ISRC.
- 4.1.3. The ELC shall be constituted by the Dean: Student Affairs and the Secretary of the CSRC in April of each year in order to allow the ELC to commence the process for CSRC Elections in that year.
- 4.1.4. The ELC shall be entitled to establish procedures for its functioning in accordance with its mandate and shall implement a Code of Conduct for ELC staff assisting the ELC with the conducting of CSRC Elections.
- 4.1.5. The ELC must ensure the execution of CSRC Elections in an independent and unbiased manner and ensure that the elections are free and fair.

#### **4.2. Chief Election Administrator**

- 4.2.1. The ELC must, in consultation with the Dean: Student Affairs, ensure the appointment of the Chief Election Administrator for the CSRC Elections.
- 4.2.2. The Chief Election Administrator has the final responsibility for the management and operation of the CSRC elections and the declaring of results flowing from the CSRC Elections.

### **5. ELECTION TIMETABLE**

- 5.1. As soon as possible following the March meetings of Council, the ELC, in consultation with the ISRC, shall approve an Election Timetable for the annual SRC Election and the CSRC shall notify all Associations, Governance Structures and Residence Committees 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 Campaign Period by Nominated Candidates;
    - 5.2.4. Date of CSRC Elections; and
-

5.2.5. Proposed Commencement Date of the new CSRC Term.

**5.3.** All CSRC Election Procedures must strictly follow the approved Election Timetable. Amendments to the proposed Election Timetable by the ELC may happen only in exceptional circumstances and upon prior consultation with the ISRC, and the ISRC shall notify all Associations, Governance Structures, Residence Committees and duly nominated candidates of the amended Election Timetable.

## **6. NOMINATION PROCEDURES**

### **6.1. Nominations**

6.1.1. Any candidate meeting the Eligibility Requirements may stand on an independent basis or as a representative of a registered Campus Organisation 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:

6.1.1.1. For the position of President of the CSRC: A Nominator nominating the candidate for the position of President, together with the Secondment of 200 (TWO-HUNDRED) Students currently registered on the Campus for which the candidate would like to contest the position of President.

6.1.1.2. For the position of Vice-President of the CSRC: A Nominator nominating the candidate for the position of Vice-President, together with the secondment of 200 (TWO-HUNDRED) Students currently registered on the campus for which the candidate would like to contest the position of Vice-President.

6.1.1.3. For the Elective Portfolios (excluding the positions of President and Vice-President): A Nominator nominating the candidate for the specific Elective Portfolio, together with the secondment of 100 (ONE-HUNDRED) Students currently registered on the campus for which the candidate would like to contest the position.

6.1.2. A candidate meeting the Eligibility Requirements may be nominated for an Ex Officio Portfolio based on a nomination by the Student Council s/he represents.

6.1.3. Candidates may only be nominated for and stand for one portfolio during a single electoral period.

## **6.2. Opening of Nominations**

- 6.2.1. On a date as determined in the Election Timetable, the Office of the Dean: Student Affairs shall issue notices to all Associations, Governance Structures and Residence Committees, as well as notify the Student Community through the media function of the CSRC that nominations for CSRC Elections for the next CSRC Term have been opened.
- 6.2.2. The notice shall state:
- 6.2.2.1. The closing date for submission of nominations (as per the Election Timetable);
  - 6.2.2.2. The procedure for nominating candidates for Elective Portfolios;
  - 6.2.2.3. The procedure for nominating candidates for Ex Officio Portfolios; and
  - 6.2.2.4. The venue and format for the submission of nominations for Elective Portfolios and Ex Officio Portfolios to the ELC.

## **6.3. Nominations for First-Past-The-Post Seats:**

To be nominated for any of the First-Past-The-Post seats, a candidate must submit the following information to the ELC:

- 6.3.1. A Nomination Form signed by the Nominator indicating the First-Past-The-Post seat for which the candidate is nominated;
- 6.3.2. 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 Electoral Code of Conduct issued by the ELC and the ISRC Constitution, as well as a declaration by the candidate that s/he meets the Eligibility Requirements;
- 6.3.3. A copy of the page of the candidate's ID Book on which the candidate's photo, name and ID number appear;
- 6.3.4. A comprehensive Curriculum Vitae of the candidate;
- 6.3.5. The Election Manifesto of the candidate; and
- 6.3.6. A Secondment Form on which the required information and signatures of Students that Second the candidate appear.

#### **6.4. Occupancy of Ex Officio Portfolio Seats**

To occupy any of the Ex Officio Portfolio seats, the relevant Student Council must submit the following information to the ELC:

- 6.4.1 A Nomination Resolution signed by the Secretary of the relevant Student Council (and all constituents of the Student Council, where applicable) authorising the candidate to occupy the Ex Officio Portfolio seat on behalf of the Student Council, including a declaration by the Secretary of the relevant Student Council that the nominee meets the Eligibility Requirements;
- 6.4.2. 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 Council, including an undertaking to be bound by the SRC Constitution;
- 6.4.3. A copy of the page of the candidate's ID Book on which the candidate's photo, name and ID number appear; and
- 6.4.4. A comprehensive Curriculum Vitae of the candidate.

#### **6.5. Retention of Submitted Nominations**

- 6.5.1. The ELC shall receive and retain in its safekeeping all submitted nominations for CSRC Elections until the completion of all Election proceedings.
- 6.5.2. The ELC shall keep the submission of nominations by candidates confidential until the formal announcement thereof by the Chief Election Administrator in accordance with this Election Procedure.

#### **6.6 Review and Correction of Nominations**

- 6.6.1. The ELC shall not receive candidate nomination submissions that are materially incomplete.
- 6.6.2. The ELC shall review all nomination submissions received to determine whether the candidate meets the submission requirements for his/her specific portfolio. Where the ELC determines an inconsistency or suspects the reliability of information provided, the ELC must take all necessary steps to confirm the validity of the information. Where the ELC cannot reach a decision as to the acceptability of a nomination submission, it must refer the submission to the Dean of Student Affairs for a decision regarding acceptability.

6.6.3. Where the ELC, having received a nomination prior to the closing date for nominations, determines that the nomination submitted by a candidate does not meet all the nomination requirements for the specific seat for which the candidate is nominated, the ELC must immediately inform the candidate of the shortcomings 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 ELC shall accept the corrected nomination submitted by the candidate, despite being submitted after the closing time for nominations, and such a corrected nomination submission shall be deemed to have been validly submitted.

## **6.7. Insufficient Nominations**

Where, upon the closing time for nominations, the ELC determines that:

- 6.7.1. No nominations have been received for certain CSRC seats, but nominations have been received for at least 55% (FIFTY-FIVE PERCENT) of the total CSRC seats available for election, then the ELC may extend the nomination period for such a period of time it deems appropriate to encourage further nominations for the outstanding seats. This period may not exceed 72 (SEVENTY-TWO) hours. After the expiry of such an extended nomination period, the ELC will continue with the CSRC Election, irrespective of whether there are seats for which no nominations have been received. Any CSRC vacancies in the next CSRC Term shall be reallocated by the new CSRC; or
- 6.7.2. Nominations for less than 55% (FIFTY-FIVE PERCENT) of the total CSRC seats available for election have been received, the ELC may, in consultation with the ISRC, extend the nomination period in accordance with paragraph 6.7.1, or suspend the CSRC Elections to allow the incumbent CSRC to promote Student candidacy and engage with Student Councils to ensure nominations are submitted. The ELC and the CSRC will agree on the necessary amendments to the Election Timetable to allow the CSRC to perform these actions.

## **6.8 Announcement of Nominations**

- 6.8.1. After the closing of nominations, and where the ELC continues with the CSRC Elections, the Chief Election Administrator shall announce the list of candidate submissions for each CSRC seat.
- 6.8.2. A list of candidate submissions, together with their Election Manifestos (where applicable) shall be handed to the IRAWA for publication in an Election issue of the IRAWA, together with details of the Election Timetable and relevant aspects of the Election Procedure applicable to voting by Students.
- 6.8.3. Additionally, the ISRC shall ensure that the Election Timetable and necessary aspects of the voting

procedure for CSRC Elections are posted on notice boards across the respective Campuses of the UFS and on the UFS and/or CSRC website, as well as broadcast on a periodic basis on Kopsie FM up to the Election day to allow for maximum voter awareness and voter education.

- 6.8.4 All nominated candidates of First-Past-The-Post seats shall be required to attend a compulsory preparatory workshop presented by the ELC to prepare candidates for the process of campaigning.

## **7. CAMPAIGNING**

- 7.1. Following the close of nominations, nominated candidates for First-Past-The-Post seats shall follow a structured programme of campaigning in accordance with the Election Timetable.
- 7.2. Through campaigning, candidates shall have an opportunity to address the Student Community, present their Election Manifestos and canvas Student votes for the upcoming CSRC Elections.
- 7.3. All candidates for First-Past-The-Post seats must attend and participate in official Campaign Meetings according to the rotation schedule established by the ELC.
- 7.4. During Campaign Meetings, candidates shall be afforded the opportunity to present their Election Manifestos and engage in debates. Students shall also have the opportunity to pose questions to candidates and engage with candidates in respect of their Election Manifestos.
- 7.5. The ELC, jointly with the CSRC, 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 community and other candidates.
- 7.6. The ELC may adopt additional campaigning rules as it deems necessary and appropriate to ensure a free, equal and democratic campaigning process.
- 7.7. No formal or informal campaigning shall be permitted within a 50 (FIFTY) metre radius of any polling station. Campaigning shall close on the last day prior to the CSRC Elections, where-after no candidate or the Organisation they represent may be involved in any formal or informal campaigning for votes on any UFS platforms.

## **8. ELECTION PROCEDURES**

### **8.1. Election Date**

The date of the CSRC Election shall be established in the Election Timetable.

### **8.2. Election Hours**

Ballot boxes shall be open for voting from 07:00 am to 21:00 pm on the date of the CSRC Election.

### **8.3. Ballot Boxes**

The ELC shall use sealable ballot boxes for the collection of voter ballots.

### **8.4. Voting Stations**

The ELC shall place and ensure the operation of at least 1 (ONE) voting station on each Campus for the CSRC Election.

### **8.5. Ballot**

8.5.1. The ELC shall determine the format of the ballot for a CSRC Election and must ensure that sufficient ballots are available at each voting station to allow all Students to vote.

8.5.2. Ballots must contain the names of all nominated candidates for First-Past-The-Post seats against the Elective Portfolios for which the candidates stand, together with a space for the Student to mark his/her vote for a candidate under each Elective Portfolio seat. The name of the registered Student Organisation under which a candidate may have chosen to run shall be placed on the ballot underneath the name and surname of the candidate.

### **8.6. Voting**

8.6.1. Voting for candidates for First-Past-The-Post seats shall take place confidentially by means of a secret ballot.

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

- 8.6.3. All voting venue stations shall be staffed for the duration of the CSRC Election by 2 (TWO) or more Election officers appointed by the ELC.
- 8.6.4. Voters shall follow the following voting procedure, which shall also be clearly displayed at each voting station:
- 8.6.4.1 A Student must present his/her valid Student card to an Election Officer at the voting station;
  - 8.6.4.2 The Election Officer shall verify the student card and mark the left-hand thumb of the Student with indelible ink. The ELC may also, in consultation with the ISRC, determine a procedure to be followed in the case where a voter cannot receive a mark as prescribed;
  - 8.6.4.3 The Election Officer shall issue an official ballot and communicate to the Student that the Student must vote for 1 (ONE) candidate under each portfolio. A ballot shall be deemed official if it can be identified by means of an official ELC stamp or official mark;
  - 8.6.4.4 The Election Officer shall direct the Student to the voting booth, where the Student shall cast his/her secret vote by correctly marking the ballot. No changes may be made to the ballot by a voter; and
  - 8.6.4.5 The Student shall not hand the ballot back to the Election Officer, but shall deposit the folded ballot paper in the ballot box identified by the Election Officer.
- 8.6.5 No Student (including any Candidate) may linger unnecessarily within the demarcated electoral area after voting, or at any time interfere with the voting process or the tasks of the Election Officers, or influence or intimidate any other Student. Any transgression of this requirement shall immediately be brought to the attention of the Campus authorities, who may take the necessary lawful steps to remove the Student from the voting station area. If a transgression is deemed to be of a sufficiently serious nature, the ELC may inform the UFS of the conduct of the Student, together with a recommendation that further disciplinary steps be taken against the Student.
- 8.6.6 The ELC may adopt additional voting measures as it deems necessary and appropriate to ensure a free and fair CSRC Election, including voting by electronic means and the electronic counting of ballots.

## **8.7. Opening of Ballot Boxes**

- 8.7.1. Immediately following the close of CSRC Elections, the ELC will remove all ballot boxes from the voting venues and take them to a secure location identified by the ELC for the counting of votes.
- 8.7.2. Only the Chief Election Administrator may break the seal of the ballot boxes at the location for the counting of votes.
- 8.7.3. 1 (ONE) Student Representative and 1 (ONE) representative from a recognised UFS Student Organisation with a candidate represented on the electoral ballot may attend the opening of ballot boxes and the counting of votes by the ELC, but may not interfere, comment on or compromise the integrity of the process or the execution of the functions of the ELC. Any transgression of this requirement shall immediately be brought to the attention of the Campus authorities who may take lawful steps as deemed necessary to remove the person from the counting area. If a transgression is deemed to be of a sufficiently serious nature, the ELC may inform the UFS of the conduct of the person, together with a recommendation that further disciplinary steps be taken against the person.

## **8.8. Counting of votes**

- 8.8.1. After the opening of the ballot boxes, the ELC shall count the votes in accordance with the ELC procedure for the counting and verifying of votes.
- 8.8.2. The ELC shall remain sequestered until the counting of all votes has been concluded and verified by the ELC.
- 8.8.3. In counting the votes, the ELC shall determine the candidate for each portfolio receiving the highest number of valid votes, as well as the second and third runner-up candidates.

## **8.9. Spoilt Votes**

- 8.9.1. The ELC, in counting votes, shall not take into account spoilt ballot papers in determining the votes received for each candidate for a portfolio.
- 8.9.2. A vote shall be spoilt if:
  - 8.9.2.1. A ballot contains no ELC Election stamp;
  - 8.9.2.2. A ballot is unclear as to the votes exercised by a Student;
  - 8.9.2.3. A ballot has been changed or defaced; or

8.9.2.4. A Student has voted for 2 (TWO) or more candidates in a single portfolio.

## **8.10. Election Quorum**

8.10.1. At least 25% (TWENTY-FIVE PERCENT) of the total undergraduate Student population<sup>1</sup> at the respective Campuses of the UFS must vote in a CSRC Election in order for the CSRC Election to be valid.

8.10.2 Where the quorum requirement has not been met, the Rectorate, in consultation with the ISRC, shall determine whether to launch a re-election, including publishing an amended Election Timetable for such a re-election or, where the possibility of achieving a quorum through re-election is determined to be remote on good grounds, the Vice-Chancellor of the institution may make such a determination as may be deemed be in the interests of the UFS.

## **8.11. Announcement of Results**

8.11.1. Subject to paragraph 8.10, as soon as possible after the conclusion and verification of results by the ELC, the Chief Election Administrator shall announce the results at the counting venue and issue a formal confirmation of the results of the CSRC Election.

8.11.2. The candidate receiving the highest number of valid votes for each portfolio shall receive that Elective Portfolio for the next CSRC Term.

## **8.12. Equality of Votes**

8.12.1. If 2 (TWO) or more candidates for a portfolio receive an equal number of valid votes, the Chief Election Administrator must hold a by-election in respect of only those portfolios where the votes have been tied, within 7 (SEVEN) days of the announcement of results. The provisions of this Election Procedure shall apply (with appropriate amendments) to the holding of such by-elections by the ELC.

8.12.2. The Chief Election Administrator shall not announce the results of the CSRC Election until the by-election has been finalised and the results have been determined.

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<sup>1</sup> AT the SSC dated, 25 April 2018, it was proposed that the 25% should be on the voter's roll. However, to establish a voter, students would have to register to vote as in the national elections, something that may not necessarily happen, considering the nature of the SRC elections. Against this backdrop, we propose that the rectorate retains and approves this section in its original form.

### **8.13. Revision of Results**

- 8.13.1. In the event that any person contests the results of the CSRC Election (including any by-election), an application for revision of the results, containing the grounds for contesting the results, must be submitted to the Chief Election Administrator within 24 (TWENTY-FOUR) hours after the announcement of the Election results.
- 8.13.2. The Chief Election Administrator shall review the application and issue its finding within 24 (TWENTY-FOUR) hours upon receipt of the application.
- 8.13.3. Where the applicant disputes the finding of the Chief Election Administrator, the applicant shall be entitled to refer the matter within 48 (FORTY-EIGHT) hours of receipt of the decision to the Dean: Student Affairs. The decision of the Dean: Student Affairs shall be final.

### **8.14. Retention of Records**

- 8.14.1. Ballot papers and candidate nomination submissions shall be held in safekeeping by the ELC until any process for the revision of Election results in accordance with paragraph 8.13 has been concluded, after which all ballot papers and submissions shall be destroyed confidentially.
- 8.14.2. The Chief Election Officer shall compile a written record regarding the conducting of the CSRC Election (including any by-elections), the determination of results and the outcome of any revision of results. This record shall be issued to the UFS and new CSRC for safekeeping for the duration of the new CSRC Term.

### **8.15. Commencement of CSRC Team**

- 8.15.1. Following the conclusion of CSRC Election, which shall include the finalisation of any process of revision of the election results, the Chief Election Administrator shall, within 10 (TEN) days of such finalisation, confirm the appointment of the CSRC 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 Councils), as well as indicate the date of commencement of the new CSRC Term for all elected CSRC members.
- 8.15.2. The CSRC Term of outgoing CSRC members shall terminate on the date of commencement of the new CSRC Term.

## **9. UNBECOMING CONDUCT**

- 9.1. Where any candidate for CSRC 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 Election Administrator may announce the withdrawal by the ELC of the candidate from the CSRC Elections.

- 9.2.** Where the candidate disputes the finding of the Chief Election Administrator, the candidate shall be entitled to refer the matter within 48 (FORTY-EIGHT) hours of such an announcement to the Dean: Student Affairs. The decision of the Dean: Student Affairs shall be final.

## **10. AMENDMENT**

Any amendment of this Election Procedure shall be conducted in accordance with paragraph 25 of this Constitution. This does not detract from the authority of the ELC 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: INSTITUTIONAL STUDENT PARLIAMENT**

### **1. ESTABLISHMENT**

The Institutional Student Parliament is hereby established subject to the provisions of the ISRC Constitution.

### **2. FUNCTIONS AND POWERS OF THE INSTITUTIONAL STUDENT PARLIAMENT (ISP)**

- 2.1. The ISP shall act as a Student Governance body mandated by this Constitution to be the accounting and advisory body for the ISRC and the CSRCs in the respective Campuses of the UFS.
  - 2.2. The ISP as the accounting body must receive and discuss reports of the ISRC and CRSCs at the respective Campuses of the UFS in order to assess their performance.
  - 2.3. The ISP must subject itself to the control and authority of the Council.
  - 2.4. The ISP must cooperate with the ISRC and the CSRCs at the respective Campuses of the UFS in providing democratic, transparent, effective, accountable and coherent Student leadership.
  - 2.5. The ISP shall recognise the institutional authority of the University Council.
  - 2.6. The ISP shall cooperate with Council in order to achieve the objectives of good Student Governance.
  - 2.7. The ISP may advise the ISRC and the CSRCs at the respective Campuses of the UFS on any issue affecting Students.
  - 2.8. The President-General must annually present the "President's Address" to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC Elections.
  - 2.9. The Secretary-General must present the "State of University Report" annually to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC Elections.
  - 2.10. The Treasurer-General must present the "Financial Report" annually to the ISP on behalf of the ISRC and the CSRCs at the respective Campuses of the UFS at the last meeting before the CSRC
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Elections.

- 2.11. The ISP should be representative in nature, inclusive in character, consistent in its operations and should represent the widest possible variety of views within the Student Body.
- 2.12. The ISP shall be responsible for establishing an Evaluation Panel to evaluate the performance of ISRC and CSRC Members and ISP office bearers. The evaluation report shall be presented at the last meeting of the ISP before the CSRC Elections for consideration by the ISP.
- 2.13. The Evaluation Panel shall comprise the following:
  - 2.13.1 The Speaker of the ISP;
  - 2.13.2 The Deputy Speaker of the ISP;
  - 2.13.3 The Secretary of the ISP; and
  - 2.14.4 A representative of the Office of the Dean: Student Affairs.

### **3. COMPOSITION OF THE ISP**

The ISP shall be composed of the following:

- 3.1. All CSP Office Bearers;
- 3.2. All Members of the ISRC; and
- 3.3. Eight (8) Representatives per Campus, broken down as follows:
  - 3.3.1. Faculty Council (1)
  - 3.3.2. Residence Student Council (1)
  - 3.3.3. Sports Council (1)
  - 3.3.4. Associations Council (1)
  - 3.3.5. Student Organisation Council (1)
  - 3.3.6. Religious Organisation Council (1)
  - 3.3.7. International Students Council (1)
  - 3.3.8. Universal Access and Social Justice Council (1)

### **4. COMPOSITION OF CAMPUS STUDENT PARLIAMENT**

The Campus Student Parliament shall be composed of the following:

- 4.1. CSP Office Bearers (3);
  - 4.2. All Members of the CSRC Executive (5);
  - 4.3. Four (4) Representatives from the Campus Residences Council;
  - 4.4. Two (2) Representatives from the Day Residences Council;
  - 4.5. Six (6) Representatives from the Student Organisations Council;
  - 4.6. Six (6) Representatives from the Student Associations Council; and
  - 4.7. One (1) Representative from each Ex Officio Student Council.
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## **5. OFFICE BEARERS OF THE ISP**

The Office Bearer collective of the ISP shall be composed of:

- 5.1. The ISP Speaker;
- 5.2. The ISP Deputy Speaker; and
- 5.3. The ISP Secretary.

## **6. RESPONSIBILITIES OF CAMPUS/INSTITUTIONAL STUDENT PARLIAMENT OFFICE BEARERS**

### 6.1. The SP Speaker

#### 6.1.1. The SP Speaker must:

- (a) When presiding over meetings of the SP, act impartially and ensure that there is democratic debate;
- (b) Regulate and enforce the rules of debate and decide who has the right to speak and put questions to the House for debate and, only where necessary to a vote;
- (c) Ensure that all Members receive a fair opportunity to state their views;
- (d) Ensure that all Members are given due opportunity to report to the SP at each meeting;
- (e) Ensure that Members of the SP are given the opportunity to do whatever is democratically necessary to ensure the accountability of the Student Representative Council;
- (f) Ensure orderly and free discussions on motions in the SP;
- (g) Manage control over student and media access to meetings of the SP; and
- (h) Shall have a casting vote in case of a deadlock during a parliamentary session.

### 6.2. The SP Deputy Speaker

#### 6.2.1. The SP Deputy Speaker must:

- (a) Assume the duties of Speaker in the Speaker's absence;
- (b) Assist the Speaker in his/her duties when delegated by the Speaker;
- (c) Perform any duties delegated by the Speaker; and
- (d) Be the head of the SP's disciplinary committee.

### 6.3. The SP Secretary

#### 6.3.1. The SP Secretary must:

- (a) Be the chief administrative officer and be responsible for the minutes of all SP gatherings;
  - (b) Manage the correspondence of the SP and keep copies thereof;
  - (c) Circulate notices and agendas of all SP meetings;
  - (d) Manage and facilitate the vetting of all voting members of Student Parliament;
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- (e) Together with the Speaker, receive all issues submitted for discussion by the SP and formulate the agenda of the SP meetings;
- (f) Ensure that all persons casting votes in Student Parliament are Members in good standing; and
- (g) Manage the affairs of the SP in the absence of the Speaker and Deputy Speaker.

## **7. POWERS AND DUTIES OF CAMPUS/INSTITUTIONAL STUDENT PARLIAMENT**

7.1. Student Parliament's powers and duties comprise the following:

7.1.1. Initiate, prepare and pass rules within its functional area;

7.1.2. Request the ISRC and CSRC to explain any of their actions, activities or lack thereof in person at the Student Parliament.

7.1.3. Propose a list of broad priorities which the next Student Representative Council must consider in compiling their budget and planning their activities.

7.2. The C/ISP must provide for mechanisms:

7.2.1. To advise the C/ISRC on its programmes; and

7.2.2. To provide oversight over the implementation of policies by the ISRC and CSRC and all substructures.

## **8. ELECTION OF THE SPEAKER, DEPUTY SPEAKER AND SECRETARY**

8.1. The C/ISP, at the first sitting after its election, or when necessary to fill a vacancy, must elect a Speaker and Deputy Speaker from among its members.

8.2. The Election Procedure will proceed as indicated below.

8.2.1. With the nomination of candidates at the meeting,

8.2.2. If more than one candidate is nominated:

(i) A vote must be taken by a secret ballot at the meeting;

(ii) Each Member present at the meeting may only cast one vote; and

(iii) The person presiding must declare elected the candidate who receives the majority of the votes.

8.2.3. The member elected shall, from his or her place, express his or her sense of the honour conferred upon him or her.

8.3 The house will affirm that the Vice-President of the C/ISRC be elected Ex Officio as Secretary of the C/ISP.

8.4 The Secretary of Student Parliament must preside over the Election of the Speaker. The Speaker presides over the Election of the Deputy Speaker.

## **9. ELIGIBILITY OF THE SPEAKER AND DEPUTY SPEAKER**

To be eligible for nomination, the candidate must meet all the following requirements:

9.1. Be eligible to be a Member of the Campus/Institutional Student Parliament;

9.2. Be a full-time Student at the respective Campus of the UFS and must have been registered for a Qualification at the respective Campus of the UFS for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to the Student Parliament Election for which the candidate is being nominated;

9.3. Subscribe to and undertake to promote this Constitution and its objectives, including all matters relating to Student management and the well-being of the Student Body;

9.4. Undertake to promote a culture of Student-driven leadership; Student-centred leadership; academic excellence; non-racialism and non-sexism; democracy; Ubuntu; equity and equality; cooperative governance; accountability, transparency and integrity;

9.5. Not have been found guilty of misconduct of a serious nature by the UFS or by any other tertiary education institution or disciplinary structure of such institution;

9.6. Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine, or a to a fine of more than R5,000 (FIVE-THOUSAND RAND);

12.1. With respect to the Bloemfontein and Qwaqwa Campuses, have maintained, up until the most recent examinations prior to the CSRC Elections, a high academic standard and have achieved a minimum

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overall academic average for all passed UFS courses, of at least 60% (SIXTY PERCENT) and must have passed at least 80% (EIGHTY PERCENT) of the total enrolled courses for the two semesters immediately preceding the semester during which the CSRC Election is to take place. With respect to the South Campus, first-time-entering students who wish to stand for an SRC portfolio at the South Campus first-quarter Elections, must have obtained a minimum AP score of 25 in order to be eligible; and

9.8. Must have served in a recognised UFS leadership position as determined by the Student Parliament.

## **10. MEETINGS**

10.1 For Ordinary Sittings of the Student Parliament:

10.1.1 At least 2 (TWO) Student Parliament Sittings shall be held per year. This excludes the formal opening and closing of Student Parliament.

10.1.2 The Speaker determines the time and duration of Sittings.

10.2. An Extraordinary Sitting of Student Parliament must be convened:

10.2.1. By order of the Speaker; or

10.2.2. At the request of:

(a) CSRC President; or

(b) At least 50% (FIFTY PERCENT) of bodies represented in the Assembly, indicating the need for a special meeting and the issues to be discussed at that meeting.

10.3. The Speaker shall convene such a special meeting within 7 (SEVEN) days upon receipt of the request.

10.4. Notice of the date, time, venue and agenda of the special meeting of the Student Parliament shall be circulated and telephonically confirmed to Members of the Student Parliament, and is to be placed on notice boards at least 36 (THIRTY-SIX) hours before the commencement of the meeting.

10.5. Only the issue/topic brought forth in calling for the Extraordinary Sitting will be discussed.

## **11. QUORUM**

11.1 A quorum of 50% (FIFTY PERCENT) plus 1 (ONE) of the Members must be obtained to constitute

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a meeting of the Student Parliament, and must be maintained throughout the meeting.

- 11.2 If a quorum cannot be obtained or maintained, the meeting shall be postponed for not less than 1 (ONE) week and not more than 2 (TWO) weeks.
- 11.3 Notice of the postponed meeting shall be given without delay, and the Members present at the postponed meeting shall form a quorum and have the power to take valid decisions on the undecided matters that were on the agenda of the original meeting.

## **12. DECISIONS**

- 12.1 A decision of the C/ISP shall be taken by a majority of votes of the elected Members present at that meeting.
- 12.2 At the following ISRC/CSRC meeting, decisions taken at such a C/ISP meeting shall be considered by the ISRC/CSRC, and such decisions shall immediately be implemented by the ISRC/CSRC, if upheld.
- 12.3 All decisions of an ISP meeting must, as far as practically possible, be implemented before the following meeting of the ISP and feedback on the implementation must be given.

## **13. PUBLIC ACCESS**

- 13.1 All registered Students shall have access to a CSP meeting in an observation capacity. ISP meetings shall be closed to the general Student population; however, members of the general Student population may apply to the Speaker of the ISP for observer status.
- 13.2 An observer has no voting or speaking rights, and may only participate in discussion by invitation of the Speaker.
- 13.3 Minutes of C/ISP meetings are public documents and any member of the University Community has the right, subject to fair procedural arrangements made by the Deputy Speaker, to inspect the minutes of all previous meetings of the ISP.

## **14. VACANCIES**

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In the event of a vacancy arising for whatever reason in any of the C/ISP Portfolios, the relevant Student structure to which the vacant C/ISP Portfolio relates shall, following the occurrence of the vacancy, nominate a replacing C/ISP Member, meeting the Eligibility Requirements, for the vacant Portfolio for the remainder of the ISRC Term as soon as possible.

## ANNEXURE D: ACADEMIC AFFAIRS STUDENT COUNCIL

### 1. DEFINITIONS

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

<b>“Act”</b>	The Higher Education Act 101 of 1997.
<b>“Chairperson”</b>	The elected Chairperson of the Council, from time to time.
<b>“Council”</b>	This Academic Affairs Student Council established as a Substructure of the CSRC.
<b>“CSRC”</b>	The Student Representative Council for the Campus for which the specific Academic Council is constituted.
<b>“CSRC Appeal Committee”</b>	As contemplated in the CSRC Constitution.
<b>“CSRC Constitution”</b>	The Constitution adopted by the CSRC.
<b>“CSRC Election(s)”</b>	The annual election of CSRC Members to serve on the CSRC.
<b>“CSRC Executive Committee”</b>	As contemplated in the CSRC Constitution.
<b>“CSRC Member”</b>	A Member of the CSRC elected to either an Elective Portfolio or an Ex Officio Portfolio in accordance with the CSRC Constitution, and continuing to meet the Eligibility Requirements as set out in the CSRC Constitution for the duration of her/his CSRC Term.
<b>“Elections”</b>	The annual Elections in terms of which a Chairperson and Executive Committee (as contemplated in clause 8.2) are elected in accordance with the Election Procedure as contemplated in clause 10 ( <i>Election Procedure</i> ).
<b>“Elections Operations Committee”</b>	The CSRC Elections Operations Committee (EOC) as contemplated in the ISRC Constitution.

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<b>“Election Procedure”</b>	The Procedure for the holding of annual Elections as contained in clause 10 ( <i>Election Procedure</i> ).
<b>“Eligibility Requirements”</b>	The Eligibility Requirements for a Member as set out in clause 7 ( <i>Eligibility</i> ) of this Constitution.
<b>“Faculty Based”</b>	In the context of this Constitution, Faculty Based refers to Faculty Councils which are duly recognised within a relevant Faculty of the UFS and who have direct representation on the relevant Faculty management structures.
<b>“Faculty Student Council”</b>	The Faculty Student Council is the official Student Representative Structure for each Faculty.
<b>“Institutional Rules”</b>	All rules made by the UFS as contemplated in section 32 of the Act, including all regulations and policy documents of the UFS.
<b>“ISRC”</b>	The Institutional Student Representative Council established in terms of section 35 of the Act and section 33 of the Institutional Statute of the University.
<b>“Bloemfontein Campus”</b>	The UFS Campus in Nelson Mandela Drive, Bloemfontein.
<b>“Qwaqwa Campus”</b>	The UFS Campus in Kestell Road, Phuthaditjhaba.
<b>“South Campus”</b>	The UFS Campus in Church Street, Bloemfontein.
<b>“Member”</b>	A Member of this Council who continues to meet the Eligibility Requirements as set out in this Constitution for the duration of her/his Term.
<b>“Qualification”</b>	Any degree, diploma or certificate received for the successful completion of a formal academic programme at the UFS.
<b>“Statute”</b>	The Institutional Statute of the University of the Free State in accordance with Section 32 of the Act, as

published in Government Notice No. 747 of 27 August 2010 (as may be amended from time to time).

<b>“Student”</b>	Any person who is registered for a formal Qualification at the Campus for which the specific Academic Council is constituted.
<b>“Student Body”</b>	The collection of Students at the Campus for which the specific Academic Council is constituted
<b>“Student Councils”</b>	Student leadership structures which shall annually be entitled to nominate, in accordance with their Constitutions or by agreement of their respective constituents, their respective Chairpersons as the candidates to represent the relevant Student Councils as incumbent CSRC Members for the Ex Officio Portfolios determined in the CSRC Constitution for the next CSRC term.
<b>“Sufficient Consensus”</b>	Consensus by more than two thirds (67%) of Members entitled to vote and be present at a meeting.
<b>“UFS”</b>	The University of the Free State.
<b>“UFS Council”</b>	The Council of the UFS as contemplated in section 27 of the Act.
<b>“UFS Structures”</b>	The Governance Structures of the UFS as established by the Act and the Statute, which include the UFS Council, Senate, Executive Management and other management structures of the UFS.

## **2. NAME OF COUNCIL**

This Council shall be known as the Academic Affairs Student Council.

## **3. ESTABLISHMENT**

The Council is hereby established, subject to the provisions of this ISRC Constitution. This Constitution hereby establishes and formalises Faculty Student Councils for each Faculty offering tuition at a UFS Campus represented on the ISRC. The functioning of and the

administration of each Faculty Council is vested in the Office of the Dean of each respective Faculty.

#### **4. OBJECTIVES**

The Objectives of the Council are:

- 4.1. To serve the interests of the Faculty Councils, the UFS and Student Body, in cooperation with the CSRC, without partiality, bias, prejudice, discrimination or preference of any form.
- 4.2. To establish and formalise Faculty Student Councils for each Faculty offering tuition at a UFS Campus represented on the ISRC.
- 4.3. To serve as a platform where the respective representatives of the Faculty Councils attempt to further, protect and represent the interests of their Faculty.
- 4.4. To serve the UFS Student Body with humility, integrity, excellence and earnestness.
- 4.5. To lead by example in the establishment of transformation, diversity and multiculturalism within the Faculties.
- 4.6. To maintain and promote a high standard of academic excellence among the Student Body.

#### **5. STATUS**

The Council recognises the CSRC as the highest Student Representative Body in respect of Student matters and affairs which relate exclusively to Students registered on any of the 3 (THREE) Campuses.

#### **6. FUNCTIONS AND POWERS**

##### **6.1. Functions**

As the authority responsible for representing Faculty Councils, the Academic Council shall:

- 6.1.1. Represent all Faculty Councils through their respective Chairpersons and Deputy Chairpersons.
- 6.1.2. Act as a platform for formal liaisons with UFS Structures via its chosen Chairperson.
- 6.1.3. Comply with all Institutional Rules (as amended from time to time).

6.1.4. Execute its powers in accordance with this Constitution to achieve the objectives stipulated in clause 4.

No function of the Council shall usurp, replace, prejudice or override an Institutional Rule or any valid decision of any UFS Structure or the CSRC. In the event of a conflict between the functions or the execution of those functions by any Council and an Institutional Rule or a decision of any UFS Structure or CSRC, the Institutional Rule or decision of the UFS Structure or CSRC shall take precedence.

## **6.2. Powers**

The Council has the following powers necessary to execute its functions:

6.2.1. To do all things as authorised by this Constitution to execute its functions.

6.2.2. To have its Chairperson represent the Council as CSRC Member for the Ex Officio Portfolio relating to the Council and execute all its functions and powers as Ex Officio CSRC Member.

6.2.3. Cooperate and liaise with, and execute instructions of the CSRC relating to its mandate.

6.2.4. Coordinate, liaise and cooperate with other Student Councils to the extent that functions may overlap and interests may be concurrent, or the general welfare of the Student Body and the promotion of good Student governance require such coordination, liaison and cooperation.

6.2.5. Resolve grievances and disputes of its Members.

6.2.6. Assist in the conducting of annual CSRC Elections by involving, informing and communicating with its Members and constituents.

6.2.7. Adopt, by Sufficient Consensus, rules regulating the Council or any functioning, including, without limitation, meeting procedures, voting requirements, codes of conduct, membership rules and rules for the administration and control of any funds allocated to the Council.

6.2.8. Adopt, by Sufficient Consensus, rules regulating the administration and control of the receipt, allocation and use of funds allocated to the Council by the UFS or any third party.

6.2.9. Inform, liaise and lobby with its Members and constituents all matters relating to the execution of its functions.

6.2.10. Establish committees of the Academic Council by Sufficient Consensus.

## **7. ELIGIBILITY**

7.1 All Faculty Student Councils shall be eligible to be represented on the Council by their duly elected Chairperson and/or Deputy Chairperson, who shall become Members of the Council, subject thereto that they comply with the Eligibility Requirements set out in clause 7.2 hereunder.

7.2 To be a Member of the Council, a person must:

7.2.1 Be the duly elected Chairperson or Deputy Chairperson of their Faculty Student Council.

7.2.2 Be nominated by their Faculty to serve on the Council.

7.2.3 Be a Student at the Campus for which the specific Academic Council is constituted and must have been registered for a Qualification at that Campus for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to being nominated to serve on the Council.

7.2.4 Subscribe to and undertake to promote the ISRC Constitution and its objectives.

7.2.5 Undertake to promote a culture of non-discrimination, transformation and diversity and the reconciliation of all cultures comprising the Student Body.

7.2.6 Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or with a fine of more than R5,000 (FIVE-THOUSAND RAND).

## **8. COMPOSITION**

### **8.1 Members**

The Members of the Council shall comprise those persons who comply with the Eligibility Requirements.

### **8.2 Executive Committee**

8.2.1. The Members of the Council shall, in accordance with the Election Procedure, elect an Executive Committee, which shall consist of:

8.2.1.1. A Chairperson;

8.2.1.2. A Deputy Chairperson;

8.2.1.3. A Secretary; and

8.2.1.4. 2 (TWO) additional Members.

8.2.2. To be elected as the Chairperson of the Council, a Member must:

8.2.2.1. Be a Student at the Campus for which the specific Academic Council is constituted and must have been registered for a Qualification at the Campus for which the specific Academic Council is constituted for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to the Election for which the candidate is being nominated;

8.2.2.2. Subscribe to and undertake to promote the ISRC Constitution and its objectives, including all matters relating to Student management and the well-being of the Student Body;

8.2.2.3. Undertake to promote a culture of Student-driven leadership; Student-centred leadership; academic excellence; non-racialism and non-sexism; democracy; ubuntu; equity and equality; cooperative governance; accountability, transparency and integrity;

8.2.2.4. Not have been found guilty of misconduct of a serious nature by the UFS or by any other tertiary education institution or executive structure of such an institution;

8.2.2.5. Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or with a fine of more than R5,000 (FIVE-THOUSAND RAND);

8.2.2.6. Not be in full-time employment or intend on being employed on a full-time basis for the duration of her/his CSRC Term;

8.2.2.7. Have maintained, up until the most recent June examinations prior to CSRC Elections, a high academic standard and have achieved a minimum overall average for her/his Qualification of at least 60% (SIXTY PERCENT) and must have passed at least 80% (EIGHTY PERCENT) of total enrolled courses;

8.2.2.8. Sign a copy of and comply with any electoral code of conduct as prescribed by the Election procedure contained in the CSRC Constitution; and

8.2.2.9. Have served in a recognised UFS leadership position as determined by the Elections Operations Committee (EOC) of the UFS.

## **9. OBLIGATIONS OF OFFICE**

Members must execute their obligations as Members in accordance with the objectives of the Council and the provisions of this Constitution.

## **10. ELECTION PROCEDURE**

### **10.1. Election of Chairperson**

10.1.1. The Elections in terms of which the Chairperson of the Council is elected shall take place no more than 14 (FOURTEEN) days prior to conducting the annual CSRC Elections.

10.1.2. The Election of the Chairperson must be overseen and facilitated by the EOC.

10.1.3. All outgoing Members of the Council shall, from their ranks, vote for a Chairperson for the following year, which vote shall be conducted by a show of hands.

10.1.4. Each outgoing Member of the Council shall have 1 (ONE) vote and the outgoing Chairperson shall have a casting vote in the event of a tie.

10.1.5. The Member who receives the most votes shall be elected to Chairperson for the following year.

10.1.6. The Council shall nominate its Chairperson as the candidate for its Ex Officio Portfolio on the CSRC.

### **10.2. Election of Executive Committee**

10.2.1. The first action of the Chairperson elect shall be to constitute a meeting of the Council for the purposes of holding Elections to appoint the Executive Committee (excluding the office of Chairperson) for the coming year.

10.2.2. Each Member of the Council shall have 1 (ONE) vote and the Chairperson shall have a casting vote in the event of a tie.

10.2.3. The Members of the Council shall vote for each office of the Executive Committee (excluding the office of Chairperson) contemplated in clause 8.2, separately, with the Member receiving the most votes for a specific office being appointed to the specific office.

10.2.4. The Elections contemplated in this clause 10 shall be overseen in accordance with the prescribed Procedures of the EOC to ensure that the Elections are free and fair and not subject to undue influence.

## **11. FUNCTIONS, POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

11.1. The Executive Committee:

11.1.1. Determines the agenda for Academic Council meetings;

11.1.2. Manages the day-to-day issues of the Academic Council;

11.1.3. Makes important decisions in urgent cases where it is not practically feasible to convene a meeting of the Council;

11.1.4. Fulfils any duties that the Academic Council delegates to it; and

11.1.5. Must fulfil any other function that this Academic Constitution assigns to it.

11.2. Decisions taken by the Executive Committee in terms of clause 11.1.3 must be approved by the Academic Council at a later Academic Council meeting in order to take effect and any decisions taken by the Executive Committee can be set aside by the Academic Council at a later Academic Council meeting.

## **12. MEETINGS OF THE EXECUTIVE COMMITTEE**

12.1. The Executive Committee shall hold a meeting once every 14 (FOURTEEN) days, except during recognised UFS academic holidays or official UFS examination periods applicable to the Campus for which the specific Academic Council is constituted.

12.2. All decisions of the Executive Committee must be minuted and the minutes of an Executive Committee meeting must be made available to the Academic Council within 3 (THREE) days after the meeting.

## **13. TERMINATION OF MEMBERSHIP**

13.1. A person shall cease to be a Member if:

13.1.1. Her/His conduct damages the good name and reputation of the Academic Council or the UFS;

13.1.2. S/he is found guilty by the Academic Council of serious neglect of duty as a Member;

- 13.1.3. The Academic Council, with Sufficient Consensus, passes a motion of no confidence in the Member;
- 13.1.4. S/he resigns as a Member; or
- 13.1.5. S/he fails to attend 3 (THREE) consecutive official events of the Academic Council (including Academic Council meetings) without reasonable and valid reasons acceptable to the Academic Council for each instance of such failure to attend.
- 13.2. If the Academic Council becomes aware that a Member might be in breach of any of the provisions of clause 13.1, the Chairperson must inform the relevant Member in writing of:
- 13.2.1. The alleged breach of clause 13.1;
- 13.2.2. Her/His suspension from the Academic Council until a final decision by the Academic Council regarding termination of her/his membership;
- 13.2.3. Her/His right to submit written representations to the Academic Council in respect of any intended termination of membership; and
- 13.2.4. The timeframes for the submission of any such representations to the Academic Council, which shall not be less than 48 (FORTY-EIGHT) hours from receipt by the Member of the Notice of Suspension, and the date of the meeting at which the Member shall be allowed to present her/his representations to the Academic Council.
- 13.3. If the Academic Council, having heard representations by the Member, decides to terminate the membership of the Member, such termination shall be effective from such date as determined by the Academic Council in its decision.
- 13.4. A Member whose membership has been terminated by the Academic Council may lodge an appeal to the CSRC Executive Committee within 7 (SEVEN) days for a review of the decision by the Academic Council to terminate her/his membership.
- 13.5. The termination of the membership of a Member in accordance with the provisions of this clause 13 shall not affect the right of the UFS to take further executive action against the Member in accordance with the Institutional Rules of the UFS.

#### **14. MEETINGS OF THE COUNCIL**

- 14.1. The Academic Council shall meet at least once every 14 (FOURTEEN) days or as otherwise determined by the Academic Council, except during recognised UFS academic holidays or

official UFS examination periods applicable to the Campus for which the specific Academic Council is constituted.

- 14.2. The Academic Council, in addition, has 1 (ONE) Annual General Meeting, which shall take place no later than the last day of the first academic term.
- 14.3. The Academic Council will also have 4 (FOUR) open-forum meetings per annum which may be attended by all Student members of affiliated Student Councils.
- 14.4. Proper notice of Academic Council meetings contemplated in clause 14.1 and 14.2 must be given to all Members at least 48 (FORTY-EIGHT) hours prior to a meeting, which notice must state the date, time, venue and agenda for the meeting. Such notice may be effected by way of registered mail, e-mail invitations, mobile phone, SMS or any other social-media communication channels.
- 14.5. The Secretary of the Academic Council must ensure that full minutes of every Academic Council meeting are noted and made available to Members no later than 7 (SEVEN) days after the meeting.
- 14.6. A special Academic Council meeting may be convened by the Secretary by order of the Chairperson or by the written request of 5 (FIVE) Members, and notice of such a special Academic Council meeting is to be given to all Members at least 12 (TWELVE) hours prior to such a special meeting.
- 14.7. 50% (FIFTY PERCENT) plus one of all Members entitled to vote and present at a meeting of the Academic Council shall constitute a quorum for all meetings of the Academic Council.
- 14.8. Every Member shall be entitled to vote and each Member entitled to vote represents 1 (ONE) vote. In the event of a tie, the Chairperson shall have the deciding vote.

## **15. DISPUTE RESOLUTION**

- 15.1. Any dispute between Members in respect of the execution by the Academic Council of its functions or the interpretation of this Constitution shall be resolved by the Academic Council by Sufficient Consensus.
- 15.2. Where the Academic Council cannot resolve a dispute by Sufficient Consensus, the dispute shall be referred to the Executive Committee for resolution by Sufficient Consensus.
- 15.3. Any dispute that has failed to be resolved by the Academic Council and the Executive Committee shall be referred by the Chairperson to the CSRC Executive Committee for

mediation. The CSRC Executive Committee may mediate between the parties to the dispute in an attempt to conciliate a resolution of the dispute.

## **16. FACULTY STUDENT COUNCILS**

16.1. Each Faculty is enjoined by this Constitution to establish and set in place Faculty Student Councils. The Faculty Student Councils are representatives of Students registered in each Faculty presenting tuition at a UFS Campus.

### **16.2. Structure of the Faculty Student Council**

16.2.1. Each Faculty Student Council shall have the following Office Bearers:

16.2.1.1. Chairperson;

16.2.1.2. Deputy Chairperson;

16.2.1.3. Secretary;

16.2.1.4. Treasurer; and

16.2.1.5. Marketing and Liaison.

16.2.2. Each Faculty Council Representative must be elected into office. Any appointment of Faculty Representatives shall result in the nullification of the process.

16.2.3. Each Faculty shall, in addition to Office Bearers, establish the following structures from whom Office Bearers must be chosen:

16.2.3.1. Class representatives for each module offered in the Faculty, elected by Students from Students registered for the module in question for the current academic year.

16.2.3.2. A programme/school representative as may be applicable, elected from amongst class representatives registered for modules for a module in the department/school for the current academic year.

16.2.3.3. In the first year of inception of Faculty Student Councils, the Chairperson of the Faculty Student Council will be elected by programme/school representatives from current programme/school representatives. Thereafter, the Chairperson will be elected from the outgoing group of programme/school representatives.

16.2.4. Elections for Faculty Student Councils must take place annually before the commencement of final examinations for that particular Faculty.

## **17. PRESERVATION AND UPDATING**

The Secretary of the Academic Council must ensure that a copy of this Annexure is preserved at the CSRC offices and is available for inspection on request by the Student Body. The Academic Council Constitution must in turn be made available on the University website for access by the Student Body. The Secretary must also ensure that all approved amendments of this Constitution are recorded.

## ANNEXURE E: EX OFFICIO STUDENT COUNCIL CONSTITUTION

### 1. DEFINITIONS

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

<b>“Act”</b>	The Higher Education Act 101 of 1997.
<b>“Chairperson”</b>	The elected Chairperson of the Council, from time to time.
<b>“Council”</b>	The Student Council established by this Constitution as a Substructure of the CSRC.
<b>“CSRC”</b>	The Student Representative Council for the Campus for which the specific Council is constituted.
<b>“CSRC Appeal Committee”</b>	As contemplated in the CSRC Constitution.
<b>“CSRC Constitution”</b>	The constitution adopted by the CSRC.
<b>“CSRC Election(s)”</b>	The annual Election of CSRC Members to serve on the CSRC.
<b>“CSRC Executive Committee”</b>	As contemplated in the CSRC Constitution.
<b>“CSRC Member”</b>	A Member of the CSRC elected to either an Elective Portfolio or an Ex Officio Portfolio, in accordance with the CSRC Constitution, and continuing to meet the Eligibility Requirements as set out in the CSRC Constitution for the duration of her/his CSRC Term.
<b>“Elections”</b>	The annual Elections in terms of which a Chairperson and Executive Committee (as contemplated in clause 8.2) are elected in accordance with the Election Procedure as contemplated in clause 10 ( <i>Election Procedure</i> ).
<b>“Elections Operations Committee”</b>	The CSRC Elections Operations Committee as contemplated in the ISRC Constitution;

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<b>“Election Procedure”</b>	The Procedure for the holding of annual Elections as contained in clause 10 ( <i>Election Procedure</i> ).
<b>“Eligibility Requirements”</b>	The Eligibility Requirements for a Member as set out in clause 7 ( <i>Eligibility</i> ) of this Constitution.
<b>“Faculty Based”</b>	In the context of this Constitution, Faculty Based refers to Faculty Councils that are duly recognised within a relevant Faculty of the UFS and which have direct representation on the relevant Faculty management structures.
<b>“Faculty Student Council”</b>	The Faculty Student Council is the official Student Representative Structure for each Faculty.
<b>“Institutional Rules”</b>	All rules made by the UFS as contemplated in section 32 of the Act, including all regulations and policy documents of the UFS.
<b>“ISRC”</b>	The Institutional Student Representative Council established in terms of section 35 of the Act and section 33 of the Institutional Statute of the University.
<b>“Bloemfontein Campus”</b>	The UFS Campus in Nelson Mandela Drive, Bloemfontein.
<b>“Qwaqwa Campus”</b>	The UFS Campus in Kestell Road, Phuthaditjhaba.
<b>“South Campus”</b>	The UFS Campus in Church Street, Bloemfontein.
<b>“Member”</b>	A Member of these Councils who continues to meet the Eligibility Requirements as set out in this Constitution for the duration of her/his Term.
<b>“Qualification”</b>	Any degree, diploma or certificate received for the successful completion of a formal academic programme at the UFS.
<b>“Statute”</b>	The Institutional Statute of the University of the Free State in accordance with Section 32 of the Act, as

published in Government Notice No. 747 of 27 August 2010 (as may be amended from time to time).

**“Student”**

Any person who is registered for a formal Qualification at the Campus for which the specific Council is constituted.

**“Student Body”**

The collection of Students at the Campus for which the specific Council is constituted

**“Student Councils”**

Student leadership structures which shall annually be entitled to nominate, in accordance with their Constitutions or by agreement of their respective constituents, their respective Chairpersons as the candidates to represent the relevant Student Councils as incumbent CSRC Members for the Ex Officio Portfolios determined in the CSRC Constitution for the next CSRC Term.

**“Sufficient Consensus”**

Consensus by more than two-thirds (67%) of Members entitled to vote and be present at a meeting.

**“UFS”**

The University of the Free State.

**“UFS Council”**

The Council of the UFS as contemplated in section 27 of the Act.

**“UFS Structures”**

The Governance Structures of the UFS as established by the Act and the Statute, which include the UFS Council, Senate, Executive Management and other management structures of the UFS.

## **2. NAME OF COUNCILS**

This Constitution shall apply to the establishment and operation of the following Ex Officio Student Councils:

2.1. The Arts and Culture Student Council;

2.2. The Campus Residences Council;

- 2.3. The Civic and Social Responsibility Student Council;
- 2.4. The Day Residence Students Council;
- 2.5. The International Students Council;
- 2.6. The Postgraduate Student Council;
- 2.7. The Sports Student Council;
- 2.8. The Student Associations Student Council;
- 2.9. The Student Media and Dialogue Council;
- 2.10. The Student Organisations Council; and
- 2.11. The Universal Access and Social Justice Student Council.

### **3. ESTABLISHMENT**

These Councils are hereby established, subject to the provisions of the ISRC Constitution. This Constitution hereby establishes and formalises the abovementioned Student Councils for each Campus of the UFS.

### **4. OBJECTIVES**

The Objectives of the Council are:

- 4.1. To, in cooperation with the CSRC, serve the interests of its constituency, the UFS and Student Body without partiality, bias, prejudice, discrimination or preference of any form.
- 4.2. To establish and formalise the abovementioned Student Councils as recognised and established by the ISRC Constitution.
- 4.3. To serve as a platform where the respective representatives of the Student Councils attempt to further, protect and represent the interests of their constituency.
- 4.4. To serve the UFS Student Body with humility, integrity, excellence and earnestness.
- 4.5. To lead by example in the establishment of transformation, diversity and multiculturalism within the University.
- 4.6. To maintain and promote a high standard of academic excellence among the Student Body.

## **5. STATUS**

These Councils recognise the CSRC as the highest Student Representative Body in respect of Student matters and affairs which relate exclusively to Students registered at any of the 3 (THREE) Campuses.

## **6. FUNCTIONS AND POWERS**

### **6.1 Functions**

As the authority responsible for representing its Sub-Councils, an Ex Officio Student Council shall:

- 6.1.1 Represent all Sub-Councils through their respective Chairpersons and Deputy Chairpersons.
- 6.1.2 Act as a platform for formal liaisons with UFS Structures via its chosen Chairperson.
- 6.1.3 Comply with all Institutional Rules (as amended from time to time).
- 6.1.4 Execute its powers in accordance with this Constitution to achieve the objectives stipulated in clause 4.

No function of the Council shall usurp, replace, prejudice or override an Institutional Rule or any valid decision of any UFS Structure or the CSRC. In the event of a conflict between the functions or the execution of those functions by any Council and an Institutional Rule or a decision of any UFS Structure or CSRC, the Institutional Rule or decision of the UFS Structure or CSRC shall take precedence.

### **6.2 Powers**

A Council has the following powers necessary to execute its functions:

- 6.2.1 To do all things as authorised by this Constitution to execute its functions.
- 6.2.2 To have its Chairperson represent the Council as a CSRC Member for the Ex Officio Portfolio relating to the Council and execute all its functions and powers as an Ex Officio CSRC Member.
- 6.2.3 Cooperate and liaise with and execute instructions of the CSRC relating to its mandate.

- 6.2.4 Coordinate, liaise and cooperate with other Student Councils to the extent that functions may overlap and interests may be concurrent, or the general welfare of the Student Body and the promotion of good Student governance require such coordination, liaison and cooperation.
- 6.2.5 Resolve grievances and disputes of its Members.
- 6.2.6 Assist in the conducting of annual CSRC Elections by involving, informing and communicating with its Members and constituents.
- 6.2.7 Adopt, by Sufficient Consensus, rules regulating the Council or any functioning, including, without limitation, meeting procedures, voting requirements, codes of conduct, membership rules and rules for the administration and control of any funds allocated to the Council.
- 6.2.8 To adopt, by Sufficient Consensus, rules regulating the administration and control of the receipt, allocation and use of funds allocated to the Council by the UFS or any third party.
- 6.2.9 Inform, liaise and lobby with its Members and constituents all matters relating to the execution of its functions.
- 6.2.10 To establish committees of the Council by Sufficient Consensus.

## **7. ELIGIBILITY**

- 7.1 All Sub-Councils shall be eligible to be represented on the Council by their duly elected Chairperson and/or Deputy Chairperson, who shall become Members of the Council, subject thereto that they comply with the Eligibility Requirements set out in clause 7.2 hereunder.
- 7.2 To be a Member of the Council, a person must:
  - 7.2.1 Be the duly elected Chairperson or Deputy Chairperson of the applicable Sub-Council
  - 7.2.2 Be nominated by their structure to serve on the Council.
  - 7.2.3 Be a Student at the Campus for which the specific Sub-Council is constituted and must have been registered for a Qualification at that Campus for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to being nominated to serve on the Council.
  - 7.2.4 Subscribe to and undertake to promote the ISRC Constitution and its objectives.

- 7.2.5 Undertake to promote a culture of non-discrimination, transformation and diversity and the reconciliation of all cultures comprising the Student Body.
- 7.2.6 Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere, and sentenced to imprisonment without the option of a fine, or with a fine of more than R5,000 (FIVE-THOUSAND RAND).

## 8. COMPOSITION

### 8.1 Members

#### 8.1.1 Arts and Culture Student Council

This Council shall be constituted by:

The duly elected Chairpersons of all Registered Arts and Culture Associations.

#### 8.1.2 Campus Residences Council

This Council shall be constituted by:

The duly elected Chairpersons of all recognised On-Campus Residences present on a Campus of the UFS.

#### 8.1.3 Civic and Social Responsibility Student Council

This Council shall be constituted by:

The duly elected Chairpersons of all registered charity organisations, including the Chairperson of Kovsie Act.

#### 8.1.4 Day Residence Students Council

This Council shall be constituted by:

The duly elected Chairpersons of all recognised Day Residences present on a Campus of the UFS.

#### 8.1.5 International Students Council

This Council shall be constituted by:

The duly elected Chairpersons of all recognised International Student Interest Student Associations.

#### 8.1.6 Postgraduate Student Council

This council shall be constituted by:

Postgraduate Students at the applicable Campus who have been registered for a Postgraduate Qualification at the Bloemfontein Campus for a minimum period of at least 3 (THREE) consecutive semesters.

#### 8.1.7 Sports Student Council

This Council shall be constituted by:

The duly elected Chairpersons of all recognised UFS Sporting Codes.

#### 8.1.8 Student Associations Student Council

This Council shall be constituted by:

The duly elected Chairpersons of all Registered Student Associations.

#### 8.1.9 Student Media and Dialogue Council

This Council shall be constituted by:

The duly elected Chairpersons of Kovsie FM, Kovsie TV, the IRAWA Post and any other UFS affiliated Student Media platform.

#### 8.1.10 Student Organisations Council

This Council shall be constituted by:

The duly elected Chairpersons of all Registered Student Organisations.

#### 8.1.11 Universal Access and Social Justice Student Council

This Council shall be constituted by:

The duly elected Chairpersons of the Centre for Universal Access and Disability Support (CUADS) Student Council, the duly elected Chairperson of the Gender & Sexuality Resource Office (GSERO) Student Council and the duly elected Chairpersons of registered Social Justice Associations.

### 8.2 **Executive Committee**

8.2.1 The Members of each Council shall, in accordance with the Election Procedure, elect an Executive Committee, which shall consist of:

- 8.2.1.1. A Chairperson;
- 8.2.1.2. A Deputy Chairperson;
- 8.2.1.3. A Secretary; and
- 8.2.1.4. 2 (TWO) additional members.

8.2.2 To be elected as the Chairperson of the Council, a Member must:

- 8.2.2.1 Be a Student at the Campus for which the specific Council is constituted and must have been registered for a Qualification at the Campus for which the specific Council is constituted for a minimum period of at least 3 (THREE) consecutive semesters immediately prior to the election for which the candidate is being nominated;
- 8.2.2.2 Subscribe to and undertake to promote the ISRC Constitution and its objectives, including all matters relating to Student management and the well-being of the Student Body;
- 8.2.2.3 Undertake to promote a culture of Student-driven leadership; Student-centred leadership; academic excellence; non-racialism and non-sexism; democracy; Ubuntu; equity and equality; cooperative governance; accountability, transparency and integrity;
- 8.2.2.4 Not have been found guilty of misconduct of a serious nature by the UFS or by any other tertiary education institution or executive structure of such an institution;
- 8.2.2.5 Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or with a fine of more than R5,000 (FIVE-THOUSAND RAND);
- 8.2.2.6 Not be in full-time employment or intend on being employed on a full-time basis for the duration of her/his CSRC Term;
- 8.2.2.7 With respect to the Bloemfontein and Qwaqwa Campuses, have maintained, up until the most recent examinations prior to the CSRC Elections, a high academic standard and have achieved a minimum overall academic average for all passed UFS courses, of at least 60% (SIXTY PERCENT) and must have passed at least 80% (EIGHTY PERCENT) of the total enrolled courses for the two semesters immediately preceding the semester during which the CSRC Election is to take place. With respect to the South Campus, first-time-entering

students who wish to stand for an SRC portfolio at the South Campus first-quarter Elections, must have obtained a minimum AP score of 25 in order to be eligible;

8.2.2.8 Sign a copy of and comply with any electoral Code of Conduct as prescribed by the Election Procedure contained in the CSRC Constitution; and

8.2.2.9 Have served in a recognised UFS leadership position as determined by the EOC of the UFS.

## **9. OBLIGATIONS OF OFFICE**

Members must execute their obligations as Members in accordance with the objectives of the Council and the provisions of this Constitution.

## **10. ELECTION PROCEDURE**

### **10.1 Election of Chairperson**

10.1.1 The Elections in terms of which the Chairperson of the Council is elected shall take place no more than 14 (FOURTEEN) days prior to conducting the annual CSRC Elections.

10.1.2 The Election of the Chairperson must be overseen and facilitated by the ELC.

10.1.3 All outgoing Members of the Council shall, from their ranks, vote for a Chairperson for the following year, conducted by a show of hands.

10.1.4 Each outgoing Member of the Council shall have 1 (ONE) vote and the outgoing Chairperson shall have the casting vote in the event of a tie.

10.1.5 The Member who receives the most votes shall be elected as Chairperson for the following year.

10.1.6 The Council shall nominate its Chairperson as the candidate for its Ex Officio Portfolio on the CSRC.

### **10.2 Election of Executive Committee**

10.2.1 The first action of the Chairperson elect shall be to constitute a meeting of the Council for the purposes of holding Elections to appoint the Executive Committee (excluding the office of Chairperson) for the coming year.

10.2.2 Each Member of the Council shall have 1 (ONE) vote and the Chairperson shall have the casting vote in the event of a tie.

10.2.3 The Members of the Council shall vote for each office of the Executive Committee (excluding the office of Chairperson) contemplated in clause 8.2, separately, with the Member receiving the most votes for a specific office being appointed to the specific office.

10.2.4 The Elections contemplated in this clause 10 shall be overseen in accordance with the prescribed Procedures of the EOC to ensure that the Elections are free and fair and not subject to undue influence.

## **11. FUNCTIONS, POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

11.1 The Executive Committee:

11.1.1 Determines the agenda for Council meetings;

11.1.2 Manages the day-to-day issues of the Council;

11.1.3 Makes important decisions in urgent cases where it is not practically feasible to convene a meeting of the Council;

11.1.4 Fulfils any duties that the Council delegates to it; and

11.1.5 Must fulfil any other function that this Constitution assigns to it.

11.2 Decisions taken by the Executive Committee in terms of clause 11.1.3 must be approved by the Council at a later Council meeting in order to take effect and any decisions taken by the Executive Committee can be set aside by the Council at a later Council meeting.

## **12. MEETINGS OF THE EXECUTIVE COMMITTEE**

12.1 The Executive Committee shall hold a meeting once every 14 (FOURTEEN) days, except during recognised UFS academic holidays or official UFS examination periods applicable to the Campus for which the specific Council is constituted.

12.2 All decisions of the Executive Committee must be minuted and the minutes of an Executive Committee meeting must be made available to the Council within 3 (THREE) days after the meeting.

### **13. TERMINATION OF MEMBERSHIP**

13.1 A person shall cease to be a Member if:

13.1.1 Her/His conduct damages the good name and reputation of the Council or the UFS;

13.1.2 S/he is found guilty by the Council of serious neglect of duty as a Member;

13.1.3 The Council, with Sufficient Consensus, passes a motion of no confidence in the Member;

13.1.4 S/he resigns as a Member; or

13.1.5 S/he fails to attend 3 (THREE) consecutive official events of the Council (including Council meetings) without reasonable and valid reasons acceptable to the Council for each instance of such failure to attend.

13.2 If the Council becomes aware that a Member might be in breach of any of the provisions of clause 13.1, the Chairperson must inform the relevant Member in writing of:

13.2.1 The alleged breach of clause 13.1;

13.2.2 Her/His suspension from the Council until a final decision by the Council regarding termination of her/his membership;

13.2.3 Her/His right to submit written representations to the Council in respect of any intended termination of membership; and

13.2.4 The timeframes for the submission of any such representations to the Council, which shall not be less than 48 (FORTY-EIGHT) hours from receipt by the Member of the Notice of suspension, and the date of the meeting at which the Member shall be allowed to present her/his representations to the Council.

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

13.4 A Member whose membership has been terminated by the Council may lodge an appeal to the CSRC Executive Committee within 7 (SEVEN) days for a review of the decision by the Council to terminate her/his membership.

- 13.5 The termination of the membership of a Member in accordance with the provisions of this clause 13 shall not affect the right of the UFS to take further executive action against the Member in accordance with the Institutional Rules of the UFS.

#### **14. MEETINGS OF THE COUNCIL**

- 14.1 The Council shall meet at least once every 14 (FOURTEEN) days or as otherwise determined by the Council, except during recognised UFS academic holidays or official UFS examination periods applicable to the Campus for which the specific Council is constituted.
- 14.2 The Council, in addition, has 1 (ONE) Annual General Meeting which shall take place no later than the last day of the first academic term.
- 14.3 The Council will also have 4 (FOUR) Open Forum Meetings per annum, which may be attended by all Student members of affiliated Student Councils.
- 14.4 Proper notice of Council meetings contemplated in clause 14.1 and 14.2 must be given to all Members at least 48 (FORTY-EIGHT) hours prior to a meeting, and must state the date, time, venue and agenda for the meeting. Such notice may be effected by way of registered mail, e-mail invitations, mobile phone SMS or any other social-media communication channels.
- 14.5 The Secretary of the Council must ensure that full minutes of every Council meeting are noted and made available to Members no later than 7 (SEVEN) days after the meeting.
- 14.6 A special Council meeting may be convened by the Secretary by order of the Chairperson or by written request of 5 (FIVE) Members, and notice of such a special Council meeting shall be given to all Members at least 12 (TWELVE) hours prior to such a special meeting.
- 14.7 50% (FIFTY PERCENT) plus one of all Members entitled to vote and present at a meeting of the Council shall constitute a quorum for all meetings of the Council.
- 14.8 Every Member shall be entitled to vote and each Member entitled to vote represents 1 (ONE) vote. In the event of a tie, the Chairperson shall have the deciding vote.

## **15. DISPUTE RESOLUTION**

- 15.1 Any dispute between Members in respect of the execution by the Council of its functions or the interpretation of this Constitution shall be resolved by the Council by Sufficient Consensus.
- 15.2 Where the Council cannot resolve a dispute by Sufficient Consensus, the dispute shall be referred to the Executive Committee for resolution by Sufficient Consensus.
- 15.3 Any dispute that has failed to be resolved by the Council and the Executive Committee shall be referred by the Chairperson to the CSRC Executive Committee for mediation. The CSRC Executive Committee may mediate between the parties to the dispute in an attempt to conciliate a resolution of the dispute.

## **16. PRESERVATION AND UPDATING**

The Secretary of the Council must ensure that a copy of this Annexure is preserved at the CSRC offices and is available for inspection on request by the Student Body. The Ex Officio Student Council Constitution must in turn be made available for access by the student body on the University website. The Secretary must also ensure that all approved amendments of this Constitution are recorded.

### Consultation Process for ISRC Constitution

Document	Date	Action
<b>ISRC Constitution</b>	12/05/2017	Draft document given to SRC for initiation of comment process through student channels.
	04 - 06/08/2017	Draft document discussed and developed at Student Consultative Policy Summit.
	16/08/2017	Draft document referred to Student Parliament Secretariat for discussion through Student Parliament channels.
	24/02/2018	Bloemfontein Campus SRC held consultative policy summit where all Student structures were invited to deliberate and provide input on the draft document.
	25/04/2018	The draft SRC Constitution was discussed and recommended for adoption by the Student Services Committee. It was proposed that the 25% should be of the voter's roll.
	05/01/2018	Members of the Student Parliament of the Qwaqwa Campus met to deliberate and provide input on the draft.  It was recommended and adopted that the Postgraduate Council as well as the International Students Council be established as Ex Officio Portfolios on the Qwaqwa Campus. In addition to this, the CSRC would have the Media and Marketing Portfolio as an elective portfolio as the Qwaqwa Campus did not have a Student Media Council.
	11/05/2018	A consultative meeting was held with Prof Daniella Coetzee, the Campus Principal of South Campus, to discuss the Composition of the CSRC as well as the qualifying criteria for Students to stand for office on South Campus.  It was agreed that the residential requirement would be reduced to 1 (ONE) semester with respect to South Campus. However, with respect to first-entering students, a residential requirement will not be applicable for the first-quarter Elections.
	23/05/2018	Circulated to UMC via round-robin for noting.

### Policy record

Document name	The Constitution of the Institutional Student Representative Council of the University of the Free State
Document number	N/A
Coordinating UMC member	Vice-Rector: Institutional Change, Student Affairs and Community Engagement: Management
Contact person	Vice-Rector: Institutional Change, Student Affairs and Community Engagement: Management
Status	Adopted by the Council of the University of the Free State
Approved by	Adopted by the Council of the University of the Free State
Date finally approved	15 June 2018
Date last amended	N/A
Date for next review	15 June 2021
Person responsible for review	Dean: Student Affairs
Monitoring by	Dean: Student Affairs
Related documents	The Amended Statute of the University of the Free State Institutional Rules of the University of the Free State
Effective date	30 July 2018