

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**

FINAL DRAFT 2024

## TABLE OF CONTENTS

|     |   |    |
|-----|---|----|
| 1.  | PREAMBLE .....                                    | 3  |
| 2.  | NAME OF THE ORGANISATION .....                    | 3  |
| 4.  | OBJECTIVES.....                                   | 4  |
| 5.  | STATUS.....                                       | 5  |
| 6.  | SUPREMACY OF THE CONSTITUTION.....                | 5  |
| 7.  | DEFINITIONS.....                                  | 5  |
| 8.  | INTERPRETATION .....                              | 10 |
| 9.  | FOUNDING PRINCIPLES AND CORPORATE GOVERNANCE..... | 11 |
| 10. | FUNCTIONS AND POWERS.....                         | 11 |
| 11. | STUDENT BILL OF RIGHTS .....                      | 17 |
| 12. | ELIGIBILITY OF CSRC MEMBERS .....                 | 20 |
| 13. | COMPOSITION .....                                 | 22 |
| 14. | RENAMING AND REALLOCATION OF PORTFOLIOS.....      | 24 |
| 15. | PORTFOLIOS EXECUTIVE COMMITTEES (ECS) .....       | 25 |
| 16. | ELECTION .....                                    | 25 |
| 17. | TERM OF OFFICE .....                              | 26 |
| 18. | OBLIGATIONS OF OFFICE .....                       | 26 |
| 19. | TERMINATION OF MEMBERSHIP .....                   | 26 |
| 20. | VACANCIES .....                                   | 28 |
| 21. | DISSOLUTION .....                                 | 28 |
| 22. | MEETINGS.....                                     | 29 |
| 23. | FINANCES .....                                    | 30 |
| 24. | DISPUTE RESOLUTION .....                          | 31 |
| 25. | AMENDMENT .....                                   | 31 |
| 26. | PRESERVATION, UPDATING AND REVIEW.....            | 33 |

## **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 (also referred to as UFS).

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

- 2.1. The name of the University of the 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. Campus Student Parliament (CSP),
  - 2.3.5. Faculty Student Councils (FSC),
  - 2.3.6. Residence Committees (RC),
  - 2.3.7. Associations, and
  - 2.3.8. 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 UFS.
- 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, while 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 of 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, while supporting learning, innovation, community engagement and the 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.
- 4.8. The ISRC and its substructures are obligated to adhere to and uphold the ISRC Code of Conduct for the Institutional and Campus Representative Council(s), Student Parliament(s) and Campus Student Council(s).

## 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.
- 5.8. This Constitution replaces all other previous ISRC Constitutions at the University of the Free State.
- 5.9. This Constitution will take effect on a date determined by the Council of the University of the Free State.

## **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:

**“Act”**

The Higher Education Act 101 of 1997.

|                                 |   |
|---------------------------------|---|
| <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>“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. This includes any 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. Each Campus Student Representative Council derives 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 of this Constitution.   |
| <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, who continues to meet the Eligibility Requirements for the duration of their term.                  |
| <b>“CSRC Term”</b>              | The term of office of a CSRC member, as contemplated in paragraph 17 of this Constitution.   |
| <b>“Day Residence”</b>          | Day Residences afford commuter students the opportunity to partake in campus residence life activities and are recognised by the UFS as an official student residence.   |
| <b>“Disciplinary Committee”</b> | A Standing Committee of the ISRC/CSRC 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>“Election Procedure”</b>     | The procedure for holding annual CSRC Elections as contemplated in Annexure B of this Constitution.  |
| <b>“Elections”</b>              | The Election Procedure as contemplated in Annexure B of this Constitution.   |



**“Elections Logistics Committee”**

The committee is an independent committee responsible for the running, management and administration of the CSRC Elections across all three campuses.

**“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 of this Constitution.

**“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 of this Constitution, 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 Student Councils”**

A body representing a specific faculty and elected by students within the 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.

**“Governance Structure”**

A Student Governance Structure for the university, established by the ISRC in terms of this Constitution and approved by Sufficient Consensus of the ISRC. And providing for the objectives, composition, powers and functions of the Governance Structure, whose representatives emerge through legitimate election procedures.

**“Honorary Colours”**

Includes, but is not limited to, honorary awards, and leadership and academic bursaries and awards.

**“Institutional Rules”**

All rules made by the UFS as contemplated in section 32 of the Act, including all regulations and policy documents of the UFS.

**“ISRC”**

The Institutional Student Representative Council established in terms of section 35 of the Act and section 33 of the Institutional Statute of the University of the Free State.

**“ISRC Election(s)”**

The annual election of CSRC members to serve on the CSRC in accordance with the Election Procedure as contemplated in Annexure B of this Constitution.

**“Kovsie X”**

An entity that deals with a multimedia student experience.

**“New Era”**

The UFS student newspaper published on the QwaQwa campus.

**“Organisations”**

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.

**“Portfolio Executive Committee”**

A group of students appointed by a CSRC portfolio holder to assist them with projects and the management of that

|   |  |
|---|--|
| <b>“Postgraduate Qualification”</b>     | The degree received for the successful completion of an Honours, Postgraduate Diploma, 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>“Q-lit”</b>                          | An Internet-based radio station broadcasting from the QwaQwa campus.   |
| <b>“Qualification”</b>                  | Any degree, diploma or certificate received for the successful completion of a formal academic programme at the UFS.                     |
| <b>“QwaQwa Campus”</b>                  | The UFS campus in Kestell Road, Phuthaditjhaba.  |
| <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>“South Campus”</b>                   | The UFS campus in Church Street, Bloemfontein.   |
| <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/Community”</b>         | The collective of registered students at the respective  |

**“Student Councils”**

Student leadership structures that are 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.

**“Student Court”**

A Student Governance mediation structure established to mediate disputes arising between structures of Student Governance.

**“Student Movements”**

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 C 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.

**“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.
- 9.1.10. Integrity.
- 9.1.11. Inclusivity.

**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 issues at campus level 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 Head: Student Governance, 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 funds and other assets that may be allocated to the ISRC by the UFS 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 UFS, by producing and adhering to an annual budget, and by complying with all financial and operational regulations of the university.
- 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 events. 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 UFS.
- 10.1.10. The ISRC shall be responsible for deploying 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 UFS, 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 for exercising 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, media statements, imbizos, indabas, 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. The ISRC shall also liaise with 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.
- 10.1.16. The ISRC may perform other functions as may be determined by the Statute of the University of the Free State.

## **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 the Division of Student Affairs shall receive written project reports, activity reports 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 funds and other assets 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 financial regulations of the UFS.
- 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 the Division of 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 for deploying 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 UFS 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 for exercising 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 the Division of 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 UFS as well as 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 Student Parliament.
- 10.2.23.** The CSRC shall adopt, by Sufficient Consensus and in consultation with Student Parliament, codes or protocols regulating the CSRC or any functioning committee, 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 UFS 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 UFS 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 the Division of Student Affairs to the CSRC, and shall carry out financial activities, including fundraising, in accordance with this Constitution, and administer such funds in the interests of the students within the policies and provisions of the UFS.
- 10.2.28.** The CSRC is enjoined by this Constitution to undertake fundraising programmes and efforts to benefit the CSRC 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 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, as well as 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.

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

## **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 of the Free State, every student has the right to confidentiality of their 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.

**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 UFS.

### **11.2.4. University facilities**

Every student has the right to use the university facilities to which they are entitled, and to receive information regarding the facilities available to them. Students are also entitled to receive support in the use of such facilities to which they are entitled, in terms of university regulations, rules and provisions. In the same regard, the university is to reasonably accommodate students with disabilities in accordance with policies of the UFS.

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

**11.2.5.1.** Subject to the applicable rules, regulations and provisions of the University of the Free State, 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 of the Free State, every student has the right to dignity.

**11.2.6.2.** Every student has inherent dignity and the right to have their dignity respected and protected.

#### **11.2.7. Privacy**

Subject to the applicable rules, regulations and provisions of the University of the Free State, every student has the right to privacy, including privacy 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 of the Free State, every student has the right to peaceful and unarmed assembly and demonstration on campus, and the right 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 contains the student's name and student number.

**11.2.8.2.** Students' petitions will not be dismissed without a thorough review and must be followed by a detailed response.

**11.2.8.3.** 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 themselves 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 them.
- 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 them 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 they are lawfully entitled.
- 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, and 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.

**11.2.10.2.** The opportunity to make representations to the appropriate tribunal or committee, while having 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 their rights have been violated by another structure or members within the structure of Student Governance.

**11.2.11.2.** A student group/association 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 all three campuses, be a full-time student at the respective campus of the UFS and must have been registered for a qualification at any campus of the UFS for a minimum period of at least three consecutive semesters immediately prior to the CSRC Election for which the candidate is being nominated.

- 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 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 Deputy President. With respect to 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 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 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 an institution.
- 12.6. Not have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere, and been sentenced to imprisonment without the option of a fine or to a fine of more than R5,000.
- 12.7. Not be in full-time employment or intend on being employed on a full-time basis for the duration of their CSRC term.
- 12.8. With respect to all three 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%, and must have passed at least 75% (rounded up to 80%) of the total enrolled courses for the two semesters immediately preceding the semester during which the CSRC Election is to take place.
- 12.9. Sign a copy of and comply with any Electoral Code of Conduct as prescribed by the Election Procedure.

**12.10.** With respect to the Bloemfontein and QwaQwa campuses, 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 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 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 nine CSRC members from each campus of the UFS. The composition will be as follows:

**13.1.1.1** Three CSRC Presidents (one from each campus).

**13.1.1.2** Three members of the Bloemfontein campus's CSRC.

**13.1.1.3** Two members of the QwaQwa Campus's CSRC.

**13.1.1.4** One member of South Campus's 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, elected from the three Campus Presidents.

**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.

**13.1.2.6** Institutional Transformation Officer.

**13.1.2.7** Accommodation and Safety Officer.

**13.1.2.8** Academics Officer.

**13.1.2.9** Student Development, Support and Engagement Officer.

## **13.2. CSRC Members**

**13.2.1** Each CSRC shall comprise a maximum of 19 members.

### **13.2.2 Elective Portfolios:**

#### **13.2.2.1 Bloemfontein Campus**

The following 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) Deputy Secretary.
- 5) Treasurer.
- 6) Policy and Transformation.
- 7) Commuter Students.

#### **13.2.2.2 QwaQwa Campus**

The following 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) Deputy Secretary.
- 5) Treasurer.
- 6) Policy and Transformation.
- 7) Commuter Students.
- 8) Student Media and Dialogue.

#### **13.2.2.3 South Campus**

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

- 1) President.
- 2) Deputy President.
- 3) Secretary.
- 4) Deputy Secretary.
- 5) Treasurer.
- 6) Policy and Transformation.
- 7) Commuter Students.
- 8) Student Media and Dialogue.

### **13.2.3. Ex Officio Portfolios:**

#### **13.2.3.1. Bloemfontein Campus**

---

The following 12 Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below, to represent such Student Councils as the CSRC member for that Ex Officio Portfolio:

- 1) Student Associations 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 Student Council.
- 10) Social Impact Student Council.
- 11) Arts and Culture Council.
- 12) Sports Council.

#### 13.2.3.2. QwaQwa Campus

The following 10 Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below, to represent such Student Councils as the CSRC member for that Ex Officio Portfolio:

- 1) Student Associations and Organisations Council.
- 2) Academic Student Council.
- 3) Day Residence Council.
- 4) Campus Residence Council.
- 5) Postgraduate Student Council.
- 6) International Student Council.
- 7) Universal Access Student Council.
- 8) Social Impact Student Council.
- 9) Arts and Culture Council.
- 10) Sports Council.

#### 13.2.3.3. South Campus

The following eight Ex Officio Portfolios shall be constituted by candidates nominated by each of the respective Student Councils listed below, to represent such Student Councils as the CSRC member for that Ex Officio Portfolio:

- 1) Student Associations and Organisations Council.
- 2) Academic Student Council.
- 3) Day Residence Council.
- 4) Campus Residence Council.
- 5) Universal Access Student Council.
- 6) Social Impact Student Council.
- 7) Arts and Culture Council.
- 8) Sports Council.

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

The CSRC may, for a particular CSRC term, by Sufficient Consensus, resolve to rename and reallocate the portfolio functions of any of the Elective Portfolios or Ex Officio Portfolios, excluding that of President and Deputy 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 their discretion, appoint a Portfolios Executive Committee (EC) to assist them in the administration of the portfolio/office.

**15.2** Each CSRC member must have a minimum of three and a maximum of 10 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 one EC.

**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 their service at the end of the CSRC term.

#### **16. ELECTIONS**

**16.1** Candidates for the CSRC Elections may contest the elections as independent candidates or as representatives of registered campus associations.

**16.2** CSRC members for the Elective Portfolios must either be independent or representatives of registered campus associations, and must 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.** The inauguration of the incumbent CSRC shall take place at least two days prior to the last day of the preceding CSRC term of office.

**17.2.** Each incumbent CSRC member shall serve a CSRC term of approximately one year from the date of commencement of their CSRC term (as determined in accordance with the Election Procedure), until:

**17.2.1** The expiry of their term of office, on the last day preceding the formation of a new CSRC following an CSRC Election; or

**17.2.2** Upon the date of the earlier termination of their membership in accordance with this Constitution.

**17.3.3** A member ceases their term of office once they cease to be a registered student at the University of the Free State, or if it is proven beyond a reasonable doubt that a member has not registered for the current academic year on or before the last day of registration and deregistration.

**17.3.4** A member ceases to be a student at the Campus they were elected at.

**17.3** 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 two terms as a CSRC member, a candidate stands, is re-elected and serves in the same portfolio or a portfolio higher than their previous Elective Portfolio. No candidate may stand, be re-elected and serve more than two CSRC terms in total, and no candidate may serve more than two CSRC terms in the same CSRC portfolio.

**17.4** The ISRC and CSRC may not remunerate, reward or provide other benefits to an ISRC or CSRC member by virtue of their office as an ISRC or CSRC member. This does not preclude the Rectorate allowing the allocation of benefits, remuneration or honoraria to ISRC and CSRC members or specific CSRC portfolios, by the UFS from time to time.

## **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** Their conduct damages the good name and/or reputation of the CSRC or the UFS;

**19.1.2** They are found guilty by the CSRC of serious neglect of duty as a CSRC member;

**19.1.3** They resign as a CSRC member; or

**19.1.4** They fail to attend three consecutive official events of the CSRC (including CSRC meetings) or a maximum of 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 may be in breach of any of the provisions in paragraph 19.1, the Deputy President must, in their 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.** Their intended suspension from the CSRC until a final decision by the CSRC Disciplinary Committee is made.

**19.2.3.** Their 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 hours from when the CSRC member receives the notice of allegations against them.
- 19.2.5.** The date of the CSRC Disciplinary Meeting at which the CSRC member shall be allowed to present their 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 the date 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 seven days for a review of the decision by the CSRC to terminate their 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 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 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.** Two thirds of the CSRC members resign simultaneously from the CSRC; or
- 21.1.2.** 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 upon 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 upon the approval of Council.
- 21.1.5.** In the event of the dissolution of the CSRC, the Head: Student Governance shall convene the Transitional Student Committee Establishment Panel, to 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.
- 22.1.2** The ISRC shall convene a joint meeting with all CSRCs at least once every academic quarter. The ISRC shall receive reports from all CSRCs. The meeting shall assess the state of affairs for all three campuses. The ISRC reserves the right to call any external member to come and explain any particular issue that relates to student affairs. Decisions and resolutions taken at the joint sitting are binding to the ISRC as well as all three CSRCs.

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

- 22.2.1** The CSRC shall meet at least once every 21 days, except during recognised UFS academic holidays or official UFS examination periods.
- 22.2.2** The first meeting of a newly elected CSRC shall take place no later than 14 days after the confirmation of appointment, in accordance with the Election Procedure of the incumbent CSRC members for a new CSRC term.
- 22.2.3** Proper notice of all CSRC meetings must be given to all CSRC members at least 48 hours prior to a meeting, stating the date, time, venue and agenda for the meeting, except in the case of emergency meetings.
- 22.2.4** 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.
- 22.2.5** A special CSRC meeting may be convened by the Secretary by order of the President or by the written request of five CSRC members. Notice of such a special CSRC meeting must be given to all CSRC members at least 12 hours prior to this meeting.

**22.2.6** Fifty percent plus one member 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.

**22.2.7** Every CSRC member shall be entitled to vote.

**22.2.8** Each CSRC member entitled to vote represents one vote. In the event of a tie, the President shall have the deciding vote.

**22.2.9** The CSRC shall meet with the student community at least once every quarter to deliver a State of the Campus address, where the CSRC accounts to students.

## **23. FINANCES**

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

**23.1.1.** The ISRC shall receive, allocate and utilise funds allocated to it 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.

**23.1.2.** The ISRC Treasurer nominated as such shall have the responsibility of 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 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 to the Finance Committee for the payment of non-budgeted items, 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.** The CSRCs 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 the responsibility of 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 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 to the Finance Committee for the execution of its portfolio functions during the CSRC term, for approval within 10 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 to the Finance Committee for the payment of non-budgeted items, 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 interpretation of this Constitution or the execution by the ISRC or CSRC of its functions 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 Executive Director: 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 the date 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 Council meetings.

**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. 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 the date 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's website and the Secretary must ensure that all approved amendments of this Constitution are recorded.

The Office of the Executive Director: Student Affairs shall, in consultation with the ISRC, initiate a constitutional review process at least every three to five years in order to ensure the alignment of this Constitution with the Act, Statute and Institutional Rules of the UFS, unless extraordinary circumstances necessitate immediate amendments.

The Policy and Transformation Portfolio of the CSRC shall ensure that a copy of this Constitution is preserved at the CSRC offices and is available on request by the student community.

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

The ISRC and CSRC have 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 ISRC and CSRC are established in terms of this Constitution:

### **1. ISRC EXECUTIVE COMMITTEE**

#### **1.1 Composition**

The Executive Committee of the ISRC consists of:

- (1) The President General (Chairperson).
- (2) The Deputy-President General.
- (3) The Secretary General.
- (4) The Deputy-Secretary General.
- (5) The Treasurer General.

#### **1.2 Duties and Functions**

- 1.2.1** The committee shall, in the absence of mutual agreement within the ISRC, have powers vested to make decisions on behalf of the Council.
  - 1.2.2** The committee shall be responsible for the Council's day-to-day activities.
  - 1.2.3** The committee shall ensure proper and timeous implementation of the Council's activities.
  - 1.2.4** The committee shall have the responsibility to enforce that the ISRC is transparent with the student community.
-

## **2. ISRC FINANCE COMMITTEE**

### **2.1 Composition**

The ISRC Finance Committee is responsible for overseeing the ISRC's finances, and consists of:

- (1) The President General (Chairperson).
- (2) The Deputy-President General.
- (3) The Secretary General.
- (4) The Treasurer General.
- (5) The ISGO Administrator (advisory capacity).

### **2.2 Duties and Functions**

- 2.2.1** The committee shall allocate funds to each ISRC office.
  - 2.2.2** The committee shall establish rules regarding the operation of funds, in line with the university's regulations.
  - 2.2.3** The committee shall use its discretion in the allocation of funds for approved projects.
  - 2.2.4** The committee shall inform the ISRC of its quarterly expenditure.
  - 2.2.5** The committee shall ensure that ISRC project proposals are aligned with the Council's objectives.
-

### **3. ISRC POLICY COMMITTEE**

#### **3.1 Composition**

The ISRC Policy Committee is entrusted to ensure that the policies, rules, procedures and regulations of the university reflect and accommodate all the demographics of the student community. This Policy Committee consists of:

- (1) The Deputy-President General (Chairperson).
- (2) The ISRC member for Academics.
- (3) The ISRC member for Accommodation and Safety.
- (4) The ISRC member for Institutional Transformation.
- (5) The ISRC member for Student Development, Support and Engagement.
- (6) A representative from the Institutional Student Governance Office (advisory capacity).

#### **3.2 Duties and Functions**

**3.2.1** The committee shall ensure policy development and awareness of such policies.

**3.2.2** The committee shall ensure that there is an effective consultation process regarding guidelines, rules and policies.

**3.2.3** The committee shall foster an institutional culture that promotes diversity and social inclusion for all.

---

## **4. CSRC EXECUTIVE COMMITTEE**

### **4.1 Composition**

The Executive Committee of the CSRC consists of:

- (1) The President (Chairperson).
- (2) The Deputy President.
- (3) The Secretary.
- (4) The Deputy Secretary.
- (5) The Treasurer.

### **4.2 Duties and Functions**

- 4.2.1** The committee shall, in the absence of mutual agreement within the CSRC, have powers vested to make decisions on behalf of the Council.
  - 4.2.2** The committee shall be responsible for the Council's day-to-day activities.
  - 4.2.3** The committee shall ensure proper and timeous implementation of the Council's activities.
  - 4.2.4** The committee shall have the responsibility to enforce that the CSRC is transparent with the student community.
-

## **5. CSRC FINANCE COMMITTEE**

### **5.1 Composition**

The CSRC Finance Committee is responsible for overseeing the CSRC's finances, and consists of:

- (1) The President (Chairperson).
- (2) The Deputy President.
- (3) The Secretary.
- (4) The Treasurer.
- (5) The SGO Administrator (advisory capacity).

### **5.2 Duties and Functions**

- 5.2.1** The committee shall allocate funds to each CSRC office.
  - 5.2.2** The committee shall establish rules regarding the operation of funds, in line with the university's regulations.
  - 5.2.3** The committee shall use discretion when allocating funds to approved projects.
  - 5.2.4** The committee shall inform the CSRC of its quarterly expenditure.
  - 5.2.5** The committee shall ensure that CSRC project proposals are aligned with the Council's objectives.
-

## **6. CSRC POLICY COMMITTEE**

### **6.1 Composition**

The CSRC Policy Committee is entrusted to ensure that the policies, rules, procedures and regulations of the university's consultations reflect and accommodate all the demographics of the student community. This Policy Committee consists of:

- (1) The Deputy President (Chairperson).
- (2) The CSRC member for Academics.
- (3) The CSRC member for Student Media and Dialogue.
- (4) The CSRC member for Policy and Transformation.
- (5) The CSRC member for Universal Access.
- (6) A representative from the Student Governance Office (advisory capacity).

### **6.2 Duties and Functions**

**6.2.1** The committee shall ensure policy development and awareness of such policies.

**6.2.2** The committee shall ensure that there is an effective consultation process regarding guidelines, rules and policies.

**6.2.3** The committee shall foster an institutional culture that promotes diversity and social inclusion for all.

---



## **7. PROJECTS COMMITTEE**

### **7.1 Composition**

The Projects Committee ensures that CSRC projects are in alignment with the student community's needs and expectations, and consists of:

- (1) The Deputy President (Chairperson).
- (2) The Secretary.
- (3) The Treasurer.
- (4) The CSRC member for the Associations Student Council.
- (5) The CSRC member for the Student Media and Dialogue Council.
- (6) The CSRC member for the Social Impact Student Council.
- (7) The CSRC member for the Organisations Student Council.
- (8) The CSRC member for the Arts and Culture Council.

### **7.2 Duties and Functions**

**7.2.1** The committee shall evaluate, approve, decline or make suggestions/recommendations for approval.

**7.2.2** The committee shall oversee the implementation of CSRC projects.

## **8. CSRC DISCIPLINARY COMMITTEE**

### **8.1 Composition**

The Disciplinary Committee of the CSRC consists of:

- (1) The Deputy President (Chairperson).
- (2) The Deputy Secretary.
- (3) The CSRC member for Policy and Transformation.
- (4) The CSRC member for the Universal Access Student Council.

(5) The CSRC member for the Associations Student Council.

(6) The CSRC member for the Social Impact Student Council.

## **9. CSRC APPEALS COMMITTEE**

### **9.1 Composition**

The Appeals Committee of the CSRC consists of:

(1) The Executive Director: Student Affairs (Chairperson).

(2) The President.

(3) The Secretary.

(4) The CSRC member for the Academic Student Council.

(5) The CSRC member for the Postgraduate Student Council.

## **10. TRANSITIONAL STUDENT COMMITTEE ESTABLISHMENT PANEL**

### **10.1 Composition**

The Transitional Student Committee Establishment Panel consists of:

(1) The Executive Director: Student Affairs (Chairperson).

(2) A member from the Residence Council.

(3) A member from the Centre for Universal Access and Disability Support (CUADS).

(4) A member from the Unit for Institutional Change and Social Justice.

(5) The Speaker of Student Parliament.

(6) Two members from the ISRC.

(7) A member from Student Court.

## 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. Additional 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 CSRC Elections Logistics Committee 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 CSRC Elections Logistics Committee, that is submitted by a candidate who has been 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-metre radius immediately surrounding the voting station or a different radius 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>             | The 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.   |
| <b>“Nomination Resolution”</b> | 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. |
| <b>“Nominator”</b>             | A student nominating a candidate to stand for a specific First-Past-The-Post seat.  |
| <b>“Party Agent”</b>           | A representative of the election candidate/s, appointed for the purpose of ensuring candidate alignment and compliance with the UFS Electoral Code of Conduct, for the duration of the annual CSRC election period.   |
| <b>“Second”</b>                | A student’s support of the nomination of a candidate to stand for a specific First-Past-The-Post seat, with the name, student number and signature of each supporting student, with <b>“Seconded”</b> having a similar meaning.   |
| <b>“Secondment Form”</b>       | The process prescribed by the Chief Election Administrator to be used for the collection of information and signatures of all students who 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 Elections 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 Executive Director: 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 Executive Director: Student Affairs in consultation with 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 that CSRC Elections are executed in an independent and unbiased manner, and must 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 following 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 ISRC 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.
  - 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.
- 5.4. All prospective candidates of all governance structures shall attend a high-impact pre-election training workshop presented by the Institutional Student Governance Office.

## 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 shall nominate the candidate for the position of President, together with the secondment of 200 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 Deputy President of the CSRC: A nominator shall nominate the candidate for the position of Deputy President, together with the secondment of 200 students currently registered on the campus for which the candidate would like to contest the position of Deputy President.

6.1.1.3. For the Elective Portfolios (excluding the positions of President and Deputy President): A nominator shall nominate the candidate for the specific Elective Portfolio, together with the secondment of 100 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 they represent.
- 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 determined in the election timetable, the Office of the Executive Director: 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 the 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.
  - 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 they meet 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 (CV) of the candidate.
- 6.3.5. The candidate's election manifesto.
- 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.
- 6.4.4. A comprehensive Curriculum Vitae (CV) 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 their 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 Executive Director: 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 their submission up until 24 hours after the closing date for nominations. Up until the expiry of the 24-hour period after the closing time for nominations, the ELC shall accept the corrected nomination submitted by the candidate, despite it 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**

The following procedures are to be followed when the ELC determines that insufficient nominations have been received:

- 6.7.1. When no nominations have been received for certain CSRC seats, but nominations have been received for at least 55% of the total CSRC seats available for election, then the ELC may extend the nomination period for a period of time that it deems appropriate to encourage further nominations for the outstanding seats. This period may not exceed 72 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.
- 6.7.2. When nominations for less than 55% 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. The Chief Election Administrator shall prescribe the process of manifesto publications, together with details 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 Kovsie FM up to the election day, to allow for maximum voter awareness and voter education.

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

## **6.9 Party Agents**

6.9.1 Each nominated candidate may submit the name of a Party Agent to the ELC.

6.9.2 The Party Agent may liaise with the ELC for the dissemination of election-related communication to candidates.

6.9.3 The Party Agent may liaise with the ELC for the planning of campaigning activities.

6.9.4 The Party Agent may liaise with the ELC to ensure that student queries are attended to during the election period.

## **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 to have a chairperson for each campaign meeting to ensure that these 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.

## **8. ELECTION PROCEDURES**

### **8.1. Election Date**

The date of the CSRC Election shall be established in the election timetable.

### **8.2. Election Hours**

Online polls shall be open for voting from 07:00 am on the first day of elections and close at 21:00 pm on the last day of voting.

### **8.3. Voting Kiosks**

The ELC shall place and ensure the operation of at least one voting kiosk on each campus for the CSRC Election, to assist students with voting online.

### **8.4. Ballot**

8.4.1. The ELC shall determine the format of the online ballot for a CSRC Election.

8.4.2. Online ballots must contain the names and faces 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 their 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 online ballot underneath the name and surname of the candidate.

### **8.5. Voting**

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

- 8.5.2. A student shall only be entitled to vote once, through the submission of an online ballot, and shall only be entitled to vote for one candidate per portfolio.
- 8.5.3. The ELC may adopt additional voting measures as it deems necessary and appropriate to ensure a free and fair CSRC Election.

## **8.6. Verification of Votes**

- 8.6.1. After closing the voting link, the ELC shall verify the results in accordance with the ELC procedure for result verification.
- 8.6.2. The ELC shall remain sequestered until the verification of all votes has been concluded.
- 8.6.3. During the verification of the votes, the ELC shall determine the candidate receiving the highest number of valid votes for each portfolio, as well as the second and third runner-up candidates.

## **8.7. Election Quorum**

- 8.7.1. At least 25% of the total undergraduate student population at the respective campuses of the UFS must vote in a CSRC Election in order for quorum to be reached and for the CSRC Election to be valid.
- 8.7.2. Where this 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 to be in the interests of the UFS.

## **8.8. Announcement of Results**

- 8.8.1. Subject to paragraph 8.10 below, 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 shall issue a formal confirmation of the results of the CSRC Election.
- 8.8.2. The candidate receiving the highest number of valid votes for each portfolio shall receive that Elective Portfolio for the next CSRC term.
- 8.8.3. The ELC shall declare the final results after the appeal period, after which the ELC shall be dissolved.

## **8.9. Equality of Votes**

8.9.1. If 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 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.

8.9.2. 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.

#### **8.10. Revision of Results**

8.10.1. In the event that any person contests the results of the CSRC Election (including any by-election), an application for the revision of results, containing the grounds for contesting the results, must be submitted to the ELC within 24 hours after the announcement of the election results.

8.10.2. The ELC shall review the application and issue its findings within 24 hours following receipt of the application.

8.10.3. Where the applicant disputes the finding of the ELC, the applicant shall be entitled to refer the matter to the Executive Director: Student Affairs within 48 hours of receipt of the decision. The decision of the Executive Director: Student Affairs shall be final.

#### **8.11. Retention of Records**

8.11.1. 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 8.11 above) has been concluded, after which all ballot papers and submissions shall be destroyed confidentially.

8.11.2. 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.

#### **8.12. Commencement of CSRC Term**



8.12.1. Following the conclusion of CSRC Elections, which shall include the finalisation of any process of revision of the election results, the Chief Election Administrator shall, within 10 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.

8.12.2. The CSRC term of outgoing CSRC members shall terminate on the date of the 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 of such an announcement to the Dean: Student Affairs within 48 hours. 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 (ISP) is 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 accountability and advisory body for the ISRC and the CSRCs in the respective campuses of the UFS.
  - 2.2. The ISP, as the accountability 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 Council.
  - 2.4. The ISP must cooperate with the ISRC and the CSRCs at the respective campuses of the UFS to provide 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. Annually, the President General must 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.** Annually, the Secretary General must present the State of the University Report 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.** Annually, the Treasurer General must present the Financial Report 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.
- 2.11.** 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. An 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.
  - 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 Campus Student Parliament (CSP) office bearers.
- 3.2. All members of the ISRC.
- 3.3. One representative per campus from each Ex Officio Student Council.

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

The Campus Student Parliament (CSP) shall be composed of the following:

- 4.1. Three Campus Student Parliament (CSP) office bearers.
- 4.2. All members of the CSRC Elective Portfolios (maximum eight).
- 4.3. Four representatives from the Campus Residences Council.
- 4.4. Two representatives from the Day Residences Council.
- 4.5. Six representatives from the Student Organisations Council.
- 4.6. Six representatives from the Student Associations Council.
- 4.7. One representative from each Ex Officio Student Council.

### **5. OFFICE BEARERS OF THE ISP**

The collective of ISP office bearers shall be composed of:

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

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

#### **6.1. The Student Parliament (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.
- (h) Have a casting vote in the case of a deadlock during a parliamentary session.

## **6.2. The Student Parliament (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 their duties when these are delegated by the Speaker.
- (c) Perform any other duties delegated by the Speaker.
- (d) Be the head of the SP's disciplinary committee.

## **6.3. The Student Parliament (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.
- (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.
- (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 Student Parliament.

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

**7.2.** The Campus/Institutional Student Parliament (C/ISP) must provide for mechanisms:

7.2.1. To advise the CSRC and ISRC on its programmes.

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

**7.3** Student Parliament, at its first sitting, shall establish and delegate members to the following committees:

7.3.1 Two members to the Disciplinary Committee of the C/ISP, including the C/ISP Deputy Speaker (Chairperson).

7.3.2 Four members to the Rules Committee of the C/ISP, including the C/ISP Speaker (Chairperson).

7.3.3 Five members to the Policy Committee of the C/ISP, including the Deputy Speaker (Chairperson).

7.3.4 Five members to the Projects and Debates Committee of the C/ISP, including the C/ISP Secretary (Chairperson).

**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.
  - (iii) The person presiding over the meeting must declare the candidate who receives the majority of the votes as the elected member.

8.2.3. The member elected shall, from their place, express their sense of the honour conferred upon them.

**8.3** The House will elect the Secretary of the C/ISP, with the guidance and assistance of the CSRC and ISRC Deputy President and a representative from the Student Governance Office (SGO).

**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 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 institutions.

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

9.7. 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% and must have passed at least 80% 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 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.

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 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) A CSRC President; or

(b) At least 50% 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 an Extraordinary Sitting within seven days of receipt of the request.

10.4. Notice of the date, time, venue and agenda of an Extraordinary Sitting of Student Parliament shall be circulated to and telephonically confirmed with members of Student Parliament, and



this information is to be placed on notice boards at least 36 hours before the commencement of the meeting.

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

## 11. QUORUM

11.1 A quorum of 50% plus one member of all members must be obtained to constitute a meeting of Student Parliament, and this quorum 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 one week and not more than two weeks.

11.3 Notice of the postponed meeting shall be given without delay, and the members present at the postponed meeting shall constitute 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 of the decision 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 any 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 through the Deputy Speaker, to inspect the minutes of all previous meetings of the C/ISP.

#### **14. VACANCIES**

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.

#### **15. TERM OF OFFICE**

The C/ISP term of office shall commence on the 1<sup>st</sup> of October and end on the 31<sup>st</sup> of August, coinciding with the CSRC term of office.

## ANNEXURE D: ACADEMIC AFFAIRS STUDENT COUNCIL

### 1. DEFINITIONS

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

|   |  |
|---|--|
| <b>“Chairperson”</b>                    | The elected Chairperson of the Council, as elected from time to time.  |
| <b>“Council”</b>                        | This Academic Affairs Student Council established as a substructure of the CSRC.   |
| <b>“CSRC Appeal Committee”</b>          | A committee as contemplated in the CSRC Constitution.  |
| <b>“CSRC Constitution”</b>              | The Constitution adopted by the CSRC.  |
| <b>“CSRC Executive Committee”</b>       | A committee as contemplated in the CSRC Constitution.  |
| <b>“Elections Operations Committee”</b> | The CSRC Elections Operations Committee (EOC) as contemplated in the ISRC 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 who have direct representation on the relevant faculty management structures. |
| <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 their term.  |

### 2. NAME OF COUNCIL

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

### **3. ESTABLISHMENT**

The Council is established subject to the provisions of this ISRC Constitution. This Constitution establishes and formalises Faculty Student Councils for each faculty offering tuition at a UFS campus represented on the ISRC. The functioning and 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 its 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 that relate exclusively to students registered on any of the three UFS campuses.

## **6. FUNCTIONS AND POWERS**

### **6.1. Functions**

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

- 6.1.1. Represent all Faculty Councils through their respective Chairpersons and Deputy Chairpersons.
- 6.1.2. Function as a platform for formal liaisons with UFS structures via its elected 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 of this Annexure.
- 6.1.5. 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 the CSRC member for the Ex Officio Portfolio relating to the Council, and to execute all its functions and powers as an Ex Officio CSRC member.
- 6.2.3. Cooperate, 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 in cases where the general welfare of the student body and the promotion of good student governance requires such coordination, liaison and cooperation.

- 6.2.5. Resolve the grievances and disputes of its members.
- 6.2.6. Assist in conducting 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 on all matters relating to the execution of its functions.
- 6.2.10. Establish committees of the Academic Affairs Student 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 to them complying 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 have been registered for a qualification at that campus for a minimum period of at least 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, diversity and 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 been sentenced to imprisonment without the option of a fine or with a fine of more than R5,000.

## **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.

8.2.1.4. 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 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 been sentenced to imprisonment without the option of a fine or with a fine of more than R5,000.

8.2.2.6. Not be in full-time employment or intend on being employed on a full-time basis for the duration of their 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 their qualification of at least 60%, and have passed at least 80% of their 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.

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 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. This vote shall be conducted by a show of hands.
- 10.1.4. Each outgoing member of the Council shall have 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 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 elected Chairperson 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 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) separately, as per the offices contemplated in clause 8.2 of this Annexure. The member receiving the most votes for a specific office will be 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.
  - 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 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 three days after the meeting.

## **13. TERMINATION OF MEMBERSHIP**

- 13.1. A person shall cease to be a member if:
  - 13.1.1. Their conduct damages the good name and reputation of the Academic Council or the UFS;
  - 13.1.2. They are found guilty by the Academic Council of serious neglect of their 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. They resign as a member; or

13.1.5. They fail 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. Their suspension from the Academic Council until a final decision has been taken by the Academic Council regarding the termination of their membership.

13.2.3. Their right to submit written representations to the Academic Council in respect of any intended termination of membership.

13.2.4. The timeframes for the submission of any such representations to the Academic Council, which shall not be less than 48 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 their 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 the date 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 seven days, for a review of the decision by the Academic Council to terminate their 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 ACADEMIC COUNCIL**

- 14.1. The Academic Council shall meet at least once every 14 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 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 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 hours prior to a meeting, and this 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 seven days after the meeting.
- 14.6. A special Academic Council meeting may be convened by the Secretary by order of the Chairperson or through the written request of five members, and notice of such a special Academic Council meeting is to be given to all members at least 12 hours prior to such a special meeting.
- 14.7. Fifty percent plus one member 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 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 Student Court for mediation. Student Court 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.

16.2.1.5. Marketing and Liaison.

16.2.2. Each Faculty Council representative must be elected into office.

16.2.3. All students from each faculty are eligible to run for the Faculty Student Council.

## **17. CLASS REPRESENTATIVE**

17.1 Class Representative Elections shall be standardised for all modules across all faculties.

17.2 Class Representative Elections shall take place twice, once every semester.

17.3 The Student Faculty Council shall convene a General Meeting with the Class Representatives of

each faculty once a semester.

## **18. 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 UFS 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

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

|   |  |
|---|--|
| <b>“Chairperson”</b>                    | The elected Chairperson of the Council, as elected from time to time.  |
| <b>“Council”</b>                        | This Ex Officio Student Council established as a substructure of the CSRC.   |
| <b>“CSRC Appeal Committee”</b>          | A committee as contemplated in the CSRC Constitution.  |
| <b>“CSRC Constitution”</b>              | The Constitution adopted by the CSRC.  |
| <b>“CSRC Executive Committee”</b>       | A committee as contemplated in the CSRC Constitution.  |
| <b>“Elections Operations Committee”</b> | The CSRC Elections Operations Committee (EOC) as contemplated in the ISRC 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 who have direct representation on the relevant faculty management structures. |
| <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 their term.  |

### 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 Social Impact Student Council.
- 2.4. The Day Residences Council.
- 2.5. The International Student Council.
- 2.6. The Postgraduate Student Council.
- 2.7. The Sports Student Council.
- 2.8. The Student Associations Council.
- 2.9. The Student Media and Dialogue Council.
- 2.10. The Student Organisations Council.
- 2.11. The Universal Access Student Council.

### **3. ESTABLISHMENT**

These Councils are established subject to the provisions of the ISRC Constitution. This Constitution 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 its 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 three UFS 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 Function as a platform for formal liaison 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 of this Annexure.

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 Do all things as authorised by this Constitution to execute its functions.
- 6.2.2 Have its Chairperson represent the Council as a CSRC member for the Ex Officio Portfolio relating to the Council, and to execute all its functions and powers as an Ex Officio CSRC member.
- 6.2.3 Cooperate, 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 as may be the case when the general welfare of the student body and the promotion of good student governance require such coordination, liaison and cooperation.
- 6.2.5 Resolve the grievances and disputes of its members.
- 6.2.6 Assist in conducting 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 regarding all matters relating to the execution of its functions.
- 6.2.10 Establish Council committees 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, and this Chairperson and/or Deputy Chairperson shall become a member of the Council, subject to them complying 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 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, 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 been sentenced to imprisonment without the option of a fine, or with a fine of more than R5,000.

## 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 Residence 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 Social Impact Student Council

This Council shall be constituted by the duly elected Chairpersons of all registered social justice, social support, social responsibility and student well-being organisations.

#### 8.1.4 Day Residence 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 University of the Free State for a minimum period of at least 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 and all registered recreational sport 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 all registered student media platforms, including the three Chairpersons of the three media elements of Kovsie X.

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 Student Council

This Council shall be constituted by the duly elected Chairpersons of the Centre for Universal Access and Disability Support (CUADS) Student Council.

## 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.

8.2.1.4. 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 have been registered for a qualification at the campus for which the specific Council is constituted for a minimum period of at least 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 been sentenced to imprisonment without the option of a fine or with a fine of more than R5,000.

8.2.2.6 Not be in full-time employment or intend on being employed on a full-time basis

for the duration of their 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%, and have passed at least 80% 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 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.

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 election in terms of which the Chairperson of the Council is elected shall take place no more than 14 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 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 elected Chairperson 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 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) separately, as contemplated in clause 8.2 of this Annexure, with the member receiving the most votes for a specific office then 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.

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 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 three days after the meeting.

## **13. TERMINATION OF MEMBERSHIP**

13.1 A person shall cease to be a member if:

13.1.1 Their conduct damages the good name and reputation of the Council or the UFS;

- 13.1.2 They are found guilty by the Council of serious neglect of their duty as a member;
  - 13.1.3 The Council, with Sufficient Consensus, passes a motion of no confidence in the member;
  - 13.1.4 They resign as a member; or
  - 13.1.5 They fail 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 Their suspension from the Council until a final decision has been made by the Council regarding the termination of their membership.
  - 13.2.3 Their right to submit written representations to the Council in respect of any intended termination of membership.
  - 13.2.4 The time frame for the submission of any such representations to the Council, which shall not be less than 48 hours after the member receives the Notice of Suspension, as well as the date of the meeting at which the member shall be allowed to present their 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 the date 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 seven days, for a review of the decision by the Council to terminate their 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 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 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 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 hours prior to a meeting, and must state the date, time, venue and agenda of 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 seven days after the meeting.
- 14.6 A Special Council Meeting may be convened by the Secretary by order of the Chairperson or by the written request of five members, and notice of such a Special Council Meeting shall be given to all members at least 12 hours prior to such a special meeting.
- 14.7 Fifty percent plus one member 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 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

of 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 Student Court Chairperson for mediation. Student Court may mediate between the parties to the dispute in an attempt to conciliate a resolution of the dispute.

## **16. REGISTRATION**

The following applies to the registration of student associations and organisations:

16.1. New and existing Student Associations and Organisations are required to register annually.

16.2. Registration opens on the 1<sup>st</sup> of January and closes on the 28<sup>th</sup> of February annually.

16.3. Registration is completed online via “Indico” (the link is to be provided annually).

16.4. The following are to be uploaded in order to complete the registration process:

- (1) Constitution
- (2) Minutes of the meeting where the Executive Committee was elected.
- (3) Diversity Recruitment Plan.
- (4) Annual report of the previous term of office (existing structures).
- (5) Proof of affiliation (structures with a “mother body”).
- (6) Membership list (all members must be registered students of the UFS for the current academic year).

16.5. Structures are to register within one of the following Councils:

- (1) Associations Student Council.
  - (2) Organisations Student Council.
  - (3) International Student Council.
  - (4) Student Media and Dialogue Council.
  - (5) Universal Access Student Council.
  - (6) Social Impact Student Council.
  - (7) Arts and Culture Student Council.
  - (8) Sports Council.
-

(9) Student Media Dialogue Council.

16.6. Proof of registration will be issued once the application has been approved.

16.7. The following applies to the training of student associations and organisations:

16.7.1. All new and existing Student Associations and Organisations shall attend compulsory training after their successful registration, and this shall be organised by the Student Governance Office in collaboration with the Student Leadership and Development Office.

16.7.2. Seed funding will only be allocated once structures have successfully completed the training programme.

## **17. 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 UFS website. The Secretary must also ensure that all approved amendments of this Constitution are recorded.

---

## **ANNEXURE F: STUDENT COURT**

### **1. PURPOSE AND OBJECTIVES**

- 1.1 To review Student Governance policies and documents and to align them with the ISRC Constitution.
- 1.2 To mediate disputes between Student Governance Structures.
- 1.3 To hear appeals on the decisions made on or about Student Governance Structures.
- 1.4 To ensure the actions and decisions of Student Governance Structures are aligned with the ISRC Constitution.

### **2. POWERS AND DUTIES OF INSTITUTIONAL/CAMPUS STUDENT COURT (I/CSC)**

2.1 Student Court's duties and functions comprise the following:

- 2.1.1 The ISC shall act as a Student Governance Body, mandated by this Constitution to be a mediation and advisory body for the ISRC and CSRC in the respective campuses of the UFS.
  - 2.1.2 The I/CSC shall initiate, prepare and pass rules within its functional areas.
  - 2.1.3 The ISC shall recognise the institutional authority of the University Council.
  - 2.1.4 The I/CSC may receive policies and documents from Campus Student Parliament for recommendation of review on constitutionality.
  - 2.1.5 The I/CSC may mediate and recommend on any dispute between Student Governance Structures.
  - 2.1.6 The I/CSC may give recommendation on mediation to the ISRC or CSRC to implement.
  - 2.1.7 The CSC may receive policies and documents from the CSRC and its committees for recommendation of review on constitutionality.
  - 2.1.8 The CSC may receive documents from substructures and/or members of substructures for recommendation of review on constitutionality.
  - 2.1.9 The CSC may recommend unresolved and unimplemented matters to the Institutional Student Court.
  - 2.1.10 The I/CSC may receive appeals on decisions from Campus Student Parliament.
  - 2.1.11 The CSC may receive appeals on decisions from CSRC committees.
  - 2.1.12 The CSC may receive appeals on decisions from substructures and members of substructures.
  - 2.1.13 The I/CSC will make recommendations on appeals heard at I/CSC.
  - 2.1.14 The CSC shall file all substructures' Constitutions on record.
  - 2.1.15 The I/CSC shall ensure the CSRC upholds section 18 of the ISRC Constitution: Obligations of Office.
-

### **3. COMPOSITION OF CAMPUS STUDENT COURT (CSC)**

3.1 The Campus Student Court shall be composed of the following Student Justices:

With respect to the Bloemfontein and QwaQwa campuses:

- 3.1.2 Two representatives from the Student Associations and Organisations Council.
- 3.1.3 One representative from the Academic Student Council.
- 3.1.4 One representative from the Day Residence Council.
- 3.1.5 One representative from the Campus Residence Council.
- 3.1.6 One representative from the Social Impact Student Council.
- 3.1.6 One representative from the Universal Access Council.

With respect to South Campus:

- 3.1.7 Two representatives from the Student Associations and Organisations Council.
- 3.1.8 One representative from the Academic Student Council.
- 3.1.9 One representative from the Day Residence Council.
- 3.1.10 One representative from the Campus Residence Council.

3.2 Each Campus Student Court shall rotate among themselves the role of Presiding Justice for each case.

### **4. COMPOSITION OF INSTITUTIONAL STUDENT COURT (ISC)**

4.1 The ISC shall be made up of all Student Justices selected to meet on a particular case.

4.2 The ISC of each campus shall rotate its Student Justice for each case.

4.3 The ISC shall, as the first task of the ISC at an Extraordinary Meeting of all 19 Student Justices, elect the Student Chief Justice and Deputy Student Chief Justice from among them.

4.4 The Institutional Student Court shall be composed of the following Student Justices for each of its sittings:

- 4.4.1 Four rotating Student Justices from the Bloemfontein campus.
  - 4.4.2 Four rotating Student Justices from the QwaQwa campus.
  - 4.4.3 Three rotating Student Justices from South Campus.
  - 4.4.4 One Student Chief Justice elected to sit permanently on the ISC for their term of office.
  - 4.4.5 One Deputy Student Chief Justice elected to sit permanently on the ISC for their term of office.
-

## **5. OBSERVERS OF I/CSC**

5.1 The observers of I/CSC sittings shall ensure the proceedings are free and fair.

5.2 Observers shall be composed of the following:

- 5.2.1 One representative from the Student Governance Office (advisory capacity).
- 5.2.2 One observer chosen by the CSRC to attend the case/sitting.
- 5.2.3 One observer who is an expert in the field of mediation chosen by the CSC (advisory capacity).

## **6. CLERKS OF I/CSC**

6.1 Each CSC shall appoint between two and five CSC Student Clerks to assist the Campus Student Court in the administration of the Court.

6.2 Student Clerks must be registered students of the University of the Free State.

6.3 CSC must ensure that the appointment of Student Clerks reflects the demographics of the UFS.

6.4 ISC may appoint an additional three Student Clerks to assist the ISC and Student Chief Justice and Student Deputy Chief Justice in the administration of the Institutional Court.

## **7. ELECTION PROCEDURE**

7.1 The election of the CSC Student Justice from the Ex Officio Student Councils outlined must be overseen by a representative of the Student Governance Office.

7.2 The Council shall nominate its candidate/s.

7.3 The Council shall have a choice between a secret ballot and an open election.

7.4 The Student Justice shall serve the term of office for the CSRC term of office they were elected in.

## **8. FUNCTIONS AND DUTIES OF THE STUDENT CHIEF JUSTICE AND DEPUTY STUDENT CHIEF JUSTICE**

8.1 The Student Chief Justice and Deputy Student Chief Justice shall:

- 8.1.1 Convene all Institutional Court sessions.
  - 8.1.2 Ensure the functioning of all CSCs.
  - 8.1.3 Manage the rotating roster of Student Justices from each campus.
  - 8.1.4 Send quarterly reports to Institutional Student Parliament and the ISRC.
-



## 9. MEETINGS

- 9.1 For Ordinary Sessions of the I/CSC:
- 9.1.1 Sessions shall be private and confidential.
  - 9.1.2 Where necessary, observers and Student Justices will be requested to sign a non-disclosure agreement.
  - 9.1.3 At least 50% of Student Justices need to be present at a session of the I/CSC to constitute a quorum.
  - 9.1.4 All decisions of the I/CSC must be minuted, and the minutes of the I/CSC must be kept by the I/CSC.
- 9.2 For Ordinary Meetings of the CSC, in which it discusses the functionality and operations of the CSC:
- 9.2.1 At least 50% of Student Justices need to be present at an Ordinary Meeting of the CSC to constitute a quorum.
  - 9.2.2 Each CSC Ordinary Meeting must be attended by a representative of the Student Governance Office (SGO).
- 9.3 The Student Chief Justice may call Extraordinary Meetings of the ISC to discuss the functionality and operations of the ISC.
- 9.3.1 The Extraordinary Meeting shall follow the rules set out for Ordinary Meetings of the CSC in section 9.2 above.

## 10. DECISIONS

- 10.1 A decision of the I/CSC shall be taken by a majority of votes of the elected members present at that meeting.
- 10.2 At the following I/CSC meeting, decisions taken at such a I/CSC meeting shall be considered by the I/CSC, and such decisions shall immediately be implemented by the I/CSC, if upheld.
- 10.3 An I/CSC decision must be reached and presented within seven working days of hearing the case.
- 10.4 The I/CSC shall present its recommendations to affected parties after deliberations and Sufficient Consensus has been reached.
- 10.5 Where more than one party is involved, the I/CSC must, in writing, send its recommendations to the parties and the I/CSRC to implement where applicable.

## 11. TERM OF OFFICE

---

- 11.1 The commencement of the I/CSC term of office shall take place after election of all the Campus Student Court Student Justices on a specific campus.
  - 11.2 The term of office shall end on the last day of the serving CSRC. In cases where the CSRC term of office is, for whatever reason, shortened, the end date shall be the last day of August, coinciding with CSRC Elections.
-

## **12. VACANCIES**

12.1 In the event of a vacancy, for whatever reason, in any position of Student Justice:

- 12.1.1 Within four calendar months of the commencement of the CSC term, a position may be re-elected by the Ex Officio Council to which the seat belongs.
- 12.1.2 In the case of a vacancy of the Student Chief Justice and/or the Deputy Student Chief Justice, the position must be filled within 14 days of the vacancy. This is to be undertaken during an Extraordinary Meeting of all the remaining Student Justices.

## **13. TERMINATION OF MEMBERSHIP**

13.1 A person shall cease to be a member if:

- 13.1.1 Their conduct damages the good name and reputation of Student Court or the UFS;
  - 13.1.2 Campus Student Parliament, with Sufficient Consensus, passes a motion of no confidence in the member;
  - 13.1.3 Institutional Student Parliament, with Sufficient Consensus, passes a motion of impeachment in the Student Chief Justice or Deputy Student Chief Justice; or
  - 13.1.4 They hand in a resignation letter to the Student Chief Justice.
-

## ANNEXURE G: FORUMS

### 1. DEFINITIONS

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

**“Association”** Any Student Life Association registered with the CSRC of the campus on which the association finds expression, and meeting CSRC requirements for recognition as an association and affiliation with the ISRC.

**“Organisation”** 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.

**“Forums”** A co-governance structure where a student community can have meetings or discussions, where the exchanging of ideas and the discussion of topics related to specific issues is addressed.

### 2. NAME

The name of the forum is to reflect the main purpose of the forum.

### 3. INTRODUCTION

Introduction to include all background information on how the Establishment

### 4. MISSION & OBJECTIVES

The mission of the forum is to include specific issues the forum will address as well as outline the direct objectives that are to be addressed.

---

## 5. PURPOSE

The purpose of a forum is to assemble groups of students who have a direct interest relating to specific topical issues within their space of shared interest. During these meetings, students have the opportunity to outline topics that have arisen in their spaces of shared interest, as well as set objectives for the subsequent discussion.

---

## 6. AIMS, OBJECTIVES AND RESPONSIBILITIES OF THE CHAIRPERSON OF THE FORUM

- 6.1 The Chairperson of a forum will have the responsibility to submit quarterly and bi-annual (every six months) reports to the Student Governance Office, the Campus Student Representative Council and Campus Student Parliament to note important points and objectives.
- 6.2 In the case of Institutional Student Forums, the Chairperson of the Council will be represented by a member of the Institutional Student Representative Council (possibly an additional member). The Chairperson will have the responsibility to submit quarterly as well as annual reports to the Institutional Student Governance Office, Institutional Student Representative Council and Institutional Student Parliament.
- 6.3 The recommendation is to have a member of the ISGO form part of the Institutional Student Forum.
- 6.4 Registration of a forum can be done at any time.

At least 15 members

Between 1 and two years

SRC member not the chair, but an observer.

SRC member convene a forum.

Funding must be made available for forums specifically Institutional forums.

All CSRC members

Chairperson –

## 7. REGISTRATION OF A STUDENT FORUM

- 7.1 A student forum must submit a frame of reference for the forum to their respective SGO or ISGO office.
- 7.2 This frame of reference must include the full list of committee members, all key objectives for the year in which they are registered, and the forum's mission statement and purpose.
-

## 8. POINTS OF DEPARTURE AND FUNCTIONS

A forum serves the following key functions:

- (1) To address topical issues within its area of interest.
- (2) To develop objectives to address issues within its space of interest.
- (3) Forums give students the opportunity to raise important issues in their spaces of interest, in the absence of recognised councils existing for such interests.
- (4) Public forums are held to have open forum discussions that can be used to gather input from students.

## 9. TYPES OF FORUMS

9.1 The following types of forums can exist:

- (1) Campus-based student forums – these forums address student-related matters and issues that arise on the three UFS campuses, and are based on topical issues and student needs on these campuses.
  - (2) Institutional student forums – these forums address student-related matters and issues that affect students on an institutional level.
  - (3) Private forums – these forums emerge from student groups that are in need of a formal forum. These forums are open to committee members only and are not open to the larger public.
  - (4) Public forums – these forums are open to the entire student community, to have larger discussions to gather student input on specific needs that arise. Such forums include dialogues, social media ‘lives’ and mass forum meetings such as imbizos or indabas.
-

## 10. MAIN STRUCTURE OF THE FORUM

### 10.1 Convenor

- a) Assists SGO in registering the forum.
- b) Establishes the forum.
- c) Coordinates the forum.

### 10.2 Chairperson (represented by an elected member from the CSRC and ISRC)

- a) Chairs sessions. (In the case of a forum forming part of the constituency of more than one SRC portfolio, it is possible for it to be co-chaired.)
- b) Liaises between SGO, the Convenor and the forum.
- c) Establishes a vision.

### 10.3 Deputy Chairperson (elected from within the forum)

- a) Ensures discipline within the forum.
- b) Chairs the forum meeting in the absence of the Chairperson.
- c) Sets up protocols.
- d) Makes sure objectives are followed.

### 10.4 Secretary (elected from within the forum)

- a) Writes and publishes reports.
- b) Establishes and manages the forum calendar.
- c) Creates agendas and takes minutes for every forum meeting.
- d) Ensures that an additional member is added for every 15 members that form part of the forum (excluding committee members).

### 10.5 Event Coordinator

- a) Plans and coordinates all forum events.
  - b) Additional members assigned as decided by Event Coordinator.
-



## **11. MODUS OPERANDI**

11.1 The term of a forum will be for a maximum of two years.

11.2 The possibility exists to have a UFS staff member as an observer in the forum in order to establish continuity, as all student leaders will be replaced on an annual basis, based on the term of office of all recognised Student Governance Structures.

11.3 The Convenor's Report must be handed over in an official handover process.

## **12. FORUM MEETINGS**

### 12.1. Regularity of meetings

12.1.1. Meetings of a forum are to take place on a monthly basis.

12.1.2. Institutional Student Forum frequency will be determined based on the needs of students.

### 12.2 Language of meetings

Meetings will be conducted in English, as is the policy of the UFS.

### 12.3 Logistical arrangements

All meetings will take place in a pre-arranged venue at a pre-arranged time, or will make use of pre-arranged online meeting platforms.

### 12.4 Quorum

The quorum for meetings will be set at 50% of all members, plus one additional member.

### 12.5 Procedures

#### 12.5.1 Agendas

Matters for discussion in the monthly meetings must be sent to the secretariat of the committee at least seven working days prior to the meeting.

---

An agenda will be sent out to all members of the committee at least three working days prior to the meeting.

#### 12.5.2 Minutes of the meeting

Minutes will be typed, kept and sent to all members of the committee electronically, within seven days following the meeting.

### **13. COMPOSITION OF THE FORUM**

The composition of a forum will consist of the Chairperson from the CSRC or ISRC, and committee members will be determined by the need arising for the forum. Staff members may be invited in as advisors only.

### **14. REVIEW**

The forum frame of reference will be reviewed on an annual basis in a meeting with all forum members present. During this session, all objectives will be reviewed to evaluate whether they were met, whether they need to be revisited, whether new objectives need to be adopted, and whether the forum discussion will be extended for a further term.

### **15. POSSIBLE FORUMS**

(1) Reslife Forum

(2) Commuter Forum

(3) Culture Forum

(4) Sports Forum

(5) Media Forum

(6) Social Impact Forum

---

## **16. POSSIBLE INSTITUTIONAL STUDENT FORUMS (ISF)**

- (1) Commuter Forum
  - (2) Organisations Forum
  - (3) Social Support Forum
  - (4) Student Academics Forum
-

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



**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<br>Institutional Rules of the University of the Free State |
| Effective date                | 30 July 2018   |