



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

A wooden gavel resting on a wooden block, symbolizing law and justice, positioned in the center of the cover.

SRC CONSTITUTION

AMENDED VERSION
April 2026

APPROVAL AND ADOPTION

This Constitution was duly considered and approved by the relevant governance structures of the Vaal University of Technology and is hereby adopted as the official SRC Constitution of the University. The amendments contained herein were duly approved by Council on 01 April 2026.

Prof Stephen Khehla Ndlovu
Vice-Chancellor and Principal



Signature

Date: 08 June 2026

Prof Mandla Radebe
Chairperson of Council



Signature

Date: 24 June 2026

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PREAMBLE

The members of the Student Representative Council and Student Governance of the Vaal University of Technology, hereby commit themselves to:

- Creating and sustaining an environment within which knowledge may be discovered, shared, and utilized for the benefit of the community.
- Promoting the vision and mission statement of the Vaal University of Technology.
- Promoting and protecting the principles entrenched in the Bill of Rights contained in the Constitution of the Republic of South Africa.
- Upholding principles of transparency, accountability, responsiveness, and fair participation in the student community.
- Recognising the right to freedom of speech, association, assembly, and protest of all the members of the university, provided the rights of others are not infringed.
- Promoting and appreciating inclusivity, diversity, gender parity, transformation, and collegiality within the VUT.
- Affirming and promoting the right of students to quality teaching and services; and
- Respecting and encouraging democracy and fostering a collegial culture that promotes fundamental human rights and creates an appropriate environment for teaching and learning.

Subject to the provisions of the Higher Education Act 101 of 1997 (as amended), the Statute and rules of the university, and the decisions of the University Council, we as the Student Representative Council of the Vaal University of Technology (VUT) affirm the above principles and values as foundations for the entire Student Governance, including delivery sites of the university.

CHAPTER 1

DEFINITIONS AND PURPOSE OF THIS CONSTITUTION

1.1 DEFINITIONS

(in case of any inconsistencies of definitions between this policy and any other institutional policy, the Statute, in concurrence with the Higher Education Act, shall hold the correct definition)

"Act" means the Higher Education Act, 1997 (Act No. 101 of 1997), as amended, briefly referred to as the HE Act 101, 1997.

"Annual Student Summit" means a student summit convened by the SRC in terms of this Constitution.

"Asset" means any resource that is under the control of the SRC, which is intended to enhance the functionality of the organisation/SRC/DSSRC

"Chief Electoral Officer" shall mean the person who is charged with the responsibility of management, coordination and administration of SRC Elections. He/she provides direction and leadership in case of an impasse in the Electoral Commission.

"Consensus" means the generally accepted opinion or decision among a group of people.

"Council" means the governing body of the university.

"Delivery Sites Student Representative Council" means the student representative council at any of the university's sites of delivery, herein referred to as DSSRC.

"Employee" means any person employed by the university.

"Executive Director: Student Support Services" shall mean an executive staff member of the university responsible for Student Support Services.

"Ex officio" shall mean by virtue of his/her office.

"Faculty Council" shall mean a duly constituted student council set up to represent the interests of students in a particular faculty.

"General Secretary" means the Chief Administrative/Operations Officer responsible for the day-to-day administration or management of the SRC.

"Institutional Forum" means the Institutional Forum as contemplated in section 31 of the Higher Education Act 101, 1997.

"Mandate" means an authority given to an elected group.

"Majority" means a simple majority (50% plus 1), unless otherwise indicated.

"Student Mass meeting" means a meeting of students of the Vaal University of Technology, organised and conducted by the Student Representative Council/DSSRC or the Student Parliament in accordance with this Constitution.

"Month" means calendar month.

"Post-graduate student" shall mean a VUT student that is enrolled on a qualification that is from NQF level 8 upwards, i.e. post-graduate diploma, honours degree, Masters or PhD. Qualifications and exit levels from NQF level 5 to 7 are considered to be undergraduate qualifications, i.e. diplomas, degrees and advanced diplomas.

"Recognised student organisation" shall mean a student organisation that has met the criteria set out by the SRC/DSSRC in the university's functional rights procedures as well as relevant categorisations.

"Student political structure or a student political organisation" shall mean a student organisation that exists to contest student governance elections and transitional processes and whose programmes are devoted to political and student governance objectives within the institution, and which exists in at least one other South African Higher Education institution.

"Student social structure" shall mean a student organisation whose programmes are devoted to social and developmental activities of students.

"Student religious structure" shall mean a student organisation whose programmes are devoted to religious and spiritual development of students.

"Student academic structure" shall mean a student organisation whose programmes and activities provide curricular support and development for students in a particular course or field of study.

"Student cultural structure" shall mean a student organisation whose programmes and activities are dedicated to cultural representation, expression and development.

"International student structure" shall mean a student organisation that represents registered international students at Vaal University of Technology

"Student Governance" shall mean a system of programmes, policies, procedures and structures that exist within the institution in order to provide platforms for representation of registered students within the institution which reflect, represent and guide the needs and views of registered students.

"Schedule A" means the schedule attached to this Constitution containing the Electoral Policy, Finance Policy, Code of Conduct, and Privileges Policy for the Vaal University of

Technology's SRC and DSSRC.

"Schedule B" means the schedule attached to this Constitution containing the Code of Conduct, and Privileges Policy for the Vaal University of Technology's SRC and DSSRC.

"Schedule C" means the schedule attached to this Constitution containing the Privileges Policy for the Vaal University of Technology's SRC and DSSRC.

"Schedule D" means the schedule attached to this Constitution containing the Finance Policy for the Vaal University of Technology's SRC and DSSRC.

"Senate" means the university body responsible for academic matters contemplated in HE Act 101, 1997.

"Signatories" means the three officers of the SRC, that is, the President, Treasurer General, and Secretary General.

"Simple majority" means 50% + one of the members present when such a vote is conducted.

"Special urgent mass meeting" means a special mass meeting convened by the SRC/DSSRC in terms of this Constitution.

"SRC" means the Student Representative Council of the Vaal University of Technology at its main campus in Vanderbijlpark. This refers to a body of student representatives democratically elected by students in terms of this Constitution.

"SRC/DSSRC ordinary meeting" means regular meetings of the SRC/DSSRC held at certain preferred periods.

"Statute" means the institutional statute of the Vaal University of Technology.

"Student" means a person registered as a year or semester student for an instructional programme offered by the Vaal University of Technology.

"Student community" means all students duly registered as such at the university.

"Student Parliament" means the Parliament of the Student Governance as constituted and elected in terms of this Constitution at all delivery sites of the Vaal University.

"University" means the Vaal University of Technology as established in terms of the Higher Education Act 101 of 1997, as amended.

1.2 PURPOSE OF THE CONSTITUTION

1.2.1 The express purpose of this Constitution is to regulate the operations of the SRC/DSSRC

Sub-Committees and to provide a framework for management of relations between the SRC/DSSRC and the student body, Council, and the VUT management.

1.2.2 The Constitution of the Student Representative Council serves the purpose of outlining the details and the procedural implementation aspects of the Higher Education Act, Act No. 101, 1997 (as amended) and the Statute of the Vaal University of Technology with regard to the establishment and composition, manner of election, term of office, functions, and privileges of the Student Representative Council. Where a conflict arises between the SRC constitution and the Electoral Policy, the SRC Constitution shall take precedence.

1.2.3 The Constitution bestows rights and responsibilities on the SRC/DSSRC and the student body of the Vaal University of Technology.

1.3 FOUNDING VALUES

The SRC is committed to:

1.3.1 Representing the best interests of the student community.

1.3.2 Providing democratic, transparent, effective, accountable and coherent student leadership.

1.3.3 Creating and sustaining an enabling academic environment and vibrant student

1.3.4 Community striving for excellence, tolerance and respect for diversity.

1.3.5 The values of co-operative and good governance.

1.3.6 Upholding, respecting and promoting the founding values of the Constitution of the Republic of South Africa, 1996 and the rights contained in the Bill of rights.

CHAPTER 2

NAME, AIMS AND OBJECTIVES, JURISDICTION AND/OR STATUS, AND APPLICATION

2.1 ESTABLISHMENT OF THE SRC/DSSRC

Subject to the Higher Education Act and the University Statute a Student Representative Council (SRC) in respect of the main campus of the Vaal University of Technology and a separate Delivery Site Student Representative Council (DSSRC) for each delivery site or satellite campuses of the Vaal University of Technology is hereby established.

2.2 AIMS AND OBJECTIVES

2.2.1. To promote quality teaching, training, research, and community service.

2.2.2. To safeguard the prevalence of unity and well-being among students.

2.1.3. To foster the prevalence of a conducive environment for teaching, learning and development.

2.1.4. To promote academic excellence at VUT.

2.1.5. To promote holistic learning and development for student communities at VUT.

2.1.6. To represent, coordinate, and promote student interests.

2.3 SRC/DSSRC FUNCTION, AUTHORITY, JURISDICTION AND/OR STATUS, AND APPLICATION

2.3.1. In accordance with section 67 of the Vaal University of Technology Statute, the following shall be the roles and responsibilities of the SRC and the DSSRC:

- (a) To preserve and promote the interests of the Vaal University of Technology students and community.
- (b) To carry out all the decisions as agreed in meetings of the Student Representative Council, subject to the rules and policies of the university.
- (c) To carry out all the decisions as agreed in meetings with management and other structures of the Vaal University of Technology subject to Vaal University of Technology policies, rules and procedures.
- (d) To respect and uphold the Constitution and the Code of Conduct of the Student Representative Council.
- (e) To protect and promote the good image of the university and that of the SRC.
- (f) To enhance unity and cooperation among students.
- (g) To affiliate with any external non-partisan structure whose operations are in the interests of students at the university and education in general.
- (h) To manage the life of clubs, societies, and organisations on campus and render any assistance and any other function stipulated in the Statute of the Vaal University of Technology.

2.4 ROLES AND RESPONSIBILITIES OF THE DSSRC

- (a) To oversee all student organisations, clubs, and/or societies, at the Vaal University of Technology delivery sites including the granting or withdrawing of recognition of such student organisations, clubs, and/or societies.
- (b) To coordinate and supervise the use of resources and facilities placed under the jurisdiction of the DSSRC.
- (c) To convene and conduct all authorised meetings of the general student body on a satellite campus.
- (d) To account for funds provided to the DSSRC in accordance with the applicable provisions of this Constitution and VUT policies and procedures.
- (e) To organise and promote extramural and social activities for students at each delivery site.
- (f) To liaise, on behalf of students(s) on campus, with campus management, academic staff, faculty administrators, Student Support Services and other role players.
- (g) To perform any other function that might be deemed appropriate by the SRC/DSSRC.
- (h) To establish such committees or sub-committees as it may deem necessary for the effective functioning and operation of the DSSRC.

2.5 AUTHORITY OF THE SRC

- (a) The SRC is the highest representative structure of authority of the student body. Its agreements with the Vaal University of Technology Council and Management shall be binding to all students.

2.6 JURISDICTION OF THE SRC/DSSRC

- (a) The SRC/DSSRC shall have full control over resources/assets under its care, subject to university policies and procedures.
- (b) The SRC shall have jurisdiction over the main campus of the university.
- (c) The DSSRC shall have jurisdiction over delivery sites of the university where it is elected.

2.7 APPLICATION

- (a) This Constitution applies to Vaal University of Technology students, the SRC, and the DSSRC provided for at the university.
- (b) The university as a whole shall have a Student Representative Council at its main campus in Vanderbijlpark (hereinafter referred to as the "SRC") and a delivery site representative Council at each of its delivery sites referred to as the DSSRC.
- (c) The SRC of the university shall be elected where the seat of the university lies, namely the main campus at Vanderbijlpark.
- (d) In the event of any conflict, contradiction, and/or uncertainty regarding powers and functions of the SRC/DSSRC the University Council shall have the final decision.
- (e) This Constitution and any amendments to it shall only be in force and effect once it has been approved by the University Council. and confirmed in writing.
- (f) The Constitution shall be subject to university policies, rules, and regulations. (Refer to the SRC Code of Conduct and the Vaal University of Technology Statute.)

2.8 STATUS OF THE SRC/DSSRC

- (a) The SRC/DSSRC is established in terms of section 35 of the Higher Education Act, 1997 as well as section 66 of the Vaal University Statute, 1999.
- (b) The Vaal University of Technology's SRC and DSSRC are non-legal entities and cannot, therefore, enter into contracts or agreements on behalf of themselves, the student body, or the VUT. The SRC/DSSRC cannot summon or be summoned.
- (c) Members of the SRC/DSSRC cannot jointly or severally enter into any agreements and/or contracts on behalf of the university.

CHAPTER 3

STUDENT CHARTER (RIGHTS)

3. STUDENT CHARTER (RIGHTS)

3.1.1 The Vaal University of Technology agrees to maintain conditions under which the institution can comply with the highest standards of quality, institutional integrity, and freedom of expression and agrees on a system of governance that protects and promotes the rights and responsibilities of its members by embracing the following:

- (a) The right of students to learn and the responsibility of the institution to provide opportunities, and protective measures/mechanisms that best promote the learning process in all its respects
- (b) Ensuring fair and just treatment in all procedures and proceedings of the university.
- (c) Maintaining an academic environment free from disruptive interference with the educational missions, processes, and functions of the institution.
- (d) Ensuring prevalence of a quality platform for teaching and learning. (e) Maintaining a healthy student environment conducive to healthy lifestyles.
- (e) Rejecting harassment, intimidation, assault, coercion, or threats.
- (f) Maintaining a high standard of honour regarding academic matters and a high standard of conduct regarding all non-academic matters.
- (g) Practicing freedom of speech, expression, and association.
- (h) Refraining from any violent or criminal acts.
- (i) Resolving all disputes peacefully by means of negotiations.

CHAPTER 4

ASSEMBLY, DEMONSTRATION, AND PETITION

4. ASSEMBLY, DEMONSTRATION AND PETITIONS

- 4.1. Subject to applicable university policies, rules, and regulations as contained in the Vaal University's Picketing Policy, every student has the right to a peaceful and unarmed assembly and demonstration on campus and to submit petitions to the university authorities, provided that any such petition submitted to any such structure or authority must contain the following information:
- (a) Students' name, student number and signature
 - (b) Organisers' student numbers, names and contact details
 - (c) List of concerns that need the attention of the Vaal University of Technology management.
- 4.2. The sole purpose of the disclosure requirement in the case of the submission of petition in terms of section 4.1.1 of this chapter shall be to determine the genuineness of such petition, and no student may be victimised or intimidated by *virtue* of the submission of such a petition.

CHAPTER 5

COMPOSITION OF THE SRC

5.1 COMPOSITION OF THE STUDENT REPRESENTATIVE COUNCIL

5.1.1. Subject to the provisions of the Statute of the Vaal University of Technology, the SRC shall comprise of the following nineteen (19) **Elective Positions**:

- (a) The President
- (b) The Deputy President
- (c) The Secretary General
- (d) The Deputy Secretary General
- (e) The Treasurer General
- (f) The Legal and Transformation Officer
- (g) The Media and Publicity Officer
- (h) The Academic and Learning Communities Officer
- (i) The Faculty of Human Sciences Officer
- (j) The Faculty of Management Sciences Officer
- (k) The Faculty of Applied and Computer Science Officer
- (l) The Faculty of Engineering and Technology Officer
- (m) The Post-graduate Officer
- (n) The Entertainment and Projects Officer
- (o) The Religious, Cultural and Heritage Officer
- (p) The Health, Gender and Equity Officer
- (q) The Sport and Recreation Officer
- (r) The Housing and Catering Officer
- (s) The International Students Officer

STUDENT REPRESENTATIVES COUNCIL

5.1.2. The SRC Organizational Structure of 19 Elective Portfolios shall be as follows:

President		THE PRESIDENCY	Deputy President	
Deputy Secretary General	Secretary General	Legal and Transformation Officer	Treasurer General	Media and Publicity Officer
Faculty of Human Sciences Officer		Academic and Learning Communities Officer	Faculty of Applied and Computer Science Officer	
Faculty of Management Science Officer		Post-graduate Officer	The Faculty of Engineering and Technology	
Religious, Cultural and Heritage Officer		Entertainment and Projects Officer	Housing and Catering Officer	
Sports and Recreation Officer		International Students Officer	Health, Gender and Equity Officer	

5.1.3 SRC EX-OFFICIO PORTFOLIOS SHALL BE ELECTED AS FOLLOWS

5.1.3.1. The following SRC Portfolios shall be elected exclusively by the Faculty Constituency (for Faculty Councils Officers) and the Post-graduate Students Constituency (for the Post-graduate Officer):

Human Sciences	Management Science	Applied and Computer Science	Engineering and Technology	Post-graduate Council
To be Elected Exclusively by Students from the Faculty of Human Science Students	To be Elected Exclusively by Students from the Faculty Management Science	To be Elected Exclusively by Students from the Faculty of Applied and Computer Science	To be Elected Exclusively by Students from the Faculty of Engineering and Technology	To be Elected Exclusively by Post-graduate Students Only

5.2 COMPOSITION OF THE DELIVERY SITE STUDENT REPRESENTATIVE COUNCIL

5.2.1 Subject to the Statute of the Vaal University of Technology, a Delivery Site Student Representatives Council (*DSSRC*) in respect of each delivery site of the university shall be composed of the following office bearers:

- (a) The Chairperson (elected directly)
- (b) The Deputy Chairperson

- (c) The Secretary (elected directly)
- (d) The Treasurer
- (e) The Sport and Recreation Coordinator
- (f) The Academic Coordinator
- (g) The Housing and Catering Coordinator

CHAPTER 6

SRC TERM OF OFFICE

6.1 SRC TERM OF OFFICE

- 6.1.1** The term of office of the SRC/DSSRC shall be a maximum of 12 months, commencing immediately after the announcement of final results and the allocation of portfolios.”
- 6.1.2** An AGM shall be convened by the SRC/DSSRC no later than the end of the third quarter of the academic year for the presentation of the SRC/DSSRC reports.
- 6.1.3** An AGM shall be a meeting where the SRC/DSSRC in office delivers its reports on its term of office and hands over to Student Life and Governance.
- 6.1.4** Failure to convene a successful AGM shall not stop the initiation of SRC election processes.
- 6.1.5** The date of next SRC Elections shall be announced by the Executive Director - Student Support Services after consultations with the outgoing SRC.

CHAPTER 7

FUNCTIONS OF THE SRC OFFICE BEARERS

7.1 FUNCTIONS OF SRC OFFICE BEARERS

7.1.1 President

- a) Shall be the Chief Executive Officer of the SRC.
- b) Shall be the Chairperson of all meetings of the SRC, the Executive Committee, the AGM, and the mass meeting of the student body.
- c) As part of the SRC, he/she shall ensure the identification of appropriate projects and delegate SRC/DSSRC members in concurrence with the Secretary General.
- d) Shall make decisions in good faith on behalf of the SRC, together with the SRC Executive provided that those decisions will be reported at the next meeting of the SRC.
- e) Shall be the official spokesperson of the SRC.
- f) Shall, together with the Secretary General and the Treasurer, be a signatory on behalf of the SRC.
- g) Shall present the end of year report at the annual general meeting (AGM) after it has been ratified by the Student Parliament.
- h) Shall ensure the smooth running of the SRC during the term of office.
- i) Shall at all times communicate his/her unavailability to manage and administer the Office and ensure that somebody acts as President.
- j) Shall be accountable to the student body and the Student Parliament.

7.1.2 Deputy President

- (a) Shall perform all duties of the President as and when the need arises.
- (b) Shall act as President when, for whatever reason, the President is unable to continue carrying out his/her functions as President of the SRC. This will be temporary until the by-elections/or the next elections of the new SRC.
- (c) Shall administer and manage the operational functions of the SRC in collaboration with the president.
- (d) Shall ensure the establishment and smooth running of the Student Parliament in collaboration with officials of the Student Life and Governance Office.
- (e) Shall be the Chair/Presiding Officer for the Election of the Speaker, Deputy Speaker and Secretary of the Student Parliament.
- (f) Shall be the head of discipline of the SRC.
- (g) Shall ensure that each DSSRC functions effectively and efficiently.
- (h) Shall, in collaboration with the President, submit quarterly progress reports to the SRC Executive and Student Parliament.
- (i) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.3 Secretary General

- (a) The Chief Administrator of the SRC.
- (b) Shall ensure the effective running of the daily administrative activities of the SRC.
- (c) Shall manage and ensure the communication of the activities of the SRC in collaboration with the Media, Communication and Publicity Officer.
- (d) Shall keep records of all the proceedings of the meetings of the student body.
- (e) Shall administer and manage the staff employed by the SRC.
- (f) Shall maintain the existence of regular communication with the Deputy Secretary General.
- (g) Shall work in collaboration with the Deputy Secretary General.
- (h) Shall prepare and present the status quo progress report of SRC activities (which has been ratified by Student Parliament) to the annual general meeting.
- (j) Shall submit quarterly progress reports to the SRC.
- (k) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.4 Deputy Secretary General

- (a) Shall perform all secretarial duties to aid the General Secretary; these include the following: not provided in terms of Section 66
- (b) Shall minute and record proceedings at all meetings of the SRC.
- (c) Shall minute and record proceedings at all meetings of the student body.
- (d) Shall liaise with the media on behalf of the SRC.
- (e) Shall publish the activities of the SRC.
- (f) Shall, in collaboration with the Entertainment and Projects Office ensure equitable access to facilities to promote vibrant student life activities.
- (g) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.5 Treasurer General

- (a) Shall be the Financial Officer of the SRC.
- (b) Shall manage the income and expenditure of the SRC.
- (c) Shall implement SRC Finance Policy in line with VUT policies and procedures.
- (d) Shall implement the provisions of the VUT Finance Policy.
- (e) Shall administer the SRC Student Trust Fund in line with appropriate guidelines (the SRC to develop guidelines with the assistance of the Student Life and Governance Office).
- (f) Shall compile and present a sound financial report (which has been ratified by Student Parliament) to the annual general meeting.
- (g) Shall be responsible for SRC fundraising in line with the VUT Fundraising Policy.
- (h) Shall coordinate the compilation and submission of budgets by all clubs, societies, and organisations.
- (i) Shall submit a written financial report of the SRC on a quarterly basis to the SRC Executive and Student Parliament.
- (j) Shall perform all other activities delegated to him/her by the SRC Executive.
- (k) Shall compile and maintain the assets register of the SRC.
- (l) The Treasurer General serves as the primary signatory of all financial transactions.

7.1.6 Legal and Transformation Officer

- (a) Shall be responsible for legal and constitutional matters of the SRC.
- (b) Shall be the Chief Custodian of SRC Policies and shall ensure their implementation.
- (c) Shall promote the transformation agenda of the SRC in the interest of the student body.
- (d) Shall ensure adherence to the Code of Conduct by members of the SRC.
- (e) Shall represent the SRC in the Institutional Forum
- (f) Shall also be responsible for the safety and security of the student body.

7.1.7 Media and Publicity Officer

- (a) Shall convene and chair the Media and Publicity sub-committee of the SRC, ensuring that some of the members on the sub-committee are drawn from students who are registered for Public Relations, media, and marketing related courses.
- (b) Shall in conjunction with the Media and Publicity sub-committee, design an action plan for the year, including a budget, and present it to the SRC for approval.
- (c) Shall in conjunction with the President and Secretary General, prepare and release statements as and when required.
- (d) Shall be responsible for the Public Relations of the SRC, ensuring that the SRC cultivates and projects a positive image.
- (e) Shall ensure the establishment of the Legal, Policy and Constitutional Affairs Sub-Committee of the SRC and, thereafter, act as its Chairperson.
- (f) Shall be the chair of the panel for the recognition of student structures.

7.1.8 Academic and Learning Communities Officer

- (a) Shall be the representative of the SRC to the Senate of the University.
- (b) The Academic and Learning Communities Officer shall ensure the establishment of an Academic Affairs and Learning Communities Council and act as its Chairperson.
- (c) The committee shall comprise of the Post-graduate Officer and all Faculty Officers.
- (d) Shall participate in curriculum development activities of the university and quality assurance in order to ensure that appropriate curriculum issues are addressed to the benefit of the student body.
- (e) Shall coordinate the development and design of an outside the classroom curriculum that will serve as guide for extracurricular learning and development of student learning communities.
- (f) Shall interpret the priorities of the Higher Education Act for the SRC and Parliament in order to ensure that the students' activities complement the core business of the university, which is teaching, research, and community service.
- (g) Shall ensure that there is appropriate student representation at all academic forums within which decisions affecting students are made.
- (h) Shall ensure that there is appropriate maintenance of academic infrastructure such as the library, lecture halls, and laboratories.
- (i) Shall maintain a direct link with the Deputy Vice- Chancellor: Academic and/or Registrar's office so as to be up to date with academic matters.
- (j) Shall ensure prevalence of a quality platform for teaching and learning.
- (k) Shall submit a quarterly report to the SRC Executive.

- (l) Shall perform all other activities delegated to him/her by SRC Executive
- (m) The Academic Officer shall, in partnership with SLG, be responsible for the arrangement of academic support for all SRC members.

7.1.9 Faculty Officers for Faculty of Human Sciences, Faculty Management Sciences, Faculty of Applied and Computer Sciences and Faculty of Engineering and Technology

- (a) Each of the four Academic Faculties shall elect their own student Faculty Councils
- (b) Shall be a member of the Academic Affairs and Learning Communities Council.
- (c) Shall ensure the formation of student academic societies within the faculty in consultation with the Legal, Policy and Constitutional Affairs and Transformation Officer.
- (d) Shall monitor the programme of action of the various academic societies within the faculty.
- (e) Shall be a representative of students of the faculty at the Faculty Board meetings and other faculty forums whose decisions affect students.
- (f) Shall participate in curriculum development and quality assurance activities of the faculty in order to ensure that appropriate curriculum issues are addressed to the benefit of the student body.
- (g) Shall maintain a direct link with student, the Dean and HODs of the faculty so as to remain up to date regarding academic challenges of the faculty.
- (h) Shall perform all other activities delegated to him/her by the SRC.
- (i) Shall, in conjunction with the Academic Officer, submit a quarterly report to the SRC Executive.
- (j) Shall be a chairperson of a relevant Faculty Council.

7.1.10 Post-Graduate Officer

- (a) Shall be the chair the Post-graduate Council Executive.
- (b) Shall serve in the University Council in case the Secretary General is not a post-graduate student.
- (c) Shall be responsible for all Post-graduate academic matters in the university.
- (d) Shall liaise with Post-graduate departmental representatives.
- (e) Shall liaise with the Higher Degrees Office.
- (f) Shall ensure the development of an environment conducive to academic excellence.
- (g) Shall be responsible for creating or enhancing education initiatives within the university and the surrounding communities.
- (h) Shall promote and inform undergraduate students about post-graduate studies.
- (i) Shall liaise with internal and external research and funding bodies in consultation with the Finance Coordinator in line with VUT Fundraising policies.
- (j) Shall, in conjunction with the Academic Officer, submit a quarterly report to the SRC Executive
- (k) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.11 International Students Officer

- (a) The International Students Officer shall be elected during the inaugural meeting of

the SRC in accordance with the Proportional Representation system applicable to all non–ex officio SRC portfolio positions.

- (b) Shall coordinate SRC international programmes and maintain relations between the student community and international communities at academic, social and political levels.
- (c) Shall convene and chair the International Students' Council.
- (d) Shall strive to ensure that the university remains committed to its goals of internationalisation.
- (e) Shall act as a channel for all concerns relating to university structures' policies, rules and regulations in relation to international Students.
- (f) Shall submit quarterly reports to the Executive.
- (g) Shall perform all other activities delegated to him/her by the SRC Executive.
- (h) Shall work closely with the International Relations Department of the University.
- (i) Shall manage external and international affairs of the SRC.

7.1.12 Student Housing and Catering Officer

- (a) Shall, in collaboration with the SRC Executive and the Student Accommodation and Catering Department ensure the election of House Committees and the Central Housing Committee.
- (b) Shall be the Chairperson of the Central Housing Committee.
- (c) Shall ensure the implementation of the House Committee constitution.
- (d) Shall ensure the existence of a conducive housing environment, the provision of nutritious meals to students as well as food security for students on and off-campus residences (subject to the relevant policies on off-campus residences).
- (e) Shall be responsible for the promotion of Living and Learning Communities (LLC)
- (f) Shall advocate for the establishment of a residence mentorship program
- (g) Shall coordinate the affairs of the Commuter Students constituencies including the establishment of day-residences facilities for commuter students.
- (h) Shall submit a quarterly report to the SRC Executive.
- (i) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.13 Entertainment and Projects Officer

- (a) Shall organise activities that are aligned to the learning and development of student body.
- (b) Shall recommend entertainment activities for the approval of the SRC Executive.
- (c) Shall be a resource to assist other SRC portfolios with the hosting of events.
- (d) Shall establish the Entertainment and Projects Sub-Committee of the SRC.
- (e) Shall ensure equitable access to facilities to promote vibrant student life activities.
- (f) Shall act as the Chairperson of the SRC Entertainment and Projects Sub-Committee.
- (g) Shall promote the development of young artistic talent by providing opportunities for talent identification and development from entry level to high performance or professional level.
- (h) Shall create opportunities for talented students to perform at national and international level.
- (i) Shall submit a quarterly report to the SRC Executive Committee.
- (j) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.14 Health, Wellness and Gender Equity Officer

- (a) Shall ensure the fair and equitable treatment of the whole student body.
- (b) Shall ensure the implementation of SRC position on gender equity.
- (c) Shall promote inclusive education for all students including students with disabilities.
- (d) Shall recommend programs that will mitigate against gender-based violence
- (e) Shall promote (in collaboration with the VUT Department of Health, Higher Health, etc.) health and wellness welfare issues.
- (f) Shall promote a healthy lifestyle and promote mental health of student communities.
- (g) Shall establish and the chair of the Health, Wellness and Gender Equity Sub-Committee.
- (h) Shall submit a quarterly report to the SRC Executive Committee.
- (i) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.14 Religious, Culture and Heritage Officer

- (a) Shall establish and be the chairperson of the Religious, Cultural and Heritage Council.
- (b) Shall ensure the development, monitoring and promotion of inter-faith and inter-cultural activities at the University.
- (c) Shall promote activities designed to preserve the heritage of the university.
- (d) Shall ensure the implementation of the SRC resolution on Religion, Culture and Heritage in conjunction with the SRC Legal, Policy, Constitutional Affairs and Transformation as well as the Health, Wellness and Gender Equity Officer.

- (e) Shall submit a quarterly report to the SRC Executive Committee.
- (f) Shall perform all other activities delegated to him/her by the SRC Executive.

7.1.15 Sport and Recreation Officer

- (a) Shall, in collaboration of VUT Sports Office, establish the Sport and Recreation Council.
- (b) Shall be the Chairperson of the Sport and Recreation Council.
- (c) Shall recommend sports and recreational events to the SRC Executive.
- (d) Shall represent the interests of the students at all sports and recreation events.
- (e) Shall promote VUT as the home of champions where major sports are a tool for social cohesion and development among students.
- (f) Shall submit a quarterly report to the SRC Executive Committee.
- (g) Shall perform all other activities delegated to him/her by the SRC Executive.

7.2 SRC PORTFOLIOS/FUNCTION AND RELATED SUB-COMMITTEES AND COUNCILS

7.2.1 Academic-Related Councils

ACADEMIC AND STUDENT LEARNING COMMUNITIES OFFICER				
Human Sciences	Management Science	Applied and Computer Science	Engineering and Technology	Post-graduate
Human Sciences Faculty Council	Management Science Faculty Council	Applied and Computer Science Faculty Council	Engineering and Technology Faculty Council	Post-graduate Council for all post-graduates across all the faculties
Academic Societies	Academic Societies	Academic Societies	Academic Societies	International Students Societies

7.2.2 Student Development-Related Councils

STUDENT DEVELOPMENT SUB-COMMITTEES AND COUNCILS				
Culture, Heritage and Inter-Faith	Sports and Recreation	Housing and Catering	Health and Gender	International Students
Religion, Culture Heritage Council	Sport and Recreation Council	Central Housing Committee	Health & Gender Sub-Committee	International Students Council
Culture and Religious Societies	Sports Clubs And Societies	House Committees Res Mentors	Academic Societies	International Students Societies

7.2.2 Functional-Related Sub-Committees

FUNCTIONAL SUB-COMMITTEES				
Media	Entertainment	Legal and Policy	Fundraising	FINCOM
Media & Publicity Sub-Committee	Entertainment Sub-Committee	Legal and Policy Sub-Committee	SRC Student Trust Fund Committee	Finance Committee

7.3 REPRESENTATION OF STUDENTS IN UNIVERSITY GOVERNANCE STRUCTURES

7.3.1 Representation of Students in the University Council

- (a) In accordance with Paragraph 9A(vi) of the VUT Institutional Statute and Rules, the SRC shall elect from among its duly constituted members two (2) students to serve as internal members of the University Council.
- (b) At least one (1) of the two (2) student representatives elected to Council shall be a registered postgraduate student (Postgraduate Diploma, Master's or Doctoral).
- (c) The election of student representatives to Council shall take place at a duly constituted meeting of the SRC in accordance with procedures prescribed in this Constitution and applicable institutional rules.
- (d) A student elected to serve on Council must meet all eligibility requirements as prescribed in the VUT Institutional Statute and this Constitution.
- (e) Where a vacancy arises in respect of a student representative to Council, the SRC shall elect a replacement from among its duly constituted members, subject to the requirements of the Institutional Statute.

7.3.2 Representation of Students in the Senate

- (a) In accordance with Paragraph 21E(ix) of the VUT Institutional Statute and Rules, the SRC shall nominate three (3) students from among its duly constituted members to serve as student representatives on the Senate.
- (b) At least one (1) of the three (3) students nominated to Senate shall be a registered postgraduate student (Postgraduate Diploma, Master's or Doctoral).
- (c) The nomination of student representatives to Senate shall take place at a duly constituted meeting of the SRC in accordance with the procedures prescribed in this Constitution and applicable institutional rules.
- (d) A student nominated to serve on Senate must meet all eligibility requirements as prescribed in the VUT Institutional Statute and this Constitution.
- (e) Where a vacancy arises in respect of a student representative on Senate, the SRC shall nominate a replacement from among its duly constituted members, subject to the requirements of the Institutional Statute.

7.3.3 Representation of Students on the Institutional Forum

- (a) In accordance with Paragraph 38A(x) of the VUT Institutional Statute and Rules, the SRC shall nominate four (4) students from among its duly constituted members to serve as student representatives on the Institutional Forum.
- (b) At least one (1) of the four (4) students nominated to the Institutional Forum shall be a registered postgraduate student (Postgraduate Diploma, Master's or Doctoral).
- (c) The nomination of student representatives to the Institutional Forum shall take place at a duly constituted meeting of the SRC in accordance with the procedures prescribed in this Constitution and applicable institutional rules.
- (d) A student nominated to serve on the Institutional Forum must meet all eligibility requirements as prescribed in the VUT Institutional Statute and this Constitution.
- (e) Where a vacancy arises in respect of a student representative on the Institutional Forum, the SRC shall nominate a replacement from among its duly constituted members, subject to the requirements of the Institutional Statute.

CHAPTERS 8

EXECUTIVE COMMITTEE OF THE SRC AND ITS FUNCTIONS

8.1 EXECUTIVE COMMITTEE OF THE SRC

An Executive Committee of the SRC shall be established, consisting of:

- 8.1.1** The President
- 8.1.2** The Deputy President
- 8.1.3** The Secretary General
- 8.1.4** The Deputy Secretary General
- 8.1.5** The Treasurer General
- 8.1.6** The Academic Officer
- 8.1.7** The Legal and Transformation Officer
- 8.1.8** The International Students Officer

STUDENT REPRESENTATIVE COUNCIL EXECUTIVE COMMITTEE			
President	Deputy President	Secretary General	Deputy Secretary General
Legal and Transformation Officer	Treasurer General	Academic and Student Learning Communities	International Students Officer

8.2 FUNCTIONS OF THE EXECUTIVE COMMITTEE OF THE SRC

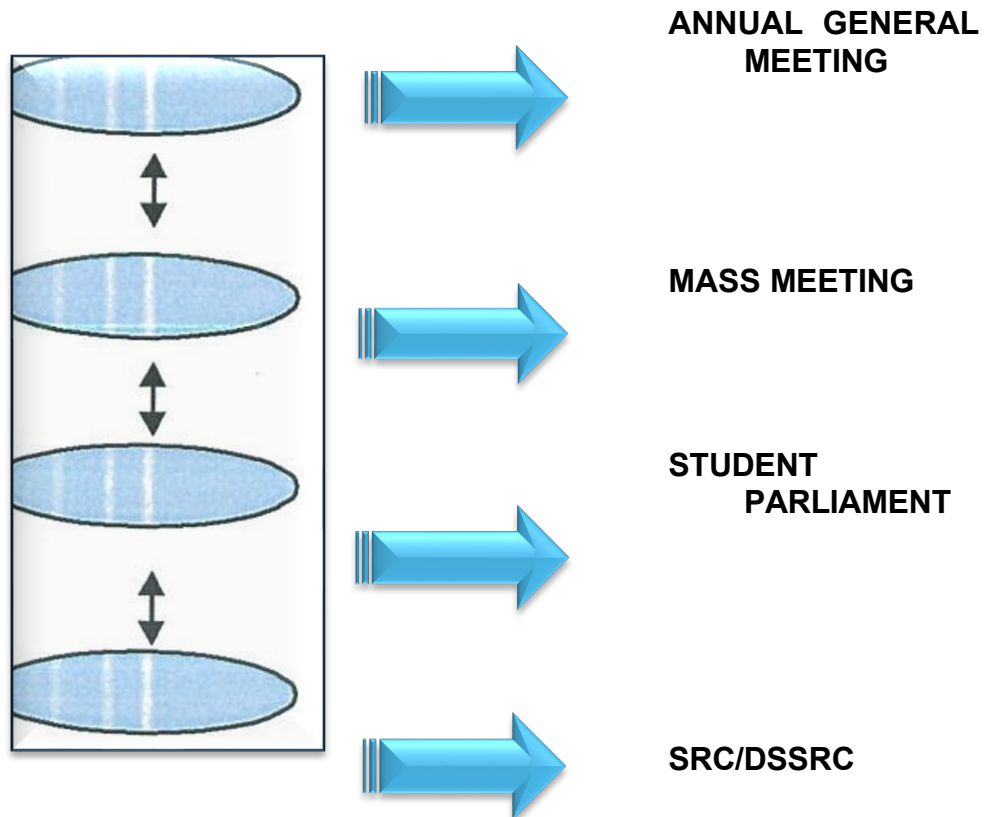
The SRC Executive Committee shall:

- (a) Only convene meetings to discuss urgent matters.
- (b) Performs technical duties of an administrative and technical nature and diligently reports back to the SRC.
- (c) Refer all its decisions to the full SRC meeting for ratification.

CHAPTER 9

COMPOSITION OF STUDENT GOVERNANCE

9.1 HIERARCHY OF STUDENT GOVERNANCE



9.1.1 ANNUAL GENERAL MEETING

- (a) It shall be the highest decision-making student body of the university.
- (b) It shall be convened by the SRC/DSSRC no later than the end of the third quarter of the academic year for the presentation of SRC/DSSRC reports.
- (c) The SRC must present the financial, the presidential, and the secretarial reports at all annual general meetings.

9.1.2 STUDENT MASS MEETING

- (a) It shall be the second highest decision-making body of the entire Student Governance.
- (b) It shall be convened by the SRC/DSSRC at least once per academic quarter, shall consider quarterly reports, notwithstanding other provisions of the Constitution with regard to special meetings, and shall act within the powers of the Constitution.

9.1.3 THE STUDENT PARLIAMENT

- (a) The SRC, in collaboration with the Student Life and Governance Office, must convene Student Parliament within a minimum of thirty (30) working days after the IEC has declared the elections of the SRC free and fair.
- (b) The Student Parliament shall advise the SRC on its programme of action, policies, and reports to be presented to the mass meeting and the AGM.

9.1.4 STUDENT REPRESENTATIVE COUNCIL/DELIVERY SITES SRC

- (a) It shall be the executive body of the student body and shall perform all functions listed in the Constitution.
- (b) The SRC/DSSRC is accountable to the student body of the university.
- (c) The SRC/DSSRC shall present its policies, programme of action, and reports to the Student Mass Meeting and the AGM after these have been ratified by the Student Parliament.

CHAPTER 10

STUDENT PARLIAMENT

10.1 STUDENT PARLIAMENT AND ETHICS COMMITTEE

10.1.1 COMPOSITION OF PARLIAMENT

(a) Composition of the Student Parliament:

- i. All members of the elected Student Representative Council
- ii. All members of the elected Delivery Site Student Representative Council
- iii. Cultural Council (two representatives)
- iv. Social Club Council (two representatives)
- v. Religious Council (two representatives)
- vi. Sport Council (two representatives)
- vii. Disability Constituency (two representatives)
- viii. LGBTQIA+ Constituency (two representatives)
- ix. Women Advocacy Constituency (two representatives)
- x. Commuter Students Constituency (two representatives)
- xi. Central Housing Committee of the House Committees (two representatives)
- xii. International Students Council (two representatives)
- xiii. Post-graduate Council (two representatives)
- xiv. Human Sciences Faculty Council (two representatives)
- xv. Management Sciences Faculty Council (two representatives)
- xvi. Applied and Computer Science Faculty Council (two representatives)
- xvii. Engineering and Technology Faculty Council (two representatives)
- xviii. Recognised Political Structures (two from each registered political structures)

(b) The names of the representatives from the structures above will be submitted in writing by the relevant structure or council to the Speaker of Parliament. Each member of the Student Parliament, excluding the observer members referred to hereunder, shall have a right to vote on any matter requiring a vote in the Student Parliament.

(c) Three rotating observer representatives per recognised organisation or (committee) shall be submitted to the Speaker of Parliament within (14) working days after the registration period in the new academic year. There shall be one observer representative at a time.

10.2 OFFICE BEARERS OR PRESIDING OFFICERS OF THE STUDENT PARLIAMENT

10.2.1 The following shall be the Office Bearers of the Student Parliament:

- a) Speaker of Parliament
- b) Deputy Speaker of Parliament
- c) Secretary of Parliament

10.3 DUTIES OF OFFICE BEARERS

10.3.1 Speaker of Parliament

- (a) Shall be the chairperson of all the Student Parliament meetings.
- (b) Shall ensure the smooth running of the meetings of Student Parliament.

10.3.2 Deputy Speaker

- (a) Shall perform all duties delegated to him/her by the Speaker of Parliament.
- (b) Shall be the Acting Speaker of Parliament the absence of the Speaker.
- (c) Shall manage all external affairs of the Student Parliament.
- (d) Shall be the advisor to the Speaker of Parliament on legal and transformation affairs.

10.3.3 Secretary of Parliament

- (a) Shall be the chief administrator of Student Parliament.
- (b) Shall issue out all notices on behalf of Student Parliament.
- (c) Shall be the spokesperson of Student Parliament.
- (d) Shall manage the calendar of Student Parliament.

10.4 POWERS AND DUTIES OF STUDENT PARLIAMENT

- (a) Student Parliament shall act as an advisory body to the SRC on matters relating to policies and other related activities.
- (b) Shall receive and discuss reports from the SRC.
- (c) Shall recommend the adoption of amendments to the constitution of the SRC.
- (d) Shall recommend the appointment of committees and recommend duties to such committees as the case may be.
- (e) Shall receive and consider reports which shall be submitted by the President, Deputy President, Secretary General and Treasurer General.
- (f) Shall give advice and guidance when the disciplinary committee of the SRC fails to make decisions on matters of discipline.

- (g) Shall advise the SRC Programme of Action and budget.
- (h) The decision of the Student Parliament shall be taken by a simple majority of votes of the elected members present at that meeting.
- (i) All decisions of the Student Parliament meeting must as far as practicable possible be implemented before the following meeting of the Student Parliament and feedback of the implementation must be given.

10.5 MEETINGS OF STUDENT PARLIAMENT

- (a) There shall be ordinary meetings and extra-ordinary meetings of the Student Parliament
- (b) The quorum of ordinary meeting shall be 50% plus 1.
- (c) The quorum of extra-ordinary meeting shall be 40%.

10.6 SITTING SCHEDULE OF THE STUDENT PARLIAMENT

- (a) The Secretary of Parliament shall submit a full calendar of the sittings of parliament for ratification at the first sitting of the Ordinary Meeting of the Student Parliament.

10.7 ORDINARY MEETINGS OF STUDENT PARLIAMENT

- (a) Shall be attended by all members of parliament as defined under composition above (10.1.1 a)
- (b) Shall be held at least once per semester.
- (c) The Secretary General shall request members to submit items for the meeting by giving them five working days to do so.
- (d) The Secretary General shall be responsible for drafting the agenda of ordinary meetings of Student Parliament.

10.8 EXTRA-ORDINARY MEETING

- (a) The extra-ordinary meeting of the Student Parliament shall be called by the Speaker of the Parliament if at least 40% of the members of student parliament petition him/her in writing to do so, in which case the meeting shall take within seven days after the petition has been received.
- (b) An extra-ordinary meeting of Student Parliament can be called by the SRC if there is an urgent matter through the Speaker for such meeting to take place.
- (c) The notice of the date, time, venue and agenda of the extra-ordinary meeting of the Student Parliament shall be circulated and electronically confirmed to the members of the Student Parliament at least 36 hours before commencement of the meeting.

10.9 ETHICS COMMITTEE OF STUDENT PARLIAMENT

- (a) Speaker of Parliament
- (b) Deputy President of the SRC
- (c) General Secretary of the SRC
- (d) The Legal, Policy, Constitutional and Transformation Officer
- (e) Member of Student Life and Governance Office
- (f) Any other two members of Parliament elected during the meeting of parliament.

10.10 FUNCTIONS OF THE ETHICS COMMITTEE OF THE STUDENT PARLIAMENT

- (a) The Committee shall ensure the discipline and good conduct of the entire Student Governance.
- (b) The Committee shall receive complaints and hold disciplinary hearings on the conduct of members of Student Governance/SRC/DSSRC and make recommendations to Parliament for remedial action.

10.11 TERM OF OFFICE FOR STUDENT PARLIAMENT MEMBERS

- (a) The term of office for members of Parliament and its office bearers shall be a once-off maximum of 24 months period and shall coincide with the Term of Office for the SRC. The term of office for members of Parliament and its office bearers shall be a maximum of 12 months and shall co-incide with the term of office of the SRC.
- (b) Student Parliament shall convene every quarter.
- (c) Student Parliament shall ensure that a quorum for meetings shall be 50% plus one of permanent members

CHAPTER 11

DISSOLUTION, TERMINATION OF MEMBERSHIP OF THE SRC/DSSRC AND VACANCIES IN THE SRC/DSSRC

11.1 DISSOLUTION OF SRC/DSSRC

11.1.1 The SRC/DSSRC shall be dissolved if and when:

- (a) 50% of members of the SRC resign from the SRC.
- (b) A motion of no confidence has been lodged by any registered student or student organization with the Speaker of Parliament supported by a petition containing at least 20% of registered students' signatures confirming such a motion and the motion is carried by a two thirds majority vote of registered students present at a mass meeting convened by Parliament or any mass meeting convened by the SRC/DSSRC.

11.2 TERMINATION OF MEMBERSHIP OF SRC/DSSRC

Membership of the SRC/DSSRC shall be terminated if and when:

- (a) A member ceases to be a registered student of the university;
- (b) A member tenders his/her resignation in writing and such resignation is accepted by the SRC or the DSSRC;
- (c) A member has been found guilty of misconduct by the Ethics Committee of the Student Parliament;
- (d) A member has been found guilty of misconduct by a university disciplinary hearing or have been convicted of any crime by any court of law in the Republic of South Africa or elsewhere and sentenced to imprisonment without the option of a fine or a fine of more than R5,000 (FIVE- THOUSAND RAND);
- (e) A member fails to attend five consecutive meetings of the SRC or DSSRC, which are properly convened in terms of this Constitution, including committee meetings where the member serves in his/her capacity as an SRC/DSSRC member, without an acceptable written or verbal reason.

11.3 VACANCIES IN THE SRC/DSSRC

11.3.1 In case of vacancies occurring in the SRC/DSSRC before the end of semester one:

- (a) Student Support Services will, in consultation with the SRC, fill the vacant position with a name from the priority election list based on the SRC election results, which will either be from the registered structures or the list of independent candidates.

- (b) Reshuffling of positions is not recommended under any circumstances.

11.3.2 Transitional arrangements by MANCOM in times of national disaster and/or emergency:

- (a) The VUT Management in consultation with the Executive Director: Student Support Services shall make transitional arrangements in circumstances where the annual SRC Elections may not be conducted due to circumstances beyond the control of the university.
- (b) The VUT Management in consultation with the Executive Director: Student Support Services may establish an Interim SRC and determine its applicable guidelines, term of office, powers and functions.
- (c) Candidates for the Interim SRC will have to meet the requirements that are set out for candidates who want to participate in SRC elections.

CHAPTER 12

AMENDMENTS OF THE SRC CONSTITUTION

12. AMENDMENTS TO THE SRC CONSTITUTION

12.1 With due regard to the HE Act 101, 1997 and the Statute of the Vaal University of Technology, any proposed amendment of, or addition or deletion to, this Constitution must be approved by the Council of the university.

12.2 Any amendment of, or deletion to, this Constitution shall be regarded procedural under the following conditions:

- (a) Any registered student may submit, in writing, a proposed amendment/deletion to this Constitution.
- (b) Any recognised club/society or student organisation may submit, in writing, a proposed amendment of this Constitution.
- (c) The proposal shall be submitted to the General Secretary of the SRC and the Student Life and Governance Office by the student/recognised club/society or student organisation.
- (d) All submissions must be supported by at least 100 signatures registered students.
- (e) On receiving a valid proposed amendment, the SRC in conjunction with the Student Life and Governance Office shall publish a notice of the date, venue, and time of the SRC Constitutional Review Summit convened for the purpose of considering the

proposed amendments.

- (f) The Student Life and Governance Office shall manage the invitation and accreditation of registered structures who will participate in the SRC Constitutional Review Summit
- (g) The university will appoint an internal or external facilitator to preside over the process of considering the proposed amendments through a plenary session and/or through commissions established for this purpose. The commissions may be co-chaired by the SRC Deputy President and the SRC Legal and Transformation Officer.
- (h) If there is no consensus on the proposed amendment, the facilitator will submit the recommendations with views (for and against) for consideration by Management and Council.
- (i) As a general rule, the proposed amendment should garner sufficient consensus to be considered to effect the proposed amendment, failure of which the current provision will remain as a constitutional status quo.
- (j) Voting will not be used as method to deal with the adoption of the proposed amendments.
- (k) Any proposed amendment of or addition to this Constitution must be submitted to the Management of the University and shall only be effective upon approval by the Council of the University

CHAPTER 13

APPLICATION FOR RECOGNITION AND WITHDRAWAL OF STUDENT STRUCTURES/ORGANISATIONS/CLUBS/SOCIETIES

12. RECOGNITION OF STUDENT ORGANISATIONS

12.1 The applicant shall be required to meet the following conditions:

- (a) Applications by the concerned applicants to the SRC for recognition shall be made using prescribed forms.
- (b) A minimum of one hundred and fifty (150) signatures from registered students in support of the formation of a political organisation and six signatures from students willing to serve on a founding committee of the proposed organisation shall be required.
- (c) A minimum of one hundred (100) signatures from registered students in support of the formation of any other organisation and six signatures from students willing to serve on a founding committee of the proposed organisation shall be required.
- (d) The application should include the intended aims and objectives of the organisation.
- (e) The application should provide reasons why no other existing recognised student organisation within the university can fulfil its aims and objectives.
- (f) The application should provide an action plan and programme of the proposed organisation.
- (g) The applicant should submit a copy of its draft Constitution and its vision and mission statements.
- (h) Following the submission of the application and the required documents, the student organisation applying for recognition shall be required to organise a meeting of the student organisation to be attended by a member of the SRC/DSSRC and to submit a record of proceedings of that meeting together with an attendance register.
- (i) The SRC/DSSRC member attending such a meeting shall make a recommendation on the recognition of such organisation to an ordinary meeting of the SRC/DSSRC.
- (j) If recognition is granted, the student organisation will be notified in writing within (14) working days of the decision to grant it recognition and will then be granted the right of existence in terms of the constitution.
- (k) If an application for recognition is rejected, full reasons for the rejection shall be supplied (in writing) to the applicants by the SRC/DSSRC within (14) working day after the SRC/DSSRC meeting at which the application was considered.

- (l) The SRC/DSSRC should provide a monitoring and evaluation oversight over the performance of recognised structure to ensure accountability. The track record of the performance of the recognised structure should be considered for future applications.

CHAPTER 14

PRIVILEGES, HONORARIA AND ALLOWANCES OF THE SRC/DSSRC

- 14.1** Subject to section 35 of the HE Act 101, 1997 and the Statute of the Vaal University of Technology, SRC privileges, honorariums, and allowances shall be determined by the University Management from time to time.

CHAPTER 15

MEETINGS AND QUORUMS

15.1 MEETINGS OF STUDENT GOVERNANCE

As a principle, it is understood that meetings may be held in person and/or online depending on the prevailing circumstances.

15.2 ORDINARY MEETINGS OF THE SRC/DSSRC

- (a) Ordinary meetings of the SRC and DSSRC shall be held at least once every week.
- (b) Minutes shall be taken of all SRC and DSSRC meetings and filed for record purposes.
- (c) Meetings of the Executive Committee of the SRC/DSSRC shall be held as specified in Section 12(1) (a) above and written minutes shall be kept of such meetings.

15.3 ANNUAL GENERAL MEETINGS OF THE SRC/DSSRC

- (a) The SRC/DSSRC must convene an AGM at least (2) weeks prior the commencement of the SRC/DSSRC elections.
- (b) Annual general meetings of the SRC/DSSRC are open to all registered students of the university.
- (c) The SRC must, in this meeting, deliver presidential, financial, and secretarial

reports.

15.4 STUDENT MASS MEETING

- (a) The SRC/DSSRC shall convene a student mass meeting per academic quarter.
- (b) The details of the meeting, including the date, venue, and agenda, shall be published on student noticeboards and through other effective media communication.
- (c) The SRC/DSSRC shall, during this meeting, deliver its quarterly report.
The quarterly report must comprise the financial report, secretarial report, and the presidential report

15.5 SPECIAL MASS MEETING OF STUDENTS

- (a) The SRC/DSSRC shall be obliged to convene a special mass meeting of students if petitioned to do so in writing by 2 000 or more registered students placing their signatures on such a petition.
- (b) Notice of such a meeting, including the date, venue, and agenda, shall be published on student noticeboards and through other effective media communication.

15.6 MEETINGS OF STUDENT PARLIAMENT

- (a) The Ordinary Meeting of the Student Parliament shall hold meetings at least once per quarter based on the schedule submitted by the Secretary of Parliament
- (b) Submissions for discussion by the student Parliament should reach the Speaker of the student Parliament at least five (5) working days before the date of the scheduled sitting of the student Parliament.
- (c) The agenda for the Student Parliament meeting should be distributed at least three (3) working days before the date of the meeting.
- (d) The Student Parliament shall, through its Secretariat, convene special meetings as and when such a need arises.
- (e) Such a special meeting will be convened within a reasonable period of time, with due consideration of the urgency and constitutional requirements.

15.7 QUORUM OF MEETINGS

- (a) Excluding the Annual General Meeting of the SRC/DSSRC and any Student Mass Meeting the quorum for any other meetings of SRC/ DSSRC, the Executive Committee of the SRC/ DSSRC, the SRC sub-committees and the Student Parliament shall be 50% plus 1 (one) of the membership of such forum.
- (b) There being no quorum at the start of any meeting referred to above the meeting stands adjourned and reassembles not less than 24 hours and not more than seven clear days from the date of the said meeting as determined by the President, and whatever number of members are then present are deemed to form a quorum.

- (c) The quorum for the annual general meeting of the SRC/DSSRC and Student Mass Meeting (general or special) shall be 10% plus 1 (one) of the total enrolled/registered students during that academic year or semester.

CHAPTER 16

FREEDOM OF EXPRESSION

16.1 FREEDOM OF EXPRESSION

16.1.1 Every student has the right to freedom of expression, which includes (subject to all university policies and rules):

- (a) Freedom to receive or impart information or ideas; and academic freedom and freedom of research.

16.1.2 The right in subsection (1) does not extend to:

- (a) Incitement of violence; and damage to property or
(b) Advocacy of hatred that is based on race, ethnicity, gender, or religion and which constitutes incitement to cause harm.

CHAPTER 17

RIGHTS

17.1. RIGHTS (*Further reference to Students Rights Charter and SRC Code of Conduct*)

17.1.1 Every student has the right to lodge a complaint, which includes:

- (a) a complaint against the quality of education offered;
- (b) a complaint against the SRC and/or conduct of an individual member of the SRC; and
- (c) a complaint against any service offered by the university.

17.1.2 The procedure for lodging a complaint referred to in sub-section (1) above shall be as follows:

- (a) Any student may submit a written complaint to the Executive Director: Student Support Services regarding any service(s) offered by the university.
- (b) The Executive Director: Student Support Services shall, on behalf of the student (complainant), forward a complaint to the relevant division for further investigation and response.

CHAPTER 18

VIOLATION OF THE CONSTITUTION

18. VIOLATION OF THE SRC CONSTITUTION, SRC CODE OF CONDUCT AND UNIVERSITY RULES

18.1.1 Should any member of the SRC/DSSRC or any student leader violate the SRC constitution, SRC code of Conduct or any University Rule, such violation shall be dealt with as follows:

- (a) The violation may be dealt with in terms of the SRC/DSSRC Code of Conduct; or
- (b) The violation may also be dealt with in terms of university rules and policies if it violates such rules and policies.

18.1.2 Should the SRC/DSSRC violate or contravene the SRC/DSSRC constitution, the violation or contravention shall be dealt with as follows:

- (a) A petition in respect of the violation must be submitted in writing to the Student Parliament for consideration and decision.
- (b) Should the Student Parliament fail to act or in the absence of Student Parliament such a petition may be submitted to the Executive Director: Student Support Services, who may, after informing the SRC/DSSRC in writing, suspend all or some of the SRC/DSSRC activities/functions.

SCHEDULE: A
VAAL UNIVERSITY OF TECHNOLOGY'S
STUDENT REPRESENTATIVE COUNCIL'S
ELECTORAL CODE OF CONDUCT

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CHAPTER 1

PURPOSE AND OBJECTIVES OF THE ELECTORAL CODE

1.1. Purpose of the Electoral Code

- (a) This code serves to regulate the election of the SRC/DSSRC, the sub-committees of the SRC/DSSRC, the Student Parliament, the Faculty Committees, the Sports Committee, Residence Committees and other Committees established by the SRC/DSSRC.
- (b) This code shall also to regulate activities of students, student organisations, and the Independent Electoral Commission during SRC/DSSRC elections.

1.2. Objectives of the Electoral Code

- (a) The code intends to strengthen constitutional democracy and promote democratic electoral processes.

CHAPTER 2

APPOINTMENT OF AN INDEPENDENT ELECTORAL COMMISSION, POWERS, DUTIES, AND FUNCTIONS OF THE COMMISSION

2.1. Appointment of the Independent Electoral Commission (The Commission)

2.1. The Student Life and Governance Office, in concurrence with the SRC in office, shall appoint an Independent Electoral Commission. The following conditions shall be applicable during the appointment:

- (a) The university's finance policies and Supply Chain Management procedures shall be followed.
- (b) The appointment process shall be made preferably, at most, thirty (30) days before the last AGM of the term of office of the SRC.
- (c) The commission shall be an external entity and be competent to perform such services, where possible, this may be the national Independent Electoral Commission of South Africa.
- (d) The Chief Electoral Officer will have to rope in a person with a legal background into the structure.

2.2. Powers, duties, and functions of the Independent Electoral Commission

The functions of the commission include:

- (a) Submit to the Executive Director: Students Support Services an Election Plan
- (b) Open and close the nomination process, following a timetable approved by the Executive Director: Student Support Services.
- (c) Making recommendations to the electoral commission about improving the efficiency of SRC Elections.
- (d) Managing SRC/DSSRC elections.
- (e) Ensuring that such elections are free and fair.
- (f) Promoting conditions conducive to free and fair democratic processes.
- (g) Promoting knowledge of sound and democratic electoral processes.
- (h) Maintaining a voters' role as provided by the university.
- (i) Compiling and maintaining a register of parties.
- (j) Establishing and maintaining liaison and cooperation with student organisations;
- (k) Promoting cooperation between students, electorates, and student organisations;
- (l) Adjudicating disputes that may arise from parties contesting elections.
- (m) Ensuring that disputes are submitted in writing.
- (n) Establishing any other task and/or committee that it deems appropriate; and
- (o) Developing and publishing an election timetable in consultation with observers/ agents.

2.2 For purposes of achieving the objectives and functions of the work of the commission, the commission may:

- (a) perform any function/act that is necessary to ensure achievement of its objectives and functions; and
- (b) subject to the Vaal University of Technology rules and procedures, acquire the necessary support to discharge its responsibilities.

CHAPTER 3

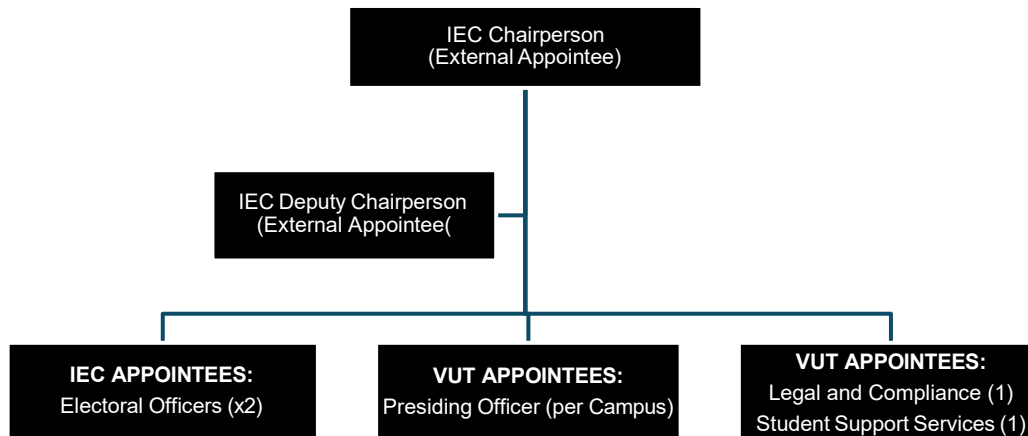
COMPOSITION OF THE COMMISSION AND APPOINTMENT OF THE COMMISSION'S ADMINISTRATIVE OFFICIALS AND THEIR DUTIES

3.1. Composition of the Independent Electoral Committee

The committee shall consist of the following members, one of whom shall be the Chief Electoral Officer:

- (a) The role of the Chief Electoral Officer should be played by an external person who is not part of the University community.
- (b) A Deputy Chief Electoral Officer should deputise for the Chief Electoral Officer in his/her absence, and the role should also be played by an external person who is not part of the University community.
- (c) Any other two (2) Election Officers appointed by the Chief Electoral Officer.
- (d) A representative from the Legal Services Office of the Institution.
- (e) A staff member designated by the Executive Director: Student Support Services.
- (f) A Presiding Officer of each delivery site appointed by the Institution.

3.1. Organisational Structure of the Independent Electoral Commission (IEC)



3.1 Duties of the electoral commission's administrative staff

3.3.1 The duties of the Chief Electoral Officer (Chairperson of the Independent Electoral Commission), Presiding Officers, and Elections Officers shall include, but not be limited to the following:

- (a) Presenting the timetable for the elections before the nomination process begins
- (b) Preparing and distributing the election nomination forms.
- (c) Opening and closing the nomination process, following a timetable approved by the commission and the Executive Director - Student Support Services.
- (d) Compiling and publishing a complete list of the organisations/independent student candidates contesting the SRC elections.
- (e) e Arranging meetings of candidates to explain the election processes, rules, and regulations.
- (f) Booking venues, through the Student Life and Governance Office, required for all election events.
- (g) Producing and distributing, prior to the elections, publications carrying relevant information about contesting student organisations.
- (h) Liaising with campus media about the publication of election information prior to the elections.
- (i) Making recommendations to the commission about improving the efficiency of the Elections.
- (j) Convening and servicing meetings of the Independent Electoral Commission in consultation with the Chairperson of the commission.
- (k) Determining the design of the ballot papers and the ballot boxes, including an appropriate method of numbering and labelling.
- (l) Supplying an adequate stock of ballot papers, ballot boxes, voting booths, compartments and sufficient voters' rolls.
- (m) The Chief Electoral Officer must consult with the Executive Director - SSS, should a need arise, on any matter on which the Chief Electoral Officer is unable to make a decision.

CHAPTER 4

CONDUCT OF OBSERVERS/AGENTS AND MEETINGS OF THE ELECTORAL COMMISSION

4.1. Conduct of Administrative Staff

4.1.1 Every member of the administrative staff must:

- (a) Serve impartially and independently and perform his or her functions as such in good faith and without fear, favor, or prejudice.

4.1.2 No member of the administrative staff and the commission:

- (a) may, whether directly or indirectly, in any manner, give support to, or oppose, any student organisation(s) or candidate participating in the elections or any of the issues in contention between parties or candidates;
- (b) may, by his or her membership, association, statement, conduct, or in any other manner, place in jeopardy his or her perceived independence or in any other manner harm the credibility, impartiality, independence, or integrity of the Electoral Commission;
- (c) may make private use of, or profit from, any confidential information gained as a result of his or her appointment as such a member;
- (d) may divulge any such information to any third party during the course and scope of his or her official function; and
- (e) shall, during this term of appointment, be eligible to serve or have interest to serve in the SRC or to contest during the SRC elections in the same period with the term of the his or her appointment as administrative staff or Electoral Commission member.

4.2. Meetings of the Independent Electoral Commission

- (a) The Independent Electoral Commission may meet at any time and place as required by its Chairperson.
- (b) The commission may determine its own meeting procedures.

4.3. Liaison Committee

- (a) Provides liaison services between the candidates, contesting organisations and the Independent Electoral Commission.
- (b) It shall be formed once the nomination process has been opened.
- (c) It shall consist of representatives of contesting organisations and or independent candidates as determined by the Chief Electoral Officer.
- (d) The convener of the Liaison Committee shall be the Chief Electoral Officer.
- (e) The Liaison Committee shall only make recommendations to the IEC on the resolution of the reported complaints.

- (f) The Liaison Committee has no power to change the provisions of the SRC Electoral Code.
- (g) The Chief Electoral Officer will have the power to make a ruling on matters brought to the IEC by the Liaison Committee.

CHAPTERS 5

REGISTRATION OF STUDENT ORGANISATIONS AND INDEPENDENT CANDIDATES FOR SRC ELECTIONS

5.1. Registration of student organisations for SRC/DSSRC elections

5.1.1 For purposes of the SRC elections, all organisations and independent candidates must comply with the following requirements for eligibility to participate in the SRC/DSSRC elections:

- (a) Must submit a complete registration form as provided by the Independent Electoral Commission for such a purpose.
- (b) All applications must be submitted in writing to the Chairperson of the Independent Electoral Commission.
- (c) The student organisations contesting the elections must, at least, have existed for six (6) calendar months prior to the date of receipt of approved structures by the SRC and Student Life and Governance Office.
- (d) Student organisations are expected to comply with gender parity principles.

5.1.2 The student organisations must submit details, including:

- (a) The name of the organisation;
- (b) The distinguishing mark or logo of the organisation
- (c) The abbreviation of the name of the organisation, if any;
- (d) Proof of existence of such an organisation in other higher education institutions, a constitution, and/or any other information required by the Electoral Commission for such a purpose; and
- (e) At least 200 names, student numbers and signatures of registered students in the same year of elections that support such an organisation for purposes of the elections.

5.1.3 Additional Election Conditions:

- (a) SRC/DSSRC elections shall be contested by organisations and individuals/independents.
- (b) All organisational and independent undergraduate candidates must have passed all

modules/subjects registered by an average of at least 60% pass in the preceding semester/year.

- (c) First year honours and post-graduate diploma (NQF Level 8) candidates shall have passed all required modules/subjects in the previous qualifications obtaining at least 60% average pass.
- (d) Returning honours and post-graduate diploma candidates, must have passed all registered modules/subjects in the previous semester/year, obtaining at least 60% average pass mark. Must be registered only for the research project to complete the NQF level 8 qualification.
- (e) First year Masters (NQF level 9) and Doctoral (NQF level 10) candidates must have obtained a previous qualification with an average 60% pass mark.
- (f) In the current year of study, a candidate shall have his/her research proposal accepted and/or have an approved research ethical clearance from a relevant research committee.
- (g) With respect to returning Masters and Doctoral students, a candidate must have an accepted research proposal and/or should have obtained an ethical clearance and be within the required timeframe to complete the registered post-graduate qualification in record time.
- (h) During their two-year term of office, all elected SRC and DSSRC members are required to maintain the minimum academic standards required for their candidacy to be eligible to run for SRC elections. The Student Life and Governance Office will conduct regular assessments at least once per semester to determine academic compliance for both undergraduates and post-graduates serving as SRC and DSSRC members.
- (i) The Student Life and Governance Office shall, in collaboration with various faculties, design a mentorship support programme for SRC members to mitigate against poor academic performance during their term of office.
- (j) All candidates contesting elections must be registered students of the Vaal University and must have registered with the Vaal University of Technology for at least one (1) academic year before the date of the elections.
- (k) Organisations approved for participation in elections must submit a priority list of candidates contesting elections, including portfolios contested by each candidate.
- (l) No changes to the list shall be allowed after the closing date published by the Electoral Commission.
- (m) A candidate who has an adverse disciplinary record or who is serving any effective sanction shall not be allowed to contest elections.
- (n) All candidates shall be presumed innocent until found guilty by an appropriately established disciplinary hearing.

- (o) In the case of a post-graduate candidate who is registered for a research degree, he/she must present written confirmation by the Head of the Department in which s/he is registered that sufficient progress has been made by the student in order to complete the degree within the prescribed minimum period.
- (p) Candidates should have registered for a full programme of study or at least three modules or subjects.
- (q) Candidates who contest positions in sub-structures of the SRC are also obliged to meet the above conditions.

5.1.4 Amendments to list of candidates

- (a) Any amendments to the list of candidates must be done in writing and submitted to the Chairperson of the Electoral Commission. Such amendments must be signed by the Chairperson and Secretary of the student organisation concerned. Amendment to a submitted priority list of candidates may only be done before the IEC publishes the names of candidates.

5.1.5 In case of failure to meet subsection 5.1.3 (c) requirement:

- (b) the SRC /DSSRC must suspend such a member from SRC/DSSRC activities; and
- (c) The Student Life and Governance Office shall suspend all SRC/DSSRC privileges of such a member.

5.1.6 In case of suspension, the following must be provided:

- (a) Appropriate academic support.
- (b) Referral to Counselling or Learner Support for guidance.

5.1.7 Suspension period:

- (a) The suspension period ranges from an academic quarter to a semester to Enable the affected SRC member to produce satisfactory assessment results.

5.2 Registration of independent Candidates for SRC/DSSRC Elections

5.2.1 All independent candidates must comply with the following requirements for eligibility to participate in the SRC elections:

- (b) They must submit a completed registration form as provided by the Electoral Commission for such a purpose.
- (c) All applications must be submitted in writing to the Chairperson of the Electoral Commission.

- (d) Independent candidates contesting elections must, at least, have been registered with the university one (1) year before the date of elections.
- (e) An independent candidate must submit two-hundred (200) supporting names, signatures and student numbers of registered students in the same academic year/semester of such SRC elections.

5.3 Notification for Registration

- (a) The Independent Electoral Commission shall, within five (5) days after its appointment, publish a notice for registration of student organisations/independent candidates.
- (b) Such a notice shall indicate all requirements for registration.

5.4 Effect of registration of a student organisation/independent candidate for SRC elections

5.4.1 A student organisation/independent candidate registered in terms of the Electoral Code shall be entitled to:

- (a) have representation of an observer/agent in terms of these regulations; and
- (b) have free access to any voters' role provided by the university.

5.5 Violation of the Electoral Code and Penalties

5.5.1 Any member of an organisation/acting on behalf of the organisation/member of the administrative staff of the commission/party agents/candidate, etc., who is found to have committed any of the following acts, shall be in violation of this regulation if he/she deliberately furnishes the commission with a false statement or particulars.

5.5.2 In the case of violation committed by agents of the commission, the Chairperson of the commission may, depending on the serious nature of the violation (the decision of the Chairperson of the Electoral Commission shall be final):

- (c) issue a verbal warning.
- (d) issue a written warning; or
- (e) dismiss such a member.

5.5.3 In the case of violation by a party agent, student organisation, or candidate contesting SRC elections, the violation shall be heard by the Electoral Commission, which shall make the final decision. The Electoral Commission, by its decision, may:

- (f) bar or exclude such a student organisation/candidate/party agent from elections;
or
- (g) issue a written warning.

CHAPTER 6
APPOINTMENT OF OBSERVERS/AGENTS

6. APPOINTMENT OF OBSERVERS/AGENTS

6.1 Subject to section 5.4 above all registered student organisations/independent candidates shall be entitled to appoint two (2) observers/agents. The following information must be submitted to the Chairperson of the Independent Electoral Commission regarding the appointment of such persons:

- (a) Full name, surname, and student number of the person appointed
- (b) Name of the organisation/candidate appointing such a person(s)

6.2 Conditions of appointment of observers/agents:

- (a) Observers/gents are allowed to observe proceedings concerning results, voting, counting, and the determination and declaration of results.
- (b) Observers/agents may not interfere with the proceedings.
- (c) Observers/agents may lodge complaints or bring alleged irregularities to the attention of the Chairperson of the Independent Electoral Commission, in writing.
- (d) Observers/agents and candidates must comply with orders given by the Chief Electoral Officer.
- (e) No observers/agent will be remunerated.
- (f) The polling process will proceed regardless of observer's/agent's late arrival or non-attendance.

CHAPTER 7
NOMINATIONS, WITHDRAWALS, AND/OR CANCELLATIONS OR ANY OTHER CHANGES

7. NOMINATIONS OF CANDIDATES CONTESTING THE ELECTIONS

7.1 All nominations must comply with the following:

- (a) Nomination forms will be obtainable at advertised central points within the university and will also be provided by the Chairperson of the commission on request.
- (b) Nomination forms provided to participating student organisations/students must be accompanied by all the necessary information on the elections.
- (c) The duly completed nomination forms must be delivered by hand to the office of the Chief Electoral Officer, which will issue confirmation of receipt to the party concerned.
- (d) The Independent Electoral Commission shall verify the validity of all nominations for elections, and it shall make a decision regarding such validity.
- (e) The Independent Electoral Commission shall decline to accept a nomination if a nomination fails to meet the prerequisites for registration of the elections.
- (f) Once a nomination has been accepted, the party concerned is bound to adhere to all deadlines set by the Electoral Commission and its Administrative Officers.
- (g) No nomination forms will be accepted after the final submission date set and agreed to by all agents and the Electoral Commission.
- (h) All nomination lists must contain details of all candidates contesting such elections.
- (i) The organisational candidates' names should be ranked in accordance with a priority list. The list will be used to determine the order of priority for candidates who qualify for seat allocation.
- (j) A student may not nominate more than one independent candidate.

7.2 In case of withdrawals and/or cancellations:

- (a) Any notification of intention to withdraw from participation must be made in writing, must be signed by at least two members of the Executive of that organisation, including the Chairperson and Secretary, or the independent candidate as the case may be and must be submitted to the Chief Electoral Officer within the specified

nomination period.

- (b) Any extension of the nomination period shall be published by the Independent Electoral Commission and signed by the Chairperson of the commission.

CHAPTER 8

CONDUCT AND RESPONSIBILITIES OF PARTIES CONTESTING ELECTIONS

8. CONDUCT AND RESPONSIBILITY OF STUDENT POLITICAL ORGANISATIONS AND INDEPENDENT CANDIDATES CONTESTING ELECTIONS

8.1 All contesting organisations and independent candidates shall be required to:

- (a) Attend all advertised meetings or workshops arranged by the Electoral Commission, which will be online;
- (b) Provide any relevant information requested by the Electoral Commission;
- (c) Submit their official names, logos, slogans, and symbols that they shall use in manifestos;
- (d) Accept responsibility for any misconduct by their support team members;
- (e) Ensure that their nominated candidates do not collect or handle ballot boxes and papers; and
- (f) Ensure that campaign activities of organisations/independent candidates take place as advised by the Independent Electoral Commission or the University.
- (g) Ensure equitable access to venues and facilities for all contesting candidates.
- (h) The Chief Electoral Officer may decide on the manner in which electoral campaigns are conducted and may order any student to refrain from conducting a campaign in a particular manner if the conduct is destructive to University property or disruptive to University activities.
- (i) The Chief Electoral Officer may, in consultation with the Executive Director of Student Support Services and the Head of Campus Protection Services, restrict the participation of non-registered persons or external organization from participating in the electoral campaigns.
- (j) The Chief Electoral Officer may, in consultation with the Executive Director of Student Support Services and the Head of Campus Protection Services, may prescribe special protocols for the invitation of high-profile politicians especially from registered student political organisations for their participation in the election activities and campaigns.

CHAPTER 9

VOTING

9.1 VOTING PROCEDURES AND PROCESSES

- (a) Voting may take place online or manually, and on not more than three (3) consecutive days, unless otherwise ordered by the Independent Electoral Commission. An online voting system should be accessible to a device that is connected to the VUT network or an identified external network provider.
- (b) Online elections shall be free, fair, transparent, auditable, and supported by appropriate cybersecurity measures to mitigate any risk or threat to the electoral process.
- (c) The mode of SRC elections for each election cycle shall be determined following consultation between Student Life and Governance and the Student Parliament.
- (d) Student Life and Governance shall formally consult the Student Parliament on the proposed mode of voting for the relevant election year.
- (e) The Student Parliament shall finalise and communicate its resolution on the preferred mode of voting within fourteen (14) days of the commencement of the consultation process.
- (f) Where consensus is not reached within the prescribed fourteen (14) day period, the Executive Director: Student Support Services shall determine the mode of voting for that election cycle.
- (g) In determining the mode of voting, due consideration shall be given to operational readiness, technological capacity, security considerations, cost implications, accessibility, and risk assessment.
- (h) Where voting takes place manually, voting shall occur between 09:00 and 21:00 daily on designated voting days.
- (i) Where voting takes place online, the voting platform shall remain open continuously for the duration of the approved voting period, which shall not exceed three (3) consecutive days, until formally closed for verification and announcement of results.
- (j) Prior to the opening of votes, if voting takes place manually, the delegated staff of the Electoral Commission must show agents that the ballot boxes are empty and, thereafter, seal the ballot boxes.
- (k) Voters must produce either a valid student card or a valid Identity Document and a valid proof of registration when voting, and they should appear on the voters' roll.
- (l) Students whose names do not appear on the voters' roll may not be allowed to cast their votes even if they possess what appears to be a valid student card/ID or proof of registration.
- (m) Voting in all SRC portfolios must be by secret ballot.
- (n) For elective portfolios, students will receive two ballot papers: one for an organisation and another one for independent candidates.
- (o) Each voter shall vote once for an organisation and once for an independent candidate in elective portfolios.

- (p) Faculty Officer for the four faculties and Post-graduate Officer candidates will have their own respective election arrangements under the guidance of the Chief Electoral Officer in collaboration with Student Life and Governance. The winners of those elections will be those candidates that attain the highest number of votes in elections for Chairpersons in respective Faculty Council elections, Post-graduate Council and International Students Council elections. Those elections will be coordinated by the Student Life and Governance Office.
- (q) The candidates who obtain the highest number of votes will be the winners for seats of independent candidates.

9.1 ALLOCATION OF EXECUTIVE LEADERSHIP POSITIONS

- (a) The President and Secretary-General shall not be elected through a separate direct ballot by the general student electorate.
- (b) The President and Secretary-General shall be elected during the inaugural (constituting) meeting of the SRC together with the other non–ex officio office bearer positions.
- (c) Where a recognised student structure obtains the highest number of votes in the general SRC election, that structure shall automatically be allocated the positions of President and Secretary-General.
- (d) The automatic allocation provided for in sub-clause (c) shall only apply where the structure has secured at least two (2) seats in the SRC as part of the election outcome.
- (e) Where the structure with the highest number of votes has not secured at least two (2) seats, the President and Secretary-General shall be elected through a Proportional Representation voting process during the inaugural meeting.
- (f) All remaining non–ex officio office bearer positions, including but not limited to Faculty Officers, and the Postgraduate Officer, shall be filled through a Proportional Representation voting process during the inaugural meeting of the SRC.

9.2 VOTING PROCEDURES FOR FACULTY COUNCIL ELECTIONS, POST-GRADUATE COUNCIL ELECTIONS AND INTERNATIONAL STUDENTS COUNCIL

The Student Life and Governance Office in consultation with the relevant Executive Dean and Head of Department will be responsible for ensuring that Departmental Committees, Faculty Councils and Post-graduate Councils are elected and constituted each year. The Executive Director: SSS will notify the Executive Deans about the initiation of the process.

9.2.1 DEPARTMENTAL REPRESENTATIVES

- (a) After consultation with the HODs through Faculty Executive Deans, an electoral process shall be initiated by the Student Life and Governance office, on the basis of outlined guidelines.

- (b) Departmental electoral process shall be conducted by means of a first-past-the-post system or simple plurality.
- (c) During the electoral process, any registered and qualified student in that department shall be eligible to stand for nomination.
- (d) All the candidates shall meet the requirements that apply to the SRC.
- (e) The nominated candidate must accept or decline the nomination to serve in the Departmental Committee.
- (f) Where more than one candidate is nominated, voting shall take place. The candidate receiving the most votes in support will be declared the successful candidate.
- (g) This process may take place either online or in person depending on the decision of the Electoral Officer.
- (h) A Departmental Committee will comprise of the Chairperson, the Deputy Chairperson and the Secretary.

9.2.2 FACULTY COUNCILS

- (a) To serve in Faculty Councils, all candidates / students must meet the eligibility criteria as stipulated in Schedule A, Chapter 5, clause 5.1.3 (a - g).
- (b) The faculty electoral process shall be conducted by means of a first-past-the-post system or simple plurality.
- (c) Faculty representatives shall be elected from the list of successfully elected departmental committee chairpersons.
- (d) A meeting of all departmental committee chairpersons within a particular faculty must be called for the official election and constituting of the Faculty Council.
- (e) The election of the Faculty Council office bearers must be by secret ballot.
- (f) Observers/agents are not allowed during such elections.
- (g) Where an elective meeting is called and a quorum is not met, a new meeting should be rescheduled within 48 hours of the originally communicated date.
- (h) Where the newly scheduled meeting still fails to meet a quorum, this will not preclude the faculty from proceeding with the election of a faculty council.

9.2.3 FACULTY COUNCIL OFFICE BEARERS SHALL BE AS FOLLOWS:

- (a) Chairperson
- (b) Deputy-Chairperson

- (c) Secretary
- (d) Treasurer

9.3 VOTING IN FACULTY COUNCIL ELECTIONS AND POST-GRADUATE COUNCIL ELECTIONS

Voting shall take place by secret ballot. This process may take place either online or in person depending on the decision of the Electoral Officer.

9.3.1 POST-GRADUATE COUNCIL ELECTIONS

- (a) Each department that has a Post-graduate programme shall nominate a Post-graduate representative who meets the minimum requirements for such nomination.
- (b) Departmental Post-graduate representatives shall nominate one faculty Post-graduate representative per faculty.
- (c) Faculty Post-graduate representatives shall constitute the Executive of the Post-graduate Council.
- (d) The Chairperson of the Executive of the Post-graduate Council shall serve as a full executive member of the SRC.

9.3.2 ELIGIBILITY FOR POST-GRADUATE COUNCIL ELECTIONS

- (a) All registered post-graduate candidates at Vaal University of Technology shall be eligible for election to the Post-Graduate Council, except those on academic probation and those who have been judged to have made unsatisfactory progress without extenuating circumstances as indicated by the Head of Department.
- (b) Post-Graduate electoral process shall be conducted by means of a first-past-the-post system or simple plurality.
- (c) First year honours and post-graduate diploma (NQF level 8) candidates, shall have passed all registered modules / subjects in the previous qualification obtaining at least 60% average pass mark.
- (d) Returning honours and post-graduate diploma candidates, must have passed all registered modules/subjects in the previous semester/year, obtaining at least 60% average pass mark. Must be registered only for the research project to complete the NQF level 8 qualification.
- (e) Third-year or above candidates, registered for an NQF level 8 qualification shall not contest Post-graduate Council elections
- (f) First year Masters (NQF level 9) and Doctoral (NQF level 10), a candidate must have obtained a previous qualification with an average 60% pass mark.

- (g) In the current study a candidate shall have his/her research proposal accepted and/or have an approved research ethical clearance from a relevant research committee.
- (h) Returning Masters and Doctoral, a candidate must have an accepted research proposal and/or obtained ethical clearance and be within the required timeframe to complete the registered post-graduate qualification in record time.

9.3.3 COMPOSITION OF THE POST-GRADUATE COUNCIL

- (a) The PGS will be formed by elected Post-graduate representatives from each academic department or centre, with representatives from each qualification level, where relevant.

9.3.3.1. Post-graduate Council Executive shall be composed as follows

Departmental Post-graduate representatives (members of the Post-graduate Council) shall elect from among the faculty Post-graduate representatives the following:

- (a) Chairperson
- (b) Deputy Chairperson
- (c) Secretary
- (d) Treasurer

9.4 VOTING PROCEDURES FOR THE INTERNATIONAL STUDENTS COUNCIL

The Student Life and Governance Office in consultation with the Director for International Affairs will be responsible for ensuring that International Students' Council is elected and constituted each year. The Executive Director: SSS will notify the VUT International Office about the initiation of the process.

- (a) An electoral process will be initiated by the Student Life and Governance Office.
- (b) The electoral process shall be conducted by means of a first-past-the-post system.
- (c) The election of the International Students' Council office bearers must be by secret ballot.
- (d) Observers/agents are not allowed during such elections.
- (e) Where an elective meeting is called and a quorum is not met, a new meeting should be rescheduled within 48 hours of the originally communicated date where the newly scheduled meeting still fails to meet a quorum. This will not preclude the International Office from proceeding with the election of an International Students' Council.
- (f) Where the newly scheduled meeting still fails to meet a quorum, this will not preclude the faculty from proceeding with the election of an International Students' Council.
- (g) The office bearers of the International Students Council shall be as follows:
 - Chairperson
 - Deputy-Chairperson

- Secretary
- Treasurer

9.5 VOTING STATIONS

- (a) The Electoral Commission together with Student Life and Governance Office must establish appropriate locations for voting stations, where there is a need, within the campus.
- (b) The location and number of voting stations must take into consideration the need for free, fair, and orderly conduct of the elections.
- (c) Student numbers and the need to avoid congestion at voting stations must also be taken into account.

CHAPTER 10

COUNTING AND DECLARATION BY THE COMMISSION

10.1. COUNTING OF VOTES FOR GENERAL SRC ELECTIONS

10.1.1 IN CASE OF COUNTING, THE FOLLOWING MUST BE COMPLIED WITH:

- (a) Counting of votes shall commence within two hours after the voting station has closed for voting and may be suspended with the Electoral Commission's approval.
- (b) Ballot papers must be counted on the campus where voting took place or any secure location approved by the Independent Electoral Commission.
- (c) The total number of votes for elective portfolios – except for the portfolios of the President and General Elections - shall be counted against the total number of seats available in order to determine the number of votes that make up a seat. The following is the formula:

$$\text{Seat} = \frac{\text{Total Number of Vote} + 1}{\text{TOTAL SEATS}}$$

10.1.2 PORTFOLIO ALLOCATION

- (a) The Chief Electoral Officer shall, within twenty-four (24) hours after the announcement of the final SRC election results, convene an inaugural (constituting) meeting of all duly elected SRC members for the sole purpose of allocating executive and portfolio responsibilities.
- (b) Only duly elected SRC members may participate in the portfolio allocation process.

- (c) The allocation of the positions of President and Secretary-General shall be conducted in accordance with Clause 9.1 of this Constitution.
- (d) Following the allocation of the President and Secretary-General positions as set out above, all remaining non–ex officio executive portfolios shall be allocated during the inaugural meeting through a Proportional Representation voting process.
- (e) Nominations for portfolio positions shall be submitted from among the duly elected SRC members present at the inaugural meeting.
- (f) Voting for portfolio allocation shall be conducted by secret ballot and shall be determined by a simple majority of members present and voting.
- (g) In the event of a tie during the portfolio allocation process, the total number of votes obtained by the respective recognised student structure in the general SRC election shall be taken into consideration, and the candidate representing the structure with the higher number of votes shall be declared the winner.
- (h) Where a tie persists, a transparent random selection process, as determined by the Chief Electoral Officer, shall be conducted in the presence of all eligible members. Such process may include a raffle, coin flip, or other impartial mechanism, and may occur physically or electronically for purposes of transparency and record-keeping.
- (i) Only duly elected SRC members may nominate, stand for, and vote in the portfolio allocation process.
- (j) The Chief Electoral Officer shall immediately count the votes in full view of the elected SRC members and representatives of Student Life and Governance and shall thereafter formally announce the portfolio allocation results.
- (k) Observers or agents shall not participate in the voting process but may observe proceedings in accordance with applicable electoral guidelines.

10.1.3 Counting Officers delegated by the Electoral Commission may reject a ballot paper in consultation with observers/agents in the following circumstances:

- (a) If a ballot paper has any other mark(s) and/or writing except the vote.
- (b) more than one organisation and /or more than one independent candidate.
- (c) If a ballot paper does not contain any vote cast.
- (d) Disputed and rejected ballot papers will not be counted, but will be kept separate for the Electoral Commission's decision.
- (e) All decisions of the Electoral Commission shall be communicated only by the Chairperson of the commission, except in case of a delegation by the Chairperson of the commission.

- (f) All agents must sign a declaration form stating whether or not they accept the provisional election results. This must be done immediately after the Chairperson (Chief Electoral Officer) of the commission has declared completion of the counting of votes.

10.1.4 SEAT ALLOCATION

- (a) The Proportional Representation (PR) system is an electoral system designed to allocate seats in proportion to the number of votes each structure has received. The PR system ensures that the composition of elected officials reflects the preferences of the electorate more accurately. The PR system encourages a multi-party, inclusive governance and diversity, and ensures that even smaller parties can still gain representation in the SRC.
- (b) Proportional representation shall be the guiding principle for seat allocation in elective portfolios provided that the contesting organisations achieve 10% of the votes cast. Attaining 10% of votes cast does not imply an automatic seat.
- (c) Except for the portfolios of President and General Secretary (which shall be voted for directly), the total number of votes cast for an organisation divided by the number of seats shall determine the number of seats for contesting organisations.
- (d) There shall be two seats reserved for independent candidates in addition to Elective Portfolios.
- (e) There shall be six seats reserved for the Chairpersons of the following Councils who will serve directly in the Student Representative Council:

Human Sciences Council	Management Science Council	Applied and Computer Science Council	Engineering and Technology Council	Post-graduate Students` Council
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**10.2 DECLARATION AND OBJECTIONS TO THE ELECTION RESULTS ANNOUNCED
BY THE ELECTORAL COMMISSION**

10.2.1 In case of the declaration of elections, the commission shall:

- (a) announce the provisional results within five (5) hours of the completion of the counting of votes;
- (b) announce the official and final election results within two (2) days of the completion of counting, provided that no objections are received within the specified period published by the Electoral Commission.
- (c) declare if the elections have reached the 15% threshold of the enrolled students in that academic year.
- (d) If the threshold is not reached, the Independent Electoral Commission may extend the election period for a maximum of 48 hours.
- (e) Should the 15% threshold not be reached after the 48-hour extension, the university management and the Independent Electoral Commission must

establish an interim SRC and determine its term of office, powers and functions

10.2.2 Objections by student organisations/independent candidates:

- (a) Objections against the election results shall be made in writing and shall be submitted to the Chief Electoral Officer (acting on behalf of the Electoral Commission) within 24 hours of the announcement of provisional election results.
- (b) In the event that no objections are received by the deadline set and published by the Electoral Commission, the final results of the elections shall be officially and finally announced by the Chief Electoral Officer (acting on behalf of the Electoral Commission), and elections results shall be declared free and fair.
- (c) Any objection by a student must be in writing and must be lodged with the Chief Electoral Officer within 24 hours of the incident or occurrence or concern becoming apparent to the student. An objection shall not necessarily imply that there should be a pause in electoral proceedings.
- (d) An appeal against a decision or ruling made by the Independent Electoral Commission may be lodged in writing with an Appeals Tribunal within 24 hours of the decision or ruling being announced. A response from the Appeals Tribunal should be expected in 48 hours.
- (e) The Appeals Tribunal will be appointed by the Deputy Vice-Chancellor in charge of the Student Support Services portfolio in consultation with the Executive Director - Student Support Services. The decision of the Appeals Tribunal shall be final and binding to all parties.

CHAPTER 11

POSTPONEMENT OF THE SRC ELECTIONS

11.1 POSTPONEMENT OF THE SRC ELECTIONS

- (a) The Electoral Commission may postpone the elections if, in its view, circumstances exist which will prevent the holding of free and fair elections. An election postponement may be announced at any time up to seven (7) working days after the decision to postpone has been made.
- (b) Such postponed elections must be held within thirty (30) days from the date of such an announcement.
- (c) If ballot papers are lost, destroyed, or unlawfully removed during the course of an election, the commission may call for a new election to take place.

CHAPTER 12

FUNDING FOR STUDENT ORGANISATIONS CONTESTING ELECTIONS

12.1 FUNDING FOR STUDENT ORGANISATIONS CONTESTING ELECTIONS

- (a) Student Support Services may, at its discretion, make funds available from its election budget to support and encourage programmes intended for democracy development or elections.
- (b) Financial support shall be allocated fairly among contesting parties/independent candidates for the elections Funding shall be subject to availability of funds

SCHEDULE: B

VAAL UNIVERSITY OF TECHNOLOGY STUDENT REPRESENTATIVE COUNCIL'S DISCIPLINARY CODE OF CONDUCT AND PROCEDURES

Established in terms of the SRC Constitution
(enforced by the HE Act, 1997 and the Statute of the Vaal University of Technology, 1999)

NATURE OF ESTABLISHMENT OF THE CODE OF CONDUCT

Established in terms of the SRC Constitution, the Code of Conduct regulates the conduct of members of the SRC/DSSRC and the conduct of members of the entire Student Governance. The Code of Conduct shall regulate the activities of the SRC/DSSRC and the entire Student Governance, including all delivery sites of the Vaal University of Technology. Its establishment is subject to the rules and regulations of the Vaal University of Technology. This Code of Conduct has been established within the endeavours of a corrective disciplinary system.

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CHAPTER 1

PURPOSE OF THE CODE OF CONDUCT

1. PURPOSE OF THE CODE OF CONDUCT

The purpose of the Code of Conduct is to ensure acceptable behaviour and good conduct of members of the SRC/DSSRC and its substructures. The primary purpose of the code of conduct is to promote mutual respect among members of the SRC/DSSRC and its sub-structures. The Code of Conduct applies to all SRC/DSSRC and its sub-structures. Notwithstanding the above, the code does not preclude the university from taking disciplinary action in terms of the University's Code of Student Conduct whenever a need arises.

1.1. Key areas of good practice are:

- (a) To ensure that members of the SRC/DSSRC observe, maintain and promote high ethical behaviour.
- (b) To ensure high ethical standards within student structures.
- (c) To ensure adherence to values espoused in the SRC Constitution.

CHAPTER 2

VALUES AND PRINCIPLES

VALUES AND PRINCIPLES

1.2 The Student Governance in its entirety, including all satellite campuses of the Vaal University of Technology, shall uphold, subscribe to, and live by, the following values and principles:

2.1.1 Values:

- (a) **Service to fellow students:** acknowledging that honesty, truthfulness, sincerity, and tolerance are the important characteristics of good student leadership.
- (b) **Responsibility:** assuming full responsibility for the entire Student Governance, ensuring that students' actions are driven to ensure good corporate behaviour, moral responsibility, and academic success.

- (a) **Self-discipline:** acting with reasonable restraint and not indulging in excessive behaviour that might bring the name of the university and the SRC/DSSRC into disrepute.
 - (b) **Justice:** believing that it is only right and proper to be just and fair in dealings with fellow students and any other person or entity within and outside the university.
 - (c) **Cooperation:** realising that they must work closely and harmoniously with others.
 - (d) **Humility:** believing that true humbleness of spirit, tolerance, and understanding are the only proper attitudes to maintain good relations with fellow students, the University and external partners, etc.
 - (e) **Accountability:** recognizing that accountability is fundamental to good governance and is one of the essential elements of ethical and transparent administration and conduct. The perception of the student body of the state of governance and administration of the SRC is principally determined by whether the SRC is seen to account for its actions. The members of Student Governance and the SRC: shall accordingly.
- Adhere to the policies and rules of the university and the laws of the country in the pursuit of their interest and
 - Deal equitably, justly, and responsibly with all individuals, groups and entities.

1.3 The following principles inform the Disciplinary Code and procedures of the SRC/DSSRC and the entire Student Governance formations:

2.2.1 Principles:

- (a) **Management of misconduct:** An ethical culture cannot be developed in an environment where there is no effective mechanism for the detection, investigation, and prosecution of misconduct. Prompt and decisive disciplinary action should be seen as a means of reinforcing high standards. Action in this regard can demonstrate to the student body and the general public that the SRC is committed to eliminating unethical conduct.
- (b) **Discipline:** Discipline should be a corrective measure rather than a punitive one. It must be applied in a prompt, fair, and consistent manner. The dictum "justice delayed is justice denied" must be observed.
- (c) **Misconduct:** if a member or leader of the SRC, DSSRC/student structure commits misconduct that is also a criminal offence, the criminal procedure and disciplinary procedure shall be treated separately.

CHAPTER 3

APPLICABILITY AND LIMITATIONS

3.1 The SRC Code of Conduct has been established in terms of the SRC/DSSRC Constitution. Its applicability is subject to the rules and policies of the Vaal University of Technology. The following terms are applicable:

Applicability

- (a) Any member of the SRC, DSSRC, SRC sub-structure, member of any organization who directly or indirectly violates or contravenes this Code of Conduct shall be dealt with according to the principles and rules of this Code of Conduct. Violation(s) of the university's Student Code of Conduct shall be dealt with in accordance with applicable VUT policies and procedures.

Limitations

3.2 The SRC Code of Conduct has been established as an extension of the university's Student Code of Conduct. Its solemn purpose is to ensure and maintain discipline within Student Governance, this notwithstanding the university's rules and procedures. The Code of Conduct and all registered students of the Vaal University of Technology are subject to the rules and policies of the university.

CHAPTER 4

ACTS OF MISCONDUCT AND DISCIPLINARY PROCESS

4.1 Acts of Misconduct

4.1.1 The code recognises three categories of acts of misconduct by members or leaders of the SRC/DSSRC and Student Governance (SG)

- (a) Grave offences
- (b) Serious offences
- (c) General offences

The difference between the three categories of offences is the degree to which the offence potentially impinges on the integrity, values, principles, and effectiveness of the SRC, DSSRC the Student Governance (SG), and the university. Sanctions must fit the offence. In view of that this code is subservient to the Code of Student Conduct, some of the offences will be dealt with under the auspices of the Judicial Services Office.

4.2 Categories of Misconduct:

(a) **Grave offences against the SRC, DSSRC and Student Governance (SG)**

Any offence deliberately aimed at destroying the integrity, infrastructure, or organisational capacity of the SRC, DSSRC and Student Governance (SG) is considered a grave offence. The following are examples of such offences:

- Sabotage of the activities of the SRC/DSSRC
- Deliberately acting on behalf of other organisations, groups, or persons to the detriment of the SRC, DSSRC and Student Governance (SG)
- Willfully and intentionally destroying the organisational infrastructure or capacity of the SRC, DSSRC and Student Governance (SG)
- Willfully and intentionally creating divisions within the ranks of the SRC, DSSRC and Student Governance (SG)
- Committing an act of sexual violence and/or abuse against another person. This will also be referred to the University Disciplinary Committee.

(b) **Serious offence against the SRC, DSSRC and Student Governance (SG)**

A violation of the values, and principles, of this Code of Conduct to the detriment of the integrity and organisational capacity of the SRC, DSSRC and Student Governance (SG) is a serious offence against the SRC/DSSRC and Student Governance (SG). The following are examples of such offences:

- Acting in a manner that exposes members to serious harm or death

- Deliberately destroying the organisational or infrastructural capacity of the SRC, DSSRC and SG or recklessly exposing it to danger
- Behaving dishonestly in respect of the property of the SRC/DSSRC
- Accepting or seeking to accept any illicit rewards or bribes using the name of the organisation, SRC, DSSRC and Student Governance (SG)
- Abusing office by using one's position to obtain material or sexual favours or other undue advantages from members or other persons or entities
- Fighting or behaving in a grossly disorderly or unruly manner
- Dealing in and consuming drugs or any other illegal substances
- Sowing racism, tribalism, regionalism, and sexism in the SRC, DSSRC and Student Governance (SG)
- Behaving in such a way as to provide serious divisions and a breakdown of unity in the SRC, DSSRC and Student Governance (SG)
- Sexually assaulting or in any other way seriously offending the dignity of other members
- Persistently and without cause undermining the respect for, or impeding the functioning of, the SRC, DSSRC and Student Governance (SG)
- Engaging in organised factional activity that goes outside the recognised norms of free debate in a manner that threatens the unity of the SRC, DSSRC and Student Governance
- Willful or grossly negligent disregard of the property of SRC, DSSRC and the University

(c) General offence against the SRC, DSSRC and Student Governance (SG)

A member or leader of the SRC, DSSRC and Student Governance (SG) who acts in an inappropriate manner and breaches the Code of Conduct of the SRC, DSSRC and Student Governance (SG) and/or normal acceptable behaviour, which is not a grave or serious offences, shall be of a general offence,:

- Rowdy and aggressive behaviour
- Disrespectful behaviour towards other members of the Student Governance (SG) and/or office bearers
- Gossiping maliciously to sow disharmony within the SRC, DSSRC and Student Governance (SG)
- Negligent disregard for equipment allocated to the SRC by the university
- Interfering with and disrupting the orderly functioning of the SRC, DSSRC and SG
- Any negligent behaviour that harms or threatens to harm the SRC, DSSRC/SG and or its members

5. DISCIPLINARY PROCESS

If the alleged misconduct is a general offence, the Deputy President of the SRC/DSSR may conduct an investigation and inform the SRC/DSSR of the outcome. However, if the alleged

misconduct is of either a serious or a grave nature, a Disciplinary Committee constituted by the Student Parliament Ethics Committee must be established to deal with the matter. The SRC Legal and Transformation Officer or other SRC/DSSRC member must investigate and lead evidence in a hearing.

5.1 Notice of Enquiry

- (a) An accused member must be given notice by the Ethics Committee of the Student Parliament of the charges being levelled against him/her at least five (5) working days before the date of the hearing. The member must sign receipt of the notice. If the member refuses to sign receipt of the notice, it must be given to the member in the presence of a fellow member or student, who shall sign in confirmation that the notice was conveyed to the member.
- (b) The written notice of the disciplinary hearing must contain the following:
- A description of the allegations of misconduct
 - Details of the time, place, and venue of the hearing
 - Information on the rights of the member to representation by a fellow member or student and to bring witnesses to the hearing

5.2 Constituting a Disciplinary Committee

- (a) The Disciplinary Committee shall be constituted as follows:
- The Deputy President of the SRC/DSSRC who shall be the convener and Chairperson of the DC.
 - The General Secretary of the SRC/DSSRC who shall be the Deputy Chairperson of the DC.
 - The Legal and Transformation Officer or other SRC/DSSRC member who shall be the investigator /Prosecutor.
 - One Ethics Committee member.
 - A Student Development Officer from the Student Life and Governance Office at the main campus or in the case of a delivery site, any member of the University employed at the relevant site.

5.3 The Procedure for conducting a disciplinary hearing

- The disciplinary hearing must be held within ten working days after the notice of enquiry has been delivered to the accused.
- The Deputy President of the SRC/DSSRC shall chair the disciplinary hearing.
- If an accused wishes, he or she may be represented in the hearing by a fellow SRC/DSSRC member or another student.
- In a disciplinary hearing, neither the SRC nor the accused may be represented by a legal practitioner.
- If the accused fails to attend the hearing and the Chairperson concludes that the accused did not have a valid reason, the hearing may continue in the accused's absence.
- The Chairperson must keep a record of the notice of the disciplinary hearing and the proceedings of the meeting.
- The Chairperson shall commence the proceedings.
- The Legal and Transformation Officer or other SRC/DSSRC member will act as prosecutor and will read the charge to the accused (member)
- The Chairperson will request the accused to plead to the charge and record his plea
- Should the accused refuse to enter a Plea, a Plea of not guilty shall be entered on his behalf.
- The Legal and Transformation Officer of the SRC or other SRC/DSSRC member acting as prosecutor will lead evidence of the alleged misconduct and call witnesses.
- The accused or his representative may cross examine any witness called by the Prosecution.
- The Prosecutor may re-examine the witness.
- The chairman and other members of the Disciplinary Committee may put questions to the witnesses.
- The accused member will be given an opportunity to lead evidence and call witnesses.
- The Prosecutor may cross-examine the accused and witnesses called on behalf of the accused.

- The accused or his representative may re-examine the witness.
- The Chairperson and members of the Disciplinary Committee may put questions to any witness called by the accused.
- After all the evidence has been led, the prosecution and accused/accused's representative may make closing statements.
- The chairperson shall adjourn the hearing to allow the Disciplinary Committee to consider the evidence.
- The Disciplinary Committee having satisfied itself on a balance of probabilities, whether the accused is guilty or innocent shall re-convene the hearing and inform the accused of his guilt or innocence.
- Before deciding on a sanction, the Chairperson and committee must give the accused an opportunity to present relevant circumstances in mitigation. The Prosecutor may also present aggravating circumstances. The Chairperson must communicate the final outcome of the hearing to the accused within seven (7) working days after the conclusion of the disciplinary enquiry.
- After advising the accused of the sanction, the chairperson must inform the accused on the appropriate measures to institute an appeal action, and that the accused has a right to such an appeal.

5.4 Sanctions

- (a) A member or leader of the SRC, DSSRC and/or SG who is guilty of a general offence may be sanctioned by the SRC as follows:

<ul style="list-style-type: none"> • Corrective Counselling 	<ul style="list-style-type: none"> • Written Warning
<ul style="list-style-type: none"> • Verbal Warning 	<ul style="list-style-type: none"> • Final Written Warning

- (b) Corrective counselling shall be referred to the Student Counselling Department of the University. The objective of counselling shall not be to humiliate the person, but to remind him/her and other members of the standards expected of members and to reinforce a sense of unity and shared values in the SRC, DSSRC the SG, and the university.
- (c) Should the Disciplinary Hearing find an accused guilty of a serious or grave offence against the SRC, DSSRC or SG, the Disciplinary Committee may

pronounce any one or more or a combination of the following sanctions:

- Temporary forfeiture of membership rights and/or benefits
- Suspension from membership of the SRC, DSSRC or relevant structure.
- Recommend expulsion of the accused from the SRC/DSSRC or Student Governance (SG) to a mass meeting convened by the Student Parliament.

(d) The following proviso is applicable to the sanctions referred to in (c) above.

- A sanction of suspension must stipulate the duration of the provided suspension, that a member found guilty of a serious offence shall not be suspended for less than six (6) months.

5.4 Appeal Procedure

(a) An accused who has been found guilty of an offence shall have a right of appeal to the Ethics Committee of the Student Parliament.

(b) An accused **must** submit an appeal to the Ethics Committee of the Student Parliament within (5) working days of receiving the formal decision of the Disciplinary Committee. In the appeal, the accused must state the following:

- The decision being appealed against
- The reasons for the appeal, together with supporting documentation
- The remedy sought

(c) The Ethics Committee of the Student Parliament must finalise the appeal of the accused within ten (10) working days of receipt of the appeal.

(d) An accused may further appeal the decision of the Ethics Committee of the Student Parliament to the Executive Director of Student Support Services, whose decision shall be final and binding.

SCHEDULE:C
SRC/DSSRC PRIVILEGES POLICY

1. PURPOSE OF THE POLICY

The purpose of this policy is to provide a framework for the regulation of SRC/DSSRC privileges and benefits in order to ensure that there is consistency in the manner in which they are made accessible to the SRC/DSSRC members. VUT students come from such diverse socio-economic backgrounds that it becomes necessary to make provisions for a common image that is projected by the SRC/DSSRC in view of the central role that it plays in the leadership of VUT students and the University.

1. SCOPE

The policy applies to all SRC/DSSRC members, Student Support Services staff and the Finance Department.

2. DEFINITIONS

- (a) Privileges - A special advantage made available only to a particular person or group of people.

3. POLICY PRINCIPLES

- (a) The Student Life and Governance Office will be responsible for ensuring that members of the SRC receive the benefits as determined by this policy;
- (b) The benefits will accrue to SRC/DSSRC members in good standing, as contemplated in the SRC constitution.
- (c) The benefits apply to official SRC activities and
- (d) Any abuse of such benefits will be dealt with in terms of the rules and regulations of the University.

4. SRC/DSSRC PRIVILEGES

4.1 SRC/DSSRC Members shall be entitled to the following privileges:

- (a) A Formal Suit (a Jacket with a Trouser or Skirt) and a Blazer with embroidery of the university emblem, one set of matching pants or skirt, one tie, one scarf, one track suit, one dri-mac (wind-breaker jacket), two t- shirts and two shirts. All the items should bear the university emblem.
- (b) 100% remission of campus accommodation fees and 50% remission of tuition fees as determined by the University Management. SRC members who are fully funded through any form of financial aid are exempted from the remission or discount.

- (c) A Cellphone or a Laptop, depending on the collective choice of the SRC - The cellphone or laptop shall remain the property of VUT and are to be returned to the University at the end of the term of office of the SRC/DSSRC or earlier should a member leave office. The value of the cellphone or laptop shall be determined by the University Management from time to time.
- (d) The monthly airtime to be provided shall be limited to a maximum determined by the Finance Department.
- (e) The SRC/DSSRC shall have access to a vehicle for its operations, subject to the University Transport Policy. SRC members may not drive the vehicle themselves.
- (f) An Honorarium, if any, which shall be determined by Management from time to time.

4.2 A Budget for SRC Privileges shall be set aside by the university from the operational budget of the SRC.

5. Formula for Honorarium Allocation

5.1 This formula provides a mechanism for measuring performance of SRC/DSSRC members against set goals.

- (a) SRC/DSSRC Honorarium Performance-based System (See Schedule B for Assessment Guide)

Activities (Based on a Ten Point Scale)	Performance Points	NOTE WEELL: The Department of Student Life and Governance will Develop a Tool/Instrument for the Contentious Assessment of the Performance of the Student Representative Council
Conduct Performance Assessment of each Elective Portfolio based on the functions outlined.	10	
Establishment of Student Governance Structures and Communication Systems	10	
Development and Design of an Outcome-Based Strategic Plan/Program of Action	10	
Design of a Capacity Building Program for Student Governance and Student Structures	10	
Representation and Advocacy	10	
Addressing the Needs of Students	10	
Design and Implement Programs that Improved the Rate of Student Retention, Throughput and Successful Completion of their Studies	10	
Promotion of Inclusivity, Social Cohesion and Integration amongst Student Communities	10	
Decision Making and Involvement in the Development of Institutional Policy	10	
Building Constructive Relationships with the University Administration	10	
	100 POINTS	

(b) Formula:

$$\frac{100 \text{ p} \times 100}{100} = 50\%$$

(a) The SRC honorarium shall be R12 000 per annum or R24 000 for a two-year term/24 months. This will be revised by the University Management from time to time.

(c) If 100% honorarium is R12 000 per annum, then a member will qualify for 100% of R12 000
For example, R12 000 – 50 % = allocated R6 000 honorarium.

(d) The SRC Honorarium shall be payable once per semester.

- (e) The SRC Honorarium is not transferable to any third party or be paid in advance to pay for the debt of other students.
 - (f) Notwithstanding the above, the Chief Financial Officer (CFO) will develop a schedule with all SRC privileges which will be approved by MANCOM from time to time.
 - (g) The schedule will be revised annually.
- 6.2 The following support functions must be established in order to ensure appropriate implementation of the performance-based system:
- (a) A detailed SRC agreed on programme of action for each office bearer must be submitted to the Student Life and Governance Office for monitoring.
 - (b) A Monitoring and Evaluation Committee comprising a maximum of four (4) members from various components of the university, including a representative of the Student Life and Governance Office, must be established by Executive Director: Student Support Services to manage performance and the allocation of benefits/honorariums of SRC/DSSRC members.
 - (c) Evidence of accomplishment for each activity must be submitted within the time frames allocated for each activity.
 - (d) The committee shall allocate points in accordance with set criteria, for example, impact of the project and success of the project.

SCHEDULE: D

THIS POLICY IS SUBJECT TO VUT FINANCE POLICIES AND PROCEDURE VAAL UNIVERSITY OF TECHNOLOGY'S SRC/DSSRC FINANCIAL POLICY

CHAPTER 1

PURPOSE OF THE POLICY

1.1. PURPOSE OF THE POLICY

- (a) The policy has been established to achieve fair financial practices and to provide appropriate use of public funds.
- (b) To ensure effective management of resources allocated to the SRC/DSSRC and student organisations.
- (c) To set out effective and fair guidelines for financial allocations to various student organisations, clubs, and societies.

1.2. APPLICATION OF THE POLICY

Subject to approval by the Vaal University Council and to the university's policies and rules. The policy is regarded as effective and applicable to the following:

- (a) To all activities and operations of the SRC/DSSRC
- (b) To all activities and operations of the entire Student Governance area
- (c) To all developmental projects subject to the approval of the SRC/DSSRC

CHAPTER 2

PRINCIPLES AND VALUES

- 2.1. Student Governance in its entirety, including all satellite campuses of the Vaal University of Technology shall uphold, subscribe to, and live by, the following values and principles:

Values:

- (a) **Service to fellow students:** acknowledging that honesty, truthfulness, sincerity, and tolerance are the important characteristics of good student leadership.
- (b) **Responsibility:** assuming full responsibility for the entire Student Governance, ensuring that students' actions are driven to ensure good corporate behaviour, moral responsibility, and academic success.
- (c) **Self-discipline:** acting with reasonable restraint and not indulging in behaviour that might bring the name of the university and the SRC/DSSRC into disrepute.
- (d) **Cooperation:** acknowledging that they must work closely and harmoniously with others.
- (e) **Humility:** believing that true humbleness of spirit, tolerance, and understanding are the only proper attitudes to maintain good relations with fellow students, the University and external partners, etc.
- (f) **Accountability:** accountability is fundamental to good governance and is one of the essential elements of ethical conduct. The perception of the student body of the state of governance and administration of the SRC/DSSRC is principally determined by whether the SRC/DSSRC is seen to account for its actions. The members of Student Governance and the SRC/DSSRC:
 - must adhere to the laws of the country and the policies and rules of the university in the of pursuit of their interests; and
 - are required to deal equitably, justly, and responsibly with all individuals, groups and entities

CHAPTER 3

SRC EXPENDITURE

3.1. SRC EXPENDITURE

The SRC budget shall be monitored and reported on by the Treasurer General, the Director of Student Life and Governance and the SRC Administrator.

STANDARD ITEMS	COST ITEMS	DETAILS ON ITEMS
Personal Expenditure	Honorariums Allowances	Honorariums allocated in terms of agreed policy and procedure on SRC, DSSRC benefits Allocated as advances to SRC,DSSRC members
Administrative Expenditure	Accommodation Transport costs Telephone, fax, and cellular phone costs	Conference accommodation, registration fees for conferences, transportation, etc. Charged as per usage, R100.00 monthly airtime allocated to SRC,DSSRC members
Inventory	Stationery and other consumable items	Pens, writing pads, and other office-related stationery
Equipment	Office equipment such as computers, printers, fax machines, photocopiers and books	Office furniture, office equipment such as computers, printers, fax machines, photocopiers and books
Uniform(s) with the university corporate identity	Blazers, matching pants, shirts, t-shirts, ties, scarves, tracksuits and dri-macs	Blazers, matching pants or skirts, shirts, t-shirts, ties, scarves, tracksuits, and dri-macs

CHAPTER 4

FINANCIAL CONTRACTS AND/OR OBLIGATIONS

4.1 FINANCIAL CONTRACTS AND/OR OBLIGATIONS

In terms of the Statutes of the Vaal University of Technology and the SRC/DSSRC Constitution, the following conditions are applicable to all contracts and/or obligations on behalf of the SRC/DSSRC:

- (a) No student shall enter into a contract on behalf of the university or any structure established in terms of the Statutes of the Vaal University of Technology.
- (b) All contractual obligations shall be entered into on behalf of the SRC/DSSRC by a delegated university staff member.

CHAPTER 5

SRC/DSSRC PLEDGES

5.1 SRC PLEDGES

Subject to the Higher Education Act 101, 1997, the NFSAS Act, and university rules and procedures:

- (a) Pledges will be allocated in terms of applicable guidelines approved by MANCOM for such purposes;
- (b) A Pledges Committee shall be established for the purposes of disbursing pledges, which will be funds that will be set aside by the SRC from its budget.
- (c) Any appeal against the pledges process may be referred to the Office of Executive Director: Student Support Services for a final decision.

CHAPTER 6

SRC/DSSRC FINANCIAL COMMITTEE AND FUNDING OF STUDENT ORGANISATIONS

6.1 SRC/DSSRC FINANCE COMMITTEE (FINCOM)

6.1.1 The SRC/DSSRC FINCOM's main responsibilities include:

Allocating funds to student organisations annually; and supporting the SRC/DSSRC Treasurer General's activities.

6.1.2 Composition of the SRC/DSSRC Finance Committee (FINCOM):

The SRC/DSSRC Finance Committee shall be composed of the following:

- (a) The SRC/DSSRC Treasurer General (Chair of the Finance Committee)
- (b) The Speaker of Parliament
- (c) Student Life and Governance Office staff
- (d) Ordinary member of Parliament

6.1.3 Finance Committee's term of office:

- (a) The SRC/DSSRC Finance Committee's term of office shall coincide with the SRC's/DSSRC's term of office
- (b) The SRC FINANCE COMMITTEE (FINCOM) shall be convened thirty (30) days after the establishment of the Student Parliament. However, if there is no student parliament, the Student Life and Governance Office may rope in the SRC Executive and continue with the activities of the committee.
- (c) In the absence of an SRC, the Director - Student Life and Governance Office will have the discretion of disbursing funds, in consultation with the ED-SSS and in accordance with this policy and the financial policies of the institution.

6.2 FUNDING TO STUDENT ORGANISATIONS

Subject to the Student Life Functional Rights procedures and Chapter 4, Section 5, of the SRC Financial Policy, funding to student organisations is subject to:

- Submission of a report or any other evidence of successful project/s implemented in the preceding academic semester or year.
- New projects/initiatives shall be funded at the discretion of the Student Life and Governance Unit, depending on the availability of fun.

END



Vanderbijlpark Campus

- 📍 Andries Potgieter Blvd
Vanderbijlpark, 1900, South Africa
- 📍 Private Bag X021
Vanderbijlpark, 1911, South Africa